

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

**DATE:** July 8, 2010

**TIME:** 5:30 P.M.

**PLACE:** Student Union, Room 209

**PRESENT:** Charlie Boaz  
Patricia Griffith  
Clint Isaac  
Mariam Mih  
David Peter

**ABSENT:** Kevin Berthot

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  
Sandi Solander, Business Manager  
Sarah Robb, Faculty  
Kerry Ranabargar, Director of Technology Services/CIO  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk

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

**III. Public Comment**

There were no speakers.

**IV. Approval of the Agenda**

Mr. Peter amended the agenda by deleting Consent Agenda item C, #7, and adding under New Business H-Women's Basketball Coach, I-Assistant Coordinator for Residence and Student Life, J-Nursing Instructor, K-Resignation of President and L-Executive Session for Non-Elected Personnel. Upon a motion and a second the agenda was approved as amended. Motion passed.

## **V. Reorganization of the Board**

### **A. Election of Officers: Chair and Vice Chair**

Upon a motion and a second, David Peter was elected chair and Kevin Berthot was elected vice-chair. Motion passed.

### **B. Appointment of Personnel**

Mr. Peter made the following appointments:

1. Board Treasurer – Sandi Solander
2. Board Clerk – Terri Dale
3. Board Secretary – Vicky Smith
4. Board Attorney – Kent Pringle

The appointments above were approved.

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

The monthly meetings will be held the second Thursday of the month at 5:30 p.m. in room 209 in the Student Union.

### **D. Financial Institution Designation**

The following financial institutions were approved:

Bank of Commerce, Chanute  
Commercial Bank, Chanute  
Community National Bank, Chanute  
Emprise Bank, Chanute  
Home Savings Bank, Chanute  
Kansas State Bank, Ottawa  
Peoples Bank, Ottawa

### **E. Appointment of Board Representatives:**

Charlie Boaz was appointed as the Kansas Association of Community College Trustees representative. Mariam Mih and Patricia Griffith were appointed to serve on the Foundation Board as NCCC representatives.

F. Affirmation of Service

The Board recited the following Affirmation of Service and each signed the document.

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AFFIRMATION OF SERVICE**

It is with the deepest sense of responsibility and conviction as a trustee of Neosho County Community College, that I do solemnly affirm:

- That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- That I will exemplify ethical behavior and conduct that is above reproach;
- That I will engage in an ongoing process of in-service education and continuous improvement;
- That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and support the decisions and policy we make; and
- That I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

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Signed this 8th day of July, 2010.

## **VI. Consent Agenda**

The following items are proposed to be approved by consent.

- A. Minutes from June 10 and June 22, 2010
- B. Claims for Disbursement June 2010
- C. Personnel

### **1. Resignation of Sociology Instructor**

It was the President's recommendation that the Board accept the resignation of Kristi Hagen, sociology instructor. Ms. Hagen's was hired at the June meeting for the upcoming academic year.

### **2. Resignation of English Instructor**

It was the President's recommendation that the Board accept the resignation of Robert Poulos, English instructor at the Chanute campus. Mr. Poulos' resignation is effective at the end of his 2009-10 employment contract.

### **3. Administrative Assistant for Outreach and Workforce Development**

It was the President's recommendation that the Board approve the employment of Amy Smith for the position of Administrative Assistant for Outreach & Workforce Development. Ms. Smith has over seven years working as an administrative assistant including Hines and Ahlquist Law Offices, Dual County Sanitation and Don Mattox Trucking.

Ms. Smith will be paid \$10.70 per hour (Level III) starting July 12, 2010.

### **4. Registrar**

It was the President's recommendation that the Board approve the employment of Melinda Taylor for the position of Registrar. Ms. Taylor graduated from Pittsburg State University with a degree in Psychology and from Kansas State University with an MBA in Marketing and MIS.

She is currently employed by NCCC as an adjunct business instructor. Ms. Taylor was the technology instructor at Altoona-Midway High School and a substitute teacher at Humboldt High School. She has three years part-time experience in university-level student admissions, eight years experience in market research and a background in analyzing and reporting large amounts of data.

Ms. Taylor will be paid \$30,000 (administrator classification) annually starting July 12, 2010.

## **5. Sociology Instructor**

It was the President's recommendation that the Board approve the employment of Jalal Hamedí for the sociology instructor position at Chanute. Dr. Hamedí earned a Bachelor's degree in Sociology and Master's degrees in Sociology and Public Administration/Political Science from East Tennessee State College. He earned his doctorate in Administration and Supervision K-12 from Tennessee State University.

At the college level, Dr. Hamedí has taught Intro to Sociology, Social Problems, Developing World, ESL, Teaching Methods, Research Method, Global Education and Reading. He also worked five years as a Legislative Research Analyst.

Dr. Hamedí will be placed on the salary schedule at DOC, step 5 (41,233), starting August 16, 2010.

## **6. Ottawa Bookstore Coordinator**

It was the President's recommendation that the Board approve the employment of JoAnn Clouse for the Ottawa Bookstore Coordinator position. Ms. Clouse earned a MS in Technology and BS in Science Education from Pittsburg State University.

Ms. Clouse managed the bookstore at Northwest Kansas Technical College in Goodland for 7 years where she was responsible for purchasing, marketing, and selling books, tool kits, and clothing.

Ms. Clouse will be paid \$25,000 (Management Support) annually starting July 19, 2010.

**Upon a motion and a second the consent agenda was approved as amended. Motion passed unanimously.**

**Vice President for Administration Report:** Ben Smith, Vice President for Administration, distributed the following written report and discussed portions of the report with the Board.

- I.** Facilities/Maintenance/Planning (*submitted by Paul Smith*)
  - A.** Baseball Field - ADA parking with sidewalk was added. The baseball deck ramp was replaced to conform to ADA.
  - B.** Chapel – The Snyder Chapel mansard was repainted. Planting beds were developed after roof drains were installed.
  - C.** Women’s Basketball Locker Room – The locker room renovation is nearly complete, as the walls and duct work have been painted. A new storage room wall and door have been installed. Carpet is scheduled to be installed July 26, 2010. The official’s room adjacent to the locker room and training room hallway have also been repainted and will receive new tile on the July 26, 2010.
  - D.** Window Replacement – The eleven original windows in the Student Union were replaced with high efficiency low-e windows using stimulus funding. Ten windows will also be replaced in NeoKan Residence Hall this month as a part of the Capital Improvement Plan (CIP) projects that were chosen to be funded.
  - E.** Compact Kitchen in NEOKAN – The compact kitchen unit in the NeoKan Residence Hall will be replaced this month prior to the new Assistant Coordinator moving into the apartment. The compact kitchen unit is original to the 1971 building and is in desperate need of replacement.
  - F.** Parking Lots – Parking lot lines and curbs have been repainted.
  - G.** Soundproof Walls – The Vice President for Student Learning’s office and conference room were soundproofed and painted.
  - H.** Student Senate Legacy Gift - Four picnic tables were placed on southwest side of the cafeteria adjacent to the outside entrances. Two of the picnic tables were purchased by the NCCC Student Senate as their 2010 legacy gift and two were purchased by NCCC as a part of last year’s Strategic Planning Committee funding priority initiatives.
  - I.** Oak Room, Student Union Room 209 – A new equipment cabinet for the PC and AV equipment has been installed. The new cabinet allows for much easier access and use of the PC and AV equipment.
  - J.** Gymnasium – The gym floor has been stripped and refinished per the annual maintenance plan. The gym sound system speakers were recalibrated and the amplifiers have also been replaced.
  - K.** Bideau Hall – Per the CIP, ten rooms were repainted, ten rooms were touched up, and four hallways were also touched up with fresh paint. Ten rooms are scheduled for tile replacement in early August.
  - L.** Drainage Issues – We continue to work on drainage issues around the campus in phases. This summer we will be extending the Rowland drainage pipe behind the baseball field and addressing additional drainage concerns around the baseball field and 14<sup>th</sup> street.
  - M.** Inspections and Certifications - All annual maintenance, safety inspections and certifications are scheduled in the month of July 2010.

## **II. Safety/Security**

- A.** Emergency Action Plan (EAP) – The semi-annual inspection and test of the kitchen range hoods and annual inspection of all campus fire extinguishers required by the EAP and fire code has been completed. The sprinkler systems in the CAVE, Bideau and NeoKan Halls are scheduled to be tested in approximately two weeks. Other life systems are scheduled to be tested in early August.
- B.** AED/CPR annual training – AED/CPR training courses have been scheduled for staff and faculty at no charge. Per the EAP, at least two individuals in every major campus building have been trained on the proper use of the AED's and basic CPR, and must be retrained every two years to maintain certification.
- C.** Long-term Security Video Capture Solution – The installation of the new video capture security system has been put on hold due to budgetary constraints. The system, one of the Strategic Planning priority one funding initiatives, will not only expand video security capabilities for both campuses, but provide a permanent long-term security video capture solution.
- D.** Additional Security/Video Surveillance – Completion of the installation of additional security cameras in the Chanute bookstore is on hold pending the implementation of the long-term security video capture solution mentioned previously. The installation of all other planned video security cameras is also on hold pending the implementation of the long-term video capture solution.

## **III. Technology Services (*submitted by Kerry Ranabargar*)**

- A.** Tech Services / Website - We completed the initial design and go live on June 11. While there are many changes still being made by Jessica Schomaker (our new webmaster), the response has been overwhelmingly positive to the new look and feel. Our goal was to take away some of the clutter that users complained about on the old page while still affording two click access to everything on the site, which I feel like we have accomplished with this new platform.
- B.** Tech Services / Summer - A couple of major projects that were scheduled for completion over the summer have been put on hold due to the budget constraints, so we have been focusing on upgrading and preventive maintenance on the existing infrastructure this summer. Jon Seibert has been doing numerous updates to the Jenzabar system over the last few months and is currently working on new lab images for several computers throughout campus, as well as swapping multimedia machines for newer recycled systems. Dwight Smith is in the process of configuring a new server that will take the place of three existing units that are aging and out of warranty. The new server will allow us to start utilizing virtual servers for several applications that once had to be on physical hardware. Virtualization is the next step for us in moving to a greener campus, as it not only saves on power consumption but increases the flexibility of the environment and lends to utilizing the full processing power of the server. We are excited about putting this technology into production here at NCCC.

- C.** Tech Services / Ottawa and On-line campus – Donna Shumway has been working on getting the lab PC's in Ottawa ready for the upcoming fall semester as well as performing her usual help desk duties. Donna also works the after hour's helpdesk 7-10 pm Monday – Thursday in addition to her regular duties which has garnered a very positive response from staff and students. She has been troubleshooting several issues with the latest round of upgrades that we have performed with the Jenzabar services team. We are very grateful for all her hard work on the on-line campus.
- D.** Switchboard / Voicemail System - We installed a new voicemail system on the Chanute campus in March and Mary Barr has worked furiously to smooth this transition for our users. The administrative side of the new system has proven to be a huge time saver for us as message configuration and extension management can now be done remotely.
- E.** Institutional Reporting / Reporting - Luann Hauser has been working on the 09-10 program outcome data reporting and daily reports and queries for the business office and registration. In addition, she has generated the Kansas Study Results report, assisted with our panther preview days, and attended the KSPSD conference. In the next few weeks she will be working on putting together the results of the spring 2010 outcomes assessments and generating the annual KSPSD report for the state. This is a busy time for reporting and we appreciate all that Luann does for us here at NCCC. As you can tell, there is a lot of data crunching going on in the institutional reporting department.
- F.** Office Support Services / Postage Machine Install - Gloria Beeman has been working with Pitney Bowes to install and configure the new postage machine here in Chanute. The new machine will have the ability to personalize envelopes utilizing an ink jet printer that is built into the unit. It is also web enabled which allows it to do further checks on addresses and utilize the new barcode system as required by the USPS. She has also been working on getting new users setup with copy codes in preparation for the fall semester and has continued to add new content and update existing procedures in the office services standard operating procedure (SOP) manual for her area.

#### **IV.** Human Resources (*submitted by Brenda Rowe*)

- A.** Electronic Requisitions – The Human Resources department has started utilizing the Jenzabar EX electronic requisition process as of June, 2010. As mentioned in previous reports, the paperless electronic requisition process increases efficiency and reduces processing time and costs of producing purchase orders.
- B.** Accrued Sick Leave – Work has begun on automation of the payroll sick leave accrual process within EX. The hourly, non-exempt employees will be tested soon.
- C.** Payroll Training – Jackie Kinzer, the newly hired accounts payable/payroll clerk, will begin learning the bi-weekly payroll process soon, after she is proficient on the entire accounts payable process. Jackie has already observed the electronic payroll processing and will soon be ready for the cross-training.
- D.** Relay for Life – The Panther Prowlers team participated in the Neosho County Relay for Life on June 11<sup>th</sup>.
- E.** Health Insurance Update – IMA and Preferred Health Systems have presented the renewal rates for October 1, 2010. The renewal rate for our current plan came with an increase of 18%. The national trend increase for health insurance renewals is around 11%. IMA sent out bids to other insurance companies. Blue Cross Blue Shield was the



only insurance company to bid. There rates include a 28% increase from our current plan with some changes in the benefits. The insurance committee met yesterday with IMA and asked IMA to look at additional ways to reduce the cost with very little changes to the benefits. We should have the response from IMA soon (hopefully for this board meeting).

**F. New Hires** – The human resources office has been busy the last three months getting new job openings posted and search packets out to the search committees. The college has approved several new grant positions. A lot of interviews have been conducted with several positions left to be filled before school starts. Our website lists all of our current job openings.

**V. Business Office Update** (*submitted by Sandi Solander*)

**A. Student Financial Aid Payments** – During the month of June, Patty Benton has processed over four hundred thousand dollars in financial aid to student accounts:

Award Type	Summer 2010
Scholarships	\$1,435
Grants	\$275,442
Loans	\$188,948
<b>Total</b>	<b>\$465,825</b>

As classes continue to certify, more financial aid monies will be receipted to student accounts during the Summer 2010 academic semester.

**B. Accounts Receivable** – Fall tuition and fee charges were generated on July 1 for all students currently enrolled in Fall 2010 courses. Statements have been printed and are being sent out to students this week. Payment is due July 26, 2010. During the month of June student accounts that had balances over 180 days old were turned over to collections.

**C. Annual Financial Audit** – The fieldwork for the annual external financial audit is scheduled to be completed the first week of September, 2010. The business office will be working with other departments to get all of the FY 2009-10 encumbrances paid, general ledger account balances finalized, prepare closing journal entries during the months of July and August.

**D. College Bookstore** – On June 30, the NCCC bookstores completed their annual count of all textbooks, garments and miscellaneous items. A representative from Jarred Gilmore and Phillips came and conducted a test count on the Chanute campus. No significant variances were noted by the auditor. The bookstore will be closed a couple of days next week updating the inventory on the automated systems.

**Ottawa Educational Facility Project Update:** Ben Smith also presented the following report on the Ottawa Educational Facility.

- I.** KDOT Street Improvements: Josh Walker from Loyd Builders and Darron Ammann from Bartlett & West have estimated the worst-case scenario for the cost of necessary street improvements on K-68 to be around \$580,000, including contractor and engineering fees. Detailed design work has begun and will continue through fall/winter 2010 because of the KDOT review process. Construction work is scheduled during summer 2011. Financing/bonding talks with the city of Ottawa will need to be addressed soon. The final design/build contract as well as financing options for the Ottawa project street improvements will also need to be developed in the coming months and brought to the Boards for consideration and approval.
- II.** Furnishings and Equipment : Dr. Inbody, Dale and Ben Smith met with our local furniture vendor and finalized the manufacturer and model numbers for the majority of the Ottawa facility furniture. The vendor is scheduled to meet next week with Laura Mattson (the Health Facilities Group interior designer for the Ottawa project) to review color and fabric possibilities for the proposed furniture and further refine the color palette choices for the project.
- III.** Project Focus Meetings Continue: Small focus groups continued to meet regarding the various departments needs, particularly relating to the simulated hospital area and the science labs. Additional focus meetings have been held specifically on electrical, electronic security, life/safety and physical access planning and design. A design review meeting for the entire project team is planned for next Thursday morning to review the facility design drawings.
- IV.** Project Progress meetings: The first bi-weekly project progress meeting was on Tuesday of this week. These meetings give Mr. Smith a chance to meet with the contractor, architects and active sub-contractors on-site to review progress and discuss any issues that come up.
- V.** Concrete vs. Asphalt: Mr. Smith had asked the contractor to provide estimates for using concrete, instead of asphalt, for the parking lot and drive for the project. The contractor estimated the additional cost to use concrete to be around \$250,000, excluding any cold weather measures that might be necessary which could amount to as much as \$50,000. The contractor now has hard bids for the concrete option...\$238,973. That pricing is contingent upon the subcontractor doing all of the concrete work including the slab, and also does not include and possible cold weather measures as noted above.

Board members had asked for information from the contractors regarding life-cycle analysis of using concrete vs. asphalt. Attached is a life-cycle analysis chart provided by Josh Walker of Loyd Builders using our Ottawa project as a basis. Assumptions for this model include:

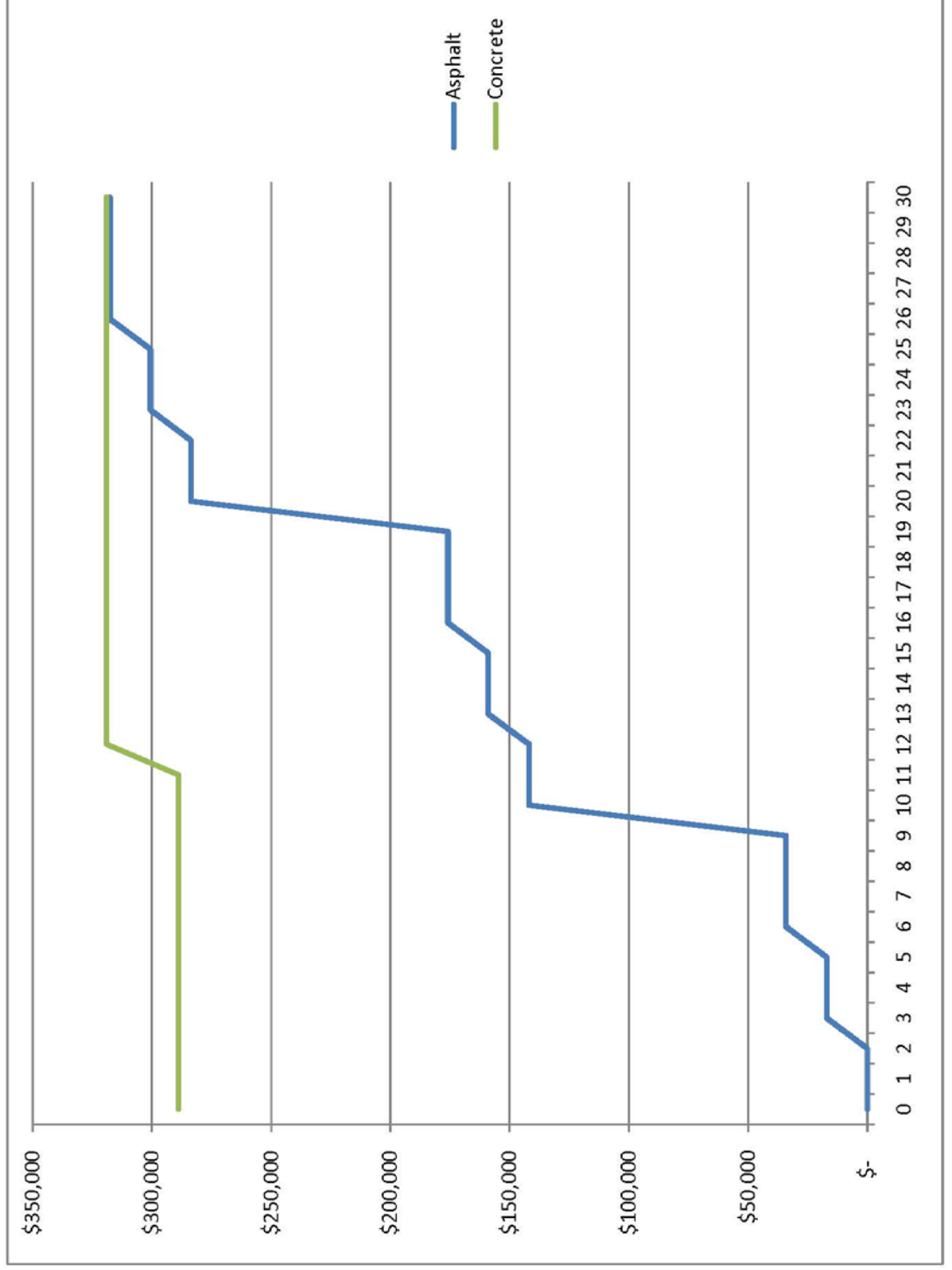
1. Current costs for both concrete and asphalt were used with no future increases for inflation or cost of oil, etc.
2. The life cycle analysis assumes a 30-year useful life for both concrete and asphalt with the following maintenance (best practices):

- Asphalt – Seal and restripe every three years. 2” overlay with base repair and restriping every ten years
- Concrete - \$30,000 allowance to repair damaged areas in year 12

The Board decided to go with asphalt due to cost.

## **VI. Project Timeline Dates and Estimates**

- Mid June - Completed Construction Documents for Permit Submittal/Bidding
- Mid June – Began detailed design work on street improvements to Logan Street (this will be on going thru much of Fall/Winter 2010 because of KDOT review process – construction work probably summer 2011)
- Late June – Loyd Builders to receive bids on site work, concrete, asphalt
- July 1 – Break ground
- July 8 - Power line relocation to right of way to begin
- July 8 – Blasting permit received
- July 9 – Test blast and analysis
- July 10-17 Blasting
- July 10-20 Gas line relocation
- July 16 – building structure bids back (based upon Butler specs) Deliver 6-8 weeks after order.
- July/August – Planning Commission & City Commission meetings for Final Plat document
- August/September – work on and finalize street improvement contract including financing
- March 4-18, 2011 – Final Inspection/Substantial completion
- March 21-25, 2011 - Relocation of existing campus furnishings and setup



**Treasurer’s Report:** Sandi Solander distributed financial reports for the month of June 2010.

**KACCT Report:** Charlie Boaz, the KACCT Representative, reported that NCCC had hosted the summer meeting in June. He said he heard many positive comments and compliments about the College. He also reported that the group had voted to increase the salary for the executive director and her assistant. There will be no increase in dues for 2010-11. Increases will be a result of increased enrollment at each institution.

**President’s Report:** Dr. Vicky Smith, President gave the following written report.

**Budget Workshop Date:** Dr. Smith asked to schedule the Budget Workshop session on Thursday, July 29<sup>th</sup> at 5:30 PM. The Board approved the request.

**Enrollment:** The 2010 summer semester enrollment is up 16.14% over last summer on this date. The credit hours stand at 5,165.5 and last year the credit hours were 4,447.5.

Fall 2010 enrollment is up about 21.29% over this same date last year. Below are the numbers as they now stand.

<b>Site</b>	<b>2009 CH</b>	<b>2010 CH</b>	<b># Difference</b>	<b>% Difference</b>
<b>Chanute</b>	4,953	5,666	713	14.40%
<b>In-District</b>	531	839	308	58.00%
<b>Ottawa</b>	2,679	3,128	449	16.76%
<b>Out-District</b>	87	88	1	1.15%
<b>On-Line</b>	<u>1,418</u>	<u>2,005</u>	<u>587</u>	<u>41.40%</u>
<b>Total</b>	<b>9,668</b>	<b>11,726</b>	<b>2,058</b>	<b>21.29%</b>

**Health Insurance Update:** The insurance committee met yesterday with the insurance broker, IMA. She had marketed the College’s group to BlueCross and BlueShield to see if she could get a better premium cost, while retaining most of the benefits employees currently have. She indicated that BC/BS had come back higher in terms of cost—a 28% or \$190,311 increase over our current premium costs, plus some denigration in benefits.

After she shared the information with the College’s Insurance Committee, the Committee discussed what could be done to get the costs quoted by the current carrier, Preferred Health Systems, down to a more reasonable increase. PHS’s initial proposal to the Committee was an 18.0% or \$121,113 increase in premium costs to retain the current options and benefits. The Insurance Committee asked the IMA person to go back to PHS and ask them to quote on three alternate scenarios. They are:

1. First possible alternative: In Option 1, raise the deductible from \$500/\$1000 to \$1000/\$2000 and keep all other items the same in all options.
  - a. Premium cost would increase over current:
    - i. by 12.2%
    - ii. increase of \$81,930

2. Second possible alternative: Keep Option 1 the same, i.e., \$500/\$1000 deductible and 80/20 coinsurance; Option 2 and Option 3 make coinsurance 50/50; keep all other benefits in the three options the same.
  - a. Premium cost would increase over current:
    - i. by 14.7%
    - ii. increase of \$98,875
3. Third possible alternative: Raise Option 1 deductible to \$1000/\$2000 and leave coinsurance at 80/20; Option 2 and 3 deductible stays as is, but the coinsurance goes to 50/50.
  - a. Premium cost would increase over current:
    - i. by 8.9%
    - ii. increase of \$59,692

The Insurance Committee met this afternoon and discussed all the above alternatives. They are recommending to the Board # 2 for the following reasons:

- The premium cost increase is under what has been budgeted.
- Only 24 of the 117 employees in the College group plan would have their benefits impacted (with #1 above, 93 employees would be impacted, and for #3 all employees would be impacted.)
- Recommend that the Board continue to provide \$100 per month to employees taking other than a single plan
- With the #2 plan, the “single mom” category will have to pay about \$25 less out of pocket for their insurance

Dr. Smith told the Board that two years ago that the insurance provider paid out 120% of premiums received, last year only 85% paid out, and the first four months of this year the payout was 128% of premiums. She said that four out of five claims were considered on-going.

The Board directed the administration to go with option 2 and to place it on the August agenda.

**Executive Committee Retreat Outcomes:** The Executive Committee met on July 1<sup>st</sup> in a retreat. During the retreat they used the Wichita State University Community Perception study, the Spring 2010 Employee Survey results, and the 2010 Noel-Levitz Student Satisfaction inventory to identify strengths and weaknesses that cut across all three of the research reports. They then took that analysis and determined which strengths to build on and use to help overcome weaknesses identified.

Below is a summary of those strengths and weaknesses for which the Executive Committee members voted for the most. (Each member had 5 “good vote” cards and 5 “bad vote” cards.

1. Wichita State University Community Perception Study
  - a. Strengths:

- i. Concurrent Enrollment/Dual Credit relationships in both hosting and non-hosting communities thought of very positively
      - ii. NCCC is considered a good value for low costs
      - iii. Communities in which a campus is located feel very positive about NCCC
      - iv. NCCC provides ways to get a good job and contributes to the economic development of their service area
    - b. Weaknesses:
      - i. Lack of good information, admissions staff does not communicate and recruiting is poor in non-hosting communities (this weakness was overwhelmingly ranked highest by the Executive Committee)
      - ii. Perception that NCCC did not want to build a relationship with constituents in non-hosting communities
      - iii. No communication from NCCC in non-hosting communities
2. Noel-Levitz Student Satisfaction Survey (if no campus' name is after item, then the statement was true at both campuses)
- a. Strengths:
    - i. Academic Advising
    - ii. Tutoring
    - iii. Faculty available outside class
    - iv. COMPASS Assessment was well liked
    - v. Students feel they receive practical experiences in their classes
    - vi. Campus is well maintained (Chanute)
  - b. Weaknesses:
    - i. Parking (Ottawa)
    - ii. Security personnel visible (Ottawa and Chanute)
    - iii. Library
    - iv. Well-lit Parking (Ottawa)
    - v. Received a quality educational experience
    - vi. Faculty are not fair (Chanute)
    - vii. Counseling doesn't meet their needs
3. 2010 Employee Survey
- a. Strengths:
    - i. Administration has integrity and employees feel confidence in decisions made
    - ii. Excellent teaching occurs at NCCC
    - iii. Student Assessment is successful
  - b. Weaknesses:
    - i. College does not have adequate resources to handle increased enrollment
    - ii. Bookstore
    - iii. Library
    - iv. Do not feel they have adequate input into decision-making at College
    - v. The administration does not value my comments and concerns

The Group then reviewed how the strengths may be used to address the weaknesses and laid out the links between the two. Below is a summary of that exercise.

- A. To help Relationship Building with all our communities—use aspects of the following strengths:
  - a. NCCC’s concurrent enrollment process
  - b. The integrity of the Board and Administration can be tapped to help relationship building
  - c. Perception of NCCC providing good value for low cost can underpin our relationship building
  
- B. To help Improve Services and Communication—use aspects of the following strengths:
  - a. Well-maintained facilities that the public can use and are accessible
  - b. Strong administration and board leadership
  - c. Improved image of academic support services
  
- C. To help improve Students’ Perception of the Academic Experience—use aspects of the following strengths:
  - a. Students’ positive perception of the outcomes assessment process
  - b. Excellent teaching expected
  - c. Tutoring and other academic support systems are positive and working well
  - d. Faculty availability is positively perceived by students
  
- D. To help provide Increased Resources for professional development, to cover enrollment increases and to support general activities of the College—use aspects of the following strengths:
  - a. Solid administration and Board leadership
  - b. Perception of low cost and good value
  - c. Positive aspects of communication
  - d. Well-maintained facilities that are accessible (used by) the public
  - e.

The next step will be for the committee members to take the information back to their direct reports to discern addition approaches. Also, during In-Service, the total College community will participate in a charrette to gather information for the College community.



### **Agenda Item IX-A. HIT Agreement with Seward County Community College**

Dean Brenda Krumm and Coordinator of the Health Information Technology (HIT) program, Jo Jurgensen completed an HIT articulation agreement with Seward County Community College.

NCCC will provide our Health Information Technology AAS degree to students completing the Medical Coding certificate at SCCC. The agreement is attached.

The first agreement was signed in January, 2010 with Dodge City Community College. Only two community colleges in Kansas have the AAS Health Information Technology program, NCCC and Hutchinson Community College. This agreement allows HIT education to be available to residents of the Seward County community College service area.

### **Resolution 2010-52**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the agreement with Seward County Community College to provide Health Information Technology AAS degree attainment opportunities to students completing their Medical Coding certificate at SCCC.

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

**AGREEMENT FOR**  
**NEOSHO COUNTY COMMUNITY COLLEGE**  
**HEALTH INFORMATION TECHNOLOGY (HIT) AAS Degree**  
**IN PARTNERSHIP**  
**WITH**  
**SEWARD COUNTY COMMUNITY COLLEGE/AREA TECHNICAL SCHOOL**

This Agreement, effective the date of execution, by and between Neosho County Community College, Chanute, Kansas (“NCCC”) and Seward County Community College/Area Technical School, Liberal, Kansas (“SCCC/ATS”).

**I. NCCC Obligations**

1. NCCC will plan and produce a Health Information Technology Associate of Applied Science Degree at SCCC/ATS (“the Program”) in accordance with the objectives, standards and philosophy of the NCCC Health Information Technology (HIT) Program.
2. NCCC agrees to employ Health Information Technology instructors and staff as required for the Program.
3. NCCC will bear the cost of instruction for students in the Program.
4. NCCC will insure that graduates from the SCCC/ATS Program will be eligible to participate in graduation ceremonies at either or both institutions.
5. NCCC will be responsible for all accreditations as may be required through the State Program Alignment process.
6. NCCC will be responsible for all clinical site organization including clinical instructor compensation.

**II. SCCC/ATS Obligations**

1. SCCC/ATS will provide academic support services for students in the Program as they would for any other student at SCCC/ATS.
2. SCCC/ATS will refrain from duplicating any aspect of the NCCC HIT curriculum or any curriculum materials supplied or developed by NCCC (i.e. syllabi, tests, program curriculum, audio visual materials, online course materials).

**III. Mutual Benefits And Responsibilities**

1. Students admitted into the Program are students of NCCC and all state aid, tuition and student fees for NCCC program courses shall be received by NCCC. SCCC/ATS will recruit and will be entitled to retain all state aid, tuition and student fees for all general education/health information technology courses offered at SCCC/ATS.
2. The Program will begin offering courses for SCCC/ATS during the Fall Semester 2010.
3. NCCC and SCCC/ATS will work cooperatively to implement and conduct the Program. Areas of disagreement will be resolved in an informal manner by the Presidents of the Colleges or their designees.
4. Student issues for the Program courses will be resolved using the procedures of the NCCC Catalog and Student Handbook for student grievances, appeals etc. for courses

offered through NCCC. Student issues for SCCC/ATS courses will be resolved using the procedures of the SCCC/ATS Student Handbook and SCCC/ATS Catalog.

5. Students will be responsible for payment of Program courses to NCCC and general education and health information technology courses to SCCC/ATS.

#### **IV. Program Discontinuation**

1. If either NCCC or SCCC/ATS wish to discontinue this program after it is implemented, the party wishing to discontinue must notify the other party in writing by September 1 of the year prior to the last academic year of the Program. For instance, if NCCC decides to discontinue the Program at the end of the academic year (Spring) 2011, NCCC will notify SCCC/ATS on or before September 1, 2010. Discontinuation of the Program will be subject to the provisions of this section.

2. Students enrolled in the Program will have the opportunity to complete the full program offered in the curriculum.

#### **V. Miscellaneous**

1. This Agreement is subject to approval by the Board of Trustees by each party.

2. This Agreement shall be construed and enforced in accordance with the laws of the State of Kansas.

3. NCCC faculty members, support staff and other personnel employed by NCCC for the Program shall not be considered employees of SCCC/ATS and all employment matters for such employees shall be the responsibility of and under the control of NCCC in accordance with its policies and rules, notwithstanding provisions for reimbursement of costs by SCCC/ATS. Other faculty members, support staff and employees of SCCC/ATS whether performing duties ancillary or related to the Program, shall be considered employees of SCCC/ATS and will be the sole responsibility of and under the control of SCCC/ATS pursuant to its policies and rules.

4. Agreements for cooperative clinical training for students will be between NCCC and the cooperating agency.

5. Each party hereto shall agree to indemnify the other for, and hold the other harmless from, any and all claims, demands, liabilities, actions, suits or proceedings of any kind or nature whatsoever asserted or claimed by or on behalf of any third parties including, but not limited to student participating hereunder on account of activities or services, or both, arising out of related or incidental to, conduct of the Program, except to the extent that any claim, demand, liability, action, suit or proceeding is the result of an act or omission on the part of the one to be indemnified.

6. This Agreement supersedes any and all other agreements between the parties hereto and represents the entire Agreement. The terms of the Agreement can be altered or modified only by written instrument signed by the parties hereto.

7. The term of this Agreement shall continue until discontinuation as provided in Section IV above.

Date: \_\_\_\_\_  
NEOSHO COUNTY COMMUNITY COLLEGE

Date: \_\_\_\_\_  
SEWARD COUNTY COMMUNITY COLLEGE/AREA  
TECHNICAL SCHOOL

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
HIT, CODING & TRANSCRIPTION COORDINATOR

\_\_\_\_\_  
CHAIR, BOARD OF TRUSTEES

\_\_\_\_\_  
CHAIR, BOARD OF TRUSTEES

## Health Information Technology (HIT) Course

### Medical Coding Program Offered by SCCC/ATS

#### **CORE**

*Medical Terminology	3
*Anatomy & Physiology	4
*Pathophysiology	3
*Legal and Ethical Issues in Healthcare	3

*Sub total Core = 13 hours*

#### **CERTIFICATE B- Healthcare Coding Certificate**

*I-9 Coding	3
*Introduction to Health Information	3
*Reimbursement Methodologies	3
*Healthcare Coding Practicum	2
*Current Procedural Coding (CPT)	3
*Microcomputer Apps. I	3
Introduction to Pharmacology	3

*Sub total Coding Credits = 20*

**TOTAL CODING CREDITS                    33**

### General Courses Offered by SCCC/ATS

*English Composition I	3
*General Psychology	3
*Interpersonal Communication	<u>3</u>
	<b>9</b>

\*These courses count toward the HIT degree

**Total SCCC/ATS Hours toward HIT degree   42**

### HIT Program Offered by NCCC

+Billing and Insurance	3
+Electronic Health Records	3
+Healthcare Statistics	3
Health Info Tech Clinical I	3
+Quality Improvement	3
+Management and Supervision	3
+Current Events in Health Info Tech	3
+Alternative Healthcare Systems in HIT	3
Health Info Tech Clinical II	<u>3</u>
<b>NCCC Hours for HIT degree</b>	<b>27</b>
+Online Courses	

Board of Trustees  
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## **Agenda Item IX-B: Reorganization of Assessment Coordination**

In 2003 the President named the first Assessment Coordinator for the College in an effort to improve the state of outcomes assessment with the pending HLC visit just months away. The position was hastily created and staffed due to the urgency of the situation. This was an “unofficial” position at the college as it had no job description. The position was a set of duties added to a faculty member’s contract. With the resignation of that faculty member and the pending appointment of a new assessment coordinator, the administration has taken the opportunity to be more definitive with this position and create a position description. That position description follows.

With the formalization of the Assessment Coordinator position description, the need for support has become evident. To provide this support, the administration recommended that the Administrative Assistant for the Faculty’s duties be expanded. Many of the more clerical duties from the past “unofficial” Assessment Coordinator job description will be moved to a redesigned Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator position, formally called Administrative Assistant for Faculty. The administration recommends deleting the Administrative Assistant for Faculty position and replacing that position with the newly created Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator position. Duties have been added to this new position to assist the Assessment Coordinator and to further assist the Division Chairs. As this position will now assist Division Chairs and a Coordinator and has an expanded role, the administration is recommending that this position be changed from Classified Staff Level II to Classified Staff Level III. The revised position description follows.

The salary and release time of the assessment coordinator has been reduced under this new description. This represents a reduction of \$2,000 to the stipend and reduction of release time by 3 credit hours (about \$1,275 savings). Even with the additional costs of increasing the level of the Administrative Assistant to Division Chairs, Faculty and the Assessment Coordinator, this reorganization of assessment should save the College about \$1,515 per year.

The President recommended that the board approve the official creation of the Assessment Coordinator position and the Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator position and delete the Administrative Assistant for Faculty position.

Sarah Robb, the former President of the Faculty Senate will be named Assessment Coordinator. She fully understands the assessment process, is well respected by the faculty and administration, and has shown her willingness to take on difficult tasks. Debra Schommer has done an excellent job as Administrative Assistant for Faculty and would do an excellent job in this new expanded administrative assistant role.

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The President also recommended that Sarah Robb be named the Assessment Coordinator for 2010-2011 and that Debra Schommer be named the Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator. Mrs. Robb will receive a stipend of \$4,000 and 6 credit hours of release time to be assessment coordinator for the 2010-2011 academic year. Ms. Schommer's 2010-2011 salary, to be approved in July, will show a \$1.00 per hour raise in pay due to the level change. As this is a 10 month position, that will mean a net increase in pay of \$1,760 for Ms. Schommer for the year. Any yearly salary raises given to all staff will be applied to Ms. Schommer's pay before the change of level is applied to her compensation.

### **Resolution 2010-53**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the official creation of the Assessment Coordinator position and the Administrative Assistant to Division Chairs, Faculty and Assessment Coordinator position and delete the Administrative Assistant for Faculty position. Further, that Sarah Robb be named the Assessment Coordinator for 2010-11 and given a stipend of \$4,000 and 6 credit hours of release time. Also, that Debra Schommer be named the Administrative Assistant to Division Chairs and given a \$1.00 per hour raise.

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



## **COORDINATOR OF ASSESSMENT**

Reports to: Vice President for Student Learning

Classification: Faculty release-time position, 10 month

Pay Status: Release-time + stipend

Vacation/Sick Leave/Regular Holidays per Board Policy, PEA negotiated agreement

Starting Salary Range: \$4,000 stipend, 6 hours of release-time

Revised: June 2010

**Purpose of Position:** This position is a member of the Student Learning team who reports to the Vice President for Student Learning. This position is responsible for the coordination of assessment of student learning at all levels, and assists with student and faculty survey research for the college. This position will work directly with other student learning areas to implement a comprehensive student learning program for the college.

### **Essential Functions:**

1. Develop, implement, maintain and coordinate a college-wide assessment program with the Assessment Committee at the course, program and general education levels.
2. Advise new and current faculty on best practices for the assessment of learning outcomes.
3. Train new faculty on use and responsibilities of the assessment system. Serve as a consultant to all faculty on proper methods for completing assessment reports
4. Ensure that assessment at every level is complete, robust and is of advancing quality.
5. Coordinate student and faculty survey research such as Noel-Levitz and CCSSE with the assistance of the Administrative Assistant to Division Chairs.
6. Lead the discussion on interpreting the results of outcomes assessment and survey research. Prepare reports and in-service presentations displaying the results.
7. Serve on all appropriate committees where assessment is discussed, including the curriculum committee, Student Learning Division meetings, Assessment Committee, etc.
8. Assist with advancing accreditation efforts for both college accreditation and program accreditation.
9. Work closely with institutional research and technical services to ensure the quality of the assessment database information that proper reports are generated, and to improve the assessment reporting process.
10. Perform other duties as assigned by the Vice President for Student Learning.

### **Required Knowledge, Skills and Abilities:**

1. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
2. Full understanding of Outcomes Assessment as defined by the Higher Learning Commission
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to work effectively with faculty of all levels.
5. High level of organizational and coordinating skills.
6. Ability to exercise sound judgment.
7. Willingness and ability to work as a member of a team.
8. Must possess a service mentality toward faculty, students, and staff members.

### **Education and Experience:**

- Faculty Status
- 1-3 years of experience teaching using outcomes assessment methodology preferred

### **Working Conditions:**

1. Work is normally performed in a typical interior/office work environment.
2. Occasional evening hours required.
3. No or very limited physical effort required.
4. No or very limited exposure to physical risk.

**ADMINISTRATIVE ASSISTANT to the DIVISION CHAIRS, FACULTY,  
AND ASSESSMENT COORDINATOR**

Reports to: Division Chairs for Liberal Arts/Applied Sciences

Organizational Unit: Clerical, non-exempt, Level III

Classification: Full-Time fringe benefit, 10 month salary

Starting Salary: \$9.70-\$10.70

Revision Date: June 2010

Purpose of Position: This position performs a variety of administrative assistant functions for the college and reports to the Division Chairs of Liberal Arts and Applied Science. Major duties consist of: assistance with the coordination and implementation of faculty functions and to assist the Division Chairs and Assessment Coordinator.

Essential Functions:

1. Type correspondence, memoranda, reports, and classroom materials from handwritten or typed copy, prepare bulk mailing, brochures, etc;
2. Establish and maintain filing and record keeping system for class-related materials;
3. Maintain and update syllabus in the approved format on t:/common and w:/drive;
4. Assist Assessment Coordinator with conducting various surveys and/or exams including but not limited to the CAAP exam, Noel-Levitz survey, CCSSE survey and graduation exams;
5. Assist Assessment Coordinator with normal job duties as required;
6. Maintain stock of office supplies, including monitoring inventory and -reordering as required;
7. Maintain current record of faculty office schedules;
8. Distribute mail and answer telephone as necessary;
9. Operate various office machines including typewriters, calculators, copiers, computers, scanners, fax machines, etc;
10. Copy and collate materials and set-up of meetings and meeting rooms;
11. Record and distribute minutes of division meetings, assigned committee meetings, and advisory board meetings; complete assignments from committee chairs;
12. Maintain current posting of appropriate institutional memos, minutes, and other similar communications in designated areas;
13. Prepare faculty evaluations for distribution, tabulate responses, and forward the report to the appropriate personnel;
14. Perform other duties as assigned by the division chair and as requested from the faculty or assessment coordinator.

Required Knowledge, Skills and Abilities:

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to learn and complete routine maintenance tasks.
5. Some knowledge of personal computer applications and hardware would be helpful.

Education and Experience:

- Associates degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; OR
- High School diploma or GED required plus 5 years of work experience in area of responsibilities required
- Knowledge of Microsoft Office products preferred

Working Conditions:

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, 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 reach and work overhead on an occasional basis is required.
6. Some travel during normal working hours may be required.
7. Ability to occasional lift and transport items weighing 10-20 pounds is required.
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

**Agenda Item IX-C: New Position-Energy Instructor, part-time**

To provide leadership in developing and implementing the Sustainable Energy Installation program, a part-time, one-year position has been developed. This position is funded through a variety of existing grants, specifically the Mentor Links grant and the Workforce Solutions grant. The job description is attached.

It was recommended that Craig Knight be employed as the Energy Program Coordinator. Mr. Knight has the following credentials:

- Building Performance Institute, Inc. (BPI) Certified Building Analyst
- National Center for Construction Education and Research (NCCER) Certified Instructor
- Certified ARXX Professional Installer
- LEED trained, certification pending
- RESNET trained
- REM DESIGN trained

**Resolution 2010-54**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the one-year, part-time, grant-funded position of Energy Program Coordinator. Further, that Craig Knight be appointed to the position at a salary of \$25,000 starting July 12, 2010.

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

## **ENERGY PROGRAM COORDINATOR**

Reports to: Dean of Outreach and Workforce Development  
Classification: Half-Time, Contract Employee – Grant Paid  
12 month salary, \$28,000  
Revision Date: June 2010

**Purpose of Position:** This position is responsible for the development and implementation of the sustainable energy program, continuation of the energy auditor training, and implementation of the \$45,000 SESPT weatherization workshops.

The ultimate goal of the position is to establish sustainable energy installation programs with sufficient enrollment to justify program continuation.

The position reports to the Dean of Outreach and Workforce Development. Administrative support for this position is available through the Outreach office.

### **Essential Functions:**

1. Develop relationships with vendors of sustainable energy products.
2. Develop training courses for installation of solar, photovoltaic, and geothermal equipment to sustainable energy.
3. Solicit donated equipment necessary for instruction.
4. Develop the energy laboratory for instructional purposes.
5. Develop an active advisory council consisting of vendors, local installation companies, utilities, government, and others as appropriate.
6. Schedule training programs.
7. Market training programs.
8. Enroll and provide for the instruction of students.
9. Ensure course evaluations and processes are completed.
10. Work with admissions recruiters and high school counselors/teachers to develop a pipeline of students from area high schools.
11. Market the program through the web page, brochures, advertisements, etc.
12. Provide training schedules to installation companies and product vendors regularly.
13. Perform other duties as assigned by the dean.

### **Required Knowledge, Skills and Abilities:**

1. Knowledge of LEED certification requirements.
2. Hands-on experience installing energy efficient systems.
3. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to the public, other professionals, students and employees.
4. Ability to appropriately exercise independent initiative and judgment.
5. Sensitivity to, and awareness of, confidential materials.
6. Ability to complete projects in the allotted timeframe.

**Education and Experience:**

- NCCER Certification required,
- Construction/Contractor experience required,
- Teaching experience required,
- LEED Training and/or Certification required, and
- A minimum of an associate's degree, preferred.

**Working Conditions:**

1. Independent working environment.
2. The employee is required to walk extensively, sit, stand, talk and hear.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.
4. Ability to reach and work overhead on an occasional basis is required.
5. Travel may be required.
6. Ability to occasional lift and transport items weighing 50-75 pounds is required.
7. Work hours are flexible and may require occasional early or late hours.

### **Agenda Items IX-D: RSVP Positions and Appointments**

Recently NCCC was awarded \$64,360 for sponsorship of the Retired Senior Volunteer Program. Additionally, NCCC was awarded \$15,177 toward the RSVP project from SEK-CAP. Three positions must be added to administer the RSVP program. These positions are 100% funded through the two grants. The positions are:

1. Retired Senior Volunteer Program Director, full-time
2. Volunteer Coordinator, part-time
3. Volunteer Coordinator, part-time (position ends December 31, 2010)

It was also recommended that the existing personnel (currently under the sponsorship of Tri-Valley Developmental Services) be approved to continue their positions in the RSVP grant under new sponsorship by Neosho County Community College. They are:

Patty Allen, RSVP Director - \$33,536  
Judy Baker, Volunteer Coordinator, part-time - \$13,900  
Marlene Arndt, Volunteer Coordinator, part-time - \$6,687 (ends 12/31/10)

Their approval shall be retroactive to July 1, 2010 and contracts will reflect an official employment date of July 1, 2010.

### **Resolution 2010-55**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the following grant-funded RSVP positions and appointments to those positions: Patty Allen, Director - \$33,536 (full-time); Judy Baker, Volunteer Coordinator - \$13,900 (part-time); and Marlene Arndt, Volunteer Coordinator - \$6,687 (part-time, ends 12/31/10).

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

## **RSVP (RETIRED & SENIOR VOLUNTEER PROGRAM) DIRECTOR**

Reports to: Dean of Outreach and Workforce Development  
Classification: Full-time, 12-month Employee  
Pay Status: Administrative  
Vacation/Sick Leave/Regular Holidays, Fringe Benefit per Board Policy  
Starting Salary Range: \$33,000

This position, under the direction of the Dean of Outreach and Workforce Development, is responsible for the total administration of the RSVP program in Allen, Bourbon, Neosho and Woodson counties. The Director has the responsibility to assist in selecting, training and supervising RSVP staff; and working cooperatively with the sponsor staff, Community Advisory Group members and volunteer stations as well as other state RSVP Directors and officials of the Corporation for National and Community Service in program planning and implementation. Responsibilities include completion of the annual federal grant and requirements in a timely manner as well as other funding proposals, and maintenance of program records.

### **Essential Duties and Responsibilities**

1. Provides administrative oversight of RSVP by assisting in selecting, training, and supervising RSVP program staff; by monitoring staff performance, maintaining work schedules, developing and implementing policies and generating required reports.
2. Develops financial resources to support the RSVP program by preparing proposals for federal, state, county, town, United Way and other grants. Directs fundraising efforts. Monitors in-kind support. Reviews financial statements and prepares annual budgets.
3. Maintains RSVP program quality by planning annual program goals and objectives designed to meet critical community needs while offering opportunities for elders to maintain their self-esteem and usefulness through service to their community.
4. Responsible for, and oversees, RSVP program activities, supporting volunteer coordinator as they assist in serving volunteers and volunteer stations, providing direction, leadership, information, and consultation. Mediates and resolves concerns or conflicts which may arise within the program between volunteers and the station or others.
5. Under the direction of the SEK-RSVP project, is responsible for activities of Impact Programming.
6. Develops positive public relations and communications in the community by providing informational programs to interested groups and organizations. Prepares newsletters and media materials. Serves on community boards, councils and committees, and hosts volunteer recognition events.
7. Maintains professional knowledge and skills by attending relevant workshops, training, and conferences. Reviews professional materials and literature. Participates in professional organizations.
8. Works closely with RSVP Community Advisory Group, soliciting their advice and assistance on matters affecting project operation.
9. Performs other RSVP project related duties as assigned.
10. Presents positive, fair, and accurate image of Neosho County Community College to the public.
11. Attends and participates in Agency In-services and Staff meetings as required.



**Required Knowledge, Skills and Abilities**

1. Able to work independently.
2. Driving record must be acceptable to Neosho County Community College.
3. Working knowledge of general office equipment.
4. Strong verbal and written communication skills.
5. Excellent interpersonal skills in order to deal effectively with volunteers, elected and appointed officials, and the general public.
6. Strong leadership ability, and able to empower leadership capabilities in others.
7. Good professional judgment, confidentiality, and integrity required.
8. Must maintain professionalism at all times, including professional appearance.

**Education and Experience**

1. Bachelors Degree
2. Management Skills
3. Computer literacy
4. Training and/or experience in work with the over 55 population and/or volunteers desired.
5. Grant writing skills greatly enhance the position.

**Working Conditions**

1. The work environment is primarily typical of an office.
2. Other conditions doing field assignments and visiting volunteers and stations will include driving a vehicle and walking.
3. The employee is required to stand, walk, sit and reach with hands and arms.
4. The employee must occasionally lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**RSVP VOLUNTEER COORDINATOR**

Reports to: RSVP Director

**Classification: Part Time**

**Pay Status: Hourly**

**Starting Salary Range: \$11.88 - \$12.81/hr**

Responsible for recruitment, training and placement of volunteers, team leaders and volunteer stations; monitors volunteers, serves as a liaison between the program and the volunteer stations, and ensures the assignment of volunteers. Assists in resolving any conflicts between volunteers and others. Under the direction of the NCCC-RSVP project, the Coordinator assists in activities of Impact Programming.

**Essential Duties and Responsibilities** include the following, but are not limited to:

1. Supervises volunteers; interprets and applies policies and administrative guidelines as assigned.
2. Holds workshops/trainings as necessary.
3. Develops and maintains positive and effective relationships with volunteers, stations, community organizations and others.
4. Works as a team in a collaborative effort between RSVP and the community.
5. Recruits and trains highly motivated senior citizen volunteers.
6. Communicates effectively, both orally and in writing.
7. Plans, organizes, coordinates and evaluates activities of the volunteer project that will move the project toward accomplishing its goals.
8. Ability to prioritize; strong organizational skills; creativity, innovativeness; accuracy; attention to detail.
9. Working knowledge of Word Processing, Microsoft, and the Internet.
10. Performs other RSVP project related duties as assigned.
11. Presents positive, fair, and accurate image of Tri-Valley Developmental Services, Inc. to public.
12. Attends and participates in Agency In-services and Staff meetings as required.

**Education and Experience:**

1. Associates Degree.
2. Experience working with volunteers and/or older adults is preferred.
3. Driving record must be acceptable to NCCC's insurance carrier.

**Required Knowledge, Skills and Abilities:**

1. Working knowledge of general office equipment.
2. Strong verbal and written communication skills.
3. Excellent interpersonal skills in order to deal effectively with volunteers, elected and appointed officials, and the general public.
4. Leadership ability, and able to empower leadership capabilities in others.
5. Ability to be a self-starter and work alone.
6. Good professional judgment, confidentiality, and integrity required. Must maintain professionalism at all times, including professional appearance.
7. Grant writing skills greatly enhance the position.

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**Working Conditions:**

1. The work environment is primarily typical of an office.
2. Other conditions doing field assignments and visiting volunteers and stations will include driving a vehicle and walking.
3. The employee must occasionally lift and/or move up to 10 pounds.

**Agenda Item IX-E: Administrative Employees**

It was the President's recommendation that the following administrative employees receive a 1.5% salary increase for 2010-2011 employment contracts.

<b>Name</b>	<b>Position</b>	<b>2009-10 Annual Salary</b>	<b>2010-11 Annual Salary</b>
<b>Executive Administrator Classification</b>			
Inbody, Brian	VP-Student Learning	92,631	94,020
Smith, Ben	VP –Administration	85,000	86,275
<b>Senior Administrator Classification</b>			
Christiansen, Claudia	Director of Development	55,825	56,662
Ernst, Dale	Dean-Ottawa Campus	48,416	49,142
Krumm, Brenda	Title III Project Manager/Dean of Outreach & Workforce Development (10 month)	50,904	51,668
Solander, Sandi <sup>1</sup>	Chief Financial Officer	56,000	59,500
Tincher, Eric	Dean of Student Development	56,840	57,693
<b>Administrator Classification</b>			
Bertels, Karen	Title III Activity Dir/Asst Dean of Outreach & Workforce Development	49,000	49,735
Cadwallader, Sarah	Director of Admissions		29,000
Clay, Krista	ABE Coordinator	36,462	37,009
Coomes, Kerrie	Director of Financial Aid	38,653	39,233
Covault, Pam	Director of Nursing	69,020	70,055
Hicks, Brandy	Director of Residence/Student Life		24,000
Kettler, Randy	Director of Basic Skills/CAVE	53,480	54,282
Patrick, Brian	Asst Dean-Ottawa	36,845	37,398
Ranabargar, Kerry <sup>2</sup>	Director of Technology Services/CIO	50,016	53,516
Rhine, Tracy	Director for Allied Health	41,339	41,959
Roush, Beverly	Assistant Director of Nursing	63,945	64,904
Rowe, Brenda	Director Human Resources	41,365	41,985
Smith, Paul	Maintenance Supervisor	38,280	38,854
Wallace, Selina	Bookstore Manager	29,435	29,877
Weisenberger, Susan	Director of Library Services	45,511	46,194
Whitney, Jamey	Asst. Director of Development/Grant Writer	48,000	48,720

<sup>1</sup> Sandi Solander was named CFO and received a \$3,500 increase for 2010-2011.

<sup>2</sup> Kerry Ranabargar received an increase of \$3,500 for additional duties for 2010-2011.

<b>Management Support Classification</b>			
Almond, Jeff	Coordinator of Advising/Articulation	29,500	29,943
Christy, Angela	ABE Instructor-Fort Scott		25,500
Fossey, Dan	ABE Instructor-Independence		34,654
Garrett, Heather	ABE Instructor	26,768	27,170
Hauser, LuAnn	Institutional Data Research Specialist	31,523	31,996
Keylon, Ashley	ABE Instructor-Fort Scott	25,334	25,714
Mader, Leslie	Asst Director of Admissions-Ottawa	24,360	24,725
Moore, Bud	Construction Coordinator (1/2 time, 9 mon)	25,375	25,756
Mudd, Erica	Recruiting/Retention Specialist/Tech Ed	25,000	25,375
Nash, Jenna	ABE Instructor-Coffeyville		28,500
Neff, Ann	International Students Coordinator	35,071	35,597
Robb, Sandy	Lifetime Learning Coordinator (1/2 time)	15,306	15,536
Schomaker, Jessica	Graphic Artist/Webmaster	27,000	27,000
Seibert, Jon <sup>3</sup>	Computer Applications Specialist		28,795
Smith, Dwight	Network Administrator	29,557	30,000
Smith, Sarah	Alumni Relations/Development Assistant		31,700
Vail, Amber <sup>4</sup>	Health Occupations Coordinator (9 month)	42,224	32,143
Vanatta, Kim	Coordinator of Developmental Lab	37,077	37,633
Williams, Jennifer	Medical Assistant Coordinator/Instructor (10 month)	32,141	32,623

### **Resolution 2010-56**

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for administrative staff as recommended by the President.

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

<sup>3</sup> Jon Seibert was moved from hourly to Management Support and given a \$2,400 increase.

<sup>4</sup> Amber Vail will switch from a 12 month contract to a 9 month contract.

### Agenda Item IX-F: Hourly, Non-Exempt Employees

It was the President's recommendation that hourly, non-exempt employees receive a 1.5% pay increase for the 2010-11 contract year.

Name	Position	2009-10 Salary	Level	2010-11 hr rate	2010-11 Salary
Barr, Mary	Switchboard/Admin Asst	20,363	2	9.94	20,675
Beddo, Susan	Financial Aid Specialist-Ottawa	23,338	4	11.39	23,691
Beeman, Gloria	Office Services Clerk	21,154	3	10.32	21,466
Benton, Patty	Cashier	23,338	4	11.39	23,691
Crawford, Steve	Electrician/Plumber	30,098	5	14.69	30,555
Daisy, Jennifer	Cashier-Ottawa	22,589	4	11.02	22,922
Dale, Terri	Admin Asst-President	32,178	4	15.70	32,656
Dix, Marcy	Asst Registrar-Ottawa	21,154	3	10.32	21,466
Ensminger, Kim <sup>5</sup>	AA-VP/Admin & Dean/Stu Dev	22,173	4	11.33	23,566
Fairchild, Cindy	AA to CFO and Bookstore Mgr	0	3	9.85	20,488
Finley, Megan	AA Nursing-Chanute	0	3	10.25	21,320
Fisher, Julian	Maintenance-Ottawa	19,011		9.28	19,302
Gill, Joan	Library Assistant	29,682	2	14.48	30,118
Gilmore, Denise	Admin Asst-VP Student Learning	27,414	4	13.38	27,830
Haddan, Susan	Assist Registrar	22,776	3	11.11	23,109
Hale, Kara	Financial Aid Specialist	22,589	4	11.02	22,922
Hamm, Kelly	Admin Asst-Nursing-Ottawa	21,154	3	10.32	21,466
Johnson, Teddy	Library Clerk (1/2 time, 24 hr/wk)	9,870	2	9.63	12,021
Jones, Tim	Admissions Specialist (30 hr wk)	0	3	10.40	16,224
Kinzer, Jackie	Accounts Payable/PR Clerk	0	3	10.97	22,818
Neely, Mia	AR Clerk	21,154	3	10.32	21,466
Parriott, Paulette	Receptionist/Switchboard-Ottawa	19,739	2	9.63	20,030
Rahe, Corey	Maintenance C		4	10.70	22,256
Rogers, LuAnn	Custodian	18,366	1	8.96	18,637
Schommer, Debra <sup>6</sup>	AA to Div Chairs, Faculty & Assessment Coordinator (10 month)	18,373	3	11.76	20,384
Sechler, Mary Jo	Accounting Specialist	0	5	12.50	26,000
Showalter, Teri	AA Allied Health	0	3	10.86	22,589
Shumway, Donna	Tech Services Technician-Ottawa	24,315	5	11.87	24,690
Snyder, Rena	Financial Aid/Library Clerk	19,947	2	9.73	20,238
Ward, Joe	Maintenance	24,315	4	11.87	24,690
Wilson, Kelly	Registration Clerk/Receptionist	0	2	9.39	19,531
Wolfe, Jan	AA Title III/AA Asst Dean of Outreach & Workforce Development	0	3	10.00	20,800

<sup>5</sup> Kim Ensminger received \$.50 increase and moved from Level III to Level IV before the 1.5% increase.

<sup>6</sup> Debra Schommer received a \$1.00 hour increase after the 1.5% increase for additional duties of assessment and moved from Level II to Level III.

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**Resolution 2010-57**

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for hourly, non-exempt employees as recommended by the President.

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

### **Agenda Item IX-G: Bids Lease 12 Passenger Vans**

The vehicles owned by the college do not meet the total vehicle demands of the College community. The number of high capacity passenger vans owned by the College does not meet the existing requirements for travel, particularly for the athletic teams and activity groups. Therefore, for the past several years the College has supplemented our owned fleet with leased vehicles to meet the College's needs.

During 2009-2010, the college increased the number of vehicles we leased from six 12-passenger vans in 2008-2009 to seven 12-passenger vans to handle the increased number of college-sponsored activity trips. Last year, the College leased the seven 12-passenger vans from Merchants Short Term Solutions for \$810.00 per month. Following the return of the leased vehicles, a detailed analysis of the vehicle usage for 2009-2010 was performed. The detailed analysis of the vehicle usage for 2009-2010 revealed that fewer than seven 12-passenger vans could be leased for the full term of the lease (approximately mid-August to mid-May), provided the College had the option to lease additional 12-passenger vans on weekly or even daily basis if additional vans were needed. The analysis further revealed that leasing a minimum of five 12-passenger vans would still be necessary for the mid-August to mid-May timeframe.

As such, bid specifications were developed for leasing from five to seven 12-passenger vans with an option for weekly and/or daily additional vans if necessary and were mailed to:

- Automobile Consumer Services      Cincinnati, OH
- BBL Fleet      Bridgeville, PA
- Capital Lease Group      Brockton, MA
- Corporate Fleet Services, Inc.      Highland Park, MI
- Dealers Leasing Inc      Wichita, Ks.
- Olathe Ford Lincoln Mercury      Olathe, Ks.
- Caldwell Leasing      Columbus, Ohio
- Commerce Lease Group      Wichita, Ks.
- Union Leasing      Overland Park, KS.
- Walser Leasing & Fleet Services      Hopkins, MN
- Merchants Short Term Solutions      Overland Park, KS.
- Merle Kelly Ford      Chanute, KS.
- Ranz Motor Co. Inc.      Chanute, KS.
- Shield's Motor Co. Inc      Chanute, KS.
- Enterprise Rent-A-Car      Independence, KS.
- Michael W. DeLuca      Parsippany, NJ

Merchants Short Term Solutions submitted the only bid to the College for \$805 per month, per van. As noted above, last year's charge per van was \$810 per month for a total of seven 12-passenger vans. Additionally, Merchants submitted a bid of \$105 per day (with \$300 transport charge) and \$600 per week (with \$200 transport charge). Per the bid, two of the rental vans must



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be delivered to the Neosho County Community College campus in Chanute, Kansas by August 13, 2010 and the remaining three by September 1, 2010. Three of the vans will be picked up no later than May 20, 2011 and the remaining two no later than July 1, 2011. If the College determines that they no longer have the need for any of the van(s), the College may return any or all prior to July 1, 2011.

The President recommended that the Board accept the bid of \$805 per month, per van from Merchants Short Term Solutions, Overland Park to lease five (5) 12-passenger vans with the option to lease additional vans on a weekly or daily basis provided it is economically advantageous for the College to do so.

### **Resolution 2010-58**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the bid of \$805 per month, per van from Merchants Short Term Solutions to lease five (5) 12-passenger vans with the option to lease additional vans on a weekly or daily basis provided it is economically advantageous for the College to do so.

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

**Amended Agenda Item IX-H: Head Women's Basketball Coach**

It was the President's recommendation that the Board approve the employment of Kelley Newton as the head coach for women's basketball. Mr. Newton graduated from the University of Oklahoma with a Bachelor of Arts & Sciences degree in Sociology. He also earned an AA degree from NCCC.

Mr. Newton was assistant basketball coach at Midland College in Midland, Texas and at the University of North Alabama. He was the head coach of the On Point Lady Hoopers, a WBCBL league in Oklahoma City and is currently Regional Director of WBCBL in Kansas City.

Mr. Newton will be placed on the faculty salary schedule at BS, step 5 (\$32,025) starting August 16, 2010.

**Resolution 2010-59**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Kelley Newton as the head women's basketball coach starting August 16, 2010. Mr. Newton will be placed on the faculty salary schedule at BS, step 5 (\$32,025).

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

**Amended Agenda Item IX-I: Assistant Coordinator for Student and Residence Life**

It was the President's recommendation that the Board approve the employment of Brandon Stephenson as the Assistant Coordinator for Student and Residence Life. Mr. Stephenson graduated from Kansas Wesleyan University with a Bachelor of Arts degree in Physical Education. His work experience includes In School Suspension Supervisor and Freshmen/JV O-Line Football coach at Salina Central High School, Youth Support Worker at St. Francis Boys Academy in Salina, ASA Softball Umpire and Community Support Worker.

Mr. Stephenson will be paid \$19,000 annually (10 month position) starting August 2, 2010.

**Resolution 2010-60**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Brandon Stephenson as the Assistant Coordinator for Student and Residence Life at an annual salary of \$19,000 starting August 2, 2010 (10 month position).

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

**Amended Agenda Item IX-J: Nursing Instructor**

It was the President's recommendation that the Board approve the employment of Amy Sanford as a nursing instructor at Ottawa. Ms. Sanford has over 12 years experience in the nursing. She is currently employed at Children's Mercy Hospital in Overland Park and Integral Care Provider-Shawnee Mission, Kansas. From 2001 to 2005 she was employed by Stormont Vail Regional Medical Center in Topeka.

Ms. Sanford is a graduate of the Mary Grimes School of Nursing and received her BSN from the University of Phoenix-Online. As a condition of employment Ms. Sanford must complete a MSN degree before August 2015.

Ms. Sanford will be paid \$35,171 (MS, step 7) starting August 16, 2010.

**Resolution 2010-61**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the employment of Amy Sanford as a nursing instructor at the Ottawa campus, starting August 16, 2010 at an annual salary of \$35,171 (MS, step 7) and must complete her MSN degree before August 2015.

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

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**Amended Agenda Item IX-K: Resignation of President**

Dr. Vicky Smith, President of Neosho County Community College has submitted her resignation effective July 30, 2010.

**Resolution 2010-62**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Dr. Vicky R. Smith, President, effective July 30, 2010.

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

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**Amended Agenda Item IX-L: 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 college attorney. Motion passed. The Board entered executive session at 6:55 p.m.

The Board returned to open session at 7:10 p.m.

Upon a motion and a second the Board returned to executive session for 15 minutes to continue discussions of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the college attorney and the Vice President for Student Learning. Motion passed. The Board entered executive session at 7:10 p.m.

The Board returned to open session at 7:25 p.m.

Upon a motion and a second the Board returned to executive session for 15 minutes to continue discussions of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the college attorney and the President. Motion passed. The Board entered executive session at 7:25 p.m.

The Board returned to open session at 7:40 p.m.

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**Agenda Item X. Adjournment**

Upon a motion and a second the meeting adjourned at 7:41 p.m.

Respectfully submitted,

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David Peter, Chair

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Terri Dale, Clerk