

NEOSHO COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES

DATE: March 10, 2005

TIME: 5:30 p.m.

PLACE: Student Union, room 209

PRESENT:

Kevin Berthot
Kathy Fryd
Mariam Mih
David Peter
Robert Thomen
Mark Watkins

PRESENT:

Dr. Vicky R. Smith, President
Dr. Brian Inbody, VP of Student Learning
Sandi Solander, Dean of Finance/Student Services
Ben Smith, Dean of Planning and Operations
Lisa Last, interim Dean of Student Development/Registrar
Dean Dillard, Faculty
Basil Swalley, guest
Jeff Flathman, Custom Energy
Buddy Hahs, Custom Energy
David Hansen, Custom Energy
Dale Worley, KS Corporation Commission
David Shupe, Ranson Financial Services
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

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

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda. He added a new item under new business as VIII-H: Personnel and changed the executive session to VIII-I.

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

Agenda Item V: Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from February 10, 2005
- B. Claims for disbursement for February 2005
- C. Summer Hours
- D. Master Course List Revisions
- E. Personnel
 - 1. Resignation
 - 2. Upward Bound Director
 - 3. Registration Coordinator
 - 4. Part-time Recruiter
- F. Revisions to Academic Calendar

Consent Agenda Item V-C: Summer Hours

For the last two years the Board has approved a 10-hour, four day work week. I am recommending that the summer hours for non-faculty personnel will be Monday through Thursday. All non-faculty personnel will be expected to work the required 40 hours per week. Work schedules could vary, as long as offices are covered. Employees, with the approval of their supervisor, could flex their forty hour work week or opt to utilize earned vacation during the summer.

Summer hours would begin June 6 and end July 29. The week of July 5-8 the college would be open regular hours Tuesday through Friday, since Monday, July 4 is a holiday.

Consent Agenda Item D: Master Course List Revisions

Ninety days before the start of each semester the college must submit a Master Course List to the Kansas Board of Regents and that time is drawing near for the summer semester. The Curriculum Committee has requested the following changes to the list. The first is a modification to Community CPR from a ½ credit course to a 3 credit course. That course has been expanded to include additional life saving techniques. The second modification involves changing the course number on Children's Literature, Introduction to Teaching and Introduction to Teaching Lab. The committee recommends moving these courses out of the CURR designation to the new EDUC designation. The reason for the change is that the vast majority of CURR classes are lifetime learning courses that are not designed as transfer courses. Some students have reported difficulty transferring these three courses to regents' universities due to its CURR designation and the assumption by those schools that the courses are not for transfer. By creating this new EDUC designation the college makes it clearer to the universities that these courses are intended for transfer.

NEOSHO COUNTY COMMUNITY COLLEGE Master Course List Revisions

From:
Children's Literature, CURR 252 3
To:
Children's Literature, EDUC 252 3

From:
Community CPR, ALHE 140 ½
To:
Community CPR, ALHE 140 3

From:
Introduction to Teaching, CURR 104 2
To:
Introduction to Teaching, EDUC 104 2

From:
Introduction to Teaching Lab, CURR 105 1
To:
Introduction to Teaching Lab, EDUC 105 1

Consent Agenda Item E: Personnel

1. Resignation

Merrick Wiles, head wrestling coach for the College has submitted his resignation, effective May 27, 2005. It is my recommendation that the Board accept Mr. Wile's resignation.

2. Upward Bound Director

With the approval of the Federal Program Office for Upward Bound, it is my recommendation that the Board move Maranda Collins to the position of Upward Bound Director. Ms. Collins has served as the Academic Advisor for the Upward bound program since September 2002. She is currently serving as the interim Director for the program.

Ms. Collins holds a master's degree in Animal Science from Texas A & M University and her bachelor's degree is from Kansas State University with a degree in Agriculture. Ms. Collins has shown the leadership abilities necessary for this position. Her salary will be \$33,500 per year.

3. Registration Coordinator

It is my recommendation that the Board appoint Jill Leach as the Registration Coordinator effective July 1, 2005. Ms.

Leach was originally hired August 23, 2002 as an admissions counselor and has been working as the registration coordinator this past year. The position description for the Registration Coordinator has expanded to include duties additional duties to what Ms. Leach is currently doing.

Ms. Leach has a Bachelor's degree in organizational Management Leadership from Friends University and an Associate degree from Allen County Community College. Her salary will be \$23,500.

4. Part-time Recruiter

It is my recommendation that the Board appoint Nathan Mason as the part-time recruiter as outlined in the reorganization of Student Services. This is a nine-month, part-time position reporting to the Coordinator of Admissions and Student Life.

Mr. Mason has a Bachelor's degree in Physical Education from McKendree College in Lebanon, Illinois. He would be paid \$2400 as the part-time recruiter and would begin his duties on August 1, 2005.

Consent Agenda V-F.: Revisions to Academic Calendar

There has been a concern from several faculty members and the chair of a department that the academic calendar for Summer 2005 and Summer 2006 puts the end of the second summer semester too close to the start of the Fall semester. There is little time to close out one semester's work before another begins. A removal of "summer break" week has been requested, which would move the end date of the second summer session a week earlier. The request was shared with the Calendar Committee, the Student Learning Division leaders and the Executive Committee and all have agreed with the change. Summer 2005 would have been the first "summer break" so from the student's perspective, this schedule will be consistent with years past.

Proposed Calendar Summer 2005, 2006

Intersession Courses May 23-June 3
Memorial Day May 30

Summer Session I 2005
Four and eight week classes begin June 6
Four week classes end July 1

Summer Break (no classes) July 4-8
Independence Day (campus closed) July 4

Summer Session II 2005
From:
Four week classes begin July 11
To:
Four week classes begin July 5

From:
Summer classes end August 5
To:
Summer classes end July 28

Fall 2005
Faculty In Service August 15
First Day of Fall Classes August 18
Labor Day (campus closed) September 5
In Service/Duty Day (no classes) September 6
In Service/Duty Day (no classes) October 13
Fall Break (campus closed) October 14
Thanksgiving (campus closed) November 23-25
Last Day of Fall Classes December 9
Finals Week December 12-15
Course/Program/Institution Assessment Day December 16

Christmas Break (campus closed) December 26-January 2

Spring 2006
MLK (campus closed) January 16

Faculty In Service January 17
First day of Spring Classes January 18
In Service/Duty Day (no classes February 16
Winter Break (campus closed) February 17
Spring Break (no classes) March 20-24
Good Friday (campus closed) April 14
Spring Classes End May 12
Finals Week May 15-18
Commencement- 7:00pm May 19
Course/Program/Institution Assessment Day May 19

Intersession Classes May 22-June 2
Memorial Day (campus closed) May 29

Summer Session I 2006
Four and Eight Week Classes Begin June 5
Four Week Classes End June 30

Summer Break for Eight Week (no classes) July 3-7

Summer Session II 2006
From:
Four Week Classes Begin July 10
To:
Four Week Classes Begin July 5

Independence Day (campus closed) July 4

From:
Summer Classes End August 4
To:
Summer Classes End July 28

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

Faculty Senate Report: Dean Dillard, Faculty Senate President, reported that the several instructors had been selected for inclusion in Who's Who Among America's Teachers, for a second time; they include Pam Covault, Joan LaRue, Beverly Roush, Brian Foreman and Steve Yuza, Larry Anderson, Tosca Harris, Mary Weilert, and Dean Dillard. Mr. Dillard reported that less than 2% are included in more than one edition.

Mr. Dillard stated that March 4 several faculty members participated in panther Preview Day. Area high school students and their parents were on campus to learn more about the college. Tables were setup in the Student Center to showcase opportunities available at NCCC.

Mr. Dillard also reported that the Biology Department maintains a herpetarium. The herpetarium costs very little to operate but does entail a great deal of effort upon the part of instructors and students. The herpetarium plays an important role in science education. The Biology Department has given tours to Tri-County Special Education first-through fifth-graders, the Girl Scouts and Tri-Valley. If anyone is interested in visiting the herpetarium, contact biology instructors Brian Foreman or Steve Yuza.

Interim Dean of Student Development/Registrar: Lisa Last reported that two of the four new positions in her department had been filled internally and that the other positions would be advertised shortly.

Ms. Last reported that summer enrollment would begin March 14 and that schedule would be available on-line at that time. She is currently working on the fall schedule and hopes to have it on-line following Spring break. Printed schedules should be available in early April. Plans are to launch on-line registration for returning students in April.

March 4 about 40 high school seniors and their parents attend Panther Preview Day. 15 academic departments and student groups were represented at an activity fair held in the Student Union.

Ms. Last reported that there are 164 students in the residence hall this semester, all residing in Bideau Hall. Computer stations for student use will be added to the main lobby and to each of the side lobbies on each floor of the new dorm. Other improvements include moving the big screen TV to the main lobby, adding a ceiling-mounted TV to one of the second floor game rooms, purchasing area rugs to brighten up the lobby and purchasing board games, a Playstation, and DVD player for students to check-out.

Dean Last reported that the student senate had been busy with activities including a Homecoming Dance at the Chanute Country Club, a Super Bowl party, bowling nights and movie nights.

Dean of Finance and Student Services Report: Sandi Solander distributed and reviewed the Treasurer's report for March 2005. The cash balance showed a bigger decline than normal due to financial aid funds not being drawn down before the month end.

President's Report: Dr. Smith reported that the College had entered into an agreement with FACTS Management Company to handle student payment plans. Under the agreement, the student can either pay their bills in full or set up a payment plan. There is no cost to the College. There are several convenient payment options presented to the student. Institutions who have implemented the e-FACTS plan have realized a 99.71% collection of monies owed to their institutions.

Dr. Inbody submitted the Performance Agreement Report for 2004 to the Kansas board of Regents (KBOR). The report shows that NCCC either met or exceeded the goals/indicators that we had set. The amount of funding the College receives from the state is based on a "score" that KBOR gives for how well the College met their goals/indicators.

Dr. Smith reported that at the February 16th meeting, the SCOP group received the recommended policy on concurrent enrollment from the System Counsel of Chief Academic Officers. The recommendation included items dealing with the purpose of the policy, the criteria that need to be met by the students, the credentials of the faculty, and the restriction to 24 credit hours of concurrent enrollment program credit hours being transferable to a higher education institution. KBOR staff and general counsel had made suggestions for several sections, and SCOP included most of those suggestions in the policy.

President Smith stated that the College received notification of hearings to be held where the City proposes to provide Tax Increment Financing, or Taxable Industrial Revenue Bonds, etc. to various business. She asked the Board if they would like to know when such notices are received. The Board decided they would like to be so informed.

Dr. Smith reported that the Association of Community College Trustees (ACCT) would be scheduling seminars rather than regional conferences this year. Dr. Smith indicated that her office would make the necessary arrangements if any Trustee wanted to attend one of the seminars.

Dr. Smith reported she would be on vacation March 10 and 11th and in Saline on Monday, March 14 for the Jayhawk Conference spring meeting.

Dr. Smith also distributed information regarding college funding and a chart showing President Bush's budget cuts to education department programs.

Agenda Item VII-A: Emeritus Faculty/Administrators Policy (second reading)

For many years NCCC has maintained a list of Emeritus Faculty and Administrators, people who have given most, if not all, of their professional life to this institution. It has been unclear as to how one earns the right to be named to the list. A policy addition is recommended to standardize who is qualified for the honor and what procedure should be used to add someone to the list. The proposed policy sets limitations and standards and also creates a proper procedure. The policy details were circulated among the faculty and approved by the Executive Committee. The draft policy was written by Dean Dillard, President of the Faculty Senate and Dr. Brian Inbody.

A large oak plaque has been purchased and the names of all those on the list have been added to the plaque. There is room on the plaque for many more names.

Proposed Policy: Emeritus Faculty and Administrator Status

The Board of Trustees of Neosho County Community College is greatly appreciative of employees who devote their professional lives to the College. In appreciation, the Board establishes and names individuals to Emeritus Faculty and Administration status, so that their displayed names, along with their positive impact on the College, will remain long after their retirements.

To be considered for this honor the employee must be:

- A full time faculty member or full time administrator of director level or higher;
- Be employed at the college for at least 15 years;
- Be eligible for retirement under the Kansas Public Employees Retirement System;
- Be retired from Neosho County Community College.

If an employee who meets the first two requirements dies before retirement he or she is still eligible to receive the honor posthumously.

On or about July 1, the Director of Human Resources will compile of list of retirees that meet the above criteria and will

submit that list to the President who then submits the list to the Board of Trustees. At the next meeting of the Board, they will publicly induct the new members to this honor. A plaque will be maintained displaying the names of the honorees.

It was the President's recommendation that the Board approve this policy for inclusion in the Board Policy Handbook.

Resolution 2005-15

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Emeritus Faculty/Administrator Policy as printed above.

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

Agenda Item VIII-A: Dean of Student Development/Registrar

The College undertook an internal search to determine if a current College employee may be the best fit for the Dean of Student Development/Registrar position. The selection committee was enthusiastic in their support of Lisa Last's candidacy and recommended her for the position.

Ms. Last has served as the Director of Admissions/Registrar, Director of Counseling and Assistant Dean of Enrollment. She has the experience and skills to fill the Dean's position.

Ms. Last holds a Master's degree from Fort Hays State University in Counseling, and a Bachelor's degree in Business and Accounting from Baker University. She will be paid an annual salary of \$43,000.

Resolution 2005-16

RESOLVED, That the Board of Trustees of Neosho County Community College approves the appointment of Lisa Last as Dean of Student Development/Registrar beginning July 1, 2005 at an annual salary of \$43,000.

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

Agenda Item VIII-B: Faculty Renewals 2005-2006

Each year upon the recommendation of college administration the Board of Trustees issues one-year contracts for full time faculty members. The following is the list of recommended faculty for the 2005-2006 school year. The only names that are not present include those that have resigned and the one year interim science instructor at Ottawa. The faculty members have been separated into those hired before 2002 and those hired in 2002 and after. The reason for this distinction is that faculty in their first 3 one-year contracts are considered "on probation" and can be non-renewed without a stated cause. These probation faculty members undergo additional evaluation to ensure their fitness to receive another contract. The college administration greatly appreciates the fine work this group has done in 2004-2005.

Faculty Contract Renewals

March 2005

9 Month Contracts (unless otherwise noted)

Hired before 2002: Hired 2002 and after:

Larry Anderson Charles Adamson
Charles Babb Diana Couch
Mary Louise Barber Angela Coyan
Lee Boyles Kathleen Danner (11 month contract)
Pam Covault (11 month contract) Chad DeVoe
Jeff Dabney Marie Gardner
Chris Devictor Heath Hansen (10 month contract)
Dean Dillard Mary Lisa Joslyn (11 mon contract)
Dewayne Dotson Darin Schmitz
Anne Erickson Brenda Schoenecker
Dave Fewins (10 month contract) Lindsay Sowder
Craig Fletchall
Brian Foreman
Sara Harris
Tosca Harris (10 month contract)
Linda Jones (10 month contract)
Joan LaRue (10 month contract)

Steve Murry (11 month contract)
Gayle Randolph
Linda Rather
Beverly Roush
David Smith
Terry Turner
Carol Vaverka
Mary Weilert
Brad Wilkinson
Steve Yuza
Ruth Zollars

Resolution 2005-17

RESOLVED, That the Board of Trustees of Neosho County Community College approves the President's recommendation to renew the 2005-06 contracts for faculty listed above.

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

Agenda Item VIII-C: Board Retreat

Chairman Peter stated that the Board usually holds a retreat in May. Mr. Peter asked the current Board if they thought it would be beneficial to reschedule the May retreat sometime after the new Board members had been seated.

It was the consensus of the Board to wait until the new members were seated in July to schedule a retreat.

Agenda Item VIII-D: Barbee Bequest Stock

Per audit management letter dated October 12, 2004:

Investments Held

The College was the recipient in prior years of various donations of common stocks of various companies, of which they continue to own. Kansas statutes do not allow the College to hold these types of investments. Kansas statutes require once the College becomes the owner of these investments, they must comply with Kansas investment statutes as soon as it is 'prudently' possible. We recommend that the College liquidate these investments as soon as prudently possible and invest the cash received according to Kansas statutes. We realize these have been held by the College for a few years and with the market being up, we believe the College should at some point in the future, whenever 'prudent', liquidate these stock investments and invest them according to Kansas statutes.

The senior staff has been keeping track of the closing stock market for the past week. According to the present stock market, the College could sell the stock for approximately \$291,493.40. The original cost of the stocks was \$17,289.00.

Three local brokers were contacted to see approximately how much commission, fees and other costs their firm would charge to set up an account and handle the sale of the stock. The commission, fees and other costs will vary slightly depending on the value of the stock at the time they are sold.

Their quotes were:

Edward Jones, Bill Hensley \$ 1,017.07
Edward Jones, Tyson Jelinck 1,016.46
Bank of Commerce, Carolyn Marple 1,142.14

President Smith recommended that the Board direct the President to set up an account with Bill Hensley of Edward Jones and liquidate the stock investments if 'prudent,' then invest them according to Kansas statutes.

Resolution 2005-18

RESOLVED, That the Board of Trustees of Neosho County Community College approves establishing an account with Bill Hensley of Edward Jones and authorizes the President to liquidate the stock investment if 'prudent,' then invest them according to Kansas statutes.

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

Agenda Item VIII-E.: Refinancing Student Union/Dormitory Revenue Bonds

Over the past few months, the Board has been informed and educated about refinancing the student union/dorm bonds. At the February 10, 2005 meeting, the Board authorized Ranson Financial Consultants, L.L.C. to initiate the

process of offering at public sale Student Union and Dormitory System Refunding Revenue Bonds, Series 2005 (the "Series 2005 Bonds") as described in the Preliminary Official Statement.

Bids were solicited from financial institutions listed on the following page.

The College received two proposals for refinancing the bonds at 10:00 a.m. this morning. The winning proposal is Cooper Malone and McClain. The average interest rate of the refinancing is approximately 4.96%. The estimated cash savings is \$441,000 and present value savings of \$381,000 (6.00%).

Bond Counsel has provided language in the Bond Resolution which will allow the release of NEOKAN Dormitory. The College will need to determine that the Dormitory has become obsolete and unusable.

Resolution 2005-19

Thereupon, there was presented a Resolution entitled:

A RESOLUTION AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF \$6,395,000* PRINCIPAL AMOUNT OF STUDENT UNION AND DORMITORY SYSTEM REFUNDING REVENUE BONDS, SERIES 2005, OF NEOSHO COUNTY COMMUNITY COLLEGE, NEOSHO COUNTY, KANSAS, FOR THE PURPOSE OF PROVIDING FUNDS TO REFUND A PORTION OF THE ISSUER'S OUTSTANDING STUDENT UNION AND DORMITORY SYSTEM REFUNDING AND IMPROVEMENT REVENUE BONDS; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

Thereupon, Member Mih moved that said Resolution be adopted, provided that such adoption is subject to the final approval by the Chairperson of the interest rates and maturity schedule set forth in Section 202 of such Resolution, such approval to be evidenced by the Chairperson's execution of such Resolution and Secretary's attestation thereof, and provided further that the Chairperson and Secretary shall have no authority to execute and attest such Resolution unless (a) the principal amount of the Series 2005 Bonds does not exceed [\$6,500,000*] and (b) the net present value savings associated with refunding the Refunded Bonds as provided in such Resolution shall not be less than [3%] of the principal amount of the Refunded Bonds. The motion was seconded by Member Thomen. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the governing body, the vote being as follows:

Aye: Berthot, Fryd, Mih, Thomen and Watkins.

Nay: _____.

Thereupon, the Chairperson declared said Resolution duly adopted and the Resolution was then duly numbered Resolution No. 2005-19 and was signed by the Chairperson and attested by the Secretary.

Mr. Peter called for a break at 6:35 for 10 minutes. The meeting resumed at 6:45 p.m.

Country Club Bank
Anne Hannon
414 Nichols Rd.
Kansas City, MO 64112

Home Savings Bank
Roy Myers
214 N. Lincoln
Chanute, KS 66720

Bloomberg Financial Markets
Vince Lovett
100 Business Park Drive
Skillman, NJ 08558

Commerce Bank of Kansas City, N.A.
Carol Clifton
1000 Walnut, M.S. BB4-1
Kansas City, MO 64108

A.G. Edwards & Sons, Inc.

Vern Kovarik
One N. Jefferson
St. Louis, MO 63103

Riedl First Securities
Caesar Naftzger
1841 N. Rock Road Ct., Suite 400
Wichita, KS 67206

I-DEAL Corp.
David Blaha
1359 Broadway, 2nd Fl.
New York, NY 10018

Bernardi Securities, Inc.
Gineen Destefano
105 W. Adams St., Ste. 1900
Chicago, IL 60603

1st Tennessee Financial Capital Markets
Henry Herren
845 Crossover Lane, Ste. 150
Memphis, TN 38117-4901

Wachovia Securities, Inc.
Jan Towell
7400 W. 130th St., Ste. 200
Overland Park, KS 66213

Cooper Malone & McClain
David Malone
7701 E. Kellogg, Ste. 700
Wichita, KS 67207

Gold Capital Management
John Wornall
10975 El Monte 225
Overland Park, KS 66211

Bank of Commerce
Virgil Lair
101 W. Main
Chanute, KS 66720

US Bancorp Piper Jaffray
Gregory Vahrenberg
11150 Overbrook Road, Ste. 300
Leawood, KS 66211-2298

Morgan Keegan
Taylor Moseley
50 N. Front St., 14th Fl.
Memphis, TN 38103

Standard & Poor's J.J. Kenny Repository Service
Kevin Nelson
55 Water Street, 45th Floor
New York, NY 10041

United Missouri Bank of Kansas City
Kristin Koziol
1010 Grand Ave.
Kansas City, MO 64106

Bank of America
Mark Heiman
100 N. Broadway, 3rd Fl.
Wichita, KS 67202-2273

Community National Bank
Phillip Eastep
14 N. Lincoln
Chanute, KS 66720

Kirkpatrick Pettis
Charles Zitnik
One Ward Pkwy, Ste.
Kansas City, MO 64112

Commercial Bank
Tim Fairchild
1315 S. Santa Fe
Chanute, KS 66720

Gold Capital Management, Inc.
Ron Ott
245 N. Waco, Ste. 525
Wichita, KS 67202

Edward Jones
Tyson
22 West Main St.
Chanute, KS 66720

Stifel, Nicolaus & Co., Inc.
Pat Hinojos
301 N. Main, Ste. 1800
Wichita, KS 67202-4818

Stifel, Nicolaus & Co., Inc.
Tony Sciuto
500 N. Broadway
St. Louis, MO 63102

Edward D. Jones & Co.
Stina Wishman
12555 Manchester Rd.
St. Louis, MO 63131

Fahnestock & Co.
John McCarthur
4717 Grand Ave., Ste. 800
Kansas City, MO 64112

Agenda Item VIII-F: Investment Grade Audit Report Approval

Custom Energy has completed the Investment Grade Audit approved at the December 9, 2004 Board meeting. The report was forwarded to the Board for review. The 8 appendices were not included with the board materials but were available for members to review in the President's office.

It was the President's recommendation that the Board accept the Investment Grade Audit report as printed.

Resolution 2005-20

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the Investment Grade Audit from Custom Energy.

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

Agenda Item VIII-G: Energy Performance Contract

A final copy of the energy performance contract was provided to the Board at the meeting. A sample of the FCIP energy performance contract and what it will contain was included in the board materials. Items in italic bold in the sample will be filled in with Custom Energy as the ESCO and Neosho County Community College as the Customer. The schedules, which are attached to the energy performance contract, were available at the Board meeting.

In addition to a sample of the FCIP energy performance contract, the President included samples of the associated financing agreements (master lease and escrow agreements) that needed to be approved by the Board along with the FCIP energy performance contract. At noon on March 9th, proposals were received from several financial companies. A recommendation of the specific financial company to be retained was provided at the Board meeting.

Jeff Flathman, Custom Energy, reviewed changes from the workshop held in February with the Board. Those changes included adding a new roof for the Chapel, deleting repairs to the canopy between Stoltz and Sanders Halls, adding comfort measures (heating and air) for some offices in Sanders hall, adding painting and tile work in the CAVE, and gym air conditioning.

Dr. Smith asked Mr. Flathman to review schedules A through Q in detail so that the Board understood what each schedule included.

It was the President's recommend that the Board enter into a FCIP energy performance contract and the associated financing agreements.

Resolution 2005-21

RESOLVED, That the Board of Trustees of Neosho County Community College approves entering into an energy performance contract with Custom Energy and associated financing agreements with City Capital or as an alternative Koch Financial at their quoted rate not to exceed 4.1%.

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

Amended Agenda Item VIII-H: Personnel

It is my recommendation that the Board approve the resignation of Kay Stratton effective March 31, 2005. Ms. Stratton serves as the assistant registrar and international student advisor at the Ottawa campus.

Resolution 2005-22

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Kay Stratton, assistant registrar and international student advisor at the Ottawa campus, effective March 31, 2005.

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

Amended Agenda Item VIII-I: Executive Session: Personnel

Upon a motion and a second, the Board enter executive session for five minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the board attorney and the President.

The Board entered executive session at 7:50 p.m. The Board returned to open meeting at 7:55 p.m.

Agenda Item X: Adjournment

The meeting adjourned at 7:55 p.m.