

NCCC Board

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

DATE: July 10, 2003.

TIME: 7:15 P.M.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Mariam Mih
Dr. Marvin Johnson
David Peter
Dr. Robert Thomen
Mark Watkins

Dr. Vicky R. Smith, President
Sandi Solander, Dean of Finance and Student Services
Brenda Krumm, Dean of Continuing Education
Brett Bright, Dean of Student Services
Mark Eldridge, Dean of Ottawa Campus
Tonya Bell, Director of Public Relations/Marketing
Jim Carlson, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Brooke Ethridge, Chanute Tribune
Matt Clark, KKOY Radio
Kathleen Dillon, Guest

Prior to the beginning of the meeting, Dr. Marvin Johnson was sworn in by Kent Pringle.

I. Call to order.

The meeting was called to order by Mark Watkins, Chair, at 7:15 p.m.

II. Roll call.

All members were present.

III. Public Comment

Kathleen Dillon, a Manpower employee, working as a custodian for the College, addressed the Board regarding her concerns of not being hired by the College on a permanent basis. She sit

insurance and other benefits that she was not receiving as a temporary employee through Manpower.

IV. Approval of the Agenda

Dr. Smith asked to amend the agenda by adding personnel under new business as item G, and item H.- Vehicles.

Mr. Watkins requested that the Agenda be approved as amended. The motion was made, seconded and approved.

V. Board Reorganization

A. Election of Officers: Chair and Vice Chair

Dr. Smith asked for nominations for Board Chair. Mr. David Peter was nominated and elected chair. Mr. Peter asked for nominations for vice-chair. Mark Watkins was nominated and elected vice-chair. Mr. Peter thanked Mr. Watkins for serving as chair of the Board for the past year commended him on a job well done. Mr. Peter also introduced Dr. Marvin Johnson and welcomed in as a trustee.

B. Appointment of Personnel

Mr. Peter made the following appointments and they were approved by the Board.

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

C. Selection of monthly meeting day, time, and location

Following discussion, the Board agreed to meet the second Thursday of each month, starting at 5:30 p.m. in Room 209 in the Student Union.

D. Appointment of Board Representatives:
Kansas Association of Community College Trustees
NCCC Foundation (2 representatives)
Strategic Planning Committee

Mr. Peter made the following appointments and each was accepted by the designated Board member: KACCT Representative-Mark Watkins, NCCC Foundation Representatives-Mariam Mih and Marvin Johnson, Strategic Planning Committee-Mariam Mih.

VI. Consent Agenda

The following items were proposed to be approved by consent.

- A. Minutes from June 12, 2003
- B. Claims for disbursement for June 2003.

C. Personnel:

1. Track/Cross Country Coach-employ Mark Adams as head coach for men's and women's track and cross country at a salary of \$33,648. (MS, step 12)
2. Residence Life/Student Activities Coordinator-employ LaTonya Adams as reside life/student activities coordinator at a salary of \$20,500.
3. Women's Basketball Coach-employ Charles Goar as head coach for women's basketball with secondary duties of gym maintenance at a salary of \$28,048. (MS step 3)
4. Receptionist/Secretary-Ottawa-employ Susan Beddo as receptionist/secretary for Ottawa campus at a starting salary of \$7.00 per hour.

Mr. Peter requested that the Consent Agenda be approved. The motion was made, seconded, and approved.

VI. Reports

Faculty Senate Report: Jim Carlson addressed the Board and stated that the faculty are look forward to meeting the challenges of the 2003-04 school year. He continued that faculty are concerned about the enrollment picture for the coming fall as well as subsequent semesters. Concerns include assessment and the budget.

Mr. Carlson stated that communication at the college had come a long way in the last six months. With continued involvement and discussion among and with all of the college's employees, Mr. Carlson feels the problems can be solved.

Mr. Carlson reported that David Fewins was the incoming faculty senate president and that he would be reporting at future meetings.

Dean of Finance and Student Services Report: Mr. Peter introduced Sandi Solander as the dean of finance and student services and welcomed her to the meeting. Ms. Solander reported the college had ended the year in the black. She stated she has been busy developing the budget for FY 2003-04 with the assistance of Dr. Smith. She also reported that the maintenance department is working on the dorms.

KACCT Report: Mark Watkins, the Board representative to the Kansas Association of Community College Trustees, attended the meeting held at Highland Community College on 11/22-23. Dr. Marvin Johnson also attended the orientation for new board members. Mr. Watkins reported that the KACCT had worked on strategic planning for the year and had revised the vision statement for the group. One goal of the group is to become more involved with the Kansas Board of Regents, and the legislature to show how important community colleges are in education. They also received a report from Lt. Governor Moore regarding the Kansas Workforce Development Plan and its purpose. Mr. Watkins reported that NCCC will host the quarterly meeting of the KACCT/COP in early December.

President's Report: Dr. Smith distributed a written report to the Board which included the following item.

- Progress report toward meeting the North Central Association probationary issues including: a) "that the Board is making policy decision as opposed to operational decisions" b) "that there are clear-cut channels of communication and decision-making in practice" c) "that the Board has engaged in professional development to assist them in understanding the roles of the Board in their policy-making function" d) "that the FY03 financial reports are accurate"

subsequent budgets reflect significant improvement in financial stability of the institution “that the College has demonstrated attention to audit recommendations” f) “that the Col has made significant progress in assessing student learning” g) “that results of assessme are being used to enhance teaching and learning” h) “that the utilization of both short- a long-term strategic planning is effective and addresses the topics of fiscal resources, facilities, technology planning, marketing and enrollment management” i) “that the Col can continue to fulfill its mission and purposes.”

- Summer enrollment increased 22% in credit hours generated over summer 2002.
- Relocation of Outreach and Workforce Development and Performing Arts.
- Kansas Board of Regents Performance Agreement Plan goals.
- Lt. Governor Moore’s Kansas Workforce Development System and the Southeast Kans Higher Education SYSTEM plan to serve as a pilot for the program.
- Integrated Community Network meetings and plans to install a fiber optics network in t community.
- Ottawa Campus Lease transfer to the NCCC Foundation.
- SEK Higher Education SYSTEM Annual Legislative Dinner to be hosted by NCCC in November.
- Kansas Association of Community College Trustees/Council of Presidents meeting in December to be hosted by NCCC.
- Annual Association of Community College Trustees Annual Convention in Denver Colorado on September 17-20.

Agenda Item VIII A & B: Budget Workshop and Special Meeting Date

Dr. Smith explained the need for the Board to hold a special Board meeting to review the bud document and approve it for publication in order for the public hearing to be held on the regul August Board meeting.

It was the consensus of the Board to schedule a special meeting on July22, 2003 starting at 5: p.m. to review the FY 2003-04 budget and approve it for publication.

Motion was made and seconded that the above resolution be adopted. Motion was carri unanimously.

Agenda Item VIII-C. Academic Integrity Policy

The revised Academic Integrity policy was presented to the Board at the June meeting for a fi reading. The proposed policy is a result of work completed by the Curriculum Committee an Executive Committee. The Academic Integrity policy is also referenced in the College Catalc Student Handbook, and the Student Code of Conduct. The Student Handbook and the Studen Code of Conduct would expand on the Board policy giving examples and consequences. The proposed policy for your approval is below.

Academic Integrity

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

It was the recommendation of the President that the Board approve the revised Academic Integrity Policy.

Resolution 2003-30

RESOLVED, that the Board of Trustees of Neosho County Community College approve the revised policy for Academic Integrity.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-D: Reserve Unencumbered Fund Balance Policy

This policy was presented for a first reading at the June Board meeting. The College does not presently have a policy that designated such a fund balance. If such a policy had been in place in the past, the College may not have descended into the fiscal straits it presently finds itself. A policy establishing such a fund balance will serve as part of the foundation that will ensure the fiscal stability of the College. In addition, such a policy will provide guidance in implementing the fiduciary responsibility that the Board and the College has to their stakeholders. The proposed policy is listed below.

Reserve Unencumbered Fund Balance

To protect the financial stability and integrity of Neosho County Community College, to provide sufficient liquidity required for daily operations, the Board of Trustees shall maintain a reserved unencumbered fund balance in the current unrestricted general fund. The amount shall be ten percent of the current year's unrestricted general fund.

Any use or appropriation of this fund balance shall require approval of the Neosho County Community College Board of Trustees.

Phase-In Requirement - Since the establishment of such a reserve would present a significant financial burden to accomplish immediately, the College will achieve compliance with the policy by reserving a minimum of 50% of the unencumbered fund balance in the general fund in the first year, and each subsequent year until the 10% minimum is reached. The College may increase this percentage with approval of the Board of Trustees. Once the 10 percent level is

reached, said level shall be maintained.

It was the recommendation of the President that the Board approve the Reserve Unencumbered Fund Balance policy.

Resolution 2003-31

RESOLVED, that the Board of Trustees of Neosho County Community College approve the policy for Reserve Unencumbered Fund Balance.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item IX-A. PEA Negotiated Agreement 2003-04 Approval

The NCCCPEA ratified the following changes for the Negotiated Agreement for 2003-04. It is the recommendation of the President that the Board approve the changes also. The titles for the Academic Officer and Business Officer were also changed to Chief Academic Officer and Chief Business Officer. Dates will be modified also.

ARTICLE 2

- B. Normal Professional Work Load. The professional work load shall consist of 30 contact hours of teaching (or the equivalent as determined by the Administration) per academic year. In addition, other assigned duties may include faculty workshops, in-service assistance with enrollment, student registration, student counseling and adviser recruitment ~~(student recruitment by professional employees will be accomplished under the guidance of the Director of Recruiting and the directives of the overall recruiting committee assignments, and sponsoring activities related to the Professional Employment teaching assignments. Committee assignments shall be limited to two standing committees per academic year and ad hoc committees as needed. Standing Committee assignments will be announced on or before the fall semester in-service meeting subject to change of assignment due to vacancies or reorganization. The standing committee change shall be announced during the spring semester prior to the effective date of assignment)~~

ARTICLE 11

(change in B.)

Salary Schedule Description

- A. Upon initial employment, the salary and salary placement shall be determined by Administration and Board.
- B. Each Professional Employee will move two (2) vertical steps on the salary schedule 2003-04. Horizontal movement is possible according to the guidelines established in the negotiated agreement.

ARTICLE 12

2003-2004 Salary Schedule

BASE - \$26,435

(Two steps were added and wording at the bottom changed)

Instructor	MS	MS+15	MS+30	MS+45	DOC
-	-	-	-	-	
25256	26435	27304	28328	29445	31058
25877	27242	28111	29134	30251	31864
26497	28048	28917	29941	31058	32671
27118	28855	29724	30748	31864	33478
27738	29476	30530	31554	32671	34284
28359	30096	31337	32361	33478	35091
28979	30717	31958	33167	34284	35898
29600	31337	32578	33974	35091	36704
30,220	31958	33198	34595	35898	37511
30,840	32578	33819	35215	36704	38317
	33198	34439	35836	37511	39124
	33648	35060	36456	38131	39745
	34098	35680	37076	38752	40365
	34548	36301	37697	39372	40985
	34998	36751	38177	39993	41606
	35448	37201	38657	40613	42226
	35898	37651	39137	41234	42847
	36348	38101	39617	41854	43467
	36798	38551	40097	42334	43947
	37248	39001	40577	42814	44427
	37,698	39451	41057	43294	44907
	38,148	39901	41537	43774	45387
		40351	42017	44254	45867
		40,801	42,497	44734	46347
		41,251	42,977	45214	46827
				45694	47307
				46,174	47,787
				46,654	48,267

(two steps were added to each column)

Each Professional Employee will move two (2) vertical steps on the salary schedule for 2003-
Horizontal movement is possible according to the guidelines established in the negotiated agreement.

Memorandum of Understanding

The attached Memorandum's of Understanding will be included in the Negotiated Agreement 2003-04. The first Memorandum deals with fringe benefits, specifically health insurance. The second Memorandum deals with Student Evaluation of Instruction, Form B.

Resolution 2003-32

RESOLVED, That the Board of Trustees of Neosho County Community College ratify the 2003-04 Negotiated Agreement as shown.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item IX-B-Revisions in Compensation

In reviewing all the positions at the College, there were some individuals who seemed to be under compensated for the role they play. The President recommended that the Board of Trustees approve revisions in compensation for the following individuals to bring their employment contracts up to the duties they perform.

Micca Folks is the Coordinator of Student Services at the Ottawa Campus. She has a Master's degree in Student Personnel Services and has worked for the College full-time for three years. The tasks she performs are equivalent to the Director of Enrollment Management. Her current salary is \$22,000 per year. I am recommending Ms. Folks base compensation be increased to \$28,000 per year.

Susan Weisenberger is the Director of the Library. She has a Master's degree in Library Science and has been at the College for 4 years. Her present contract is \$31,116. I am asking that her base compensation be raised to \$34,116 per year.

Resolution 2003-33

RESOLVED, That the base compensation for Micca Folks, Coordinator of Student Services be \$28,000 per year, and that the base compensation for Susan Weisenberger, Director Chapman Library, be \$34,116.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item IX-C: Non-Faculty Contracts

It was the recommendation of the President that all non-faculty employees receive a 3% salary increase for 2003-04. Grant employees will receive the salary increase indicated in each grant.

Name	Position	2002-03 Contract	2003-04 Contract
Administrative Employees			
Adams, LaTonya	Director Dorm/Student Activities		20,500
Bell, Tonya (3/4 time)	Dir. Public Relations/Marketing	31,000	23,948
Bridges, Laura	Financial Aid Assistant	23,676	24,386
Bright, Brett	Dean of Student Development/AD	40,000	41,200
Bulk, Mary	Bookstore Manager	22,709	23,390
Eldridge, Mark	Dean of Ottawa Campus	42,000	43,260
Financial Aid Director	Financial Aid Director		31,000
Folks, Micca*	Student Services Coordinator	22,000	28,840
Gilpin, Karen	Director of Nursing	54,076	55,698
Hager, Cindy (1/2 time)	Workforce Development Trainer	12,250	12,617
Inbody, Brian	Vice President of Student Learning		75,000
Kettler, Randy	Director of Basic Skills/CAVE	42,039	43,300
Krumm, Brenda (9 month)	Dean/Workforce Dev/Outreach	34,155	35,180
Last, Lisa	Director of Admissions/Registrar		37,000
Lawrence, Noretta	TS Network Coordinator	35,000	36,050
Leach, Jill	Admissions/Registration Counselor	20,000	20,600
Martin, Charlotte	Dir/Development (1/2 pd by Found)	16,480	16,974

Millis, Sally	Admissions/Registration Counselor	18,750	19,313
Neff, Ann	Intern'l Coord/Lifelong Learning	27,568	28,395
Rhine, Tracy	Allied Health Coordinator	30,900	31,827
Riggs, Cindy	TS Technician	14,193	14,619
Rowe, Brenda	Comptroller	31,662	32,612
Smith, Ben	Director of Technology Services	52,000	53,560
Smith, Paul	Maintenance Supervisor	30,090	30,993
Smith, Vicky	President	105,000	105,000
Solander, Sandi	Dean of Finance/Student Services		55,000
Weisenberger, Susan*	Library Director	31,116	35,139

*Denotes increase in base compensation

Maintenance			
Beddo, Susan	Receptionist/Secretary-Ottawa		14,560
Beeman, Gloria	Cashier/Switchboard	15,080	15,532
Bolder, Shelia	Accounts Receivable Clerk	17,222	17,739
Carter, Carrie (24 hr/wk)	Library Clerk	10,132	10,433
Crawford, Steve	Maintenance Assistant	23,400	24,102
Dale, Terri	Admin Asst	25,106	25,859
Dent, Vicky	Custodian	16,598	16,904
Farwell, Leitha	Nursing Secretary-Ottawa	16,890	17,396
Gill, Joan	Library Assistant	23,067	23,759
Gilmore, Denise	Nursing Secretary-Chanute	20,758	21,381
Godinez, Edie	Admissions/Registration	16,640	17,139
Haddan, Susan	Secretary Development (1/2 pd by Found)	7,800	8,034
Hauser, LuAnn	Data Research Assistant	23,317	24,016
Hougardy, Alan	Maintenance Assistant	24,294	25,023
Moore, Donna (1/2 time)	Clerk-Ottawa	7,280	7,498
Morris, Connie	Cashier/Registration-Ottawa	14,560	14,997
Orozco, Bea (1/2 time)	Library Clerk	11,138	11,473
Schommer, Debra (11 mo)	Faculty Secretary	14,643	15,082
Smith, Sarah	Secretary/Workforce Dev/Outreach	20,373	20,674
Stratton, Kay	Financial Aid/Registration-Ottawa	17,805	18,339
Zaragosa, Angie	Secretary-VP Student Learning	18,262	18,810
Custodian-Manpower	Custodian	15,080	15,532
Custodian-Manpower	Custodian	15,080	15,532
Custodian-Manpower	Custodian	15,080	15,532
unded employees will receive the salary increase indicated in the approved grant for 2003-04.			
asic Education Grant Funded			
ockover, Rochelle(1/2 time)	ABE Para Professional	7,800	7,800
Clay, Krista	ABE Coordinator	27,825	28,242
Coons, Rusty	ABE Instructor	11,550	11,723
Hager, Cindy (1/2 time)	ABE Grant	12,250	12,687
Morgan, Sandy (30 hr wk)	ABE Instructor	15,457	16,056
kins Grant Funded			
Burris, John (10 mo)*	Carl Perkins Instructor	26,040	26,821
Perkins Para*	Para Professional-Perkins Grant	10,000	10,300
outh Grant			
Russell, Camie	Partners In Change	20,500	20,808

Resolution 2003-34

RESOLVED, That the Board of Trustees of Neosho County Community College approve the recommendation of the President to provide a 3% increase to all non-faculty employees. Grant employees will receive the salary increase indicated in the budget for the grant they are employed under.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item IX-D: Board Calendar

At the Board Retreat held in May, Mr. Wayne Newton, the retreat facilitator, recommended that the Board adopt a Board Calendar. The President developed the following calendar for your consideration, and approval at the next Board meeting.

**Proposed Calendar
Board of Trustees
Neosho County Community College**

- i. Routine Business: Board Reports, Personnel, Financials and Other Matters Required by Policy and/or Law – every month.
- ii. Mission Review – December – March (Critical to understand the broadest interpretation and gain understanding of the Vision for the College.)
- iii. Policy Review – July – August
- iv. Administrative Contract Renewals – January
- v. Clerical and Maintenance Staff Renewals – February
- vi. Evaluations – President, Board, Board Chair – March
- vii. Retreat – March, November
- viii. Faculty Contract Renewals - April
- ix. Budget Work Sessions – May – June
- x. Goal Setting – April
- xi. New Trustee Orientation – June-August
- xii. Budget Approval – April – July
- xiii. Board Involvement Discussion – Annually or as needed. (ACCT, AACC, State Associations, fund raising and legislative involvement.)

The Board agreed to review the proposed calendar and make suggestions for revision and/or

additions at the August Board meeting.

Agenda Item IX-Bids for Furniture

As reported at the June Board meeting, it was necessary to purchase office furniture for the vice president of student learning's office. Bids were solicited from Iola Office Supplies, Service Office and Supply in Chanute, and McCarty's Office Store in Parsons.

The items to be bid included a desk, bridge unit, credenza and hutch, 4 guest chairs, and a 4-drawer lateral file cabinet. All bids were to include delivery and set-up.

The following bids were received:

McCarty's	\$2529.00
Service Office & Supply	\$2402.00
Iola Office Supplies	\$2962.11

It was the President's recommendation that the Board accept the low bid of \$2402 from Service Office and Supply.

Resolution 2003-35

THEREFORE, Resolved that the Board of Trustees of Neosho County Community College accepts the bid of \$2,402.00 from Service Office Supply for office furniture.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item IX-F: Bids for Custodial Service at Ottawa

The Ottawa campus does not employ any custodial staff. Bids were solicited for cleaning services for the Ottawa campus. The following bids were received.

Brandy Wisdom - \$10 per hour for 20 hours per week or \$200 per week. Her bid also included \$750 for liability insurance for a total of \$11,150 per year.

B & B Professional Cleaning - \$307.50 per week (3 days) or \$15,990 per year.

Busy Hands - \$20.00 per hour. Did not specify how many per week or an annual amount.

It is the recommendation of Mr. Eldridge, and the President concurred, that the Board approve bid from Brandy Wisdom for custodial services at \$200 per week for 20 hours.

Resolution 2003-36

RESOLVED, That the Board of Trustees of Neosho County Community College approve the bid for custodial services at the Branch Campus in Ottawa from Brandy Wisdom at \$10 per hour, not to exceed 20 hours per week.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item IX-G: Personnel**A. Head Wrestling Coach**

It was the President's recommendation that the Board employ Merrick Wiles as head wrestling coach. Mr. Wiles secondary responsibility will be supervising the wellness center. Mr. Wiles holds a Master's degree in Educational Leadership from Washburn University, a Master's degree in Business Administration from Colorado Technical Institute, and a Bachelor's degree in Physical Education, Health and Biology from Huron University.

Mr. Wiles was most recently the head wrestling coach at Chanute High School. He has been a wrestling coach and associate director of athletics at Huron University, and served as head wrestling coach at Santa Fe Trail High School and Chapman High School.

Mr. Wiles would be placed at MS+45, step 8 or \$35,091.00.

Resolution 2003-37

RESOLVED, That the Board of Trustees of Neosho County Community College approve the employment of Merrick Wiles as Head Wrestling Coach and be placed on the faculty salary schedule at MS+45, step 8, or \$35,091.00

Agenda Item IX-H: Resignation of Student Support Services Project Coordinator

Kelli Wallace, Student Support Services (STARS) project coordinator, has submitted her letter of resignation effective August 1, 2003. Ms. Wallace has been employed under the STARS program for the past five years.

Ms. Wallace and her husband will be relocated to the Kansas City area due to her husband's employment transfer.

Resignation of Division Chair for Business/Technology:

Sherry Ewart has resigned her position as business instructor and division chair for the business/technology division. Ms. Ewart has completed her contract obligations for the 2002-2003 academic year.

Ms. Ewart is resigning her position to take an administrative position at a two-year branch campus of the University of Arkansas in Mountain Home, Arkansas.

Resolution 2003-38

RESOLVED, Therefore that the Board of Trustees of Neosho County Community College accepts the resignation of Kelli Wallace as coordinator for the Student Support Services grant effective August 1, 2003, and the resignation of Sherry Ewart, business instructor and division chair for business and technology.

Agenda Item IX-H: Vehicles

Dr. Smith asked the Board if there was any interest in bidding on a 30-passenger Goshen Coach Sentry Model 1110 bus. The minimum bid was \$20,000 and the bids were due the following day by noon.

Following discussion, it was the consensus of the Board to do more research into all options before purchasing a vehicle for the College fleet.

Agenda Item IX: Adjournment

The meeting adjourned at 9:15 p.m.
