

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

DATE: July 9, 2009
TIME: 5:30 p.m.
PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charles Boaz
Patricia Griffith
Clint Isaac
Mariam Mih
David Peter

PRESENT: Dr. Vicky Smith, President
Dr. Brian Inbody, Vice President for Student Learning
Ben Smith, Vice President for Administration
Sandi Solander, Business Manager
Dale Ernst, Dean of the Ottawa Campus
Dave Fewins, Emeritus Faculty
Sarah Robb, Faculty Senate President
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

Mr. Peter called the meeting to order at 5:40 p.m. in room 209 in the Student Union.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Athletic Insurance under new business as item J. Upon a motion and a second the agenda was approved as amended.

V. Reorganization of the Board

A. Election of Officers: Chair and Vice Chair

Mr. Peter asked for nominations for Board Chair. Mr. Berthot nominated David Peter for chair. Mr. Boaz made a motion that nominations cease. The motion was seconded and Mr. Peter was elected Chair.

Mr. Peter asked for nominations for Vice Chair. Mr. Boaz nominated Kevin Berthot for vice chair. Mrs. Mih made a motion that nominations cease. The motion was seconded by Mr. Boaz. Mr. Berthot was elected Vice Chair.

B. Appointment of Personnel

Upon a motion by Mr. Isaac and seconded by Mrs. Mih, 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 by Mr. Boaz and seconded by Mr. Isaac, the Board will continue to meet on the second Thursday of the month, starting at 5:30 p.m. in the Oak Room in the Student Union.

D. Financial Institutions Designation

Upon a motion by Mr. Boaz and seconded by Mr. Isaac the following financial institutions were approved.

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 by Mr. Peter and seconded by Mr. Berthot, Charles Boaz was appointed as the Board's representative to the Kansas Association of Community College Trustees.

Upon a motion by Mr. Peter and seconded by Mr. Berthot, Mariam Mih was appointed as the Board's representative to 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. Mr. Peter read the Affirmation of Service and each member affirmed the statement.

NEOSHO COUNTY COMMUNITY COLLEGE
 BOARD OF TRUSTEES

AFFIRMATION OF SERVICE

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

- That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- That I will exemplify ethical behavior and conduct that is above reproach;
- That I will engage in an ongoing process of in-service education and continuous improvement;
- That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and support the decisions and policy we make; and
- That I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

Signed this 9th day of July, 2009.

VI. Consent Agenda

The following items were approved by consent.

- A. Minutes from June 18, 2009
- B. Claims for Disbursement June 2009
- C. Personnel

1. Construction Technology Instructor Resignation

It was the President's recommendation that the Board accept the resignation of Craig Knight, construction technology instructor. Mr. Knight's resignation is effective at the end of his 2008-09 employment contract.

2. Director of Advising and Counseling Resignation

It was the President's recommendation that the Board accept the resignation of Julie Loring, Director of Advising and Counseling. Ms. Loring's resignation is effective July 30, 2009.

3. Assistant Women's Soccer Coach

It was the President's recommendation that the Board approve the employment of Andrea Scott as the assistant coach for women's soccer. Ms. Scott earned an Associate of General Studies from NCCC. She was a member of the women's soccer team, women's basketball team, and softball team while she attended NCCC. Ms. Scott served as a Resident Assistant for the Upward Bound summer program in 2008 and 2009.

Ms. Scott will be paid \$1,050 per month (\$9,450.00 August 17, 2009-May 14, 2010), plus cafeteria meals.

4. Assistant Men's Basketball Coach

It was the President's recommendation that the Board approve the employment of Dominique Taylor as the assistant coach for men's basketball. Mr. Taylor holds a Masters degree in Sports Studies and a Bachelor of Science degree in Exercise Science from Texas A & M University. He was a graduate assistant in the Department of Health and Human Performance and an intern in the Department of Athletics at Texas A & M. Mr. Taylor also has experience in various summer basketball camps.

Mr. Taylor will be paid \$1,050 per month (\$9,450.00 August 17, 2009-May 14, 2010), plus cafeteria meals.

Mr. Peter asked the Board to move Agenda Item IX-A-Emeritus Faculty Nominations before Reports. There were no objections.

Agenda Item IX-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 three individuals to receive this honor:

Lee Boyles
David Fewins
Terry Turner

Resolution 2009-40

RESOLVED, That the Board of Trustees of Neosho County Community College names Lee Boyles,

David Fewins and Terry Turner to Emeritus status.

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

Mr. Peter presented Mr. Fewins with a plaque and thanked him for his years of service to the College.

Faculty Senate Report: Sarah Robb, Faculty Senate President, reported that the faculty did vote to accept the proposed negotiated agreement. She thanked the administration and the Board for continuing to work together to accomplish progress.

She reported that Marie Gardner and Teresa Faust presented at the Jenzabar Annual Meeting in Washington, DC at the end of May. Ms. Gardner will also be attending an Advisory Board meeting in Boston later this month.

Will Jordan, welding instructor, took student Josh Tull to the National Welding competition. Mr. Tull placed 9th out of 48 and qualified to try out to represent the USA in the WorldSkills Welding Competition. Tull is a senior at Chanutte High School is enrolled the college's welding program.

Several faculty members are taking summer classes as part of their professional development activities. Some faculty members are assisting with academic advising during enrollment days held on campus this summer. It is very helpful having full-time faculty members make themselves available to assist students plan their fall schedules.

Vice President for Student Learning Report: Dr. Brian Inbody reported that an agreement with Pittsburg State University would allow the College to offer two sections of Intermediate Algebra on the PSU campus this fall. The Memorandum of Understanding is under new business later on the agenda. He thanked Randy Kettler for all his work in reaching an agreement with PSU.

Dr. Inbody reported that the College will receive a Title III grant starting this fall in the amount of \$2,000,000 over a five year period. The grant will allow adding a Physical Therapy Assistant Program at Ottawa and a Surgical Technician program in Chanute. His report included a year-by-year breakdown of the approved Title III budget.

Enrollment is up for Summer 2009 over Summer 2008 by about 900 credit hours or about 25%. Fall enrollment is showing increased enrollment as well. He reminded the Board it was still very early to predict what final fall enrollment will be.

Dr. Inbody said he was leading an effort to enhance the on-line campus. He is working with the On-line Campus Coordinator and the Vice President for Administration to have all services available on-line starting January 1, 2010. On-line services will include advising, bill pay, registration, admissions, an augmented library, tutoring, bookstore purchasing, etc. The 2009-10 budget has funds set aside for putting these services in place.

The vice president also told the Board he has been leading a discussion of a simplified transfer system for the State of Kansas through the Kansas Council of Instructional Administrators. Dr. Inbody also traveled to Minnesota as a consultant/evaluator for the Higher Learning Commission and will be deployed again in March to a college in Oklahoma. He and Sarah Robb attended the NISOD conference in Austin Texas and received an Award of Excellence for 2008-09. Dr. Inbody told the Board he has also consulted or will consult with three colleges on the outcomes assessment system he developed for the College. He invited the Board to review the remainder of his report at their leisure.

Treasurer's Report:

KACCT Report:

President's Report: Dr. Vicky Smith told the Board that she had received good news earlier in the day regarding health insurance. She had communicated to the health insurance broker that the College wanted to keep the increase at less than 12% and asked them to come up with several options for consideration. Some of the changes in coverage may include changing the 90/10 coverage to 80/20, increasing the co-pay for all options to \$25, increasing the emergency room deductible from \$150 to \$300 and raising the prescription coverage from \$10, \$30, \$50, to \$15, \$40, and \$60. She will have more information for the August Board meeting.

Dr. Smith told the Board that the Governor had recently reduced the state aid to higher education by an additional 2% in order to balance the budget for 2009-10. She also reported that the College had received the county valuation estimate. The estimate is \$127,000,950 or about a \$7 million increase over last year. After reducing the College mil levy by one mil, the College will receive additional revenue of about \$231,000.

President Smith discussed the Title III grant that Dr. Inbody also reported on earlier in the meeting. She said the

grant's focus is developing new academic programs that will work to increase enrollment and increase fiscal stability. The new academic programs are Physical Therapy Assistant and Surgical Technician. Labette Community College also received a Title III grant with the same objectives as NCCC's. She indicated that NCCC would be meeting with Labette Community College on July 21 to collaborate and stretch the monies further.

Dr. Smith informed the Board that she had recently signed an agreement to purchase new library management software for Chapman Library. The current software is about 10 years old and does not have many features that work well with electronic resources. The list price of the system is \$25,000. NCCC will participate in a consortium and pay only \$11,000 for the system, plus a yearly maintenance fee. Other colleges in the consortium are Butler Community College, Cloud County Community College, Flint Hills Technical College and Manhattan Area Technical College. Since the system is a sole source item, by Board policy, the president can sign the agreement and then inform the Board of the action.

Dr. Smith also distributed a "thank you" from the Relay for Life co-chairs thanking the College for the assistance they received, particularly Ben Smith and the maintenance staff.

Dr. Smith also informed the Board that she had been appointed to a three-year term to the Economic and Workforce Development Commission of the American Association of Community Colleges beginning July 1, 2009.

Agenda Item VIII-A: Employees Sick Leave and Sick Leave Policy Revisions-second reading

The College has in policy a shared sick leave pool which allows non-faculty employees whose absence qualifies under the Family Medical Leave Act to draw upon the pool when all of their own vacation and sick leave hours are exhausted. The pool has been used only a few times since its inception. The pool of available hours has grown to enormous levels, over 10,000 hours. One reason is that the current policy allows for anyone leaving the college, for either retirement or resignation, to donate their unused hours to the pool. Current employees very rarely, if ever, donate their hours to the pool. This goes against the original intent of the pool. The unused sick hours have no value to retired employees, so all retired employees give massive number of hours to the pool as they exit the institution.

This large number of hours in the pool could be seen as a liability that the College must carry, much like unused vacation hours are now.

The proposed change detailed below will refine the sick leave pool and return it to its original intent by limiting the number of hours in the pool and limiting who can donate and under what situations. It stops donations altogether by employees who have resigned. It limits the number of hours per year that any one employee can give to the pool and it sets an overall limit to the pool itself.

In order to give the hours in the sick leave pool "value" to the individual employee, the administration recommended that the Board extend the same retirement benefit to non-faculty employees that the faculty currently enjoys. Namely, that all employees would receive \$4 per hour for unused sick leave at the time of retirement only. A review of possible retirements over the next five years indicated that only five, non-PEA employees would qualify for this benefit. If all five have the maximum number of sick hours the total cost to the institution for the benefit for those 5 years would be \$14,400.

The proposed policy was passed by the Executive Committee and was presented to the Board for a first reading at the June Board meeting. It was the President's recommendation that the Board approve the revised policies for Sick Leave and Sick Leave Pool Policy.

Resolution 2009-38

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Employee Sick Leave Policy and Sick Leave Pool Policy.

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

Proposed Sick Leave Policy

3. Sick Leave

Each full-time employee shall receive ~~eight sick hours~~ one sick day per month, cumulative to a maximum of ~~60 days~~ 480 hours by the end of the fifth contracted year of employment. After the fifth year, each full-time employee shall receive ~~one day~~ 8 hours per month, but cannot accumulate more than ~~six days~~ 48 hours per year thereafter ~~for a maximum of 90 days~~ 720 hours. ~~There is no compensation for unused sick leave.~~ A full-time employee may not accumulate in excess of 720 hours accumulated sick leave. ~~Employees shall be compensated for all remaining accumulated unused sick leave at the time of that employee's retirement. Compensation will be set at a rate of four dollars (\$4) per hour for each hour of remaining accumulated unused sick leave at the time of retirement.~~

Proposed Shared Sick Leave Pool

7. Shared Sick Leave Pool (approved 8/12/04)

Sick leave donation is a voluntary, confidential program that permits ~~staff members~~ employees to ~~donate~~ transfer fully paid sick ~~days~~ hours to a sick leave pool to ~~co-workers in need who cannot return to work because of a serious or catastrophic personal health condition, as defined for use by employees taking leave under the Family and Medical Leave Act (FMLA) as a "qualified employee").~~ Voluntary sick leave donations from other employees. Sick leave pool hours may be used ~~to provide paid leave for~~ by a qualified employee with no accumulated sick leave up to a maximum of ~~240~~ 480 hours in a twelve-month period. The twelve-month period will commence on the day an employee first utilizes ~~sick leave pool hours~~ the shared sick leave donation.

~~The employee shared sick leave pool shall utilize the following guidelines:~~

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~~Employees may be eligible for sick leave from the pool when they or their family members experience a serious, extreme, or life-threatening illness which meets both of the following specific criteria:~~

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~~A. _____ The employee or family member is experiencing a serious, extreme, or life-threatening illness, injury, impairment, or physical or mental condition that has caused, or is likely to cause, the employee to take leave without pay or to terminate employment.~~

~~A. _____ The illness, injury, impairment, or condition keeps the employee from performing regular work duties.~~

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~~Shared sick leave will not be granted for common illnesses, minor surgeries or routine surgery. Family members include persons related to the employee by blood, marriage or adoption, and minors residing in the employee's residence as a result of court proceedings pursuant to Kansas code for care of children or the Kansas juvenile defenders code. Procedures for administering the shared sick leave program are to be handled by Human Resources.~~

~~An employee shall be eligible to receive sick leave from the pool if both of these conditions are met:~~

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~~A. _____ The employee has at least six months of continuous service.~~

~~A. _____ The employee has exhausted all paid leave available for use, including vacation leave, sick leave, and compensatory time credits.~~

~~An employee may voluntarily transfer up to 40 accumulated sick days~~ hours into the sick leave pool per fiscal year; ~~however, a if a minimum of 240 hours is required to~~ will remain in the donor employee's accumulated sick leave account. Employees that have reached the maximum accumulation of sick leave hours may donate transfer up to a full year's earned hours to the sick leave pool per fiscal year. The employee sick leave pool will be limited to a combined total of 3,000 hours. When the sick leave pool falls below 3,000 hours, additional employee transfers will be accepted.

~~An employee who has resigned/retired may transfer accumulated sick leave into the pool, if the employee elects not to be compensated for such unused accumulated sick leave.~~

Any employee found abusing the benefit will no longer be entitled to participate in the shared sick leave pool.

Agenda Item VIII-B: Selection of the President Policy Revision-second reading

With the development of the Emergency Chief Executive Succession Plan, the College Attorney has suggested that reference to this plan be placed in the Board Policy Manual. The College Attorney suggested that a reference in the Board Policy Manual would require a policy that a Succession Plan be kept in place, but that the actual Plan would be a separate document from Board Policy. In this manner, the College would achieve the goal of flexibility, while at the same time having a binding policy in place that requires the Board to have such a plan. This policy should assist in establishing the Board's role in chief executive officer continuance when reviewed in the future by the Higher Learning Commission of the North Central Association.

The revisions were presented to the Board at the June meeting for a first reading. The revised policy is on the following page. It was the President's recommendation that the Board approve the policy.

Resolution 2009-39

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised policy for Selection of the President.

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

Proposed Policy

Selection of the President

Pursuant to K.S.A. 71-201 and as indicated in #4 above, the board of trustees will employ the president. The board, at such time as it may deem expedient, shall appoint and fix the compensation and term of office of a president, who shall not be a member of the board. The president's term of office shall begin on the first day of July or such other date as the board may determine. The president shall have charge and control of the college, subject to the orders, rules, and regulations of the board.

The board may extend the president's contract each year for a period not to exceed three years. Reappointment of the president shall be as provided in the contractual agreement between the president and the board of trustees.

The Board shall adopt and observe an Emergency Chief Executive Succession Plan, which Plan shall be maintained as part of the records of Neosho County Community College.

Agenda Item IX-B: 2009-2010 NCCC PEA Negotiated Agreement

The PEA negotiation team and the administration have reached an agreement for the 2009-10 academic year. The revisions were mailed to faculty members for ratification. The faculty ratified the agreement. The following pages are revisions to the current contract. It was the President's recommendation that the Board approve the revisions.

Resolution 2009-41

RESOLVED, That the Board of Trustees of Neosho County Community College approves the 2009-10 Negotiated Agreement with the NCCCPEA as presented.

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

ARTICLE 5

Leaves.

Sick Leave

- A. Upon initial employment, thirty-five (35) hours of sick leave will be granted with the beginning of each semester for the first year. Seventy (70) hours of sick leave will be granted with the beginning of the contract year after at least a full year of employment. Then, seventy hours every contract year thereafter

- will be granted with the stipulation that unused sick leave may only accumulate to six-hundred-thirty (630) hours. All current Professional Employees will retain their accrued unused sick leave and will be granted an additional seventy (70) hours with the start of each contract period.
- B. At any time during the contract year, a Professional Employees who has accumulated at least 210 sick leave hours, may voluntarily donate up to thirty (30) hours of their own accumulated sick leave into a sick leave pool and will communicate in writing to the Chief Academic Officer (CAO) the number of hours donated. Any Professional Employee that has reached the maximum accumulation of sick leave hours may donate up to a full academic year's earned hours to the Professional Employee sick leave pool. The Professional Employee sick leave pool will be limited to a combined total of 3,000 hours. When the pool falls below 3,000 hours donations will be accepted.
 - C. A full-time Professional Employee who is eligible to take leave through the Family Medical Leave Act, and has used all his or her accumulated sick leave and is still physically, mentally, or emotionally unable to return to his or her assigned duty may submit a written request to the Chief Academic Officer (CAO) for a voluntary transfer of sick leave from the sick leave pool donated by Professional Employees of the College. The Chief Academic Officer (CAO) may request a doctor's verification of any Professional Employee's inability to return to assigned duties. The Chief Academic Officer (CAO) will authorize the transfer of additional sick leave to the Professional Employee who initiated the request described in this paragraph from the days donated to the sick leave pool. Any unused sick leave requested under this procedure will be returned by the Professional Employee to the sick leave pool.
 - D. Neosho County Community College shall provide the Professional Employee with the opportunity to request approved time away from work to resolve medical problems and/or recuperate so they may return to full productivity. Sick leave may be taken only to the extent that it is actually accrued, one cannot borrow against anticipated sick leave earned.
 - E. A Professional Employee may donate any part of his/her unused sick leave to the sick leave pool at the time of retirement. A Professional Employee shall be compensated for all remaining accumulated sick leave at the time of that employee's retirement. Compensation will be set at a rate of four dollars (\$4) per hour for each hour of remaining accumulated sick leave at the time of retirement.

Family and Medical Leave

Professional Employees shall be provided family and medical leave as provided by this plan approved by the Board and required by current federal law and regulation. A copy of this plan for providing leave under this policy shall be kept at each campus, in the faculty office area and will be made available to all Professional Employees at the beginning of each school year.

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (12) weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1, and ending the following June 30. Spouses employed by the College may only take an aggregate of twelve (12) weeks of leave for a birth or adoption of a child or to care for a Professional Employee's immediate family (defined as spouse, children, parents, or family member residing with the Professional Employee) because of a serious health condition.

A. Reason

Leave is available because of (1) the birth of a son or daughter of the Professional Employee and to care for the son or daughter; (2) the placement of a son or daughter with the Professional Employee for adoption or foster care; (3) the need to care for a Professional Employee's immediate family (defined as spouse, children, parents, or family member residing with the Professional Employee) because of a serious health condition; or (4) a serious health condition of the Professional Employee that prevents the Professional Employee from performing the job functions. (Leave for reason 1 or 2 must be taken within twelve (12) months of birth or placement.)

B. Paid Leave/Unpaid Leave

The leave shall normally be unpaid leave. However, if the Professional Employee has any paid vacation, personal, sick, or disability leave that is available or accrued, the paid leave shall be used first and counted toward the annual family and medical leave unless the Professional Employee elects to take a salary deduction

for part or all of the above. The President will notify the Professional Employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

C. Eligibility

The Professional Employee is eligible for family and medical leave upon completion of twelve (12) months of service in the College and employed at least 1,250 hours during the preceding year.

D. Group Health Benefits

During the period of any unpaid family and medical leave the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any Professional Employee portion of the cost shall be paid by the Professional Employee to the Clerk of the Board on the payroll date or other time as the Professional Employee and President may agree. The Board may terminate group health coverage if the Professional Employee payment is not received within thirty (30) days of the due date.

E. Notice

When leave is foreseeable, the Professional Employee shall give written notice thirty (30) days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the Professional Employee providing notice of need for leave, the employer will notify the Professional Employee of:

1. the reasons that leave will count as family and medical leave,
2. any requirements for medical certification,
3. employer requirement of substituting paid leave and/or Professional Employee's option to take salary deduction,
4. requirements for premium payments for health benefits and Professional Employee responsibility for repayment if employer pays Professional Employee share,
5. right to be restored to same or equivalent job,
6. any employer-required fitness-for-duty certifications.

The College may require, at its expense, the opinion of a second health care provider designated and approved by the College. If first and second opinions conflict, the College may obtain a third opinion from a provider jointly approved and paid by the College and Professional Employee. A third opinion is final and binding.

F. Intermittent Use

Family leave (reasons 1 and 2) may not be used intermittently or on a part-time basis without the prior approval of the President. Serious health condition leave (reasons 3 and 4) may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, the College may require the Professional Employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position is equivalent pay and benefits.

G. End of Semester

The President may require a Professional Employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the Professional Employee's serious health conditions, the President may require a Professional Employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

H. Communication during Leave

When possible, the employee on leave needs to communicate with their supervisor about their expected date of return to work. If this return to work date changes due to changing medical conditions and doctor's recommendations, the Professional Employee shall notify their supervisor of this change as soon as it is practicable.

ARTICLE 13

Supplemental

- A. A supplemental contract shall be issued to each Professional Employee accepting assignments that are not part of the primary contract as described in the master agreement. These assignments include, but are not limited to, overload teaching, summer teaching, and sponsorship/supervising duties. All supplemental contracts shall include a statement of the duties to be performed.
- B. For Professional Employees on extended or supplemental contracts, Memorial Day and the Fourth of July will be considered as paid holidays if they occur within the period of the extended or supplemental contract.
- C. Except for Professional Employees who have head coaching duties as a part of the primary contract, all sponsorship, coaching, or special extra-duty assignments will be paid according to an amount mutually agreed upon between the Professional Employee and the Administration. The Professional Employee may be accompanied by an NCCCPEA advisor during the discussion. These assignments shall be identified by separate supplemental contract issued by the Administration within the first 30 calendar days of the semester prior to beginning duties. Payment for services performed to be made on the next pay period following completion of the supplemental contract.
- D. ~~Summer school and o~~Overload classes and classes scheduled outside of normal duty days shall be contracted by supplemental contract. Teaching assignments will be clearly identified in the supplemental contract. This contract will be subject to the following terms and conditions:

If an ~~summer/~~overload class contract or contract for classes scheduled outside of normal duty days is offered and accepted and the College Administration determines that the class should be cancelled, the Professional Employee will be paid in the appropriate fractional amount of the contract amount as to hours actually taught by the Professional Employee up to the date of cancellation of the class.

~~For overload assignments of one to three classes, but not more than six (6) credit hours per semester, full-time Professional Employees will be given the opportunity to teach summer school and overload classes in their teaching discipline prior to adjunct instructors.~~

Professional Employees will be given the opportunity to teach overload classes and classes scheduled outside normal duty days in their teaching discipline prior to adjunct instructors if:

(1) The term of the supplemental contract will not extend beyond the last day of a non-renewed or a resigning Professional Employee's primary employment contract and any extensions of the same.

(2) Overload assignments are limited to one to three (3) classes, but not more than six (6) credit hours per semester. Additionally, total contract load is not to exceed twenty-one (21) credit hours per semester. The Chief Academic Officer may ~~can~~ approve in advance a greater overload assignment with advanced written authorization ~~in writing.~~

The decision as to whether a class goes will be made on or before the beginning of the second class meeting. If the class has a finalized enrollment of eight (8) or more students, the instructor will be issued a contract for \$425 per credit hour. If there are not 8 finalized students enrolled, the administration can approve a contract for the instructor on a pro-rated basis. A supplemental contract will be issued following the conclusion of the second class meeting.

ARTICLE 12**2009-2010 Salary Schedule****BASE - \$30,650**

Step	Instructor	MS	MS 15	MS 30	MS 45	DOC
1	\$ 29,405	\$ 30,650	\$ 31,567	\$ 32,647	\$ 33,827	\$ 35,531
2	\$ 30,060	\$ 31,501	\$ 32,419	\$ 33,499	\$ 34,679	\$ 36,382
3	\$ 30,715	\$ 32,352	\$ 33,271	\$ 34,351	\$ 35,531	\$ 37,233
4	\$ 31,371	\$ 33,205	\$ 34,122	\$ 35,473	\$ 36,382	\$ 38,085
5	\$ 32,025	\$ 33,860	\$ 34,973	\$ 36,055	\$ 37,233	\$ 38,938
6	\$ 32,681	\$ 34,515	\$ 35,825	\$ 36,906	\$ 38,085	\$ 39,789
7	\$ 33,335	\$ 35,171	\$ 36,481	\$ 37,757	\$ 38,937	\$ 40,640
8	\$ 33,991	\$ 35,825	\$ 37,135	\$ 38,609	\$ 39,789	\$ 41,491
9	\$ 34,646	\$ 36,481	\$ 37,790	\$ 39,264	\$ 40,640	\$ 42,343
10	\$ 35,300	\$ 37,135	\$ 38,446	\$ 39,919	\$ 41,491	\$ 43,195
11		\$ 37,790	\$ 39,100	\$ 40,575	\$ 42,343	\$ 44,046
12		\$ 38,264	\$ 39,756	\$ 41,230	\$ 42,998	\$ 44,701
13		\$ 38,740	\$ 40,410	\$ 41,884	\$ 43,654	\$ 45,356
14		\$ 39,215	\$ 41,066	\$ 42,540	\$ 44,308	\$ 46,011
15		\$ 39,690	\$ 41,541	\$ 43,046	\$ 44,964	\$ 46,666
16		\$ 40,165	\$ 42,016	\$ 43,553	\$ 45,618	\$ 47,321
17		\$ 40,640	\$ 42,492	\$ 44,060	\$ 46,274	\$ 47,976
18		\$ 41,115	\$ 42,966	\$ 44,567	\$ 46,929	\$ 48,631
19		\$ 41,591	\$ 43,442	\$ 45,074	\$ 47,435	\$ 49,138
20		\$ 42,065	\$ 43,916	\$ 45,580	\$ 47,941	\$ 49,645
21		\$ 42,541	\$ 44,392	\$ 46,087	\$ 48,449	\$ 50,151
22		\$ 43,015	\$ 44,866	\$ 46,594	\$ 48,955	\$ 50,659
23			\$ 45,342	\$ 47,101	\$ 49,463	\$ 51,165
24			\$ 45,817	\$ 47,607	\$ 49,969	\$ 51,671
25			\$ 46,292	\$ 48,114	\$ 50,475	\$ 52,179
26					\$ 50,983	\$ 52,685
27					\$ 51,489	\$ 53,193
28					\$ 51,996	\$ 53,699

Each Professional Employee will move one (1) vertical step on the salary schedule for 2009-2010. Horizontal movement is possible according to the guidelines established in the negotiated agreement.

Agenda Item IX-C: Administrative Employees

It was the President's recommendation that the following administrative employees receive a 1.5% salary increase for 2009-2010 employment contracts. Vice President for Administration Ben Smith's 2009-2010 salary was established on the consent agenda at the May 14, 2009 Board meeting. At the same meeting the Board approved increasing the 2009-2010 base salary for Kerry Ranabargar, Director of Technology Services/Chief Information Officer by \$3,000.

Name	Position	2008-09 Salary	2009-10 Salary

Executive Administrator Classification			
Inbody, Brian	VP-Student Learning	91,262	92,631
Smith, Ben	VP –Administration	71,142	85,000
Senior Administrator Classification			
Christiansen, Claudia	Director of Development	55,000	55,825
Ernst, Dale	Dean-Ottawa Campus	47,700	48,416
Krumm, Brenda	Dean of Outreach/Workforce Dev (10 mon)	50,152	50,904
Tincher, Eric	Dean of Student Development	56,000	56,840
Administrator Classification			
Clay, Krista	ABE Coordinator	35,923	36,462
Coomes, Kerrie	Director of Financial Aid	38,082	38,653
Covault, Pam	Director of Nursing	68,000	69,020
Kettler, Randy	Director of Basic Skills/CAVE	52,690	53,480
Kiefer, Melissa	Director of Admissions	30,139	30,591
Nesmith, Mark	Coordinator of Residence Life	24,960	25,334
Patrick, Brian	Asst Dean-Ottawa	36,300	36,845
Ranabargar, Kerry	Director of Technology Services/CIO	46,277	50,016
Rhine, Tracy	Director for Allied Health	40,728	41,339
Roush, Beverly	Assistant Director of Nursing	63,000	63,945
Rowe, Brenda	Director Human Resources	40,754	41,365
Smith, Paul	Maintenance Supervisor	37,714	38,280
Smith, Sarah	Registrar	31,216	31,684
Solander, Sandi	Business Manager	----	56,000
Weisenberger, Susan	Director of Library Services	44,838	45,511
Wallace, Selina	Bookstore Manager	29,000	29,435
Management Support Classification			
Armstrong, Brenda	Grant Writer	33,800	34,307
Bretthauer, Deborah	Health Occupations Coordinator-Ottawa	40,000	40,600
Bruenger, Derrick	Graphic Design Artist/Webmaster	33,700	34,206
Garrett, Heather	ABE Instructor	26,372	26,768
Hauser, LuAnn	Institutional Data Research Specialist	31,057	31,523
Jones, Ella	ABE Instructor (30-hr week)	19,469	25,334
Management Support Classification			
Jurgensen, Jo	HIT Instructor/Coordinator (1/2 time)	19,375	19,666
Mader, Leslie	Asst Director of Admissions-Ottawa	24,000	24,360
McAdoo, Karen	Asst Bookstore Mgr/Developmental Coord-OT	25,000	25,375
Moore, Bud	Construction Coordinator (1/2 time, 9 mon)	25,000	25,375
Neff, Ann	International Students Coordinator	34,553	35,071
Robb, Sandy	Lifetime Learning Coordinator (1/2 time)	15,080	15,306
Reed, Anthony	Asst Coord of Residence Life (10 mon)	20,000	20,300
Smith, Dwight	Network Administrator	29,120	29,557
Vail, Amber	Health Occupations Coordinator	41,600	42,224
Vanatta, Kim	Coordinator of Developmental Lab	36,529	37,077
Williams, Jennifer	Medical Assistant Coordinator/Instructor (10 month)	31,666	32,141

Resolution 2009-42

RESOLVED, that the Board of Trustees of Neosho County Community College approves the President's recommendation that administrative staff receive a 1.5% salary increase for 2009-2010 employment contracts. Further, that Ben Smith, Vice President for Administration, salary for 2009-2010

be \$85,000 per year and that Kerry Ranabargar, Director of Technology Services/Chief Information Officer receive a \$3,000 increase to his base salary before the increase.

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

Agenda Item IX-D: Hourly, Non-Exempt Employees

It was the President's recommendation that hourly, non-exempt employees receive a 1.5% pay increase for the 2009-10 contract year.

Name	Position	2008-09 Salary	Level	09-10 hr rate	2009-10 Salary
Barr, Mary	Switchboard/Admin Asst	20,072	2	9.79	20,363
Beddo, Susan	Financial Aid Specialist-Ottawa	22,984	4	11.22	23,338
Beeman, Gloria	Office Services Clerk	20,842	3	10.17	21,154
Benton, Patty	Cashier	22,984	4	11.22	23,338
Berger, Gayla	Registration Clerk	20,176	2	9.85	20,488
Crawford, Steve	Electrician/Plumber	29,661	5	14.47	30,098
Daisy, Jennifer	Cashier-Ottawa	22,256	4	10.86	22,589
Dale, Terri	Admin Asst-President	31,699	4	15.47	32,178
Dent, Vicki	Custodian	21,258	1	10.37	21,570
Dix, Marcy	Asst Registrar-Ottawa	20,842	3	10.17	21,154
Fisher, Julian	Maintenance-Ottawa	18,720		9.14	19,011
Ensminger, Kim	AA-VP/Admin & Dean/Stu Dev	21,840	3	10.66	22,173
Gill, Joan	Library Assistant	29,245	2	14.27	29,682
Gilmore, Denise	Admin Asst-VP Stud. Learning	27,019	4	13.18	27,414
Haddan, Susan	Assist Registrar	22,443	3	10.95	22,776
Hale, Kara	Financial Aid Specialist	22,256	4	10.86	22,589
Hamm, Kelly	Admin Asst-Nursing-Ottawa	20,842	3	10.17	21,154
Johnson, Teddy	Library Clerk (1/2 time)	9,724	2	9.49	9,870
Keller, Amanda	Accounts Payable Clerk	21,840	3	10.66	22,173
Kinzer, Jackie	Admin Asst-Outreach/Workforce Dev	22,152	3	10.81	22,485
Marks, Steve	Custodian	18,096	1	8.83	18,366
Mudd, Erica	Development Assistant	22,256	4	10.70	22,256
Neely, Mia	AR Clerk	20,842	3	10.17	21,154
Parriott, Paulette	Receptionist/Switchboard-Ott	19,448	2	9.49	19,739
Proctor, Sharon	Admin Asst-Nursing, Chanute	20,800	3	10.15	21,112
Recoy, Pat	Accounting Specialist	26,208	5	12.79	26,603
Rogers, LuAnn	Custodian	18,096	1	8.83	18,366
Schommer, Debra	Admin Asst-Faculty	21,715	2	10.60	21,412
Seibert, Jon	Tech Services Technician-Chan	26,000	5	12.69	26,395
Shumway, Donna	Tech Services Technician-Ott	23,962	5	11.69	24,315
Snyder, Rena	Financial Aid/Library Clerk	19,656	2	9.59	19,947
Ward, Joe	Maintenance	23,962	4	11.69	24,315
Williams, Brandi	Admin Asst-Allied Health	19,656	2	9.59	19,947
Wolfe, Jan	AA-Bus Mgr/Bookstore Mgr	20,176	3	9.85	20,488

Resolution 2009-43

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 IX-E: Access Control System Bids

As part of the college's Strategic Technology Plan (G.2.1) and the Facilities Master Plan (Safety and Accessibility, p. 11), NCCC has requested bids for a unified physical access control system for the Chanute campus. The proposed solution will increase the ability to efficiently control and monitor building security and provide the framework for future expansion of the physical access control security system.

Because of budget constraints, a phased installation of the physical access control system is planned. At this time, it is recommended the base system be installed with access control for Bideau Hall only. It is anticipated

As a part of the college's Capital Improvement Plan, the college has planned to replace the existing main domestic hot water boiler as soon as possible and practical. The boiler is well past its intended useful life and continues to have considerable ongoing issues and expenses. Existing plans called for the domestic hot water boiler to be replaced in the 2016-2017 fiscal year, after the college's current Energy Performance Contract (EPC) obligation from 2005 has been satisfied. Total cost for the replacement of the current hot water boiler from the Capital Improvement Plan in 2009 dollars is estimated to be \$71,061.

Federal stimulus funding will allow the College to replace the boiler's heating capacity much sooner than anticipated. Under the guidelines set forth in KS House Bill No. 2602 involving Energy Performance Contracting (EPC), NCCC has the ability to procure a design-build, energy-saving solution to replace the domestic hot water boiler system. Utilizing the EPC process will allow the college to complete the project much quicker than a traditional plan-spec-bid-build method, and has also proven in the past to be very cost effective as well. The urgency of this project has increased, as federal stimulus funding for this year must be spent almost immediately (the State will give preference to activities that can be started and completed expeditiously, and have a goal of using at least 50% of the funds for activities that can be initiated no later than 120 days after February 17, 2009).

Ben Smith and Paul Smith have researched various alternatives for replacement of the boiler, including (1) the replacement of the boiler with a similar, more efficient centralized boiler, (2) replacement of the boiler with several centralized boilers, (3) replacement of the boiler with several tank-less centralized water heaters, and (4) finally the option of installing tank-less water heaters decentralized to the various campus buildings. After discussions with mechanical engineers, the decision to solicit proposals for the installation of decentralized tank-less water heaters was deemed the best option. Specifications were developed and approved by one of the state's pre-approved Energy Service Companies (ESCOs). Ads were placed in the local paper and requests for proposals (RFPs) were sent to the following companies:

Phyllis Baker
Honeywell
11128 John Galt Blvd.
Omaha, NE 68137

Joseph Hurla
TAC Americas
16011 College Blvd., Suite 212
Lenexa, KS 66219

Tim O'Kane
Energy Solutions Professionals, LLC
9218 Metcalf, Suite 274
Overland Park, KS 66212

Keven Ward
Trane
8014 Flint Street
Lenexa, KS 66214

Only one response was received from the colleges' request for proposal. This response was received from Energy Solutions Professionals, LLC (hereafter referred to as ESP), of Overland Park, KS. As background information, Jeff Flathman, who is the president of ESP, served as the Project Manager for the last energy performance contract project in 2005.

The estimated cost for the total cost of the project including professional fees is \$74,100. Total federal stimulus funding available to NCCC for the 2008-2009 year is \$33,587 and \$139,944 for 2009-2010. Diane Duffy, VP for Finance at KBOR has issued information that the state will be releasing both years of stimulus funds on July 17th. Under the Kansas energy performance contracting legislation, the college must specify a maximum project amount including professional fees, although this amount may be amended at a future date.

Through the energy performance contract, the college will only be obligated for the total amount of the contract. The project scope and/or professional fees must be increased or decreased in order that the contract amount is not over or under spent. It should also be noted that in their response Energy Solutions Professionals indicated a willingness to further negotiate their professional fees lower if necessary to maximize the value derived from the project. Annual energy savings for the project are currently estimated to be \$1,800. More accurate figures will be developed after the energy performance contract is implemented and the project scope is fixed.

It is my recommendation that the board direct the president to negotiate and execute an Energy Performance Contract with Energy Solutions Professionals and the state of Kansas to address the hot water decentralization project for an amount not to exceed \$74,100 to be funded by federal stimulus money. If further stimulus funding is available next year for similar purposes, the president may amend the Energy Performance Contract to add additional energy conservation measures to the EPC project to complete the project not to exceed the amount of available stimulus funding.

Resolution 2009-45

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the president to negotiate and execute an Energy Performance Contract with Energy Solutions Professionals and the state of Kansas to address the hot water decentralization project for an amount not to exceed \$74,100 to be funded by federal stimulus money. If further stimulus funding is available next year for similar purposes, the president may amend the Energy Performance Contract to add additional energy conservation measures to the EPC project to complete the project not to exceed the amount of available stimulus funding.

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

Agenda Item IX-G: Memorandum of Understanding-Pittsburg State University

For the past academic year, NCCC has been in talks with Pittsburg State University to offer several sections of developmental mathematics on the Pittsburg campus. NCCC won a Request for Proposal (RFP) to be the provider of the instruction for the University.

NCCC will offer two sections of Intermediate Algebra to PSU students on their campus beginning Fall 2009. What follows is a Memorandum of Understanding between NCCC and PSU to offer these classes. NCCC will provide for all instructor costs as well as tutoring and travel of NCCC personnel to the PSU campus to oversee the operation. PSU will pay the tuition and fees of the students and will provide essentials such as classroom space and computer usage.

This agreement has been reviewed by the Board attorney who has recommended no changes. The Administration recommends the Board allow the President to sign the agreement.

Resolution 2009-46

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to enter into a Memorandum of Understanding with Pittsburg State University to offer developmental mathematics classes on the PSU campus beginning in the Fall of 2009 as outlined in the agreement.

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

MEMORANDUM OF UNDERSTANDING**Pittsburg State University
and
Neosho County Community College****July, 2009**

This Memorandum of Understanding (MOU) between Pittsburg State University (PSU) and Neosho County Community College (NCCC) is entered into freely and with joint benefits to both institutions for the purpose of providing developmental education in mathematics for PSU students on the campus of Pittsburg State University. This MOU will remain in effect as long both institutions desire to maintain the understandings expressed below.

WHEREAS:

1. PSU desires NCCC to provide developmental courses in Mathematics;
2. NCCC desires to deliver such courses beginning with the Fall Semester, 2009;
3. PSU Faculty and administrators have studied the NCCC delivery proposal and have provided counsel;
4. This MOU has addressed, where applicable, issues of concern to both institutions,

THEREFORE BE IT RESOLVED:

PSU and NCCC will enter into this MOU with the intent of providing developmental education in mathematics on the Pittsburg State campus for PSU students beginning with the Fall Semester, 2009.

It is understood between PSU and NCCC that:

1. Delivery of Developmental Coursework
 - Developmental coursework in mathematics will be provided for PSU students by NCCC in accordance with this Memorandum of Understanding
2. Academic Advising & Counseling
 - Students enrolled at PSU who take developmental courses from NCCC will be advised by their PSU adviser with course information provided to them by NCCC and placement recommendations provided by the PSU Department of Mathematics.
3. Academic Calendar Alignment
 - CCC courses will be offered within the PSU academic calendar.
4. Admissions and Enrollment Processes / Grading / Transcripts
 - Only students enrolled in at least three hours of PSU credit will be allowed to enroll in NCCC developmental mathematics courses taught on the PSU campus.
 - "Guest students" may not enroll in the NCCC courses.
 - International Students enrolled in NCCC developmental courses will be monitored by their host institution, PSU, in compliance with SEVIS regulations.
 - PSU students who are advised to enroll in concurrent developmental courses at NCCC will enroll in specially designated sections using the Gorilla User System (GUS). The NCCC roster will then be created from the PSU roster.
 - At the first class meeting of each NCCC course section, students will complete an application for admission to NCCC and sign a permission form allowing PSU to share necessary admission documents with NCCC and allowing NCCC to provide final grade information to PSU at the end of the semester with no additional action required on the part of the student.
 - NCCC will provide information on course drops to the PSU Registrar on a weekly basis throughout the semester. The PSU Registrar will share this information with PSU Office of Student Financial Assistance as necessary.
 - NCCC will transcript students' developmental coursework at the end of the semester.

NCCC faculty members will be the instructors of record for all developmental coursework provided by NCCC.

5. Assessment and Evaluation of Student Learning

- PSU will make available to NCCC space on PSU servers for the ACT COMPASS placement test licensed to NCCC.
 - NCCC will use COMPASS as an assessment tool, administering the exam during class time in the first week of class and during pre-finals week each semester.
 - COMPASS results, as well as performance of students in subsequent PSU math courses, will be evaluated by faculty representatives from the two institutions in on-going evaluation of the effectiveness of the course.

6. Class Scheduling Timeline/Format Alignment

- NCCC developmental course and final examination schedules will be scheduled consistent with the PSU academic calendar.
- Meeting days and times for NCCC classes will be established for each semester by the NCCC Coordinator of Developmental Education in consultation with the PSU Mathematics Chair, the Director of First-Year Programs and the Registrar.

7. Faculty

- NCCC appointed faculty will teach developmental courses in Pittsburg. Part-time faculty at NCCC may include part-time PSU faculty and graduate students.

8. Scholastic Requirements for Continuing Enrollment

- Students enrolled at PSU who take a developmental course at NCCC will follow PSU policies for continuing enrollment at PSU with developmental coursework applying to academic standards the same as if taken for PSU credit.

9. Academic Support Services

- NCCC will provide academic tutors for ten hours per week in space provided by PSU during operational hours Monday through Thursday.

10. Tuition and Fees and Course Materials

- Students enrolled in ten or more PSU hours will be allowed to enroll in NCCC hours with no additional tuition charges.
- Students enrolled in fewer than ten PSU hours will pay tuition for their combined PSU/NCCC enrollment equal to what their charges would have been for the like number of PSU credit hours.
- Course materials for NCCC developmental courses will be available in the PSU Bookstore and the student will be responsible for purchasing the text and any other commercially produced course materials.
- The NCCC coordinator of developmental education will communicate with PSU bookstore personnel to coordinate the distribution and sale of textbooks needed for developmental courses.

11. Scholarships and Financial Assistance

PSU and NCCC will enter into a consortium agreement for Title IV Financial Assistance Programs to ensure that students receive the full aid for which they are eligible based on combined NCCC and PSU enrollments.

This consortium will be a “blanket” agreement for all concurrently enrolled PSU/NCCC students with the process designed so that it is invisible to the student.

PSU will be the “home” institution for all participating students.

For merit based scholarships and satisfactory academic progress, NCCC credit in developmental mathematics will be treated exactly as if it were PSU credit.

This consortium agreement will be reviewed annually to ensure that it continues to meet student and institutional needs.

12. Financial Obligations of the Institutions

PSU agrees to reimburse NCCC at a rate of \$65 per semester credit hour for actual 20th day enrollment in the course each semester.

Settlement of institutional payables/receivables will occur as soon as possible after the 20th day enrollment report has been filed with the Kansas Board of regents each semester.

The Dean of Enrollment Management and Student Success, PSU, and Vice President for Student Learning, NCCC, will be designated to review and approve calculated settlement amounts and assure appropriate documentation is in place before payment from PSU to NCCC is processed each semester.

13. Issues of Academic Dishonesty

Issues of academic integrity in developmental math courses taught by NCCC will be resolved based on NCCC policies and procedures.

14. Program Evaluation and Continuation

The program outlined in this MOU will be evaluated annually to determine its effectiveness and whether it continues to meet the needs of both institutions. Decisions to continue the program for the next academic year and on the need for any modifications to the program will be based on this evaluation.

The annual evaluation will take place at the end of the Spring Semester and will be the responsibility of the Provost, PSU, and the Vice President for Student Learning, NCCC.

The above understandings between NCCC and PSU pertain to delivery of developmental courses taught on the PSU campus by NCCC. Any modifications, additions or deletions to the understandings must be in writing and agreed to by both parties.

Agreed to this _____ day of July, 2009 by:

 Steven A. Scott
 President
 PITTSBURG STATE UNIVERSITY

 Vicky R. Smith
 President
 NEOSHO COUNTY COMMUNITY COLLEGE

Agenda Item IX-H: Tuition/Fees for PSU Students

Part of the MOU with Pittsburg State University calls for the students enrolled in these special sections to be charged a special rate. This rate is a result of negotiations between PSU and NCCC administrations. The rate assures that NCCC recoups all or most of its costs while not "profiting" from PSU. Almost all students enrolled at PSU will have their NCCC tuition and fees paid by the University directly. While this proposed rate (total of \$65 a credit hour) is less than what Neosho County residents pay, the College is not incurring all of the normal costs to offer these courses, so "overhead" is substantially lower. Classrooms and computers will be provided by PSU. Enrollment will count toward NCCC's state aid calculations. PSU students will NOT participate in the NCCC book loan program.

Proposed addition to the College rate structure:

Pittsburg State University Campus Rate

Tuition	\$45 per credit hour
Incidental fee	\$15 per credit hour
Technology fee	\$5 per credit hour

Resolution 2009-47

RESOLVED, that the Board of Trustees of Neosho County Community College approves tuition and fee rates of \$65 per credit hour for Pittsburg State University students enrolled in developmental math classes at PSU.

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

Agenda Item IX-I: New Position-Recruiting/Retention Specialist for Technical Education

The administration is requesting a new recruiting/retention specialist for Technical Education position be created for the following reasons:

NCCC has launched five new technical programs in the past few years with three others slated to begin in Fall 2009, and in the coming years, three others yet to be created through Title III funds. There is insufficient person-power in admissions to focus recruiting on technical programs. These programs must have strong enrollments to survive. Also of concern is that the college did not have a full cohort of students for the ICC nursing program. With a new nursing program coming on-line at another regional college in the next year, NCCC must be more aggressive in southeast Kansas to find excellent nursing students for programs in Chanute and Independence.

The College has nearly doubled the capacity in the nursing program through the nursing initiative grant. This expansion both at NCCC and the surrounding colleges means that the Mary Grimes School of Nursing at NCCC is accepting students who were not accepted in years past. The completion rate at the Chanute Campus for the PN level has fallen from 76% in '04-'05 to 58% for '07-'08. The Chanute 2009-2010 cohort that began this summer has already lost 6 students or 13%.

The college failed to meet its Perkins negotiated goals of an adequate percentage of nontraditional (gender) recruits and completers. This is not unusual as almost all the colleges in the state failed to reach this federal goal.

There is no central point for job opening information. No job board is maintained and no contacts are made with local employers for students seeking positions.

To address these issues the administration requested creation of a recruiting/retention specialist for technical education. The attached job description goes into great detail as to the position's responsibilities. The ultimate success of the position will be measured in the recruitment of new technical program students, retention of those students through goal completion and, job placement of the completers of the technical programs. Special emphasis will be placed on nontraditional student recruitment, retention, completion, and placement.

The position would be 100% grant supported for 2009-2010, 67% grant supported in 2010-2011, and 33% grant supported in 2011-2012. For the 2012-2013 academic year and thereafter the college would be responsible for 100% of the support for the position. The grant dollars would be through the Carl Perkins grant. Approval has already been secured from the state grant director for this position.

This will be a 12 month Management Support level position and pays an annual salary of \$25,000- \$29,500 with full benefits.

Resolution 2009-48

RESOLVED, that the Board of Trustees of Neosho County Community College approves the full-time management support position of Recruiting/Retention Specialist for Technical Education.

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

Recruiting/Retention Specialist for Technical Education

Reports to: Dean of Student Development
Classification: Full-time, Management Support, 12-month
Vacation/Sick Leave/Regular Holidays/Fringe Benefit per Board Policy
Starting Salary Range: \$25,000-\$29,500
Approval Date: June 2009

Purpose of position: This position is a member of the Student Development team and reports to the Dean of Student Development. This position is responsible for recruiting students to technical education programs, assisting all retention efforts for those students, and helping place students after program completion. This position will work directly with other student development areas such as admissions, registration, and advising/counseling as well as all technical education programs and the Carl Perkins Grant Coordinator to implement a comprehensive student development program for all technical education programs for the college that ensures students complete the degrees and certificates in their interest area. This position will also focus on recruitment and retention of non-traditional and special population technical students with additional emphasis in nursing student retention.

Note: This position is contingent on continued grant support.

Essential Functions:

1. Direct effort to increase the number of students in technical programs who achieve their personal goal in a stated amount of time. This position will serve on the retention committee and will be an integral part of carrying out the retention plan for all technical programs.
2. Participates in the development of student recruitment and retention plans, strategies, and written materials in the area of technical (Perkins authorized) programs; assists in the development and revisions to student publications and promotional materials to ensure technical program inclusion and nontraditional student participation.
3. Maintains contact with business and industry hiring offices to provide a conduit of information to technical program students about area job openings and internship opportunities.
4. Conducts high school visits, and represents NCCC at college planning conferences and other recruitment functions as it relates to technical programs.
5. Plans on-campus recruiting programs for prospective students in technical program areas; assists with planning enrollment days for new students.
6. Maintains a database of prospective students in technical programs and ensures regular contact with those students through mail, phone and email correspondence.
7. Coordinates the dissemination of information to prospective and current technical program students.
8. Advises new and current undecided students with interests in technical programs; serve as the primary advisor for new students in technical programs during their initial orientation advisement period and assist them with registration.
9. Develops and maintains technical career exploration programs and provide resources to faculty, staff and students through both print and electronic formats (i.e., web pages, degree check sheets, program guides, advising newsletter).
10. Assists the Registrar in performing preliminary degree checks for all technical program completers.

11. Assists with transcript evaluation in technical programs; serve as a resource to faculty and staff on evaluation of transfer work.
12. Performs other miscellaneous duties as assigned by the Dean of Student Development.

Required Knowledge, Skills and Abilities

1. Ability to successfully recruit students for technical programs.
2. Must possess a service mentality towards students, parents, faculty and other staff members.
3. Excellent interpersonal skills.
4. Ability to work effectively with diverse populations.
5. Organizing and coordinating skills.
6. Knowledge of student recruitment and retention issues.
7. Ability to communicate effectively, both orally and in writing.
8. Excellent computer skills.
9. Ability to develop and deliver presentations.
10. Ability to gather data, compile information and prepare reports.
11. Ability to plan and evaluate programs.
12. Ability to appropriately exercise independent initiative and judgment.
13. Willingness and ability to work as a member of a team.

Education and Experience

- Associates degree required; Bachelor's degree preferred.
- 1-2 years experience in admissions/advising/retention activities preferred.
- Experience in a technical program preferred

Working Conditions

1. Normally performed in a typical interior/office work environment;
2. Some travel, occasional overnight trips, and evening hours are required.

Amended Agenda Item IX-J: Athletic Insurance Renewal

Dissinger Reed Insurance Services, the current athletic insurance broker, recommended the College renew athletic insurance through the current provider, Life Insurance Company of North America (CIGNA). There was no increase in the premium over last year.

The coverage includes \$0 deductible, \$25,000 Accident Medical Expense, AD & D-\$10,000, HMO/PPO and Expanded Medical Benefits, and an incurring period of 1 year. The premium will be \$52,459. Additionally, they recommend continuing Catastrophic Coverage from Mutual of Omaha for \$6,153 per year. There was no increase in the premium on the Catastrophic Coverage from Mutual of Omaha.

Dissinger Reed sought quotes from eight additional providers. Except for one, all of the quotes from the other providers were \$3-\$20,000 more than the quote from our current provider. The College has been very pleased with CIGNA and the speedy payments of claims.

It was the President's recommendation that the Board accept the proposal from Dissinger Reed Insurance Services to provide athletic insurance through CIGNA and Mutual of Omaha.

Resolution 2009-49

RESOLVED, that the Board of Trustees of Neosho County Community College approves continuing the College's athletic injury insurance with CIGNA for \$52,459 with catastrophic insurance from Mutual of Omaha in the amount of \$6,153 for the coming academic year.

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

Amended Agenda Item IX-K: Smoke Free Zone Policy-first reading

NCCC's current tobacco policy limits smoking to areas outside of buildings. The policy has no restrictions on smokeless tobacco which can be used within buildings. Members of Student Senate leadership have repeatedly approached the Executive Committee over the years about the possibility of NCCC becoming completely tobacco-free. More recently, the Idea Committee forwarded suggestions from employees about limiting smoking areas on campus or becoming completely tobacco-free. The administration has heard many unsolicited complaints about tobacco usage including:

- Smoke from those smoking outside is pulled back into the buildings due to the location of numerous air-intake vents that surround several of the Chanute campus buildings. This leads to the possible dangers of second-hand smoke.
- At times students, employees and visitors must pass through smokers in the doorways of several buildings on the Chanute campus and at Ottawa. This leads to the possible dangers of second-hand smoke.
- Cigarette butts litter the campus and require custodial time to remove.
- There are poorly disposed of cups of saliva left in classrooms, hallways, and other areas, as well as smokeless tobacco left in drinking fountains, sinks, and urinals.
- It is hypocritical of the college to state its belief in healthy living through its general education outcomes, but allow for tobacco use on campus.

At the end of the spring 2009 semester, members of the Executive Committee conducted a separate electronic survey of students and employees about their feelings toward tobacco usage and to measure their level of support for possible new limits or a complete ban of tobacco usage on campus. 152 students and 160 employees returned the survey. Here are selected results of that survey:

Complete Ban on Tobacco Usage on Campus:

Students	
Support (Completely, Support, or Somewhat)	48%
Neither oppose nor support	4%
Oppose (Completely, Oppose, or Somewhat)	48%

Employees	
Support (Completely, Support, or Somewhat)	65%
Neither oppose nor support	5%
Oppose (Completely, Oppose, or Somewhat)	30%

If Tobacco Use Continues, Creating Designated Smoking Areas

Students	
Support (Completely, Support, or Somewhat)	76%
Neither oppose nor support	6%
Oppose (Completely, Oppose, or Somewhat)	18%

Employees	
Support (Completely, Support, or Somewhat)	83%
Neither oppose nor support	3%
Oppose (Completely, Oppose, or Somewhat)	14%

The results of the survey show that there is support among the employees for a complete ban of tobacco usage on campus as well as support for designated smoking areas. The student poll echoes this support for designated smoking areas but also shows an oblivious split among the students that returned the survey about a complete tobacco ban.

The Executive Committee examined these results and decided to propose to the Board the following policy. It forbids ALL tobacco use within the buildings and college vehicles, including smokeless tobacco, and limits where

students, employees and visitors may use tobacco outside the buildings on NCCC college property.

If adopted, there will be additions to the employee manual and the student manual to reflect this Board of Trustee (BOT) Manual change. If passed, the administration will examine the possibility of "smokers' huts" in several places on the Chanute campus and at the Ottawa campus. The proposed policy would completely replace the current "Smoking Policy" found in Section IV of the BOT Manual. The proposed policy will not begin until January 1, 2010.

Current Policy

Smoking Policy

Smoking is prohibited in any college building or vehicle, owned, leased or rented by the college.

Proposed Policy

Tobacco Use Policy

Tobacco use is prohibited within any College vehicle or building, owned, leased, or rented by the College, including all distant campuses, sites, or locations. Smoking is prohibited within 35 feet from any college building with the exception of designated smoking areas identified by appropriate signage. Additionally, smoking is prohibited in the center of the Chanute main campus in the area known as the "quad" or "breezeway". This is the area between Chapman Library, the Student Union/Gym, Stoltz Hall, and Sanders Hall. The President is charged with developing any additional policies or procedures to carry out this policy. This policy will take effect January 1, 2010.

Mr. Peter called for a short break at 7:40 p.m. The meeting resumed at 7:45 p.m.

Amended Agenda Item IX-L: Executive Session-Non-Elected Personnel

Upon a motion and a second the Board recessed into executive session for 20 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 Board attorney. Motion passed. The Board entered executive session at 7:45 p.m.

The Board returned to open session at 8:05 p.m.

Upon a motion and a second the Board returned to executive session for 10 minutes to continue discussion of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the Board attorney and the President. Motion passed. The Board returned to executive session at 8:06 p.m.

The Board returned to open meeting at 8:16 p.m.

Upon a motion and a second, the Board voted to extend the contract for President Vicky R. Smith one year and increase her salary by 1.5% and to roll over the annuity. Motion passed.

Agenda Item X. Adjournment

Upon a motion and a second the meeting adjourned at 8:30 p.m.