

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES

DATE: August 11, 2005

TIME: 5:30 P.M.

PLACE: Student Union, room 209

PRESENT: Kevin Berthot
Mariam Mih
David Peter
Basil Swalley

ABSENT: Kathy Fryd
Steven Payne

PRESENT: Dr. Vicky R. Smith, President
Dr. Brian Inbody, Vice President of Student Learning
Sandi Solander, Dean of Finance
Ben Smith, Dean of Planning and Operations
Brenda Krumm, Dean of Outreach and Workforce

Development

Lisa Last, Dean of Student Development/Registrar
Noretta Lawrence, Network Coordinator
Dean Dillard, Faculty Senate President
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

Mr. Peter called the meeting to order at 5:30 p.m. in room 209 in the Student Union.

Agenda Item III: Public Comment

There were no speakers.

Agenda Item IV: Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Resignations and Personnel under new business as Item F and G.

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

Agenda Item V: Budget Hearing

Mr. Peter asked if anyone at the meeting would like to address the Board regarding the budget. There were no speakers.

VI. Consent Agenda

The following items were approved by consent.

- A. Minutes from July 14, 2005 and July 28, 2005
- B. Claims for disbursement for July 2005
- C. Personnel

1. Custodian Ottawa Campus

It was the President's recommendation that the Board employ Michael W. Thompson as the custodian for the Ottawa campus. Mr. Thompson worked for Smart Building Services as a floor tech and maintenance person from February 2001 through May 2005.

Mr. Thompson will be paid \$7.50 per hour for 30 hours per week starting August 12, 2005. He will receive pro-rated vacation and sick days, but no health insurance benefit.

2. Assistant Men's Basketball Coach/Resident Hall Assistant

It was the President's recommendation that the Board employ Jared Porter as the assistant coach for men's basketball and resident hall assistant. Mr. Porter earned his Masters in Kinesiology at Angelo State University at San Angelo, Texas and a Bachelor of Science in Education from Jacksonville State University at Jacksonville, Alabama. He a graduate assistant at Angelo State University for two years.

Mr. Porter will be paid \$5,850 plus room and board beginning August 2005.

3. Business Instructor-Ottawa

It was the President's recommendation that the Board employ Mark Watkins as the business instructor for the Ottawa Campus. Mr. Watkins holds a Master of

Business Administration degree and a Bachelor of Business Administration degree from Pittsburg State University and has additional hours towards a Specialist Degree in Higher Education.

Mr. Watkins has over 22 years experience in business and education. Mr. Watkins was employed by Good Will Tours from 1984 through January 2000. Starting in January 2000 Mr. Watkins was President of Training & Educational Specialists. He has also taught as an adjunct instructor for NCCC in 1999-2000.

Mr. Watkins would be placed on the faculty salary schedule at MS+30, step 11 or \$37,834.00.

4. Nursing Instructor-Ottawa

It was the President's recommendation that the Board employ Linda Gabel for the nursing instructor position at Ottawa. Ms. Gabel holds a Master of Science in Health Services Administration from the University of Kansas and a Bachelor of Science in Nursing degree from KU. Since 1970 she had worked in various nursing positions including Option Care of Kansas City, Saint Luke's Home Care, Baptist-Lutheran Medical Center, Trinity Family Practice, Johnson County Health Department, Catholic Community Services, Caring Nurses, and others.

Ms. Gabel will be placed on the faculty salary schedule at MS-14 (\$36,474) and issued an 11 month contract for \$44,579 for the 2005-06 academic year.

5. Nursing Instructor-Chanute

It was the President's recommendation that the Board employ Rebecca Wolfe as a nursing instructor for Chanute/Coffeyville. Ms. Wolfe is a graduate of Pittsburg State University with a Bachelor of Science in Nursing degree and is presently attending Wichita State University to obtain her MSN degree. She is also a graduate of NCCC's ADN nursing program.

Ms. Wolfe is currently employed as a clinical and lecture instructor for the nursing program at NCCC on an adjunct basis. She is employed by Fort Scott Mercy Hospital as a staff nurse OB, OB Director and staff nurse at Allen County Hospital, Director of Nursing at Arolyn Heights Adult Care Facility, staff nurse at Neosho Memorial Regional Medical Center, and staff nurse OB at Mercy Hospital in Fort Scott.

Ms. Wolfe will be placed on the faculty salary schedule at I-10 (\$32,559) for a ten month contract (\$36,177).

6. Resignation-Biology Instructor

It was the President's recommendation that the Board accept the resignation of biology instructor, Brian Foreman. Mr. Foreman has accepted another position. His resignation is effective at the end of his 04-05 contract.

7. Interim Biology Instructor

It was the President's recommendation that the Board employ Pam Oliver as the interim Biology Instructor. Ms. Oliver holds a Master of Science degree in Biology and a Bachelor of Science in Education degree from Pittsburg State University. She is also a graduate of NCCC.

Ms. Oliver was the biology instructor at NCCC for the 1997-98 academic year. She also has teaching experience as an adjunct for Labette Community College, Allen County Community College and NCCC. She taught science at Independence Public Schools as well.

Ms. Oliver will be placed on the faculty salary schedule at MS-5 or \$31,119.

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

Faculty Senate Report: Dean Dillard, Faculty Senate President thanked the Board for the opportunity to address them and welcomed the new trustees. He reported that with the summer sessions over and the fall term yet to begin, the faculty has not met as a senate this academic year. They will hold their first meeting during the August 15 in-service. At that time they will deal with organizational matters and discuss goals for the school year. Chanute campus math instructor Carol Vaverka will serving as Vice President of the Senate; it will be Mr. Dillard's responsibility to appoint a secretary and a parliamentarian.

Mr. Dillard told the Board he hoped that they found the Faculty Senate reports informative and worthwhile last year, and that he welcomed the opportunity to share with them again the accomplishments of faculty and students, and the opportunity to share with the Board faculty ideas about how all elements of the college can work together to accomplish the overall goals of the institution.

Energy Performance Contracting Update: Ben Smith, Dean of Planning and Operations, distributed information regarding the project and reported that essentially the project was complete. Mr. Smith had pictures of various projects including the roofs, new outdoor lights, the chiller tower, air handling units, pumps, remodeling in the CAVE. He also showed pictures of the energy management system and how he or maintenance could pull up any room on campus and see what temperature the room was and make changes.

Mr. Smith reported that the preliminary wrap-up meeting had been held earlier in the day and that he hopes to have a final report for the Board at the September or October meeting.

Dean of Outreach and Workforce Development: Brenda Krumm, Dean of Outreach and Workforce Development, distributed a packet of information for

the Board to review at their leisure and highlighted some of events taking place in her department.

The CAVE personnel are busy moving back into the CAVE and are looking forward to a productive year in the new and improved CAVE. Outreach enrollment took place last week at Erie High School and Chanute High School and will continue next week at St. Paul. The adjunct instructor meeting will be held Tuesday, August 16 in the lecture hall. The new KBOR policies regarding concurrent enrollment are being reviewed and new agreements are being developed for all of the school districts served by NCCC.

The Medical Assistant program has 21 students enrolled and two on the alternate list. She is exploring opportunities to offer the medical assistant program on the Ottawa campus in fall 2006. They are working on the development of an Associate of Applied Science degree in allied health or health sciences to provide a degree opportunity for the medical assistant certificate recipients.

Business and industry trainer, Steve Kesler, completed the U.S. Department of Labor OSHA training and testing and is now certified as an OSHA General Industry Outreach Trainer. Contracts for training are completed, scheduled, or in-progress for six area business.

The lifetime learning program had a full enrollment for the Wichita Summer Theater course...44 seniors enjoyed 5 trips to the theatre. Reduced price lunches for senior citizens resume on August 18.

The Allied Health area continues to grow. A newsletter is being developed for instructors in the program to help them stay current with changes in KDHE regulations and updates as well as NCCC policies and procedures. Four on-line courses in the allied health area are now available.

Kids College had a record numbers of kids for the 8th annual Kid's College. 90 children between the ages of 7 and 14 were served.

Treasurer's Report: Sandi Solander, Dean of Finance, distributed the Treasurer's Report, Change in Fund Balance report and a final copy of the 2005-06 budget.

President's Report: President Smith reported that fall semester enrollment is looking very strong. Headcount is up 13.9% and credit hours are up 11.9%. These numbers should increase once concurrent enrollment classes are entered into the AS400.

Dr. Smith reported that Beverly Anderson was not available at the requested time to facilitate the Board Retreat. ACCT suggested Sherman Vaughn as a replacement. Dr. Smith spoke with Mr. Vaughn and thinks that he will run the retreat in a manner that will work well for the Board. Dr. Smith will sign the contract with ACCT to acquire Mr. Vaughn's services for the retreat.

The President reported that the new carpet in the library had been installed and that the file is almost complete. The book shelves were totally reconfigured and the library director has weeded over 5,000 volumes from the library. Dr. Smith said that the maintenance staff had worked diligently to complete several projects on campus.

The Student Development department has planned a variety of activities for students during Welcome Week, August 16-25th. On the 18th, local businesses, such as banks, eateries, and organizations offering volunteer opportunities, will be on campus to talk with the students and encourage the students to use their businesses.

Dr Smith reported that the college had received the quote for health insurance for next year from the current carrier. The quote reflected an increase of about 23%. The insurance committee reviewed the quotes and will meet again when other quotes are received from other insurance carriers.

Dr. Smith asked the Board to change the date for the September Board meeting. Three of the trustees and Dr. Smith will be in Seattle at the ACCT conference the second Thursday of September. It was agreed to move the September Board meeting to September 1.

Agenda Item VIII-A: Approval of FY 2004-05 Budget

It was the President's recommendation that the Board approve the proposed budget for 2005-06 as published.

Resolution 2005-68

RESOLVED, That the Board of Trustees of Neosho County Community College approves the FY2005-06 budget of \$11,474,585 as published. Further, on or before August 25, a copy of the adopted budget along with proof of publication shall be filed with the Neosho County Clerk and the Kansas Board of Regents.

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

Agenda Item IX-A: Trio Grant Employee Salary Increases

Based upon the recommendation of the individual grant directors and Dean Brenda Krumm who oversees the TRIO programs, President Smith asked the Board to approve the salary increases below for grant personnel.

	<u>2004-05</u>	<u>2005-06</u>
Student Support Services (STARS)		
Laura Skillings-Project Director	\$34,485	\$35,692
Rita Drybread-Math Specialist	\$29,332	\$30,358
Talent Search		
Marie Moore-Project Director	\$39,723	\$41,113
Wade Collins-Academic Advisor	\$31,277	\$32,372
Michael Rose-Academic Advisor	\$32,354	\$33,486
Edie Godinez-Administrative Assistant	\$8.61 hr	\$8.91 hr
Upward Bound		
Maranda Collins-Project Director	\$33,500	\$39,505*
Joi Toliver-Academic Advisor	\$28,000	\$31,870
Laurie Kerns-Administrative Assistant	\$8.00/hr	\$9.20/hr

* The Board should note that this proposed change for Upward Bound employees is well in excess of the 3.5% raise given to other NCCC employees and eliminates a part time employee. This restructuring of the department is proposed to combat several concerns:

- Constant turnover in the part-time academic advisor position has been disruptive to the students served by the Upward Bound grant. The proposed structure eliminates the ineffectual part-time advisor. Those duties will be re-dispersed to the other employees.
- The current director was hired at a low salary. The current salary recommendation puts the director salary back to the level it was with the previous program director.
- If the proposal is accepted the Upward Bound salaries at NCCC will still remain well below other Upward Bound programs at similar sized institutions.
- The overall staff dollars in the proposal are actually lower than 2004-2005 employee costs, creating an extra \$5,420 that can go toward direct services to students.
- It is believed that the increased salaries will create greater stability for the remaining employees, none of which have held their current positions longer than 12 months.

The Upward Bound staff is aware that if the proposed structure means less service to students, increased stress on the staff, or an inability to meet grant objectives the salaries will be lowered and additional personnel will be hired.

Resolution 2004-69

RESOLVED, That the Board of Trustees of Neosho County Community College approves employment contracts for 2005-06 for the TRIO employees listed above.

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

Agenda Item IX-B: Bids for Internet Provider

The college's contract for Internet service with our current service provider expired in July. Before new service can be acquired, many factors have to be considered, as many factors have changed since the college signed our Internet service contract three years ago.

Internet service for the college is mission critical, and must be extremely reliable, as virtually every department in the college on both campuses relies heavily on the Internet either directly or indirectly. Demand for Internet bandwidth at both campuses has increased dramatically, as audio and video Internet content are no longer luxuries, but necessities, as the MTV generation becomes adult learners. Other factors, such as the college's involvement with the Integrated Community Access Network (ICAN) and Kan-ed, must also be considered in a comprehensive Internet solution for NCCC.

Generally speaking, our minimum Internet bid specifications increased our Internet bandwidth by approximately three and one-half times, from 1.54 MB to 5 MB (or more).

Technical support service requirements were also increased to 24 hour/day, 7 day/week to handle the increasing critical demand for Internet connection during non-8 to 5 timeframes. Specific specifications were developed and included the following requirements:

Bids should include a specific proposal for Internet access including fixed monthly charges and one-time installation or conversion charges, and cover any necessary point-to-point circuit charges, equipment, software, and/or services.

Requirements of minimum bid:

- Minimum 5 Mbps clear channel Internet access delivered to the Chanute campus.
- Internet bandwidth must be to be routable to the Chanute campus locations with a minimum 1.5 Mbps to Ottawa per NCCC specifications.
- Bids must include all installation, setup, monthly line charges, point-to-point charges and local loop charges. No hidden charges will be accepted.
- At least 48 registered IP addresses for use in Chanute, and 16 registered IP addresses at the Ottawa site if they are on different networks.
- Internet DNS resolution for all workstations.
- Control of DNS for the neosho.edu domain.
- Management and setup of college-owned Cisco routers at each location to college specifications.
- Internet solution must support the IP Tunnel and VOIP channels between the Ottawa and Chanute campuses. Successful bidder must provide all installation, setup, and any necessary configuration for a minimum of two VOIP channels, including testing and modification as required by NCCC.
- Provide 24/7 technical support. Support to be available by email (response time of no more than four hours), telephone (response time of no more than

two hours), and pager or mobile phone (response time of no more than thirty minutes).

- Billing cycle to be monthly (not quarterly etc...), with all charges on one bill.
- Bids must include any and all costs for circuits, conversion, configuration, setup and installation. No hidden or additional costs not specifically detailed in the bid will be accepted. All costs are the sole responsibility of the bidder.
- Alternative proposal configurations will be considered at NCCC's sole determination.
- Preference will be given to high-bandwidth solutions that exceed the minimum specifications of this solicitation.

Bids were solicited from:

Advantage Computer Enterprises, Inc., Iola
Midwest Connections, Chanute
SBC, Wichita
Computer Generation, Inc., Independence
Cox Business Services, Pittsburg
Lanco Satellite, Chanute
City of Chanute, Chanute
Terra World, Independence

The following bids were received that met the bid specifications:

City of Chanute	Ottawa A	\$2,450/month
City of Chanute	Ottawa B	\$2,150/month
TerraWorld		\$3,999/month

Ben Smith will reviewed the proposals and explained the rationale for recommending that the Board accept the bid from the City of Chanute, Option B.

Resolution 2005-70

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$2150 per month (Option B) from the City of Chanute to provide internet services for the College.

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

Internet Service Bid Summary 2005

<u>Bidder</u>	City of Chanute (Option B)	City of Chanute (Option A)	Terraworld	Terraworld (w/o Kan-Ed)
<u>Contract</u>	3 year Contract	3 year Contract	3 year Contract	3 year Contract
<u>Type of Service</u>	6 mbps Service	6 mbps Service	6 mbps Service	6 mbps Service
<u>Extended Connectivity</u>	Kan-Ed Connection	No Kan-Ed	Kan-Ed Connection	No Kan-Ed
<u>Recurring Charges</u>	\$2150/m	\$2450/m	\$4349/m	\$3999/m
<u>One Time charge</u>	\$14,540 One Time Fee (Equipment and Installation)	\$12,240 One Time Fee (Equipment and Installation)	\$14,568 One Time Fee (Equipment & Installation)	\$12,268 One Time Fee (Equipment & Installation)
<u>Additional Charges</u>	Includes \$1000/m fee waived for Facility Rent @ 221 S. Santa Fe	Includes \$1000/m fee waived for Facility Rent @ 221 S. Santa Fe	(Will have to pay \$1000/m Rent for 221 S. Sante Fe)	(Will have to pay \$1000/m Rent for 221 S. Sante Fe)
<u>Recommendation:</u>	City of Chanute (Option B)			
<u>Rationale:</u>	least costly fastest Ottawa connection (2-T1's) fosters community			

bond
saves equipment space rental charge
(\$1000/month)

**Additional
Rationale:**

Substantial additional Internet bandwidth
available to share
Internet routers same as city's-allows for
redundant backups

Agenda Item IX-C: Bids for Campus Security

Security services for the Chanute campus are critical to providing a safe and secure environment for students, staff, visitors and particularly residents of the two residence halls. These services are generally restricted to late evening hours, but are extended to cover certain athletic and extra-curricular events as necessary.

Specifications were developed and included the following requirements:

Security service will be provided from August 2005 through May, 2006 (exact beginning and ending dates to be specified by NCCC). Approximately five hours per service per night will be required as a minimum, with additional service hours provided as requested by NCCC to cover student activities, athletic events, etc. and all other activities/events deemed necessary by NCCC. All hours of service will be determined at the sole discretion of NCCC. All hours must be billed at the same rate. Invoices will be issued to NCCC monthly and must include detailed daily billing charges.

Bids were solicited from Day & Night Security –Caney, Eagle Security Services-Coffeyville, Husky Security-Weir, MSP Security-Chanute.

The following bids were received:

Husky Security, Weir	\$13.00 per hour
MSP Security, Chanute	\$12.50 per hour

It was the President’s recommendation that the Board accept the bid from MSP Security for \$12.50 per hour.

Resolution 2005-71

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$12.50 per hour from MSP Security to provide campus security.

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

Agenda Item IX-D: Bids for Sander’s Hall Carpet

The college has implemented a phased remodeling of the Sanders Hall administration office to better serve our students. This remodeling has required the addition of some walls and removal of some cabinets and cooling units. Some of the new office areas have been re-carpeted due to this construction. All the carpeting in the main office is approximately fourteen years old and is in

need of replacement. Because carpet styles and colors vary widely and specific carpet types can be discontinued at any time, it is our recommendation that we pre-order enough carpet to complete our remodeling project of the main office.

Specifications were developed and included the following requirements (a particular carpet was specified to match the carpet selected for the new areas): The following specifications needed to be met.

The carpet shall be Shaw Industries brand
Style: J0045 On Broadway 26, Color: Thoroughly Modern Millie # 45512
12% Space Dyed Nylon, Width 12', Face Weight 26 oz., Construction: Graphic Loop,
Gauge: 1/10, Density: 8210, Dye Method: Solution Dyed/Space Dyed

The bid included all labor to remove and dispose of the existing carpeting, pad (if any) and base trim, all disposal fees, all labor and materials to patch and prep the floor for the new installation, and any associated storage fees necessary to store the carpet until installation. The carpet must be stored at the vendor's location (or other vendor-controlled site) until NCCC desires installation. Installation will be installed in stages as several offices are involved. NCCC staff will move and re-position furniture.

Bids were solicited from:

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-Coffeyville, Quality Floor & Wall Covering-Frontenac, and Woods Floor Covering & Design-Independence.

The following bids were received:

Floor Connection	\$6,588.05
Caldwell Floor Covering	\$7,546.27

It is my recommendation that the Board accept the bid from Floor Connection for \$6,588.05 for carpet for Sander's Hall.

Resolution 2005-72

RESOLVED, That the Board of Trustees accepts the low bid from Floor Connection for \$6,588.05 for carpet for Sander's Hall.

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

Agenda Item IX-E: Bids for Athletic Insurance

Dissinger Insurance Services, our current athletic insurance broker, solicited quotes for athletic injury insurance on NCCC's behalf. Dissinger received quotes from Life Insurance Company of North America (CIGNA), American International Group (AIG), and Nationwide Life Insurance Company –K&K. Life Insurance Company of North America (CIGNA),

The CIGNA bid included: \$0 deductible, \$25,000 Accident Medical Expense, AD & D- \$10,000, HMO/PPO and Expanded Medical Benefits, and an incurring period of 1 year. AD&D \$10,000, Premium \$38,500.

The AIG bid included: \$0 deductible, \$25,000 Accident Medical Expense, HMP/PPO benefits, AD&D=\$10,000, and an incurring period of 1 year. Premium \$40,134.

Nationwide Life Insurance Company -K & K would not quote \$0 deductible and 1 year incurring period.

Dissinger also received the low quote from Mutual of Omaha for the Catastrophic Coverage in the amount of \$5,860. Mutual of Omaha provides \$5,000,000 Lifetime Maximum, and was the catastrophic coverage provider for NCCC athletics this past year as well.

It was the President's recommendation that the Board accept the bid from CIGNA for \$38,500 and the bid from Mutual of Omaha for the Catastrophic Coverage for \$5,860.00.

Resolution 2005-73

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid from CIGNA for athletic insurance for \$38,500 for one year and the bid from Mutual of Omaha for Catastrophic Coverage in the amount of \$5,860 for one year.

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

Amended Agenda Item IX-F: Resignations

1. Head Softball Coach

It was the President's recommendation that the Board accept the resignation of Jeff Dabney as the head softball coach for NCCC. Mr. Dabney has accepted another position; his resignation is effective at the end of his 2004-05 contract.

2. Coordinator of Student Life and Admissions

It was the President's recommendation that the Board accept the resignation of Vickie Chaplin, coordinator of student life and admissions. Ms. Chaplin's last day will be August 25, 2005.

Resolution 2005-74

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of head softball coach Jeff Dabney and the resignation of Vickie Chaplin as coordinator of student life and admissions.

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

Amended Agenda Item IX-G: Personnel

1. Assistant Track/Cross Country Coach/Resident Hall Assistant

It was the President's recommendation that the Board employ Andrew Call as assistant track/cross country coach and resident hall assistant. Mr. Call earned a bachelor's degree from the University of Oklahoma.

Mr. Call will be paid \$5,850 plus room and board beginning August 12, 2005.

2. Assistant Track/Cross Country Coach/Resident Hall Assistant

It was the President's recommendation that the Board employ Glenn Smith as assistant track/cross country coach and resident hall assistant. Mr. Smith graduated from the University of Texas with a Master of Education degree in Kinesiology.

Mr. Smith would be paid \$5,850 plus room and board beginning August 12, 2005.

Resolution 2005-75

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Andrew Call and Glenn Smith as assistant coaches for track and cross country/resident hall assistants beginning August 12, 2005.

Board of Trustees Meeting Minutes
February 10, 2005

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

Agenda Item X: Adjournment

The meeting adjourned at 6:40 p.m.