

BOARD OF TRUSTEES
NEOSHO COUNTY COMMUNITY COLLEGE
SPECIAL MEETING
June 22, 2010, 5:30 p.m.

Members Present: Kevin Berthot
Charlie Boaz
Clint Isaac
Mariam Mih
David Peter

Member Absent: Patricia Griffith

Administrators/Staff: Dr. Vicky Smith, President
Dr. Brian Inbody, VP for Student Learning
Ben Smith, VP for Administration
Sandi Solander, Business Manager
Terri Dale, Board Clerk

Mr. Peter called the meeting to order at 5:30 p.m.

III. Approval of the Agenda

Mr. Peter amended the agenda by adding IV-B: Resignation under new business. Upon a motion and a second the agenda was approved as amended. Motion passed.

Agenda Item V-F: Approval of the 2010-2011 Negotiated Agreement

The PEA negotiation team and the administration have reached an agreement for the 2010-11 academic year. The revisions were mailed to faculty members for ratification. Faculty have ratified the agreement.

There was discussion about the recent newspaper article that said the assessed evaluation for the county had gone down considerably. Trustees ask the president how the lower evaluation would affect the budget for the college for 2010-11.

Dr. Smith indicated she would share that information with the Board during the mini-retreat. Upon a motion by Mr. Isaac and seconded by Mrs. Mih, the Board voted to table approving the Negotiated Agreement until they had discussed the budget for 2010-2011. Motion passed.

Upon a motion and a second, the Board recessed at 5:50 p.m.

The Board reconvened at 7:00 p.m.

There was a motion and a second to bring agenda item IV-A: Approval of the 2010-2011 Negotiated Agreement off the table. Motion passed.

Resolution 2010-50

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2010-2011 Negotiated Agreement with the NCCCPEA as presented.

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

ARTICLE 5

Leaves.

Sick Leave

- A. Upon initial employment, thirty-five (35) hours of sick leave will be granted with the beginning of each semester for the first year. Seventy (70) hours of sick leave will be granted with the beginning of the contract year after at least a full year of employment. Then, seventy hours every contract year thereafter will be granted with the stipulation that unused sick leave may only accumulate to six-hundred-thirty (630) hours. All current Professional Employees will retain their accrued unused sick leave and will be granted an additional seventy (70) hours with the start of each contract period.
- B. At any time during the contract year, a Professional Employees who has accumulated at least 210 sick leave hours, may voluntarily donate up to thirty (30) hours of their own accumulated sick leave into a sick leave pool and will communicate in writing to the Chief Academic Officer (CAO) the number of hours donated. Any Professional Employee that has reached the maximum accumulation of sick leave hours may donate up to a full academic year's earned hours to the Professional Employee sick leave pool. The Professional Employee sick leave pool will be limited to a combined total of 3,000 hours. When the pool falls below 3,000 hours donations will be accepted.
- C. A full-time Professional Employee who is eligible to take leave through the Family Medical Leave Act, and has used all his or her accumulated sick leave and is still physically, mentally, or emotionally unable to return to his or her assigned duty, may submit a written request to the Chief Academic Officer (CAO) for a voluntary transfer of sick leave from the sick leave pool donated by Professional Employees of the College. The Chief Academic Officer (CAO) may request a doctor's verification of any Professional Employee's inability to return to assigned duties. The Chief Academic Officer (CAO) will authorize the transfer of additional sick leave to the Professional Employee who initiated the request described in this paragraph from the days donated to the sick leave pool. Any unused sick leave requested under this procedure will be returned by the Professional Employee to the sick leave pool.
- D. Neosho County Community College shall provide the Professional Employee with the opportunity to request approved time away from work to resolve medical problems and/or recuperate so they may return to full productivity. Sick leave may be taken only to the extent that it is actually accrued, one cannot borrow against anticipated sick leave earned.
- E. A Professional Employee may donate any part of his/her unused sick leave to the sick leave pool at the time of retirement. A Professional Employee shall be compensated for all remaining accumulated sick leave at the time of that employee's retirement. Compensation will be set at a rate of ~~four dollars (\$4)~~ **six dollars (\$6)** per hour for each hour of remaining accumulated sick leave at the time of retirement.

ARTICLE 10

Professional Employee Evaluation

A. The purpose of Professional Employee evaluation shall be to promote quality in teaching and all other professional duties as outlined in Article II. The intent of the evaluation procedures shall be:

1. To provide a means of evaluating the instructional process;
2. To identify specific strengths and/or weaknesses of the Professional Employee;
3. To provide a means of upgrading and improving the skills of the Professional Employee;
4. To ascertain all aspects of the professional employee's job description are being conducted at satisfactory levels; and,
5. To provide a means for a hearing by the evaluation review committee, if needed.

B. This policy is based on the assumption that only qualified Professional Employees are initially employed; therefore, the task of evaluation is not to determine qualifications, but to improve all aspects of the professional employee's teaching and all other professional duties as outlined in Article II. All evaluation resources should be directed toward that goal.

C. The following evaluation process and statements refer to the evaluation of all NCCC Professional Employees as defined in K.S.A. 72-9002-9005.

1. The process herein described shall apply to all full-time Professional Employees from the date of initial employment.
2. The evaluation process for Professional Employees shall be conducted by the Chief Academic Officer or the ~~Division Chair~~ **Professional Employee's direct supervisor.**
3. Evaluation schedule: All first and second year Professional Employees shall be evaluated at least one time each semester; all third and fourth year Professional Employees shall be evaluated at least one time each year. After the fourth year of employment, all Professional Employees shall be evaluated at least one time every three years. **Both FORM C and D shall be used for all Professional Employees who teach both modalities. Professional employees teaching an**

on-line course on a rotational schedule shall be evaluated using the FORM D On-line Course Observation form at least once every three years. The Chief Academic Officer will prepare a schedule of these evaluations so that each Professional Employee will know the academic year in which he/she is to be evaluated.

Professional Employees teaching on-line for the first time shall be evaluated using the Form D On-line Course Observation form in the first semester the course is taught.

During the 2010-2011 academic year all Professional Employees who teach on-line courses will be evaluated using the Form D On-line Course Observation form.

4. The evaluation process shall consist of the following:
 - a. Form A - Evaluation Checklist/Self Evaluation Form
Form B - Student Rating Form (either the in-class or the on-line version, where appropriate)
Form C - Video Tape or Classroom Observation Form
Form D – On-line Course Observation Form
~~Form A, B, and C~~ **All forms** are located in appendix.
 - b. First, and second year Professional Employees shall be evaluated every semester using all ~~three~~ **four** forms of evaluation, the evaluation check list (Form A), the student rating (Form B), ~~and~~ the video tape evaluation or classroom observation (Form C) **and, if appropriate On-line Course Observation (Form D).**
 - c. Third and fourth year Professional Employees will use the check list (Form A) as well as the student rating (Form B) during the first semester. If deemed necessary by the Chief Academic Officer or the Division Chair, third and fourth year Professional Employees may also have a video tape evaluation or a classroom observation (Form C) **and, if appropriate On-line Course Observation (Form D).**
 - d. All Professional Employees evaluated after the fourth year will use all ~~three~~ **four** forms of evaluation (A, B, ~~and~~ C, **and D**). Those Professional Employees being evaluated may be scheduled either the first or second semester.
 - e. There shall be a conference between each of the Professional Employees evaluated and the evaluator to review the results of the evaluation process. A written report of the conference shall be prepared, signed by both parties, and placed in the personnel file of each Professional Employee, along with any supportive documentation. Any item marked less than satisfactory by the evaluator will be supported by a written comment. A copy of the report will be received by

the Professional Employee and may include: (a) any strengths or weaknesses noted, (b) any recommendations for improving, teaching and all other professional duties as outlined in Article II and (c) other possible comments. A copy of a reporting form is in the appendix. The Professional Employee shall have the opportunity to attach additional written comments to the reporting form within 10 working days of receiving said form.

f. The Professional Employee and the Chief Academic Officer and/or immediate supervisor will discuss steps that can be taken to improve teaching and all other professional duties as outlined in Article II. These steps may include the following:

- (1) Evaluation and revision of objectives and syllabus for the courses taught.
- (2) Observations of the instructional techniques of colleagues.
- (3) Additional college or university work.
- (4) Scheduled conferences with the Chief Academic Officer or the immediate supervisor.
- (5) Additional classroom visitations by the Chief Academic Officer or the immediate supervisor.
- (6) In-service workshops.
- (7) Consultations or conferences with other colleagues.
- (8) Additional workshops or seminars.
- (9) Other steps "mutually agreed upon" with the Chief Academic Officer or immediate supervisor.

D. In the event a Professional Employee receives an unfavorable or unacceptable evaluation of performance, the Professional Employee has the right to respond within two weeks and make a written request to the Chief Academic Officer for a hearing by the evaluation review committee. The Chief Academic Officer will have one week from receiving the request to organize the evaluation review committee. (One week is defined as 5 business days.)

Evaluation Review Committee.

A. No member of the instructional staff shall serve on more than one evaluation review committee during any academic year. The evaluation review committee shall consist of the following four members:

1. Two instructors chosen by the evaluated Professional Employee, to be designated in the written request for hearing submitted to the Chief Academic Officer.
2. An instructor from the same division as the evaluated Professional Employee, and the same discipline, if possible, chosen by the Administration.
3. The Chief Academic Officer or the Division Chair (whoever was not involved in the original evaluation).

B. The duties of the evaluation review committee shall be:

1. To conduct hearings according to ethical and professional practices.
 2. To determine if the evaluation process has been fairly implemented:
 - a. Did the evaluator note the areas in which the Professional Employee was adequate?
 - b. Did both the evaluator and the Professional Employee agree that there was a problem and agree to the nature of the problem?
 - c. Did the Professional Employee agree that the proposed recommendations for improvement were appropriate?
 - d. Did the Professional Employee receive cooperation from other employees and the Administration?
 - e. Was there sufficient follow-up on the part of the evaluator to determine if the Professional Employee was meeting success or frustration?
 - f. Was there sufficient effort on the part of the Professional Employee to implement recommendations?
 - g. The evaluation review committee will consider whether or not to review the evidence that the college has been supportive in providing the conditions that would allow improvement, such as:
 - (1) adequate support for in-service workshops;
 - (2) adequate teaching environment, or
 - (3) adequate administrative support.
- C. The evaluation review committee shall file its written results of deliberations and their recommendations with the President of the college within two weeks of being organized. Extensions may occur due to unavailability of committee members or upon approval of both parties. The report will be signed by the Chief Academic Officer and by the evaluated Professional Employee. A copy will be filed with the original evaluation and with the evaluated Professional Employee. The report will be based on whether the evaluation has been fairly administered and implemented.

Guidelines for Videotape or Classroom Evaluation.

- A. As a part of the regularly scheduled evaluation procedure, the following are possible:
 - 1. Videotape(s) of a current class.
 - 2. Classroom observation(s) of a current class(es) by the Chief Academic Officer or the immediate supervisor.
- B. The evaluator will provide the Professional Employee with a copy of Form C identifying standards and specific areas to be evaluated and will follow-up with a completed Evaluation Form, citing any identified strengths or suggestions for improvement.
- C. Videotape(s) will be viewed simultaneously by the Professional Employee and the evaluator with the express purpose of identifying areas for improvement of instruction. The self-examination necessary in this procedure should provide the basis for effective improvement of instruction.
- D. The Professional Employee may want to videotape and review his or her class performance prior to the selection of an evaluation tape or classroom observation. All videotaping will be coordinated by the library audio/visual department and tapings will be limited only by scheduled use of the equipment.
- E. In the event that the Professional Employee should desire a hearing to appeal the evaluation the videotape will be kept until the appeal procedure has been completed.

Guidelines for On-line or Hybrid Evaluation.

- A. As a part of the regularly scheduled evaluation procedure, the Professional Employee's Chief Academic Officer or Direct Supervisor will evaluate the courses when they have reached between 25-75% of completion.
- B. The course selected for evaluation is determined by the supervisor. Criteria for selecting the course for evaluation should be based on:
 - a. number of students enrolled with preference for greater enrollment,
 - b. number of semesters the on-line or hybrid course has been offered with preference for courses that have been offered the fewest number of times.
- C. The evaluator will provide the Professional Employee with a copy of Form D identifying standards and specific areas to be evaluated and will follow-up with a completed On-line or Hybrid Course Evaluation Form, citing any identified strengths and/or suggestions for improvement.

- D. After a mutually agreed upon meeting time has been determined, the evaluation should be done simultaneously by the Professional Employee and the evaluator with the express purpose of identifying areas for improvement of instruction. The self-examination necessary in this procedure should provide the basis for effective improvement of instruction.
- E. The Professional Employee may want a peer review of his or her on-line or hybrid course prior to the supervisor's evaluation. Assistance will be made available through the on-line instruction committee, the Coordinator of On-line Campus, and/or Technology Services.
- F. In the event that the Professional Employee requests a hearing to appeal the evaluation of the on-line or hybrid course, both the Self and Supervisor completed versions of Form D will be kept until the appeal is completed.

ARTICLE 11

Salary Schedule Description

- A. Upon initial employment, the salary and salary placement shall be determined by the Administration and Board.
- B. Each Professional Employee will move one (1) vertical step on the salary schedule for ~~2009-2010~~ **2010-2011**. Horizontal movement is possible according to the guidelines established in the negotiated agreement.
- C. The 6 horizontal columns shall be titled Instructor, MS, MS+15, MS+30, MS+45, and DOC.

(Rest of Article 11 does not have any changes.)

ARTICLE 12**2010-2011 Salary Schedule****BASE-\$30,650**

Step	Instructor	MS	MS 15	MS 30	MS 45	DOC*
1	\$29,405	\$30,650	\$31,567	\$32,647	\$33,827	\$37,827
2	\$30,060	\$31,501	\$32,419	\$33,499	\$34,679	\$38,679
3	\$30,715	\$32,352	\$33,271	\$34,351	\$35,531	\$39,531
4	\$31,371	\$33,205	\$34,122	\$35,473	\$36,382	\$40,382
5	\$32,025	\$33,860	\$34,973	\$36,055	\$37,233	\$41,233
6	\$32,681	\$34,515	\$35,825	\$36,906	\$38,085	\$42,085
7	\$33,335	\$35,171	\$36,481	\$37,757	\$38,937	\$42,937
8	\$33,991	\$35,825	\$37,135	\$38,609	\$39,789	\$43,789
9	\$34,646	\$36,481	\$37,790	\$39,264	\$40,640	\$44,640
10	\$35,300	\$37,135	\$38,446	\$39,919	\$41,491	\$45,491
11		\$37,790	\$39,100	\$40,575	\$42,343	\$46,343
12		\$38,264	\$39,756	\$41,230	\$42,998	\$46,998
13		\$38,740	\$40,410	\$41,884	\$43,654	\$47,654
14		\$39,215	\$41,066	\$42,540	\$44,308	\$48,308
15		\$39,690	\$41,541	\$43,046	\$44,964	\$48,964
16		\$40,165	\$42,016	\$43,553	\$45,618	\$49,618
17		\$40,640	\$42,492	\$44,060	\$46,274	\$50,274
18		\$41,115	\$42,966	\$44,567	\$46,929	\$50,929
19		\$41,591	\$43,442	\$45,074	\$47,435	\$51,435
20		\$42,065	\$43,916	\$45,580	\$47,941	\$51,941
21		\$42,541	\$44,392	\$46,087	\$48,449	\$52,449
22		\$43,015	\$44,866	\$46,594	\$48,955	\$52,955
23			\$45,342	\$47,101	\$49,463	\$53,463
24			\$45,817	\$47,607	\$49,969	\$53,969
25			\$46,292	\$48,114	\$50,475	\$54,475
26					\$50,983	\$54,983
27					\$51,489	\$55,489
28					\$51,996	\$55,996

Each Professional Employee will move one (1) vertical step on the salary schedule for **2010-2011**. Horizontal movement is possible according to the guidelines established in the negotiated agreement.

ARTICLE 13

Supplemental

(Sections before section E have no changes.)

- E. When a professional employee accepts appointment to a committee that will require commitment of time during summer months not covered by the primary employment contract, the professional employee shall be entitled to compensation if:
1. The written appointment is made by the Chief Academic Officer and states that compensation shall be paid.
 2. Amount of total compensation requested for professional employee committee members does not exceed the amount budgeted in advance by the Chief Academic Officer for committee member compensation.
 3. The committee chairperson certifies actual attendance time expended and participation by the professional employee to the Chief Academic Officer.

Compensation to be paid shall be ~~\$25.50~~ \$30.00 per hour.

Appendices

1. Faculty Evaluation
 - a. Form A: Self Evaluation
 - b. Student Course and Instructor Rating Instrument
 - c. Form C: Videotape or Classroom Evaluation
 - Form D: Online or Hybrid Course Evaluation**
 - d. Faculty Evaluation Conference
 - e. On-line Rating Form
2. Absence Report
3. Staff/Dependent Scholarship Forms
4. Supplemental Contract
5. Professional Development Forms
6. Grievance
 - a. Complaint Form
 - b. Steps
7. Family and Medical Leave Form

These forms found in the appendix may be changed at any time upon mutual agreement between the President of the Professional Educators Association and the President of Neosho County Community College. Any agreed upon change shall be distributed to all members of the collective bargaining unit and the Chief Academic Officer. The forms listed above may not be removed from the negotiated agreement except through the established negotiation process. New forms may not be added to the negotiated agreement except through the established negotiation process.

Form D Online or Hybrid Course Evaluation

Course Code & Section [Click here to enter text.](#) Course Name [Click here to enter text.](#)
 Instructor's Name [Click here to enter text.](#) Date Submitted [Click here to enter a date.](#)
 Course Start Date [Click here to enter a date.](#) Course End Date [Click here to enter a date.](#)

Check One: Online Course Hybrid Course
 Check One: Self-Evaluation Peer Evaluation Supervisor Evaluation

For further explanations on these guidelines please refer to the NC Best Practices for Online Courses document.

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	COURSE OVERVIEW AND INTRODUCTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Navigational instructions make the organization of the course easy to understand.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>A statement introduces the student to the structure of the course.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Netiquette expectations with regard to discussions and email communication are clearly stated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The self-introduction by the instructor is appropriate.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are requested to introduce themselves to the class.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, are clearly stated.</i>

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Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	LEARNING OUTCOMES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The learning outcomes of the course are clearly stated and understandable to the student.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructions to students on how to meet the learning objectives are adequate and easy to understand.</i>

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Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	ASSESSMENT AND MEASUREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The grading policy is transparent and easy to understand.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructor keeps students informed of grades on assessments and the class as a whole in a timely manner, based on instructor-specified timeline.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The types of assessments selected and the methods used for submitting assessments are appropriate for the distance learning environment.</i>

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Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	RESOURCES AND MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructional materials are presented in a format appropriate to the online environment, and are easily accessible and usable by the student.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	LEARNER INTERACTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Learning activities foster instructor-student, content-student, and student-student interaction.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Clear standards are set for instructor response and availability (turn-around time for email, grades posted etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The course design prompts the instructor to be present, active, and engaged with the students.</i>

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Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	COURSE TECHNOLOGY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The tools and media enhance student interactivity and guide the student to become a more active learner.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Technologies required for this course are either provided or easily downloadable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructions on how to access resources at a distance are sufficient and easy to understand.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	LEARNER SUPPORT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The course instructions articulate or link to a clear description of the technical support offered.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	ACCESSIBILITY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Web pages have links that are self-describing and meaningful.</i>

[Click here to enter comments.](#)

This section to be used during self-evaluation and supervisor evaluation:

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	OVERALL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructor's interest and enthusiasm for teaching this course.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Overall rating of instructional techniques.</i>

[Click here to enter comments.](#)

Amended Agenda Item IV-B: Resignation

It was the President's recommendation that the Board accept the resignation of Tonika Bruce, head coach for women's basketball. Ms. Bruce's resignation is effective June 23, 2010.

Resolution 2010-51

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Tonika Bruce, head coach for women's basketball, effective June 23, 2010.

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

V. Adjournment

Following the special meeting the Board will meet to discuss the budget and the future of the college.