

NEOSHO COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

MINUTES

DATE: July 14, 2005

TIME: 5:30 P.M.

PLACE: Student Union, room 209

PRESENT: Kevin Berthot
Kathy Fryd
Mariam Mih
David Peter
Steven Payne
Basil Swalley

PRESENT: Dr. Vicky R. Smith, President
Dr. Brian Inbody, Vice President of Student Learning
Sandi Solander, Dean of Finance and Student Services
Ben Smith, Dean of Planning and Operations
Lisa Last, Dean of Student Development/Registrar
Brenda Krumm, Dean of Outreach/Workforce Development
Mark Eldridge, Dean-Ottawa
Dale Ernst, Assistant Dean-Ottawa
Vickie Chaplin,
Kerrie Coomes, Director of Financial Aid
Melissa Kiefer,
Brenda Rowe, Human Resources Director
Jim & Lois Carlson, guests
Mary Smith, guest
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

New members, Steven Payne and Basil Swalley, were sworn into office prior to the meeting by Kent Pringle, board attorney.

Mr. Peter called the meeting to order at 5:30 p.m. in room 209 in the Student Union. He welcomed Mr. Payne and Mr. Swalley to the Board.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Board Retreat date under unfinished business as item B, and adding Personnel under new business as item M.

Mr. Peter requested that the agenda be approved as amended. The motion was made and seconded and the agenda was approved as amended. Motion passed.

V. Reorganization of the Board

A. Election of Officers

Mr. Peter asked for nominations for Chair. Upon a motion by Kevin Berthot and seconded by Basil Swalley, David Peter was elected chair. Motion passed.

Mr. Peter asked for nominations for Vice Chair. Upon a motion by Kathy Fryd and seconded by Mr. Swalley, Kevin Berthot was elected vice chair. Motion passed.

B. Appointment of Personnel

Upon a motion by Ms. Fryd and seconded by Mr. Payne, the following appointments were approved.

Board Treasurer – Sandi Solander
Board Clerk – Terri Dale
Board Secretary – Vicky Smith
Board Attorney – Kent Pringle

C. Selection of meeting day, time, and location

Upon a motion by Mr. Berthot and seconded by Mrs. Mih, the regular meetings of the Board of Trustees will be held the second Thursday of each month, starting at 5:30 p.m. in Room 209 of the Student Union. Motion passed.

D. Designation of Official Depositories

Upon a motion by Mrs. Mih and seconded by Mr. Swalley, the following banks were approved as official depositories for the College. Motion passed.

Bank of Commerce, Chanute
Commercial Bank, Chanute
Community National Bank, Chanute
Emprise Bank, Chanute
Exchange State Bank, St Paul
Farmer's National Bank, St Paul
First State Bank, Thayer
Home Savings Bank, Chanute
Home State Bank, Erie
Stark State Bank, Stark
Kansas State Bank, Ottawa

Peoples Bank, Ottawa

E. Appointment of Board Representatives

Upon a motion by Mr. Swalley and seconded by Mr. Berthot, the following appointments were approved by the Board.

Kathy Fryd, KACCT Representative, Strategic Planning Committee Representative
Mariam Mih, Foundation Representative
Steven Payne, Foundation Representative

Affirmation of Service

At the November 2003 Board Retreat, Trustees developed the following 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 signed the document.

**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 14th day of July, 2005

Mr. Peter moved new business item A-Emeritus Faculty Nominations to the next item of business.

Agenda Item IX-A: Emeritus Faculty Nominations

At a previous meeting, 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:

- Jim Carlson, Math Instructor, 36 years of service
- Bill Furst, Psychology/Sociology Instructor, 14 years of service
- Dewayne Dotson, Business/Accounting Instructor, 14 years of service

The Board noted that exceptions were made for this first year of the policy. The policy requires at least 15 years of service for the status. Mr. Furst announced his retirement and turned in his letter before the policy was voted on by the Board. Mr. Dodson, while on the faculty renewal list for his 15th year of service, unexpectedly died. In both cases, the President of the Faculty Senate was consulted and gave his approval for the exceptions.

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

Resolution 2005-54

RESOLVED, That the Board of Trustees of Neosho County Community College names Jim Carlson, Bill Furst and Dewayne Dotson to Emeritus status.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Mr. Peter presented Jim Carlson with a certificate and offered congratulations on behalf of the Board of Trustees.

VI: Consent Agenda

The following items were approved by consent.

- A. Minutes from June 9 and June 30, 2005
- B. Claims for disbursement for June 2005
- C. Master Course List Revisions
- D. Personnel

Consent Agenda Item VI-C: Master Course List Approval

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the master course list. Each change to the list must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the college Board of Trustees, as per NCCC policy. Course additions shown below were approved at previous board meetings.

The following changes were made in the Master Course List:

Addition of Medical Transcriptionist I, ALHE 135
Addition of Medical Transcriptionist II, ALHE 235
Addition of Competency in Clinical Nursing, NURS 280
Name change from Geriatric Aide, ALHE 102 to Nurse Aide ALHE 102
Change the CIP code for Home Health Aide from 51.1615 to 51.2602

Consent Agenda Item D: Personnel

1. Assistant Women's Basketball Coach

It was the President's recommendation that the Board employ Briana Fields as the women's basketball assistant coach/resident hall assistant. Ms. Fields is a graduate of Montana State University with a Bachelor's degree in Exercise Science. Ms. Fields has participated in women's basketball at Drury University in Springfield, Missouri and also at Montana State University.

Ms. Fields will be paid \$650 per month plus room and board.

2. Receptionist/Registration Clerk

It was the President's recommendation that the Board employ Susan Haddan as the Receptionist/Registration clerk at the Chanute campus. Ms. Haddan has been a College employee for the past 2 3/4 years, first as the secretary to the Director of Development and currently as Accounts Receivable Clerk. She is familiar with the AS400 and has experience with Quicken, Windows 2000, Microsoft Word, Excel and Power Point.

Ms. Haddan would begin her duties as Receptionist/Registration Clerk July 18, 2005. She will be paid \$9.22 per hour (includes 3.5% raise for 05-06) with clerical benefits.

3. Assistant Registrar-Ottawa

It was the President's recommendation that the Board employ Marcy Dix as the assistant registrar for the Ottawa campus. Ms. Dix is a 1999 LPN graduate of Kansas City Kansas Area Vocational Technical School in Kansas City, Kansas.

Ms. Dix has been employed in a seasonal position with H & R Block in Ottawa since 2000. She has also been employed as a Receptionist/LPN at Allen County Medical Associations in Iola, and at Chanute Health Care as an LPN/Medical Records/MDS and Care Plan nurse.

Ms. Dix would be paid \$8.00 per hour starting July 18, 2005.

4. Assistant Soccer Coach/Resident Hall Assistant

It was the President's recommendation that the Board approve the employment of Steven Harrison as the assistant coach for men's and women's soccer and resident hall assistant. Mr. Harrison has a Masters in Media Communications from Webster University in St. Louis Missouri and a Bachelor of Arts in Communications/Public Relations from Fontbonne College in St. Louis.

Mr. Harrison has worked as a Staff Writer/Editor and Public Relations/Office Intern as well as college-level soccer playing experience.

Mr. Harrison will be paid \$650 per month plus room and board.

Mr. Peter requested that the consent agenda be approved. The motion was made and seconded and the consent agenda was approved.

Agenda Item VII-Reports

Energy Performance Contracting Update: Ben Smith reviewed the Energy Performance Contracting project and said that it is almost complete. There is still work to be finished in the CAVE. Lighting improvements on campus, lighting improvements in Bideau and NeoKan residence halls, interior and exterior lighting upgrades are complete. Zone level controls and Sanders HVAC are in the final stages. Roof replacements are 95% to 100% complete. The chiller, tower and pump replacement is operational. Water conservation (new stools) is complete in Sanders, Stoltz, Student Union gym, Chapman/CAVE, Rowland and Bideau Hall. VFD's have been installed in the cafeteria and Rowland. A booster pump replacement is complete. The exhaust fan for the kitchen hood controls is complete. Egress fire walls and classroom walls are complete in the CAVE. The sprinklers in the CAVE have been pressure-tested. The washers and dryers in Bideau Hall have been replaced and are waiting on card readers to be installed. Air condition in the Gym is complete. The vestibules in the Student Union and the Library are 99% complete, waiting on sweeps to be installed.

Dean of Student Development/Registrar Report: Lisa Last reported that it had been a busy summer. She reported that seven of the 12 staff in her department are new employees. She introduced Kerrie Coomes, director of financial aid, Vickie Chaplin, student life and admissions coordinator, and Melissa Kiefer, admissions specialist/cheer and dance coach.

Ms. Last reported that she had been working with Chris Hackett, residence life coordinator, to make improvements to the dorms and get ready for fall semester. She reported that enrollment is up in credit hours and head count. She reported 137 housing contracts have been received and she anticipates over 200 dorm residents. She commended the maintenance staff on the work they had done to get the dorms ready for students in August.

She reported she is developing residence hall assistant training and that she had attended a conference on advising with Kim Vanatta and Laura Skillings.

The financial aid department is working on packaging student aid. Financial aid has been awarded to 166 students and over 500 students have applied for aid for the fall semester.

Dean of Finance Report: Sandi Solander distributed the Treasurer's Report and Change in Fund Balance report. Expenditures and revenue in the Bookstore were over 100% because of changes in textbooks. The dorm revenue account was short because the dorm was not full.

President's Report: President Smith reported that fall semester will begin August 18. Currently the enrollments look very good. Currently 899 students are enrolled in 8,036 credit hours. Last year on this date, there were 713 students enrolled in 7,584 credit hours. That is a 26% increase in student headcount and an 18% increase in credit hours. The Chanute campus is up 12.7% in students and 6.7% in credit hours and the Ottawa campus is up 51% in students and 45.4% in credit hours.

Early in the year the College had been notified by KBOR that the amount of funds available under the Perkins grant was to be decreased. They asked that funding requests be cut by 10%. The Carl Perkins Act deals with providing federal funds for vocational education. Funds can be used for salaries, but the majority of the funds must be used for curriculum development, equipment for vocational programs, professional development, promotion of the vocational programs and supplies. In 2004-05 we received approximately \$84,000 in Perkins funds.

In 2005-06 the College will receive \$121,726 in Perkins money due to the increase in our enrollment. The 2005-06 proposal will fund a nursing clinical supervisor for the Coffeyville area, part of the Medical Assistant Coordinator's salary, monies for supplies and equipment to implement the new Medical Assistant program, monies for the Computer Support Specialist degree, monies to purchase and install advance multimedia projectors in five nursing and technology classrooms, equipment for upgrading labs for the Industrial Trades Certificate, and marketing and promotional materials to attract students to the above programs.

Although there is the possibility that some of the proposal's request may be denied the amount of funding will not be affected. The College will just need to substitute other items or activities for those that were denied.

President Smith told the Board that Allen County Community College, Fort Scott Community College, Labette Community College, and Neosho County Community College in partnership with unified school districts, vocational schools, universities, hospitals, social service organizations and the Workforce Invest Act local workforce boards developed a grant proposal to the Department of Labor entitled the Eastern Kansas Health Services Training Initiative.

The request is for a 36-month startup grant of \$2,000,000 over a three-year period. The initiative will establish a sustainable model for delivery; of health care and emergency medical services training to 14 counties in Eastern Kansas. The proposed training, starting in high school and moving up through the community college and to four-year universities will focus on Health Care Specialist, Emergency Medical Services, Pharmacy Technology, Medical Office Assistant/Health Information Technician, and Respiratory Therapy.

NCCC's portion of the grant, if funded, will be a little over \$400,000 and will focus on developing a bridge course from the Allen County Community College paramedic program to NCCC's nursing program, developing a Health Information Technology program, and expanding the Medical Assistant program to the Ottawa campus. Funding notification should be in October.

Dr. Smith reported that the June 30 storm did some damage to the campus. The insurance adjustor was on campus earlier today and will be back again tomorrow. The types of damage included damage to some trees, hail damage to the new metal roofs, damage to the fire security system in the dorms, damage to the Johnson Controls that manage the heating and cooling system, plus the west baseball dugout was demolished.

A demolition team is scheduled to be in the gym removing the old bleachers on the mezzanine and on the south side of the gym floor starting July 18. The north side bleachers will be left so that volleyball spectators will have a place to sit. Installation of the new bleachers is scheduled for the last week of September and the first two weeks in October.

Dr. Smith reported that the Ottawa staff has been rearranging the front office to make it more attractive and inviting for students as they enter the office.

The President reported that Dr. Inbody, Mark Eldridge and she met with Weldon Padgett, the city manager for Ottawa. They discussed the role of the community college in that part of NCCC's service area and the future direction that the Ottawa campus may take. Mr. Padgett was very appreciative of the higher education service that NCCC provides to his community. Possible partnerships were also discussed that would result in an expanded presence of the College in Ottawa.

Dr. Smith told the Board that the College owns two houses on the west side of 14th street across from the College. The houses have been used to house students, for storage, and as rental property. The houses are in need of repair and Ben Smith is gathering bids for those

repairs. Once those figures are gathered, Smith said she would like to discuss with the Board the future of those buildings.

President Smith reported that the ACCT Annual Conference was September 7-10 and asked Board members to call her office if they were interested in attending. She also reported that she had represented the College in a President's Forum at the Association of Collegiate Business Schools and Programs conference in Washington DC on June 26th. Linda Jones and Dave Fewins also attended the conference.

Dr. Smith reported she had been notified by the Chair-Elect of the Board of Directors of the American Association of Community Colleges that she had been selected to serve on that association's Commission on Academic, Student and Community Development. The appointment is a three year term starting in July 2005 and ending in June 2008. The commission meets twice a year, once at the annual AACC convention and once in the fall.

Agenda Item VIII-A: Budget Workshop Date

In order to schedule the Budget Hearing at the regular Board meeting on Thursday, August 11, 2005, the College needs to approve the proposed 2005-06 budget for publication no later than July 30, 2005.

The Board agreed to a special meeting to review and approve the 2005-06 budget for publication on Thursday, July 28, 2005 at 5:30 p.m.

Agenda Item VIII-B: Retreat Date

Mr. Peter discussed the importance of retreats for the Board and asked if a facilitator should be hired. Following some discussion, September 30 and October 1 were tentatively scheduled for the Board Retreat. More discussion on topics, etc. will be at the special meeting on July 28.

Agenda Item IX-B. Student Handbook Revisions

Attached is the final draft of the 2005-06 Student Handbook. There were no changes to the Privacy Rights, FERPA, Winter Storms, Gramm-Leach-Bliley Act, HIPPA policy, or Homeland Security Policy. The entire Campus Resource section was added in place of the "Things to Know" section from last year's handbook. An extensive Residence Life section was also added. Residence Life changes are:

Added Dining Room information.

Updated Housing Contract & deposit information (was not included in 04-05 handbook)

Added/expanded information on Residence Hall Amenities & Services

Added Safety & Security Info specific to residence hall students

Explained the assignment of housing or rooms

Added a policy on Can/bottle collections

Added a policy on conduct of residents

Added more specific information on damage to common areas

Added Emergency Procedure information (fire & tornado)

Specified fees for key replacement & lock-out fee (no specific fees were mentioned in previous catalog)

Added room cleanliness expectations

Added section on Sexual offense/assault

Added section on trash disposal

Added vacation/break policy

Updated work order procedure

Added disclaimer that action may be taken even though infraction not listed in policies.

In the Student Code of Conduct, updated resource telephone numbers to include Ottawa Alcoholics Anonymous information, as well as Franklin County Mental Health.

To accreditation page, added ACBSP.

Resolution 2005-55

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revisions to the Student Handbook for 2005-06 as outlined.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item IX-C: Performance Agreements

Each year in July, the Kansas Board of Regents (KBOR) requires all institutions to state a list of goals to be accomplished in the next calendar year. This list is called the Performance Agreements. The goals must follow a set of criteria and must conform to certain goal categories. The goals must be “stretch” goals in that they must be challenging to achieve. Failure to state these goals or failure to adequately achieve the goals can result in the state “freezing” all or part of any “new” state allocations (moneys in excess of last year’s allocation) for one year. KBOR considers this Performance Agreement to be a binding contract between the state regents and the local boards of control.

The prescribed form follows with a detailed list of NCCC’s stated goals and the indicators used to measure whether the goal has been obtained. In general, NCCC has chosen three goals:

1. Improvement of transfer between NCCC and regional four-year institutions
2. Creation of three new programs with sufficient enrollment to justify the programs
3. Improvement in success of developmental students through the developmental coursework and beyond.

Resolution 2005-56

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Performance Agreement for 2006 as presented.

The motion was made and seconded to approve the above resolution. Motion passed unanimously.

Board of Trustees
July 14, 2005

Performance Agreement Application and Reporting Form

Institution: Neosho County Community College	Contact Person: Dr. Brian Inbody, VP of Student Learning	Contact phone & email: 620-431-2820, Ext. 212 binbody@neosho.edu	Date:7/7/05
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Regents' System Goal A: Efficiency/Effectiveness/Seamlessness

Institutional Goal 1: Seamless Transfer with Regional Universities

Key Performance Indicator (Data) ¹	Baseline ²	Targets ³	Performance Outcome ⁴	Amount of Directional Improvement ⁵
Improve transfer information for students and advisors (470 students potentially impacted yearly)		12/2006: Create, fund and hire Director of Advising, Counseling and Articulation – further dialog with regional state universities 12/2007: Create degree sheet for each NCCC transfer major for each regional state university 12/2008: Create degree sheet for each NCCC transfer major for each state university		
Improved results on transfer student graduation satisfaction survey. (90 students potentially impacted yearly)	Established by 2004 survey.	12/2006: Satisfaction increase by 7% over baseline 12/2007: Satisfaction increase by 10% over baseline 12/2008: Satisfaction increase by 12% over baseline		
Improve Academic Transfer Advising (470 students potentially impacted yearly)		12/2006: Create, fund and hire Director of Advising, Counseling and Articulation – begin intensified faculty advisor training 12/2007: Create and implement comprehensive transfer advising plan 12/2008: Create and implement centralized undeclared major transfer advising system		
Articulation Agreements Offered to Universities (470 students potentially impacted yearly)		12/2006: Create and offer articulation agreements for 20% of all AA and AS program in catalog to 3 regional universities 12/2007: Create and offer articulation agreements for 50% of all AA and AS program in catalog to 3 regional universities 12/2008: Create and offer articulation agreements for 70% of all AA and AS program in catalog to 3 regional universities		

Regents' System Goal C: Improve Workforce Development

Institutional Goal 2: Creation of 3 or more programs

Key Performance Indicator (Data) ¹	Baseline ²	Targets ³	Performance Outcome ⁴	Amount of Directional Improvement ⁵
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Offer new programs (potential student numbers in target)		12/2006: Beginning in 2004, at least 3 new programs will be approved and launched before 12/2006 12/2007: Begin NEW indicator – to be determined		
Enrollment in new programs (potential student numbers in target)		12/2006: Program 1 – 16 majors/80 credit hours; Program 2 & 3 – 8 majors/40 credit hours. 12/2007: Program 1-- 22 majors/110 credit hours; Program 2 & 3-- 16 majors/80 credit hours each. 12/2008: Programs 2 & 3 - 22 majors/110 credit hours each		
Graduation & placement of students in new programs (potential student numbers in target)	Track grads after 2 years	12/2006: Program 1 will have 4 graduates - 75% positive placement of students 12/2007: Program 1--8 graduates - 80% positive placement of students; Programs 2 & 3-- 4 graduates - 75% positive placement of students 12/2008: Programs 2 & 3 - 8 graduates - 80% positive placement of students		
Regents goal D: Increase Targeted Participation/Access				
Institutional Goal 3: Increase participation of developmental students				
Key Performance Indicator (Data)¹	Baseline²	Targets³	Performance Outcome⁴	Amount of Directional Improvement⁵
Individualized plan for developmental students (potentially 100-120 students per year)		12/2006- 80% of students enrolling in developmental education will have individualized learning plans 12/2007- 82.5% of students enrolling in developmental education will have individualized learning plans 12/2008- 85% of students enrolling in developmental education will have individualized learning plans		
Develop a developmental education program structure as part of Student Success (60-100 potential students per year)		12/2006- Set baseline of developmental education students enrolling in Student Success classes 12/2007- Increase 5% from baseline year of developmental ed. students enrolling in Student Success classes 12/2008-Increase 10% from baseline year of developmental ed. Students enrolling in Student Success classes.		
Assessment on completion (75-100 potential students per year)	Base on mean COMPASS scores for Fall 2003 Algebra- 19.8 Reading- 47.3 Writing- 28.6	12/2004: pilot year- 10% gain over Fall 2003 mean 12/2005: increase all mean scores by 12% over baseline 12/2006: increase all mean scores by 15% over baseline 12/2007: increase all mean scores by 17% over baseline		

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<p>Enrollment in collegiate level coursework (50-75 potential students per year)</p>		<p>12/2006: 50% of students completing the developmental course sequence and Student Success classes will continue into collegiate level academic or vocational courses. 12/2007: 55% of students completing the developmental course sequence and Student Success classes will continue into collegiate level academic or vocational courses. 12/2008: 60% of students completing the developmental course sequence and Student Success classes will continue into collegiate level academic or vocational courses.</p>		
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And so on up to six institutional goals ⁶.

¹ Identify the key performance indicator (i.e. data) that will be used to determine progress toward goals. Be as specific and as succinct as possible. The key performance indicator (data) may be quantitative or qualitative.

² Show the baseline value of the key performance indicator (data). The baseline means "where are you now?"

³ Show targets for the next 3 years. Targets must be expressed in terms of the key performance indicator (data) identified in the first column.

⁴ Performance outcomes must be expressed in terms of the key performance indicator (data) listed in the first column.

⁵ Amount of Directional Improvement equals the difference between actual performance and the target.

⁶ At least one institutional goal must support Regents' System Goal A. Institutional goals must support two additional Regents' System Goals selected from Regents' System Goals B, C, and D.

The Performance Agreement Application

Special Note: Beginning January 2004 and ending February 2005 Neosho County Community College rewrote its mission and purposes statement as well its complete strategic plan. This realignment and rededication of the college was done through involvement of all stakeholders, including local taxpayers, employees of all levels, business and industry, and most importantly, students. The new strategic plan is and will be reflected in these and future performance agreements. Also note that many of the indicators from previous agreements were deemed unreachable as the indicator required another institution to assist or the numerical goal was thought to be unattainable under any circumstance.

Institutional Goal 1: Seamless transfer with regional institutions – NCCC will take all necessary steps to ensure that, if educational goals are correctly indicated at the time of admission and if students follow the intended plan, the courses students complete will transfer to their intended regional state-supported universities in the major they have chosen. It is hoped that this effort will eliminate unnecessary duplication of coursework that wastes taxpayers' money and students' time. (Exception – Students will be asked to take required general education courses, such as English Composition II, even if the transfer institution will not accept that course. NCCC will continue to work with any institution that will not accept required general education in hopes they will reconsider and accept all courses needed for the AA or AS degrees. Also note that it is understood that transfer credits may be lost if a student changes major or intended institution after admission or upon transfer.)

Key Performance Indicator 1: Improve transfer information for students and faculty advisors

- a. **Data Collection:** The new Director of Advising, Counseling and Articulation will oversee the creation of between 80 and 175 degree sheets.
- b. **Targets:** After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

Key Performance Indicator 2: Improved results on transfer student graduation satisfaction survey.

- a. **Data Collection:** A baseline has been established by conducting a survey before any changes were made. Subsequent surveys should show a marked improvement, beginning in 2006, once the changes have been given time to work.
- b. **Targets:** After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

Key Performance Indicator 3: Improve transfer advising for students

- a. **Data Collection:** N/A
- b. **Targets:** After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

Key Performance Indicator 4: Increase the number of signed articulation agreements with regional universities. NCCC will offer articulation agreements to regional institutions for transfer degrees. It is not in our power to compel those institutions to work with us on designing or signing the agreements, but every good faith measure will be made to make those agreements possible.

- a. **Data Collection:** Offered agreements, minutes of meetings with universities, signed agreements
- b. **Targets:** After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

2. Institutional Goal 2: Working closely with civic institutions, businesses and community leaders, NCCC will conduct a needs analysis to determine what programs would best meet the needs of our service area. A component to several of the programs will be lifelong learning opportunities. This will certainly support Regents' Systems Goal C.

Key Performance Indicator 1: Take all steps to offer 1 new program per year, including needs analysis, DACUM, course and program creation, and securing KBOR approval. As a result 3 new programs will be in place by December 2007.

a. Data Collection: A process timeline will be developed and a report generated by the Chief Academic Officer with regard to progress towards this goal.

b. Targets: After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President. NOTE: For Goal C Indicator 1, on advice from KBOR staff, the goal was changed to number of programs launched by each target year.

Key Performance Indicator 2: Whether the new programs are viable is determined by the enrollment and subsequent graduation and positive placement of students. This will be watched closely as new programs can be a large expense to taxpayers.

a. Data Collection: Those that enroll in courses specifically designed for the new programs will be recorded as will the number of those who declare the new program as their major.

b. Targets: After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

Key Performance Indicator 3: Graduation and placement of students in new programs.

a. Data Collection: The number of program graduates will be recorded and compared to subsequent years. Additionally, graduates will be surveyed about their ability to locate appropriate employment.

b. Targets: After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

3. Institutional Goal 3: NCCC has experienced low retention of students enrolled in developmental courses. In an effort to increase access and participation of under-prepared students, special attention will be focused on those students who score into developmental courses. By developing a solid foundation with these students, access to additional developmental and collegiate level coursework will be attained.

Key Performance Indicator 1: An individualized plan will be developed for each student scoring into developmental courses as identified by COMPASS scores. The plan will outline exactly what the student needs to do to be successful, including goals, schedules, required tutoring, special needs and other campus resources deemed necessary.

a. Data Collection: Results of each student's scores will be analyzed and a consultation with each student will occur to develop and appropriate learning plan. As advising training increases, the number of students with individualized learning plans will increase.

b. Targets: After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

Key Performance Indicator 2: One of the many barriers to success that developmental students face is being unprepared for college, such as an unclear educational goal, lack of study skills or "test phobia." NCCC has created a series of one credit hour student success courses designed to aid students in goal setting, test taking and study skills. The college will be endeavoring to build enrollment in the courses so that developmental students are more successful.

- a. **Data Collection:** Developmental student enrollment numbers from the AS 400 computer system.
- b. **Targets:** After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

Key Performance Indicator 3: Each student will be assessed at the completion of their individualized learning plan to determine learning gains based on COMPASS assessment scores. Learning gains will be measured for each developmental student with the goal of increasing the mean score by 12% in 2005, 15% in 2006, and 17% in 2007.

- a. **Data Collection:** The student's scores at completion of their learning plan will be compared to their initial scores to determine learning gains.
- b. **Targets:** After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

Key Performance Indicator 4: Each student that completes the developmental sequence will be assessed to ascertain whether they continued on into college level coursework, which is the ultimate indicator of this goal.

- a. **Data Collection:** The AS 400 student information system will track student progress through the sequence and into college level courses.
- b. **Targets:** After the appropriate amount of research, the above targets were set by departmental personnel and approved by the CAO and President.

Agenda Item IX-D: Multi-Media Projector Bids

The College has been experiencing moderate to severe computer video projection problems with many of the multimedia computer projectors on the Chanute campus for the past year. Most are more than five years old and are on the verge of failure. Power supplies in three of the units have already failed in the past year. The faculty on the technology committee recommended replacement of as many units as possible, with other brand projectors being considered.

Two different brand name projectors were brought in for evaluation by faculty, and bid specifications were developed for those units. It was the unanimous recommendation of the Technology Committee to replace twelve multimedia projectors on the Chanute campus using Chanute technology fee funds. The purchase follows the Technology Plan equipment replacement schedule and was approved by the Executive Committee.

Sealed bids were solicited for twelve NEC VT670 Projectors, XGA 2100 Lumens. Bid specifications were to include one (1) additional replacement bulb, all necessary cables, adapters, remotes, etc. to attach to either PC or laptop computers.

As an alternate item vendors could bid on twelve Hitachi CPX-345 Projectors, XGA2000 Lumens. Model to be compatible with PC or laptop computer and must include all necessary cables, adapters, etc.

Bids should include three (3) year warranty information including next day replacement service, service location(s), etc.

The bid document was mailed to:
Professional Video Supply, Overland Park, Kansas

Troxell Communications, Olathe, Kansas
Twotrees Technology, Wichita, Kansas
CDW-G Computer Supply, Vernon Hills, IL
ASSI Computer, Inc., Pittsburg, Kansas
Advantage Computer Enterprises, Inc., Iola, Kansas
AMACOM, Chanute, Kansas
Computer Generations, Independence, Kansas
Iola Computer Products, Iola, Kansas
Midwest Connections, Chanute, Kansas
Nautilus Commercial Data, Iola, Kansas
Simpson Date Services Inc., Pittsburg, Kansas

The following bids were received:

CDW NEC	\$14,700 or
CDW Hitachi	14,760
Professional Video Supply	\$22,128
The Computer Generation, Inc.	20,027
Troxell Communications, Inc.	17,568

It was the President's recommendation that the Board accept the low bid of \$14,700 from CDW-G Computer Supply.

Resolution 2005-57

RESOLVED, That the Board accept the bid of \$14,700 from CDW-G Computer Supply for twelve projectors and related equipment as specified in the bid document.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item IX-E: Carpet Bids for Chapman Library

Sealed bids were solicited to replace the carpet in Chapman Library. The specifications included:

Shaw Industries Brand, Style-J0045 On Broadway 26, Color-Les Miserables #45308, 12% Space Dyed Nylon, Width 12', Face Weight 26 oz, 1/10 Gauge, 8210 Density, Solution Dyed/Spaced Dyed.

All bids included all labor to remove and dispose of the existing carpeting, pad and base trim, all disposal fees, all labor and materials to patch and prep the floor for the new installation. The carpeting will be installed in stages as the library stacks will have to be moved. NCCC staff will move the stacks and reposition them after the new flooring has been installed.

The bid document was mailed to:

Caldwell Floor Covering, Chanute
Carpet World, Iola

Danmark Whistler Glass & Building Supply, Independence
Derailed Commodity, Independence
Floormart, Parsons
Floor Connection, Chanute
The Home Store, Parsons
Kansas Lumber Company, Coffeyville
Quality Floor & Wall Covering, Frontenac
Woods Floor Covering and Design, Independence

The following bids were received:

Caldwell Floor Covering, Inc.	\$11,365.28
Floor Connection	11,977.24
The Home Store	13,204.00

It was the President's recommendation that the Board accept the low bid of \$11,365.28 from Caldwell Floor Covering, Inc. The funds to cover this item will come from the Barbee Trust.

Resolution 2005-58

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$11,365.28 from Caldwell Floor Covering to purchase carpet for the Library.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item IX-F: Furniture Bids for Dean of Finance Office

As reported at a previous board meeting, it was necessary to purchase office furniture for the dean of finance's office. Quotes were solicited from Iola Office Supplies, Navrat's in Emporia, and Service Office and Supply in Chanute.

The items to be quoted included a desk, bridge unit, credenza and hutch, conference table, 7 chairs and two 2-drawer lateral file cabinets. All quotes were to include delivery and set-up.

The following quotes were received:

Iola Office Supplies	\$4,283.00
Navrat's	3,828.50
Service Office Supply	3,939.98

There was discussion regarding accepting the low bid, or accepting the bid which was \$111.48 higher from a local retailer. Mr. Pringle indicated it was within the Board Policy to choose the local retailer which the College had dealt with on other occasions.

Resolution 2005-59

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$3,939.98 from Service Office Supply in Chanute for office furniture.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item IX-G: Wellness Center Equipment Bids

The Wellness Center is used by faculty, staff, and students attending the College. Although some of the equipment was upgraded in the mid 90's, most of the equipment was purchased in 1989 and is broken and beyond repair.

Sealed bids were solicited for 2 commercial-grade treadmills, 2 commercial-grade bikes, and 2 commercial-grade cross-training machines. Bids were mailed to Advanced Exercise Equipment of Louisburg, Fitness Resource of Purcellville, Virginia and LA Gym Equipment of Los Angeles, California.

The following sealed bids were received:

Advanced Exercise Equipment	\$22,570	
Less: Trade in	<u>(525)</u>	
Total		\$22,045
Fitness Resource	\$28,073	
No Trade In	<u>0</u>	
Total		\$28,073
LA Gym Equipment	\$26,080	
No Trade In	<u>0</u>	
Total		\$26,080

It was the President's recommendation that the Board accept the bid of \$22,045 with trade in from Advanced Exercise Equipment. The Athletic Department has been placing excess funds into an equipment reserve so when major pieces of equipment need to be replaced the funds would be available. These funds will cover the cost of the equipment.

Resolution 2005-60

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$22,045 from Advanced Exercise Equipment.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item IX-H: Administrative Assistant for Allied Health

It was the President's recommendation that the Board employ Sarah Hart as the administrative assistant for Allied Health. Ms. Hart has worked in the position since April 2005 as a Manpower employee. She worked at Humboldt IGA as a cashier, the Bailey Hotel in Humboldt as an office assistant, and as receptionist/sales representative for B & W Custom Truck Beds.

Ms. Hart will be paid \$8.00 per hour starting July 18, 2005 with clerical benefits.

Resolution 2005-61

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Sarah Hart as the administrative assistant for the Allied Health department at an hourly rate of \$8.00 beginning July 18, 2005.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item IX-I: Men's Basketball Head Coach

It was the President's recommendation that the Board employ John McIntyre as the head coach for the men's basketball program. Mr. McIntyre earned his BS in General Studies from the University of Missouri at Columbia and expects to graduate later this month from the University of Arkansas at Fayetteville with a Masters in Adult Education degree.

Mr. McIntyre was a graduate assistant coach at the University of Arkansas for the past two years. He also worked as a Senior Account Executive/Sports Division for Optin, Inc. for two years. Mr. McIntyre was a professional basketball player from 1990 through 2000.

Mr. McIntyre would be paid \$28,760 (MS-2).

Resolution 2005-62

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of John McIntyre as Head Coach for Men's Basketball and be placed at MS-2 (\$28,760) on the faculty salary schedule.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item IX-J: Financial Aid Assistant Director

Laura Bridges in the role of financial aid specialist has been an important stable aspect to an office that has seen constant turn-over. Laura has asked for and been given more responsibility and performed very well at the additional duties over the years. As a result, Laura does much more than the role of "specialist." The administration is requesting the Laura's title be changed to Assistant Director of Financial Aid and be given a pay increase of \$500 per year.

Resolution 2005-63

RESOLVED, That the Board of Trustees of Neosho County Community College approves the title change for Laura Bridges from Financial Aid Specialist to Financial Aid Assistant Director. Ms. Bridges will be given an additional \$500 after the 3.5% recommended raise for 2005-06.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously. Mr. Peter asked for a 5 minute break.

Agenda Item IX-K: Administrative Contracts

Name	Position	2004-05 Salary	2005-06 Salary
Bridges, Laura	Assistant Director Financial Aid	25,483	26,875
Bulk, Mary	Cashier/Financial Aid Specialist	24,443	25,299
Chaplin, Vickie	Student Life/Admissions Coord.		28,000
Clay, Krista	ABE Coordinator	29,089	30,107
Coomes, Kerrie	Financial Aid Director		32,000
Coons, Rusty	ABE/GED Instructor	12,875	13,326
Eldridge, Mark	Dean-Ottawa Campus	47,207	48,859
Ernst, Dale	Asst Dean-Ottawa Campus		33,000
Erwin, Jean	Medical Asst Instructor/Coord.		37,000
Ewan, Michelle	Bookstore Manager	20,000	20,700
Gilpin, Karen	Director of Nursing	58,204	60,241
Hackett, Chris	Residence Life Coordinator		15,500
Hager, Cindy	ABE Instructor	26,135	27,050
Inbody, Brian	VP-Student Learning	78,375	81,118
Kesler, Steve	Bus/Industry Trainer		33,000
Kettler, Randy	Basic Skills Director/CAVE	45,249	46,833
Kiefer, Melissa	Admissions Specialist/Coach		25,000
Kiefer, Mike	Athletic Director/Soccer Coach	40,480	41,897
Krumm, Brenda	Dean of Outreach/Workforce Dev (9 mon)	38,763	40,120
Last, Lisa	Dean of Student Dev/Registrar	43,000	44,505
Lawrence, Noretta	Network Services Coordinator	37,672	38,991
Leach, Jill	Registration Coordinator	21,527	24,500
Morgan, Sandy	ABE/ESL Instructor	16,538	17,117
Neff, Ann	International Students	29,673	30,712
Ptacnik, Anne	Outreach/Admissions Coord-Ottawa		22,000
Ranabargar, Kerry	Webmaster		32,000
Rhine, Tracy	Allied Health Coordinator	33,259	34,423
Robb, Sandy	Lifetime Learning Coordinator (1/2 time)	11,640	12,047
Rowe, Brenda	Human Resources Director	35,000	36,225
Russell, Camie	Employment Specialist	22,065	26,224
Smith, Ben	Dean of Planning & Operations	57,970	59,999
Smith, Paul	Maintenance Supervisor	31,923	33,522
Solander, Sandi	Dean of Finance	57,475	59,487
Thompson, Susan	Director of Development (3/4 time)	42,000	43,470
Vanatta, Kim	Developmental Lab Coordinator	31,370	32,468

Weisenberger, Susan	Director of Library Services	36,720	38,005
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Resolution 2005-64

RESOLVED, That the Board of Trustees of Neosho County Community College approves salary increases for administrative employees as recommended by the President.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item IX-L: Clerical and Maintenance Contracts

Name	Position	2004-05 Hourly Rate	2005-06 Hourly Rate	2005-06 Salary
Barr, Mary	Switchboard/Admin Asst	8.00	8.28	17,222
Beddo, Susan	Financial Aid Clerk-Ottawa	7.32	8.00	16,640
Beeman, Gloria	Office Services Clerk	8.00	8.28	17,222
Bockover, Rochelle	Data Entry Clerk	7.18	8.00	16,640
Carter, Carrie	Library Clerk (24 hr/wk)	8.74	9.05	11,294
Crawford, Steve	Maintenance	12.11	12.53	26,062
Dale, Terri	Admin Asst-President	12.99	13.44	27,955
Dent, Vicki	Custodian	8.50	8.80	18,304
Erickson, Janice	Tech Serv Support Tech (9 mo)	9.41	9.74	15,194
Gill, Joan	Library Assistant	11.93	12.35	25,688
Gilmore, Denise	Admin Asst-Nursing	10.74	11.12	23,130
Haddan, Susan	Receptionist/Registration Clerk	8.91	9.22	19,178
Hamm, Kelly	Admin Asst-Nursing-Ottawa	8.00	8.28	17,222
Hanks, Barbara	Accounts Payable Clerk	8.00	8.28	17,222
Hauser, LuAnn	Data Research Assistant	12.07	12.49	25,979
Johnson, Teddy	Library Clerk (1/2 time)	7.48	8.00	8,320
Kinzer, Jackie	Admin Asst- Outreach/Workforce Development	8.88	9.19	19,115
Koester, Robyn	Accounting Clerk	8.00	8.28	17,222
Lierz, Lisa Ann	Cashier/Accounts Receivable	8.00	8.00	16,640
Parriott, Paulette	Receptionist/Switchboard	7.25	8.00	16,640
Reeves, Mike	Maintenance	10.00	10.35	21,528
Schommer, Debra	Admin Asst-Faculty (10 mon)	8.27	9.00	15,600
Smith, Sarah	Admin Asst-VP Student Learning	10.39	10.75	22,360

Resolution 2005-65

RESOLVED, That the Board of Trustees of Neosho County Community College approves salary increases for clerical and maintenance employees as recommended by the President.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Amended Agenda Item IX-M: Director of Advising and Counseling

It was the President's recommendation that the Board approve the employment of Juliette Loring as the Director of Advising and Counseling. Ms. Loring holds a Master of Education in Counseling and Community Mental Health degree from Northeastern University, Bouve College of Education in Boston, and a Bachelor of Arts in Art History from Boston University, College of Liberal Arts.

Ms. Loring was the Personal and Career Counselor at Middlesex Community College from 2002-2005, Counselor for Students with Disabilities at Mount Wachusett Community College from 1999-2003, Director of Student Life at Monstserrat College of Art from 1994-1998, Assistant Director, Career Center at Bradford College from 1992-1994, and Director of Residence Life at Loretto Heights College in Denver from 1986-1988.

Ms. Loring will be paid \$34,500 annually with administrative benefits starting August 1, 2005.

Resolution 2005-66

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Juliette Loring as the Director of Advising and Counseling starting August 1, 2005 at an annual salary of \$34,500.

The motion was made and seconded that the above resolution be approved. Motion passed unanimously.

Agenda Item X: Adjournment

The meeting adjourned at 7:50 p.m.