

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

DATE: April 8, 2010
TIME: 5:30 P.M.
PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Clint Isaac
Mariam Mih
David Peter

ABSENT: Patricia Griffith

Administrators/Staff: Dr. Vicky R. Smith, President
Dr. Brian Inbody, VP for Student Learning
Ben Smith, VP for Administration
Brenda Krumm, Dean of Outreach/Workforce Development
Eric Tincher, Dean of Student Development
Dale Ernst, Dean of Ottawa
Sandi Solander, Business Manager
Sarah Robb, Faculty Senate President
John Haas, Ransom Financial Services
Kent Pringle, Board Attorney
Melissa Smith, Chanute Tribune
Terri Dale, Board Clerk

Mr. Peter called the meeting to order at 5:40 p.m.

III. Public Comment

There were no speakers

IV. Approval of the Agenda

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

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from March 11 and March 25, 2010
- B. Claims for disbursement for March 2010
- C. Personnel

1. Resignation of Assistant Coordinator of Residence/Student Life

It was the President's recommendation that the Board accept the resignation of Anthony Reed,

assistant coordinator of residence and student life. His resignation will be effective at the end of his current contract, June 30, 2010.

2. Resignation of Custodian

It was the President's recommendation that the Board accept the resignation of custodian Vicki Dent. Her resignation was effective March 29, 2010.

3. Resignation of Administrative Assistant for Nursing

It was the President's recommendation that the Board accept the resignation of Sharon Proctor, administrative assistant for nursing at Chanute. Ms. Proctor's resignation is effective April 16, 2010.

4. Resignation of Coordinator of Residence/Student Life

It was the President's recommendation that the Board accept the resignation of Mark Nesmith, coordinator of residence and student life. Mr. Nesmith's last day will be June 30, 2010.

5. Resignation of Development Assistant

It was the President's recommendation that the Board approve the resignation of Sarah Cadwallader as the development assistant, pending her appointment to the position of registrar. Ms. Cadwallader's resignation will be effective June 30, 2010.

6. Employee Transfer

It was the President's recommendation that the Board approve the appointment of Sarah Cadwallader to the position of registrar. Ms. Cadwallader is currently on leave of absence and will return to work on August 9, 2010.

Ms. Cadwallader is a graduate of Pittsburg State University with a BS degree. She is also a graduate of Neosho County Community College. Prior to her position as development assistant she was the receptionist/registration clerk at the College.

Ms. Cadwallader will be paid \$30,000 (administrator classification) annually starting August 9, 2010. Her transfer to the registrar position will be effective July 1, 2010.

7. Resignation of Registrar

It was the President's recommendation that the Board accept the resignation of Sarah Smith from her position as registrar, pending her appointment to the position of Alumni Relations/Development Assistant. Her resignation will be effective June 30, 2010.

8. Resignation of Director of Admissions

It was the President's recommendation that the Board accept the resignation of Melissa Kiefer, Director of Admissions, pending her appointment to the position of head coach for cheer/dance. Her resignation will be effective June 30, 2010.

Ottawa Educational Facility Base Lease and Sub-Lease: John Haas, Ransom Financial Services,

distributed information regarding the base lease and sublease for the new facility in Ottawa. He told the Board that the Foundation Board of Directors had met earlier in the evening and approved the bond purchase agreement and other documents. He indicated that the lease payments would about eight thousand dollars more per month than earlier reported. The sublease payment will equal the bond payment for the project. The sublease is a ten year lease that renews every year until the bonds are paid in 2030.

Mr. Peter asked to move Agenda Item VIII-A: Ottawa Educational Facility Base Lease and Sub-Lease Agreement forward on the agenda so that Mr. Haas could be excused. There were no objections.

Agenda Item VIII-A: Ottawa Educational Facility Base Lease and Sub-Lease Agreement

The Resolution authorizing NCCC to execute the base lease and enter into the sublease with the NCCC Foundation was the next step in issuing the bonds to construction the new educational facility in Ottawa. John Haas attended the Board meeting to explain the resolution and answer any questions.

Note: In paragraph three of the resolution, see the following language, "... that this college shall execute, enter into and perform a certain Tax Compliance Agreement dated as of April 15, 2010..." This Tax Compliance Agreement is required by federal tax code to maintain the tax exempt status of the project. The "Tax Compliance Agreement" has no relationship to ad valorem taxes paid by Neosho County tax payers, but rather an assertion by the College that the project will maintain its federal tax exempt status.

RESOLUTION 2010-19

A RESOLUTION AUTHORIZING NEOSHO COUNTY COMMUNITY COLLEGE TO EXECUTE A CERTAIN BASE LEASE AGREEMENT AND ENTER INTO A SUBLEASE AGREEMENT WITH THE NEOSHO COUNTY COMMUNITY COLLEGE FOUNDATION, IN CONNECTION WITH THE ISSUANCE BY THE CITY OF OTTAWA, KANSAS OF ITS EDUCATIONAL FACILITY REVENUE BONDS, SERIES 2010 (NEOSHO COUNTY COMMUNITY COLLEGE FOUNDATION FACILITY); AND APPROVING THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH.

"BE IT RESOLVED BY THE BOARD OF TRUSTEES OF NEOSHO COUNTY COMMUNITY COLLEGE, a community college duly organized and existing under the laws of the State of Kansas, that this college shall execute and enter into a certain Base Lease (the "Base Lease") dated as of April 15, 2010, between the Neosho County Community College Foundation, as lessor, and the City of Ottawa, Kansas as lessee (the "City"), whereby upon the terms specified therein, this corporation shall lease to the City the real property described in *Exhibit A* attached thereto (the "Land"); and further

BE IT RESOLVED, that this college shall execute, enter into and perform a certain Sublease agreement (the "Sublease") dated as of April 15, 2010, between this college and the Neosho County Community College Foundation, whereby upon the terms specified therein, this college will lease, use, operate and maintain the educational facility to be constructed on the Land (the "Project"); and further

BE IT RESOLVED, that this college shall execute, enter into and perform a certain Tax Compliance Agreement dated as of April 15, 2010 between this college, the Neosho County Community College Foundation, the City of Ottawa, Kansas, and UMB Bank, n.a., Wichita, Kansas, in connection with the use of the Project and the issuance by said City of its Educational Facility Revenue Bonds, Series 2010

(Neosho County Community College Foundation Facility), in the aggregate principal amount not exceeding \$5,270,000 (the "Tax Compliance Agreement"); and further

BE IT RESOLVED, pursuant to K.S.A. 71-201c, this college shall omit from the Base Lease, the Sublease and the Tax Compliance Agreement the mandatory contract provisions of DA-146a; and further

BE IT RESOLVED, that the Chairperson of the Board of Trustees (the "Board") of this college be and is hereby authorized and directed to execute the Base Lease, the Sublease and the Tax Compliance Agreement for and on behalf and as the act and deed of this college; and further

BE IT RESOLVED, that the Chairperson of the Board of this college be and is hereby authorized and directed to execute such certificates, documents, deeds or other instruments of conveyance, notices and other papers as may be reasonably necessary in connection with the Base Lease, the Sublease and the Tax Compliance Agreement; and further

BE IT RESOLVED, that the officers of this college and all of the employees and agents of the college be and they are hereby authorized and directed to perform all such other acts and do such other things as may be reasonably required in connection with the Base Lease, the Sublease and the Tax Compliance Agreement, for and on behalf and as the act and deed of this college."

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

Faculty Senate Report: Sarah Robb, president of the faculty senate, reported that the art club completed their March art "happening". Participants were given brief instructions, then placed hospital booties on their shoes and stepped into pastel powdered pigment, then onto a large piece of paper. They created a "powder painting" by moving and responding to music. Art students also participated in an art tour to the Nelson-Atkins Art Museum and the Kemper Contemporary Art Museum in KC on march 27.

Also, three student painting and one student sculpture were taken to the Chanute Art Gallery for inclusion in the April 2010 Neosho Valley Spring Art Exhibit.

Ms. Robb told the Board that nursing instructor, Joan LaRue, had earned certification as a Certified Nurse Educator from the National League for Nursing." This is an elective certification that signifies a "quality educator".

Linda Jones recently attended the Chanute High School Advisory Board meeting where discussions included funding issues and articulation. It is also National Financial Literacy Month and Ms. Jones gave two presentations to STARS students on finances. Next week her students will have an opportunity to participate in a Small Business Administration webinar on Financial Literacy.

The Faculty Senate will be meeting soon to discuss course resources and to vote on new representatives.

Dean of Outreach and Workforce Development Report: Brenda Krumm, Dean of Outreach and Workforce Development, handed out a written report and commented on the following items in that report.

The annual Take Me Out to the Ballgame multigenerational event will be held on April 17th when the Panthers take on the Independence Pirates. Safari Days will be April 23 and 24 with the Expo on Saturday, April 24th in the gym.

The Kansas Board of Regents is asking for Adult Basic Education grants to be rewritten, reevaluated, and reawarded this year. NCCC serves Neosho County, Garnett and Fort Scott. The rewrite is due this summer and will include Ottawa, Independence, Parsons and possibly Coffeyville to the service area for NCCC.

The Rural Kansas R3 grant ends in June. One grant employee will be retained to continue to teach courses in Erie High School and Chanute High School as well as other allied health courses as needed. Ms. Krumm also discussed articulation agreements with Seward County Community College and possible agreements with Fort Scott Community College.

Treasurer's Report: Sandi Solander, Business Manager and Treasurer, reported that the College started the month with 8.3 million dollars and receipted 1.7 million dollars (mostly ad valorem tax and financial aid). The College disbursed 1.8 million dollars leaving a balance of 8.1 million dollars at March 31, 2010. She reported that the college has about 1.5 million dollars over last year and that money will be used to make a down payment to the NCCC Foundation for the new facility in Ottawa. Ms. Solander also handed out accounts receivable reports and said that about \$146,900 in financial aid had not been paid out yet.

President's Report: Dr. Smith told the Board that one of the trustees could not make the May 27th date. The retreat was rescheduled for May 20th at 5:30 p.m. in the Oak Room.

The President also reminded the Board that the ACCT conference would be October 20-23, 2010 in Toronto, Canada. Trustees planning to attend the conference will need valid US Passports. Information about the conference and where to get a passport was distributed.

Dr. Smith told the Board that Ben Smith was co-sponsoring the History Club trip to Boston and that she would give an update on the Ottawa project.

Loyd Builders retained a firm to do core samples and testing of the soil on the site of the new campus in Ottawa to determine what kind of foundation and slab they would need to construct. The core samples indicated that the site was a construction dump about 150 years ago. There is differing "fill" on the spot where the building will go. If the soil is not fully compacted then the foundation piers and the slab for the building may need to be installed differently. The additional cost of the various approaches may run from \$100,000 to \$300,000.

John Haas did the pricing call with the bond underwriters. Interest rates have gone up so the rates provided to the College have also gone up. The annual debt service quotes in March averaged about \$396,000 annually. The debt service quote that was finalized will be an average of \$404,000 annually, which is an \$8,000 difference.

Dr. Smith asked Trustees to view the latest schematic design which was the result of several meetings with the staff and the design/build firms. The result is an additional 768 square feet from the original drawing, mostly in the simulated hospital. The firm presented budget changes and proposed changes to the project. Senior staff spent Monday adding and subtracting things and they think the building will cost an addition \$180,000-\$200,000, which the College could absorb in the budget.

Dr. Smith report enrollment information from the Lawrence site. Three year ago the College leased space in strip mall to offer allied health courses. Below is information on credit hours generated, costs, and revenues.

	FY 2007	FY 2008	FY
2009			

Total Credit Hours	927	883	1,040
Revenue	\$150,174	\$143,046	\$168,480
Costs (Faculty and Lease)	\$ 46,138	\$ 46,638	\$ 55,312
Difference (Revenue over Cost)	\$104,036	\$ 96,408	\$113,168

Dr. Smith told the board that Tracy Rhine, Director of Allied Health and Dean Brenda Krumm had done an excellent job of maximizing NCCC's presence in Lawrence.

Dr. Smith indicated she would be going to two conventions as well as serving on a Higher Learning Commission Accreditation Review Council Panel. She will be off campus April 10-13 attending the NCA-HLC Annual Meeting in Chicago; April 15-20 attending the AACC Commission meeting (April 16th), AACC Annual Conference in Seattle; and May 3-4 attending the NCA-HLC Accreditation Review Council in Chicago (O'Hare Airport Hotel)

Agenda Item VIII-B: Design/Build Contract

Dr. Smith told the Board that the Design/Build Contract for the educational facility in Ottawa was not done. She asked the Board to approve scheduling a special meeting on April 29 at 5:30 p.m. to review and approve the final contract. It was the consensus of the board to meet for a special meeting on April 29, 2010.

Agenda Item VIII-C: 2010-2011 Residence Housing Contract

Each year the Board approves the Residence Housing Contract that students sign who elect to live in the Residence Halls. There are three changes to this year's contract.

- o A question about whether the person has been convicted of a felony, plus a statement that "No convicted felons are allowed to live in housing." This is language that implements the policy changes made to the Housing policy last month.
- o Raised the application fee from \$100 per year to \$125 per year. The raise is to help defer the cost of the background checks on anyone wishing to live in the residence halls, to determine if they are a convicted felon.
- o Raised the cost of room and board from \$4,600 per year, or \$2,300 per semester to \$4,700 per year, or \$2,350 per semester. The single room will rise from \$6,000 to \$6,100 per year, or from \$3,000 per semester to \$3,050. The increase is because the Board is going up 2.6% as per the contract with Great Western Dining.

The contract has been reviewed and endorsed by the Executive Committee.

Resolution 2010-21

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2010-2011 Residence Housing Contract including the increase in the yearly application fee to \$125 and the yearly cost for a double room to \$4,700 and the yearly cost of a single room to \$6,100.

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

Agenda Item VIII-D: Approval of Tuition/Fees for 2010-2011

The NCCC Financial Plan calls for an increase in tuition and fees every two years, or as needed due to

increased costs to provide educational services. NCCC increased its per credit hour tuition and fees during each of the last two academic years.

The President’s Board of Trustees reports have kept the Board updated as to the current financial state of the State of Kansas and NCCC. The Board is aware of past, current and projected revenue declines at the state and local level. The College continues to review different methods for meeting projected declines in revenue, including spending cuts, personnel reductions, changes to the academic calendar and, increases in tuition and fee rates.

With increases in enrollment that have occurred in the 2009-2010 year along with strong fiscal management, the college should be able to meet all of its obligations without a need to raise student tuition and fees. The Board of Trustees still reserves the right to increase tuition and fees later during the academic year should the need arise. If budget assumptions change significantly, the administration may request an increase in future months.

The administration recommended a \$100 per year increase to the housing rate for both the double and single room rate, from \$4,600 to \$4,700 per year for a double room and from \$6,000 to \$6,100 for a single room. The increase is due to increased food costs. Additionally, the administration recommended a \$25 increase to the non-refundable application fee, from \$100 to \$125. The increase will help pay for criminal background check for all student residence of the halls as part of the Board’s policy on restricting those with felony convictions from living in the residence halls.

Attached is a chart of the College’s current credit hour rate structure.

Resolution 2010-22

RESOLVED, that the Board of Trustees of Neosho County Community College approves the attached tuition and fees for 2010-2011 including the \$100 per year fee increase for the residence hall and the \$25 increase in the non-refundable application fee for 2010-2011.

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

Proposed Tuition/Fee Schedule-2010-2011		
<u>Neosho County Resident On Campus</u>		
Tuition		\$45/cr hr
Fees		
Incidental	\$14/cr hr	
Student Union	\$5/cr hr	
Technology	\$5/cr hr	
Total Fees		\$24/cr hr
<u>Neosho County Resident Off Campus</u>		
Tuition		\$45/cr hr

<u>Fees</u>		
Incidental	\$14/cr hr	
Student Union	\$0/cr hr	
Technology	\$5/cr hr	
Total Fees		\$19/cr hr
<u>Neosho County Resident On Line</u>		
Tuition		\$45/cr hr
<u>Fees</u>		
On Line	\$25/cr hr	
Incidental	\$14/cr hr	
Student Union	\$0/cr hr	
Technology	\$5/cr hr	
Total Fees		\$44/cr hr
<u>Kansas Resident Outside Neosho County (Chanute) On Campus</u>		
Tuition		\$45/cr hr
<u>Fees</u>		
Incidental	\$14/cr hr	
Student Union	\$5/cr hr	
Technology	\$5/cr hr	
Out District	\$10/cr hr	
Total Fees		\$34/cr hr
<u>Kansas Resident Outside Neosho County (Chanute) Off Campus</u>		
Tuition		\$45/cr hr
<u>Fees</u>		
Incidental	\$14/cr hr	
Student Union	\$0/cr hr	
Technology	\$5/cr hr	

Out District	\$10/cr hr			
Total Fees		\$29/cr hr		
<u>Kansas Resident Outside Neosho County On Line</u>				
Tuition		\$45/cr hr		
Fees				
On Line	\$25/cr hr			
Incidental	\$14/cr hr			
Student Union	\$0/cr hr			
Technology	\$5/cr hr			
Out District	\$10/cr hr			
Total Fees		\$54/cr hr		
<u>Kansas Resident Outside Neosho County (Ottawa) On Campus</u>				
Tuition		\$45/cr hr		
Fees				
Incidental	\$18/cr hr			
Building	\$12/cr hr			
Technology	\$5/cr hr			
Out District	\$10/cr hr			
Total Fees		\$45/cr hr		
<u>Kansas Resident Outside Neosho County (Ottawa) Off Campus</u>				
Tuition		\$45/cr hr		
Fees				
Incidental	\$18/cr hr			
Building	\$6/cr hr			

Technology	\$5/cr hr				
Out District	\$10/cr hr				
Total Fees		\$39/cr hr			
<u>Out-of-State Resident (Chanute) On Campus</u>					
Tuition		\$45/cr hr			
Fees					
Incidental	\$14/cr hr				
Student Union	\$5/cr hr				
Technology	\$5/cr hr				
Out-of-State	\$34/cr hr				
Total Fees		\$58/cr hr			
<u>Out-of-State Resident (Chanute) Off Campus</u>					
Tuition		\$45/cr hr			
Fees					
Incidental	\$14/cr hr				
Student Union	\$0/cr hr				
Technology	\$5/cr hr				
Out-of-State	\$34/cr hr				
Total Fees		\$53/cr hr			
<u>Out-of-State Resident On Line</u>					
Tuition		\$45/cr hr			
Fees					
On Line	\$25/cr hr				
Incidental	\$14/cr hr				
Student Union	\$0/cr hr				
Technology	\$5/cr hr				

Out-of-State	\$34/cr hr	
Total Fees		\$78/cr hr
<u>Out-of-State Resident (Ottawa) On Campus</u>		
Tuition		\$45/cr hr
Fees		
Incidental	\$18/cr hr	
Building	\$12/cr hr	
Technology	\$5/cr hr	
Out-of-State	\$34/cr hr	
Total Fees		\$69/cr hr
<u>Out-of-State Resident (Ottawa) Off Campus</u>		
Tuition		\$45/cr hr
Fees		
Incidental	\$18/cr hr	
Building	\$6/cr hr	
Technology	\$5/cr hr	
Out-of-State	\$34/cr hr	
Total Fees		\$63/cr hr
<u>International (Chanute) On Campus</u>		
Tuition		\$118/cr hr
Fees		
Incidental	\$18/cr hr	
Student Union	\$5/cr hr	
Technology	\$5/cr hr	
Out-of-US	\$10/cr hr	
Total Fees		\$38/cr hr

<u>International (Chanute) Off Campus</u>					
Tuition		\$118/cr hr			
Fees					
Incidental	\$14/cr hr				
Student Union	\$0/cr hr				
Technology	\$5/cr hr				
Out-of-US	\$10/cr hr				
Total Fees		\$29/cr hr			
<u>International On Line</u>					
Tuition		\$118/cr hr			
Fees					
On Line	\$25/cr hr				
Incidental	\$14/cr hr				
Student Union	\$0/cr hr				
Technology	\$5/cr hr				
Out-of-US	\$10/cr hr				
Total Fees		\$54/cr hr			
<u>International (Ottawa) On Campus</u>					
Tuition		\$118/cr hr			
Fees					
Incidental	\$18/cr hr				
Building	\$12/cr hr				
Technology	\$5/cr hr				
Out-of-US	\$10/cr hr				
Total Fees		\$45/cr hr			

<u>International (Ottawa) Off Campus</u>				
Tuition		\$118/cr hr		
Fees				
Incidental	\$18/cr hr			
Building	\$6/cr hr			
Technology	\$5/cr hr			
Out-of-US	\$10/cr hr			
Total Fees		\$39/cr hr		
<u>Semester Residence Hall Changes Per Semester</u>				
Bideau Double		\$2,350	Currently	\$2,300
Bideau Single		\$3,050	Currently	\$3,000
NeoKan Double		\$2,350	Currently	\$2,300
NeoKan Single		\$3,050	Currently	\$3,000
<u>Graduation Fee</u>		\$40		
<u>Annual Residence Hall Fee</u>		\$125	Currently	\$100
<u>Book Rental Fee</u>		\$10/cr hr		

Agenda Item VIII-E: Dissolution of Ottawa Bookstore Manager/Developmental Education Coordinator Position

The bookstore manager at Ottawa is half-time bookstore manager and half-time development education coordinator and is supervised by the Dean of the Ottawa Campus. The Ottawa bookstore manager works closely with the Chanute Bookstore Manager (as a dotted-line report) for bookstore daily operations and ordering books and supplies. Additionally, this person works closely with the Director of the CAVE for developmental education on the Chanute campus.

This hybrid position did not work as well as was hoped, as the two major areas of position responsibilities do not fit together well. Students needing developmental education assistance need help throughout the day, causing continual interruptions to bookstore operations. Demands on the Ottawa bookstore manager’s time have also increased with the implementation of the point-of-sale system and the addition of the book rental program and the on-line bookstore functions.

In January, 2011 the new Ottawa campus will be opened and feature a 7,100 sq ft Teaching and Learning Center that centralizes testing, tutoring, computer access, library functions and possible adult basic education services. The Learning Center will require additional personnel to manage. Clearly, the current hybrid position will no longer serve the student’s best interest.

Because of the expansion of learning support services in the new Ottawa facility, the administration recommended that the position of Ottawa Bookstore Manager/Developmental Education Coordinator be dissolved as of June 30, 2010. The funds saved will be used to support the recommendations that follow to reorganize the bookstore functions and create the necessary positions to support the TLC.

Karen McAdoo, who currently has the appointment as the Ottawa Bookstore Manager/Developmental Education Coordinator, was informed of the dissolution of her position and administrations intent to non-renew her. Ms. McAdoo was informed she may apply for the new positions at Ottawa, but was given no assurances that she will be selected.

Resolution 2010-23

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation that the position of Ottawa Bookstore Manager/Developmental Education Coordinator be dissolved as of June 30, 2010. Further, that the Board approves the recommendation that the employment contract for Karen McAdoo, Ottawa Bookstore Manager/Developmental Education Coordinator, be non-renewed.

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

Agenda Item VIII-F: Reorganization of Bookstore

Ben Smith, Vice President for Administration, Selina Wallace, Bookstore Manager, Dr. Brian Inbody, Vice President for Student Learning, and Dale Ernst, Dean of the Ottawa campus, evaluated the operation and organization of the bookstore at both the Chanute and Ottawa campuses. It became clear that the current organizational structure and staffing were not adequate to meet the current or future needs of students. Demands on the bookstore staff have increased over the past year for several reasons. Increased workloads due to the book rental program, student growth at the Ottawa campus, and the need for online bookstore services have fueled the need for additional staffing at both campuses.

Current staffing for the bookstore operation includes 2.5 FTE staff at the Chanute campus and 1.00 FTE staff at the Ottawa campus, as noted below.

Current Bookstore Staffing and Organization	FTE
• Bookstore manager, Chanute	1.00
• AA to Bookstore Manager & Business Manager, Chanute	0.50
• Part-time bookstore help, Chanute	0.50
• Student help – Chanute campus	0.50
• Half-time Bookstore Manager, Ottawa	0.50
• Part-time bookstore help, Ottawa	0.25
• Student help – Ottawa campus	<u>0.25</u>
	3.50

The bookstore manager at Ottawa is half-time bookstore manager and half-time development education coordinator and is supervised by the Dean of the Ottawa Campus. The Ottawa bookstore manager currently works very closely with the Chanute Bookstore Manager (as a dotted-line report) for bookstore daily operations and the ordering of books and supplies. This person works closely with the Director of the CAVE for developmental education on the Chanute campus.

This hybrid position has not worked as well as was hoped, as the two major areas of position responsibilities do not fit together well. Students needing developmental education assistance need help throughout the day, causing continual interruptions to bookstore operations. Demands on the Ottawa bookstore manager's time have also increased with the implementation of the point-of-sale system and the addition of the book rental program.

The Ottawa bookstore manager position currently reports to the Dean of the Ottawa Campus. This structure is normally recommended for Ottawa operational areas. In this case, this structure has helped create a dis-connect between Chanute bookstore operations and Ottawa bookstore operations, resulting in poor student service at times and less-than-optimal staff relations. A change to the organizational structure of bookstore operations is necessary and recommended.

The proposed organizational structure change would result in bookstore operations at the Ottawa campus being shifted from reporting to the Dean of the Ottawa Campus to reporting directly to the Chanute Bookstore Manager. Although under this new structure, while Ottawa bookstore operations would report to the Chanute Bookstore Manager, the Dean of the Ottawa Campus would still help coordinate Ottawa bookstore operations and hours (via dotted-line report). The proposed staffing and structure are listed below:

Proposed Bookstore Staffing and Organization	FTE
• Bookstore Manager, Chanute	1.00
• Bookstore Clerk, Chanute	1.00
• AA to Bookstore Manager & Business Manager, Chanute	0.50
• Student help – Chanute campus	0.50
• Full-time Bookstore Coordinator, Ottawa	1.00
• Part-time bookstore help, Ottawa	0.50
• Student help – Ottawa campus	0.25
	4.75

Budget Impact:

Currently, the two positions (Chanute part-time help and Ottawa Bookstore Manager) are essentially half-time. The Chanute part-time help does not receive benefits, while the Ottawa Bookstore Manager position does include benefits. The funding currently allocated for Chanute part-time help would be reallocated to help fund the new full-time Bookstore Clerk position at Chanute. Projected additional funding needed for this position, including benefits, is approximately \$13,000.

The funding currently allocated for the half-time Bookstore Manager at Ottawa would be reallocated for the new Ottawa Bookstore Coordinator position. Projected additional funding for this new full-time position, including benefits, is approximately \$15,000. These increased salary costs will be absorbed by bookstore operations and the Ottawa budget. Job descriptions for the Chanute Bookstore Clerk and Ottawa Bookstore Coordinator are attached for your review.

The President concurred with the recommendation of Vice Presidents Smith and Inbody to reorganize bookstore operations and create the new positions. It was the President's recommendation that the Board approve the reorganization of the bookstore department as noted above and create the Chanute Bookstore Clerk and the Ottawa Bookstore Coordinator positions effective July 1, 2010, salary ranges as per the attached job descriptions.

Resolution 2010-24

RESOLVED, that the Board of Trustees of Neosho County Community College approves the reorganization of the bookstore department as presented and the addition of a full-time bookstore clerk at Chanute and full-time Ottawa bookstore coordinator.

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

Bookstore Assistant
Reports to: Bookstore Manager
Organizational Unit: Regular, non-exempt, hourly, Level II
Benefits: Full-time fringe benefits
Starting Salary range: \$8.70-9.70
Vacation/Sick Leave/Regular Holidays per Board Policy
Date: April 2010

Purpose of the Position: The Bookstore Assistant reports to the Chanute Bookstore Manager. This position is responsible for the sale, and rental of textbooks and related materials as well as sale of college merchandise. The Coordinator should endeavor to meet the needs of our students, faculty, staff, and general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

1. Assist the Bookstore Manager with day-to-day activities.
2. Update the bookstore web page as necessary.
3. Unpack and display books, garments and other merchandise properly.
4. Return and re-stock books and verify inventory in a timely manner.
5. Maintain customer service, assist customers as they enter the store, properly answer the phone, and assist with textbook and merchandise information.
6. Continue to obtain new knowledge, skills and training with our online book processing system (TA/GM Online), including data entry, information retrieval, and reporting.
7. Organize books, stock merchandise, handle returns, and price products properly.
8. Train other new staff as necessary.
9. Perform other duties assigned by the Bookstore Manager.

Required Knowledge, Skills, and Abilities:

1. A pleasant demeanor when working with students, faculty, staff, and the general public.
2. Accounting skills are a must.
3. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
4. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
5. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
6. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
7. Excellent customer service skills.
8. Confidentiality of information.

Education and Experience:

1. HS diploma or GED required, Associates preferred;
2. One-two years of work experience required, preferably in area of responsibilities of position.

Working Conditions:

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
 1. The employee is required to walk, sit, stand, talk and hear.
 2. Specific vision abilities required by this job include close vision and the ability to adjust focus.
 3. Ability to lift and transport boxes weighing 50 pounds is required.
 4. Ability to reach and work overhead is required.
 5. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Ottawa Bookstore Coordinator
 Reports to: Chanute Bookstore Manager
 Classification: Exempt, Management Support
 Full-time, 12 month fringe benefits
 Starting Salary Range: \$21,000 - \$25,000
 Vacation/Sick Leave/Regular
 Date: April 2010

Purpose of the Position: The Ottawa Bookstore Coordinator reports to the Chanute Bookstore Manager and coordinates Ottawa bookstore functions with the Dean of the Ottawa Campus. The Ottawa Bookstore Coordinator is responsible for the sale and rental of textbooks and related materials, as well as sale of college merchandise. The Coordinator should endeavor to meet the needs of our students, faculty, staff, general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

1. Coordinate of the operations of the Ottawa bookstore including staffing and supervision, shipping and receiving, pricing, stocking and other retail sales activities.
2. Order books, supplies and other merchandise as necessary.
3. Unpack, organize and display books, garments and other merchandise.
4. Maintain the accuracy of inventory, return and re-stock books and regularly verify inventory in a timely manner.
5. Coordinate book and clothing deliveries to and from the Chanute bookstore as necessary.
6. Balance receipts, make daily bank deposits, and record sales daily.
7. Record student charges daily.
8. Maintain the bookstore point of sale database.
9. Design and maintain bookstore display windows and choose merchandise for sale.
10. Maintain customer service, assist customers as they enter the store, properly answering the phone, and assist with textbook and merchandise information.
11. Continue to obtain new knowledge, skills and training with our online book processing system (TA/GM Online), including data entry, information retrieval, and reporting.
12. Perform other duties assigned by the Chanute Bookstore Manager.

Required Knowledge, Skills, and Abilities:

1. A pleasant demeanor when working with students, faculty, staff, and the general public.

2. Accounting skills are a must.
3. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
4. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
5. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
6. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
7. Excellent customer service skills.
8. Confidentiality of information.

Education and Experience:

1. Associates degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position;
2. OR High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

Working Conditions:

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds is required.
6. Ability to reach and work overhead is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Agenda Item VIII-G: Organization of TLC (The Learning Center) Ottawa

When the new Ottawa campus opens in 2011, there will be a need to split the current position of Bookstore Coordinator/Development Education Coordinator into two separate full time positions. The two positions would be Bookstore Coordinator and Learning Center Coordinator. An earlier recommendation detailed the bookstore reorganization. This recommendation focuses on the operation and support of the TLC (The Learning Center) Ottawa.

The TLC is a 7,100 sq ft facility within the new Ottawa campus that will offer:

- Placement testing
- Tutoring services
- Academic advising
- Library services
- Open computer access
- Quiet study areas
- Group study rooms
- Small classrooms
- Informal indoor and outdoor gathering areas
- Hosting special educational programs and events

The facility will be open for most hours of the educational day, typically 8:00 am until 7:00 pm, Monday through Thursday, with additional hours on Friday and weekends. To manage such a complex, the administration recommended the creation of one full-time coordinator position with additional part-time help. As the attached job description details, the coordinator will oversee TLC operations and coordinate developmental education advising and instruction on the Ottawa campus under the auspices of the Director of the CAVE. Because of the extended hours of operation of the TLC, part-time staff will be necessary to ensure the facility is staffed at all times.

The funding currently allocated for the current Ottawa Bookstore Manager/Coordinator of Development Education position would be reallocated to help fund the new positions. Projected additional funding needed for these positions, including benefits, is approximately \$25, 500 for 2010-2011. Job descriptions for the recommended positions follow.

Note: These positions will not be filled until the Ottawa educational facility is actually occupied, currently projected for January 3, 2011.

Resolution 2010-25

RESOLVED, that the Board of Trustees of Neosho County Community College approves the full time position of Coordinator of The Learning Center (TLC)(Management Support, exempt), and a part-time, 9 month position of Assistant–The Learning Center (Hourly, Level II, non-exempt).

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

COORDINATOR -THE LEARNING CENTER (TLC), OTTAWA

Reports to: Dean of the Ottawa Campus
Organizational Unit: Management Support, full-time
Salary Range: \$30,000 - \$33,000
Vacation/Sick Leave/Regular Holidays per Board Policy
Revised: April 2010

Position Purpose: This position reports to the Dean of the Ottawa campus. In addition this position works closely with the Director of the CAVE located at the campus in Chanute in the delivery of developmental education classes and services, and with the Director of Library Services in the delivery of library services. Duties include, but are not limited to:

Primary duties:

1. Assist students to be successful in academic endeavors and reach their educational goals through comprehensive support services.
2. Coordinate the TLC activities during day and evening hours of center operations.
3. Develop and implement all developmental education programs specific to the needs of a diverse Ottawa campus student population, including but not limited to, competency based basic skills for under-prepared students. This duty is supervised by the Director of the CAVE.
4. Supervise all TLC staff positions (both full and part-time); including scheduling, holding TLC staff meetings, etc.
5. Coordinate the semester developmental education class schedule in a way that will enhance the delivery of developmental education and ensure that program performance is being met and students are successful.
6. Teach up to nine (9) credit hours per semester.
7. Oversee all programs, functions and activities of the TLC including but not limited to testing,

reading and language labs, as well as tutoring for all subject areas.

8. Oversee placement testing for Ottawa students.
9. Assist with academic advising for students enrolled at NCCC, especially for students who need developmental education.
10. Assist with the development and implementation of learning plans for developmental students.
11. Process instructor requests for materials from Southeast Kansas Academic Librarians Council and coordinate the delivery of services for Interlibrary Loans for the Ottawa campus to students, faculty and staff.
12. Provide Library services to patrons of the Learning Center as needed, providing guidance in using the learning materials in the general collection, automated catalog and electronic databases. This duty is supervised by the Director of Library Services.
13. Provide TLC tours and electronic library orientation classes to incoming students.
14. Provide data base centered library orientation to all students.
15. Provide special events programming for the TLC.
16. Perform other duties as assigned by the Campus Dean.

Required Knowledge, Skills and Abilities:

1. Experience working in an educational setting.
2. Detail oriented, with strong organizational skills and the ability to manage a number of tasks simultaneously.
3. Experience with working with confidential materials.
4. Ability to work effectively with diverse populations.
5. Willingness to lead and work as a member of a variety of teams.

Education and Experience:

1. Bachelor's degree required, Masters preferred; either to be in discipline related to position.
2. Previous experience working with developmental students and/or in library operations preferred.

Working Conditions:

1. Work location is normally a typical classroom, resource center, office, or computer lab setting.
2. Some scheduled alternative hours during a typical work week (other than 8 a.m. – 5 p.m.).
3. Limited physical effort required, 20 pounds or less.
4. Very limited exposure to physical risk.

ASSISTANT -THE LEARNING CENTER (TLC)
 Reports to: Coordinator of the Learning Center, NCCC –Ottawa
 Organizational Unit: Clerical, non-exempt, part-time 9 month employee
 Salary Range: Level II, hourly (\$8.70-\$9.70 hr)
 Revised: April, 2010
 Benefits: None

Position Purpose: The position reports to the Coordinator of The Learning Center (TLC). Duties include, but are not limited to:

Primary Duties:

1. Provide support services in processing instructor requests for material from Southeast Kansas Academic Librarians Council and checking out and return for Interlibrary Loans.
2. Create library cards, library book marks and special posters as needed.
3. Maintain all bulletin boards and electronic signs in the TLC.
4. Coordinate the shelving library materials and periodically check library shelves for correct order.
5. Answer the telephone and assist patrons via the telephone.
6. Assume responsibility for administering TLC activities during day or evening while working swing shifts, or in the absence of the Coordinator, including opening and closing of the TLC.
7. Assist with placement testing and entering scores in student file.
8. Assist with test proctoring in the testing center.
9. Supervise student assistants.
10. Provide TLC tours to students and the general public as needed.
11. Perform other duties as assigned by the Coordinator of The Learning Center.

Required Knowledge, Skills and Abilities:

1. Experience in working in an educational or group setting, and in interacting with the public.
2. Demonstrates an ability for detail, with organizational skills and capable of managing a number of tasks simultaneously.
3. Ability to work effectively with diverse populations.
4. Willing to work as a team member and recognize the importance of being on the team.

Education and Experience:

1. High school degree required, Associates degree preferred.
2. One or two years of previous work experience required, work experience in an educational or library setting preferred.

Work Conditions:

1. Working in a setting that changes daily with much interaction with the public and students.
2. Some scheduled alternative hours during a typical work week (other than 8 a.m. – 5 p.m.).
3. Limited physical effort required, lifting 20 pounds.
4. Very limited exposure to physical risk.

Agenda Item VIII-H: New Position-Surgical Technology Program Developer

The Title III grant requires the establishment of a Surgical Technology Program Developer in the second year of the grant funding. The position will begin October 1, 2010. The position's salary and benefits will be paid 100% by the Title III grant in its first year. For the following three years, funding for the position will be gradually reduced with the College absorbing the difference. At the conclusion of the grant in 2014, the positions will be fully sustained through revenue generated from program enrollment.

Title III funding will cover the costs of the Surgical Technology Program Developer noted below for the next four years.

• 2010-1011	\$45,000
• 2011-2012	\$34,763
• 2012-2013	\$23,870
• 2013-2014	\$12,293

At the conclusion of the Title III grant, the position title changes from Developer to Director as indicated on the job description.

The position description for the Surgical Technology Program Developer is attached.

Resolution 2010-26

RESOLVED, that the Board of Trustees of Neosho County Community College approves the full-time position of Surgical Technology Program Developer (Administrator, exempt).

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

Surgical Technology Program Developer

Reports to: Title III Activity Director

Classification: Full-time, 12-month Employee

Pay Status: Administrator Classification

Vacation/Sick Leave/Regular Holidays per Board Policy

Starting Salary: \$40,000 - \$45,000

Purpose of Position: The Surgical Technology Program Developer reports to the Title III Activity Director and is responsible for developing all aspects of the Surgical Technology program including creating, piloting, evaluating, and modifying the curriculum. This position will be institutionalized as a Surgical Technology Program Director after Year 5 of the Title III grant.

Essential Functions:

1. Program/Curriculum Development and Instruction

- a. Develop new surgical technology program curriculum.
- b. Pilot, evaluate, and modify curriculum as needed.
- c. Select and acquire equipment/supplies for the surgical technology laboratory.
- d. Evaluate and modify equipment and supplies for the surgical technology laboratory
- e. Conduct program and course assessment following established procedures.
- f. Conduct student review and evaluation through required institutional procedures
- g. Teach assigned courses.

2. Student Advising/Evaluation

- a. Develop and implement a program recruitment strategy.
- b. Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.
- c. Develop student orientation/advising materials.
- d. Assist students in advisement and registration activities.
- e. Assist the activity director in tracking and monitoring student progress in the program.
- f. Develop and implement surgical technology student activities.
- g. Develop student workforce placement strategies.

3. Program Management

- a. Make recommendations in hiring and evaluation of faculty within the program.
- b. Manage the Surgical Technology Program budget within the framework of the department.
- c. Develop Surgical Technology Advisory Board and hold two meetings per year.

- d. Establish clinical agreements with surgical facilities.
- e. Obtain accreditation from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- f. Supervise and establish program articulation agreements with other higher educational institutions.

1. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Activity Director and Project Manager in projects as assigned.

Required Knowledge, Skills and Abilities

1. Working experience as a Licensed Surgical Technologist in Kansas.
2. Exceptional ability to organize and coordinate projects.
3. Excellent interpersonal skills.
4. Ability to work effectively with diverse populations.
5. Attention to detail.
6. Knowledge of *Accreditation Review Council on Education in Surgical Technology and Surgical Assisting* Association.
7. Ability to communicate effectively, both orally and in writing.
8. Excellent computer skills.
9. Ability to gather data, compile information and prepare reports.
10. Ability to plan and evaluate programs.
11. Ability to appropriately exercise independent initiative and judgment.
12. Willingness and ability to work as a member of a team.
13. Ability to communicate effectively and work independently is a must.
14. Qualified candidates will have experience in task analysis program/curriculum development, student advisement and community outreach.

Education and Experience

1. BS degree in health care field required, MS degree preferred.
2. Must be a certified surgical technologist with a minimum of three years clinical surgical experience.
3. Three years experience in higher education instruction; or a combination of teaching and hospital employment as a surgical technologist preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.

Agenda Item VIII-I: New Position-Occupational Therapy Assistant Program Developer

The Title III grant requires the establishment of an Occupational Therapy Assistant Program Developer in the second year of the grant funding. The position will begin October 1, 2010. The position's salary and benefits will be paid 100% by the Title III grant in its first year. For the following three years,

funding for the position will be gradually reduced with the College absorbing the difference. At the conclusion of the grant in 2014, the positions will be fully sustained through revenue generated from program enrollment.

Title III funding will cover the costs of the Occupational Therapy Assistant Program Developer noted below for the next four years.

o 2010-2011	\$50,000
o 2011-2012	\$38,625
o 2012-2013	\$26,523
o 2013-2014	\$12,293

At the conclusion of the Title III grant, the position title changes from Developer to Director as indicated on the job description.

The position description for the Occupational Therapy Assistant Program Developer is attached.

Resolution 2010-27

RESOLVED, that the Board of Trustees of Neosho County Community College approves the full-time position of Occupational Therapy Assistant Program Developer (Administrator, exempt).

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

Occupational Therapy Assistant Program Developer

Reports to: Title III Activity Director

Classification: Full-time, 12-month Employee

Pay Status: Administrator Classification

Vacation/Sick Leave/Regular Holidays per Board Policy

Starting Salary: \$45,000 - \$50,000

Purpose of Position: The Occupational Therapy Assistant Program Developer reports to the Title III Activity Director and is responsible for developing all aspects of the Occupational Therapy Assistant Program including creating, piloting, evaluating, and modifying the curriculum. This position will be institutionalized as an Occupational Therapy Assistant Director after Year 5 of the Title III grant.

Essential Functions:

1. Program/Curriculum Development and Instruction

- a. Develop new occupational therapy assistant (OTA) program curriculum.
- b. Pilot, evaluate, and modify curriculum as needed.
- c. Select and acquire equipment/supplies for the OTA laboratory.
- d. Evaluate and modify equipment and supplies in the OTA laboratory.
- e. Conduct program and course assessment following established procedures
- f. Conduct student review and evaluation through required institutional procedures.
- g. Teach assigned courses.

Required Knowledge, Skills and Abilities

1. Working experience as a Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas.
2. Exceptional ability to organize and coordinate projects.
3. Excellent interpersonal skills.
4. Ability to work effectively with diverse populations.
5. Attention to detail.
6. Knowledge of Accreditation Council for Occupational Therapy Education.
7. Ability to communicate effectively, both orally and in writing.
8. Excellent computer skills.
9. Ability to gather data, compile information and prepare reports.
10. Ability to plan and evaluate programs.
11. Ability to appropriately exercise independent initiative and judgment.
12. Willingness and ability to work as a member of a team.
13. Ability to communicate effectively and work independently is a must.
14. Qualified candidates will have experience in task analysis program/curriculum development, student advisement and community outreach.

Education and Experience

1. *Required* – Licensed Occupational Therapist or Occupational Therapy Assistant in Kansas (or eligible).
2. Masters Degree with five years professional experience, required. At least one year experience working in an academic setting, preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.

Agenda Item VIII-J: New Position-Head Women's Track/Field and Cross Country Coach

President Smith told the Board it was time to separate the men's and women's track/field and cross country coaching duties. When she came to the College the men's and women's' track and field team had about 6-10 members. She said when she hired Darin Schmitz to coach both men's and women's teams she told him that she wanted 30 men and 30 women. Currently there are 41 men and women on the teams. The current coaching staff includes one head coach, and two assistant coaches.

Dr. Smith proposed there be two head coaches, and one assistant coach per team for a total of four individuals. She outlined the associated costs below.

Position	Name	Current Cost	New Cost	Difference
Head Men's coach	Darin Schmitz	\$37,806	\$37,806	\$ 0
Assistant coach	Lige Stewardson	\$ 9,450	\$10,800	\$ 1,350
Assistant coach	Tom Havron	\$21,300	\$ 9,450	\$(11,850)
Head Women's Coach	New	\$ 0	\$30,000	\$30,000
Total		\$68,556	\$88,056	\$19,500

If the new Women's Head Coach position is approved, Dr. Smith said she would require the men's team to have 30 athletes and the women's team to have 30 athletes for a total of 60, resulting in an increase of 19 over the current number of athletes. Below is an income analysis of the revenue an additional 19 students would bring.

Revenue Source	Amount	Number	Total Revenue (Assumes 19 students)
Tuition and Fees	\$89/credit hour	15 credit hours	\$25,365
Room/Board	\$4700	1 contract	\$89,300
State Aid	\$83/credit hour	15 credit hours	<u>\$23,655</u>
Total			\$138,320

Dr. Smith said the revenue generated by 19 new track athletes would more than cover the salary costs of establishing a head women's coach. A position description is attached.

Resolution 2020-28

RESOLVED, that the Board of Trustees of Neosho County Community College approves establishing the full-time position of Head Coach for Women's Track/Field and Cross Country.

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

Head Women's Track/Field and Cross Country Coach

Reports to: Director of Athletics
Classification: Professional Employee
April, 2010

Position: This position reports to the Director of athletics and is responsible for all procedures and activities relating to the women's track/field and cross country program. Duties include, but are not limited to:

Duties:

1. Recruit and retain student athletes to fill the team from outside the general student body;
2. Meet the assigned minimal program numbers as assigned by the athletic director;
3. Propose, plan, and administer a budget, request funds for necessary purchases including equipment, uniforms, and other items within the given budget;
4. Prescribe and supervise training programs;
5. Supervise all workouts in weight room and practice site;
6. Supervise and guide student athletes' academic progress;
7. Coordinate fundraising activities with the director of athletics and development officer and assist with raising money for the Panther Club;
8. Complete eligibility forms for competition season;
9. Follow proper NJCAA, KJCAA, and NCCC rules and regulations;
10. Monitor citizenship of student athletes and administer discipline when needed;
11. Aid graduating student athletes in finding appropriate four-year institutions based on athletic performance;
12. Fill the assistant coaching position;
13. Arrange and manage travel for competition;

14. Drive and or supervise school vehicles for recruiting and team travel;
15. Attend all athletic meetings called by the director of athletics or assistant director;
16. Supervise assistant coaches, team managers, and college work-study students;
17. Monitor financial obligations of student athletes to the college;
18. Attend all region IV track/field and cross country coaches meetings;
19. Work with the community on facility sharing;
20. Work with the sports information director and/or other media persons regarding press releases for the volleyball program. It is the coach's responsibility to see that a press release is sent out after every game, home and away;
21. Set up and put away all items needed to conduct a practice or game for track/field and cross country team functions;
22. Perform other duties as assigned by the director of athletics.

Education and Experience:

1. Bachelor degree required; Masters preferred.
2. One year experience coaching the sport required; three years preferred
3. Experience at a community college preferred.

Agenda Item VIII-K: Appointment of Head Women's Track/Cross Country Coach

It was the President's recommendation that the Board employ Tom Havron as the head women's track/cross country coach. Mr. Havron holds a Bachelor of Science degree in Exercise Science from the University of Mary, Bismarck, North Dakota.

Mr. Havron was hired in October, 2006 as an assistant coach for the men's and women's track/cross country program at NCCC.

Mr. Havron will be placed on the faculty salary schedule at BS, step 2 (\$30,060), starting August 16, 2010. This salary will be adjusted following the completion of negotiations for 2010-11.

Resolution 2010-29

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Tom Havron as the head coach for women's track/field and cross country starting August 16, 2010 at an annual salary of \$30,060 (BS, step 2) with any salary adjustments following the completion of negotiations for 2010-11.

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

Agenda Item VIII-L: New Position-Head Cheer/Dance Coach

The head coach for cheer and dance has always been a part-time position at NCCC. President Smith said she believed that because the position was part-time, that the College has not realized the numbers in that sport that are possible. At the beginning of the 2009 fall semester there were 7 cheer/dance athletes recruited that lived in the dorm. That number is lower than the President had hoped and she believed that it is because there has not been a person devoting their total efforts to the Cheer/Dance program.

The President recommended the establishment a full-time Head Coach for Cheer/Dance. With a full-time head coach she believes the College can significantly increase the number of students in that sport. With the need to meet Title IX regulations, the College has been looking for ways in which we can increase the

number of female athletes in our athletic programs. Cheer/Dance is one sport that is dominated by females and therefore a likely candidate for establishing more female athletes at NCCC.

Below is a cost-benefit analysis of the impact of establishing a full-time cheer/dance head coach. Dr. Smith established a minimum of 25 dorm residing, cheer/dance athletes for this program. If the new coach has to recruit 25 cheer/ athletes for next year, that would be an additional 18 full-time students. The new revenue would be:

Revenue Source (Assumes 18 students)	Amount	Number	Total Revenue
Tuition and Fees	\$89/credit hour	15 credit hours	\$24,030
Room/Board	\$4700	1 contract	\$84,600
State Aid	\$83/credit hour	15 credit hours	\$22,410
Total			\$131,040

The current costs for running the cheer/dance program is the least it has ever been, since rather than having a half-time person employed at \$13-15,000 per year, the College is paying a supplemental contract to a person equaling \$7,200 for the year.

Position Difference	Name	Current Cost	New Cost	
Head Cheer/Dance	Melissa Kiefer	\$7,200	\$31,501	\$24,301
Assistant coach	Katrina Hudson	<u>\$9,450</u>	<u>\$10,800</u>	<u>\$1,350</u>
Total		\$16,650	\$42,301	
	\$25,651			

A position description is attached for your review.

Resolution 2010-30

RESOLVED, that the Board of Trustees of Neosho County Community College approves the position of head cheer/dance coach.

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

Head Cheer and Dance Coach
Reports to: Director of Athletics
Classification: Professional Employee
April, 2010

Position: This position reports to the Director of athletics and is responsible for all procedures and activities relating to the cheer and dance program. Duties include, but are not limited to:

1. Recruit and retain student athletes to fill the team from outside the general student body;
2. Meet the assigned minimal program numbers as assigned by the athletic director;
3. Propose, plan, and administer a budget, request funds for necessary purchases including equipment, uniforms, and other items within the given budget;
4. Prescribe and supervise training programs;

5. Supervise all workouts in weight room and practice site;
6. Supervise and guide student athletes' academic progress;
7. Coordinate fundraising activities with the director of athletics and development officer and assist with raising money for the Panther Club;
8. Complete eligibility forms for competition season;
9. Follow proper NJCAA, KJCAA, and NCCC rules and regulations;
10. Monitor citizenship of student athletes and administer discipline when needed;
11. Aid graduating student athletes in finding appropriate four-year institutions based on athletic performance;
12. Fill the assistant coaching position;
13. Arrange and manage travel for competition;
14. Drive and or supervise school vehicles for recruiting and team travel;
15. Attend all athletic meetings called by the director of athletics or assistant director;
16. Supervise assistant coaches, team managers, and college work-study students;
17. Monitor financial obligations of student athletes to the college;
18. Attend all region IV Cheer/Dance coaches meetings;
19. Work with the community on facility sharing;
20. Work with the sports information director and/or other media persons regarding press releases for the program. It is the coach's responsibility to see that a press release is sent out after every game, home and away;
21. Set up and put away all items needed to conduct a practice or game for volleyball team functions;
22. Perform other duties as assigned by the director of athletics.

Education and Experience:

1. Bachelor degree required; Masters preferred.
2. One year experience coaching the sport required; three years preferred
3. Experience at a community college preferred.

Agenda Item VIII-M: Appointment of Head Cheer/Dance Coach

It was the President's recommendation that the Board employ Melissa Kiefer as the head cheer/dance coach. Ms. Kiefer earned a Bachelor of Arts in Mass Communications degree from Central Missouri State University at Warrensburg. She will receive a Master's degree in Communication Management from Webster University in May 2010.

Ms. Kiefer was hired in June 2005 as the admissions specialist/cheer/dance coach. In May of 2007 the Board approved a full-time position of Director of Admissions and appointed Ms. Kiefer to that position. Last summer the part-time cheer/dance coach resigned and Ms. Kiefer accepted a supplemental contract to be the cheer/dance coach for 2009-2010.

Ms. Kiefer has a strong background in cheer and dance as a member of the Central Missouri State Dance team and high school cheer and dance.

Ms. Kiefer will be placed on the faculty salary scheduled at MS, step 2 (\$31,501) starting August 16, 2010. The salary will be adjusted pending completion of negotiations for 2010-11.

Resolution 2010-31

RESOLVED, that the Board of Trustees of Neosho County Community College approves the appointment of Melissa Kiefer as the head cheer/dance coach starting August 16, 2010 at an annual salary

of \$31,501 (MS, step 2). The salary will be adjusted pending completion of negotiations for 2010-11.

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

Agenda Item VIII-N: Revision of Development Assistant Position to Alumni Relations/

Development Assistant

The tasks of the Development Office have expanded since hiring the current development director. The office heavily involved in fundraising, planning and executing special events, donor cultivation and has ramped up the identification and cultivation of alumni. The Office is now ready to implement fully the Jenzabar alumni/development module purchased with the new EX system.

With this growth of functions and the level of complexity involved in each, the need for a higher skilled individual to be the assistant has become apparent. Dr. Smith believes there is was a need to re-define the Development Assistant position from the current position that is mostly clerical in nature to a position that has some autonomy in the work responsibilities and has the responsibility in implementing and maintaining management support systems in the alumni/development area. The person in this position must have some latitude when the Director of Development is out of the office to make decisions and carry on the responsibilities of the Development Office, and meet the needs of the Foundation and its Board of Directors.

President Smith recommended revising the current Development Assistant (Level 4, hourly, non-exempt) position in the Development Office to an Alumni Relations/Development Assistant (Management Support, exempt) position. Moving the position from hourly to management support is in recognition of the increased responsibilities and complexity of database oversight. A revised position description is attached.

Currently, the person in the Development Assistant position is making \$11.17 an hour or \$23,233.60 annually. The new Management Support position of Alumni Relations/Development Assistant will receive an annual salary. Dr. Smith recommended that that annual salary starting range be \$29,000-33,000 or an increase of \$5,757 - \$9,767 annually.

President Smith recommended transferring Ms. Sarah Smith, Registrar, to fill the Alumni Relations/Development Assistant at an annual salary of \$31,700.

Resolution 2010-32

RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation to change the Development Assistant position (Level 4, hourly, non-exempt) to Alumni Relations/Development Assistant (Management Support, exempt) and that Sarah Smith be appointed to that position at an annual salary of \$31,700 starting July 1, 2010.

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

ALUMNI RELATIONS/DEVELOPMENT ASSISTANT

Reports to: Director of Development

Organizational Unit: Management Support, Exempt, full-time

Salary range: \$29,000 - \$33,000

Vacation/Sick Leave/Regular Holidays per Board Policy

Revision Date: April 2010

This position reports directly to the Director of Development and is responsible for maintaining the data base of alumni, the fiscal integrity of the Foundation's auxiliary accounts, and supports/assists the Director of Development with the Foundation Board of Directors and their functions.

1. Create and maintain development and alumni databases using the EX Jenzabar system.
2. Receipt and deposit and monitor NCCC Foundation funds and donations, including funds for auxiliary accounts, and maintain Foundation accounts using Quickbooks software.
3. Process invoices, prepare check request forms and mail payments for the NCCC Foundation and athletic auxiliary accounts.
4. Assist the director of development with Phonathon, Panther Club, Annual Auction, other campaigns, and maintain the records for those campaigns.
5. Receive and process Foundation scholarships Create mail merges and process mass mail outs.
6. Assist with preparation of reports and data presentation materials Perform word processing and spreadsheet tasks as needed by the development office.
7. Copy and collate materials for NCCC Foundation Board of Directors and NCCC committee meetings
8. Record and distribute minutes of NCCC Foundation Board of Directors and Foundation committee meetings.
9. Set up meetings, meeting rooms, and make appointments for the director of development.
10. Process travel request and travel expense reports.
11. Monitor the inventory of office supplies and order as necessary.
12. Operate various office machines such as computer, typewriters, calculators, fax machine and copiers.
13. Other duties as assigned by the director of development

Required Knowledge, Skills and Abilities

1. Experience working in an educational or foundation setting.
2. Ability to understand, develop and implement data bases.
3. Extreme attention to detail, organizational skills, ability to manage a number of tasks at one time.
4. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
5. Sensitivity to, and awareness of, confidential materials.
6. Ability to work effectively with diverse populations.
7. Ability to exercise sound judgment.
8. Willingness and ability to work as a member of a team.

Education and Experience:

1. Associate's degree required, bachelor's degree preferred.
2. Previous experience working with data bases and/or foundation office preferred.

Working Conditions:

1. Work is normally preformed in a typical office setting.
2. Occasional work alternative hours (other than 8 -5).
3. Travel possible
4. Ability to lift 20 pounds.
5. Very limited exposure to physical risk.

Agenda Item VIII-O: Exempt Employee Contract Renewals

It was the President's recommendation that the Board approve 2010-2011 employment contracts for the employees listed below under the classification system which was approved at the September 2008 Board meeting.

Executive Administrator

Dr. Brian Inbody, Vice President for Student Learning
Ben Smith, Vice President for Administration

Senior Administrator

Claudia Christiansen, Director of Development and Marketing
Dale Ernst, Dean of the Ottawa Campus
Brenda Krumm, Project Manager for Title III (50%) and Dean of Outreach and Workforce Development (50%)
Eric Tincher, Dean of Student Development

Administrator

Sarah Cadwallader, Registrar
Kerrie Coomes, Director of Financial Aid
Pam Covault, Director of Nursing
Randy Kettler, Director of Basic Skills/CAVE
Brian Patrick, Assistant Dean of Ottawa
Kerry Ranabargar, Director of Technology Services/CIO
Tracy Rhine, Director of Allied Health
Beverly Roush, Assistant Director of Nursing
Brenda Rowe, Director of Human Resources
Paul Smith, Maintenance Supervisor
Sandi Solander, Business Manager
Selina Wallace, Bookstore Manager
Susan Weisenberger, Director of Library Services
Jamey Whitney, Assist Director of Development/Grant Writer
*Brenda Armstrong, GEAR UP Director
*Karen Bertels, Activity Director for Title III (50%) and Assistant Dean of Outreach and Workforce Development (50%)
*Bart Chaney, Student Support Services Director
*Krista Clay, ABE Coordinator
*Maranda Collins, Upward Bound Director
*Marie Moore, Talent Search Director
*Ramona Munsell, TRIO Grant Writer (half-time)

Management Support

Jeff Almond, Coordinator of Advising & Articulation
LuAnn Hauser, Institutional Research Specialist
Leslie Mader, Assistant Director of Admissions-Ottawa
Bud Moore, Construction Coordinator (1/2 time, 9 month)
Erica Mudd, Recruiting/Retention Specialist for Technical Education

Ann Neff, International Student Coordinator
 Sandy Robb, Lifetime Learning Coordinator (1/2 time)
 Dwight Smith, Network Administrator
 Sarah Smith, Alumni Relations/Development Assistant
 Amber Vail, Health Occupations Coordinator
 Kim Vanatta, Coordinator of Development Lab
 Jennifer Williams, Medical Assistant Coordinator/Instructor (10 month)
 *Kyle Bures, Student Support Services Career/Transfer Specialist
 *Wade Collins, Talent Search Academic Advisor
 *Heather Garrett, ABE Instructor
 *Laurie Kerns, Upward Bound Academic Coordinator
 *Ashley Keylon, ABE Instructor-Ft. Scott
 *Abbey Kramer, GEAR UP Academic Advisor (11 month)
 *Grace Riebel, Student Support Services English Specialist
 *Mike Rose, Talent Search Academic Advisor
 *Carol Shepard, Student Support Services Math Specialist
 *Denotes grant positions. Employment is contingent upon continued funding of the individual grant.

Resolution 2010-33

RESOLVED, that the Board of Trustees of Neosho County Community College approves 2010-2011 employment contracts for employees as presented under the classification system and contingent upon future grant funding for grant employees and that notices of intent not to renew employment contracts be given as required by Board Policy for contingent renewals.

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

Agenda Item VIII-P: Hourly, Non-Exempt Employees

It was the President's recommendation that the Board approve the employment of the following hourly, non-exempt employees.

Mary Barr, Switchboard/Administrative Assistant
 Susan Beddo, Financial Aid Specialist-Ottawa
 Gloria Beeman, Office Services Clerk
 Patty Benton, Cashier
 Steve Crawford, Electrician/Plumber
 Jennifer Daisy, Cashier-Ottawa
 Terri Dale, Administrative Assistant to the President
 Marcy Dix, Assistant Registrar-Ottawa
 Kim Ensminger, Administrative Assistant to the Vice President for Administration and the Dean of Student Development
 Cindy Fairchild, Administrative Assistant for Bookstore and Business Manager
 Julian Fisher, Maintenance-Ottawa
 Joan Gill, Library Assistant
 Denise Gilmore, Administrative Assistant, Vice President for Student Learning
 Susan Haddan, Assistant Registrar
 Kara Hale, Financial Aid Specialist
 Kelly Hamm, Administrative Assistant-Nursing-Ottawa
 Teddy Johnson, Library Clerk (1/2 time)
 Tim Jones, Admissions Specialist (3/4 time)

Amanda Keller, Accounts Payable Clerk
Jackie Kinzer, Administrative Assistant-Outreach/Workforce Development
Mia Neely, Accounts Receivable Clerk
Paulette Parriott, Receptionist/Switchboard-Ottawa
Brandi Poydack, Lead Custodian
Pat Recoy, Accounting Specialist
LuAnn Rogers, Custodian
Debra Schommer, Administrative Assistant-Faculty
Jon Seibert, Tech Services Technician
Teri Showalter, Administrative Assistant for Allied Health
Donna Shumway, Tech Services Technician-Ottawa

Rena Snyder, Financial Aid/Library Clerk
Joe Ward, Maintenance
Kelly Wilson, Receptionist/Registration Clerk
*Jan Wolfe, Administrative Assistant-Title III (50%) and Assistant Dean for Outreach/Workforce Development and Switchboard (50%)
*Marcie Burk, Administrative Assistant-Student Support Services
*Nicci Wiltse, Administrative Assistant-Talent Search
*Beau McMillan, Administrative Assistant-Upward Bound
*Denotes grant positions. Employment is contingent upon continued funding of the individual grant.

Resolution 2010-34

RESOLVED, that the Board of Trustees of Neosho County Community College approves 2010-2011 employment contracts for the individuals listed above under the hourly, non-exempt classification and contingent upon future grant funding for grant employees effective at the end of the current contracts and conditioned upon continued good standing.

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

Agenda Item VIII-Q: Executive Session-Non-Elected Personnel

Upon a motion and a second the Board recessed into executive session for 15 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 President, Vice President for Student Learning and the College Attorney. The Board entered executive session at 7:12 p.m.

The Board returned to open meeting at 7:27 p.m.

Upon a motion and a second the Board returned to executive session for 10 minutes to continue discussing personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning and the College Attorney. The Board entered executive session at 7:28 p.m.

The Board returned to open meeting at 7:38 p.m.

Agenda Item VIII-R: Executive Session-Employer/Employee Negotiations

Upon a motion and a second the Board recessed into executive session for 10 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President for Student

Learning, Business Manager and the College Attorney. The Board entered executive session at 7:40 p.m.

The Board returned to open meeting at 7:50 p.m.

Upon a motion and a second the Board returned to executive session for 10 minutes to continue discussing matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Business Manager and the College Attorney. The Board entered executive session at 7:51 p.m.

The Board returned to open meeting at 8:01 p.m.

Agenda Item IX-A: Adjournment

Upon a motion and a second the meeting adjourned at 8:02 p.m.