

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

DATE: August 11, 2011

TIME: 5:30 p.m.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Charlie Boaz
Patricia Griffith
Lori Kiblinger
David Peter
Dennis Peters

PRESENT: Dr. Brian Inbody, President
Ben Smith, Vice President for Operations
Jim Genandt, Vice President for Student Learning
Sandi Solander, Chief Financial Officer
Dale Ernst, Dean of Ottawa
Jason Kegler, Dean of Student Development
Amber Burge, Athletic Director
Joan Gill, Guest
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

Mr. Peter called the meeting to order.

Agenda Item III: Public Comment

There were no speakers.

Mr. Peter recognized Joan Gill, retired Library Assistant. Ms. Gill was added to list of Emeritus Faculty, Administrators and Staff at the July meeting. Mr. Peter presented Ms. Gill with a certificate naming her to Emeritus Status and thanked her for her many years of service to NCCC. Ms. Gill was the first staff member to receive emeritus status.

Agenda Item IV: Approval of the Agenda

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

Agenda Item V: Budget Hearing

There were no comments on the published budget for 2011-12.

VI: Consent Agenda

Mr. Peter asked to remove agenda item C-1 from the consent agenda. Upon a motion and a second the consent agenda was approved as amended.

The following items were approved by consent.

- A. Minutes from July 14, and July 27, 2011
- B. Claims for disbursement for July 2011
- C. Personnel

Agenda Item C: Personnel

1. Director of Institutional Research/Registrar

This personnel item was removed from the consent agenda and was voted on following approved of the amended consent agenda.

2. Resignation of STARS Administrative Assistant

It was the President's recommendation that the Board accept the resignation of Marcie Burk, administrative assistant for the STARS grant program. Her resignation will be effective September 30, 2011.

3. Returning Assistant Coaches

It was the President's recommendation that the Board approve the re-employment of the following assistant coaches:

- Kathleen Carney, Volleyball
- Mike Saddler, Baseball
- Andrea Scott, Women's Soccer
- Adam Wilcox, Track/Cross Country

As second year coaches they will receive \$1400 per month for nine months (\$12,600) plus cafeteria privileges when food service is open. Contract dates will vary as some sports return early and some sports have competition after the end of the spring semester. Each assistant coach hired before November 1, 2011 will receive the one-time stipend of \$250 to be paid in December 2011.

4. New Assistant Coaches

It was the President's recommendation that the Board approve the employment of the following assistant coaches:

Chris Morriss, Track/Cross Country

Mr. Morriss has been a thrower's coach at Dakota Ridge High School in Littleton, Colorado and Smoky Hill High School in Centennial, Colorado. He has over 10 years as a throw coach at the high school level. He holds a Bachelor of Arts degree in History from the University of California at Riverside.

Taylor Henry, Baseball

Mr. Henry is alum of NCCC. He plans to complete his Bachelor of Arts in Science degree from Ouachita Baptist University in fall 2011. He served as an assistant coach at Ouachita Baptist University and an assistant coach for the Boulder High School Legion baseball team.

Johnny Adame, Men's Soccer

Mr. Adame was the assistant boys and girls soccer coach at Joplin High School from 2009-2011. He has also worked at the Joplin Family YMCA as athletic director and soccer coordinator. Mr. Adame is a graduate of Crowder College with an Associate of Arts degree in Physical Education and a graduate of Missouri Southern State University with a Bachelor of General Studies, emphasis on Physical Education.

Brandon Lesovsky, Men's Basketball

Mr. Lesovsky has served as assistant men's basketball coach at Kansas Wesleyan University from 2008-11 and from 2002-2006. He was the residence hall director and assistant men's basketball coach at NCCC in 2007-08. Mr. Lesovsky earned an M.B.A. in Business Administration and B.A. in History from Kansas Wesleyan University.

Dana Olson, Women's Basketball

Ms. Olson was the basketball coach for the freshman team at Pittsburg High School and an assistant basketball coach at Shawnee Mission South in Overland Park. She earned a Bachelor of Arts degree in Sociology from California Baptist University in Riverside, California.

Christina Roberson

Ms. Roberson was on the cheer squad at NCCC for one year. She earned an Associate of Arts degree from NCCC and a Bachelor of Science in Education from Pittsburg State University.

Dana McLarin

Ms. McLarin graduated from Cowley Community College and East Central University in Ada, Oklahoma with a Bachelor of Science degree in Kinesiology, Exercise Science. Her work experience includes assistant pitching coach at Texarkana College, Assistant Coach for fastpitch and slowpitch at Latta Public Schools, softball camp instructor and counselor.

Frank Barbie

Mr. Barbie earned a Bachelor and or of Arts in Elementary Education and a Bachelor of Arts in International Communication from Bloomburg University. He was the head wrestling coach and Director of Recruitment at Luzerne County Community College in Nanticoke, Pennsylvania for two years. He has been a teacher and head wrestling coach at Bumpus Middle School in Hoover, Alabama from 2007-09 and spent two years at St. Joseph School/Danville High School as a teacher and assistant wrestling coach for two years. Mr. Barbie spent two years in Kobe, Japan at Kwansai Gakuin University as the ESL teacher and assistant technique wrestling coach.

As first year coaches they will receive \$1250 per month for nine months (\$11,250) plus cafeteria privileges when food service is open. Contract dates will vary as some sports return early and some sports have competition after the end of the spring semester. Each assistant coach hired before November 1, 2011 will receive the one-time stipend of \$250 to be paid in December 2011.

1. Director of Institutional Research/Registrar

It was the President's recommendation that the Board approve the employment of Nicole Peters as the Director of Institutional Research/Registrar. Ms. Peters holds a Bachelor's degree in Organizational Management and Leadership from Friends University and an Associate of Science from Allen Community College.

Ms. Peters served as the Assistant Director of Financial Aid at Allen Community College from 2007-2011. She worked in sales and marketing at John McRae State Farm Insurance from 2001-2007 and as a teller/encoder at Emprise Bank in Iola.

Ms. Peters will be paid an annual salary of \$42,000 starting September 6, 2011.

Mr. Peters recused himself from action on this item. Upon a motion and a second the employment of Nicole Peters as the Director of Institutional Research/Registrar was approved. Motion passed.

Dean of Student Development Report: Jason Kegler, Dean of Student Development, reported that his department had been very busy getting ready for the beginning of the fall semester. He handed out sample student packets and a list of activities for Welcome Week. Next year he would like to expand the activities to two weeks. He reported that there were 260 students in the residence halls. The maximum occupancy is 265 students. He anticipates having to house some students at the Super 8 hotel for a few days/weeks at the beginning of the semester.

Renovation's Update: Ben Smith, Vice President for Operations, gave the following report.

A. Ottawa Educational Facility

- a. Punch list still has a few items.
- b. As mentioned at last month's meeting, they have released retainage on the project down to \$30,000 to cover these remaining items.
- c. A few items such as replanting of trees and shrubs will occur during planting season in September.
- d. A few more issues such as asphalt and EFIS repairs will be taken care of the end of the year warranty period.

B. K68 Lane Widening

- a. Construction is well under way, with first pour on curb and gutter today.
- b. Project is projected to be completed in three weeks or so, given favorable weather.

C. Softball Field

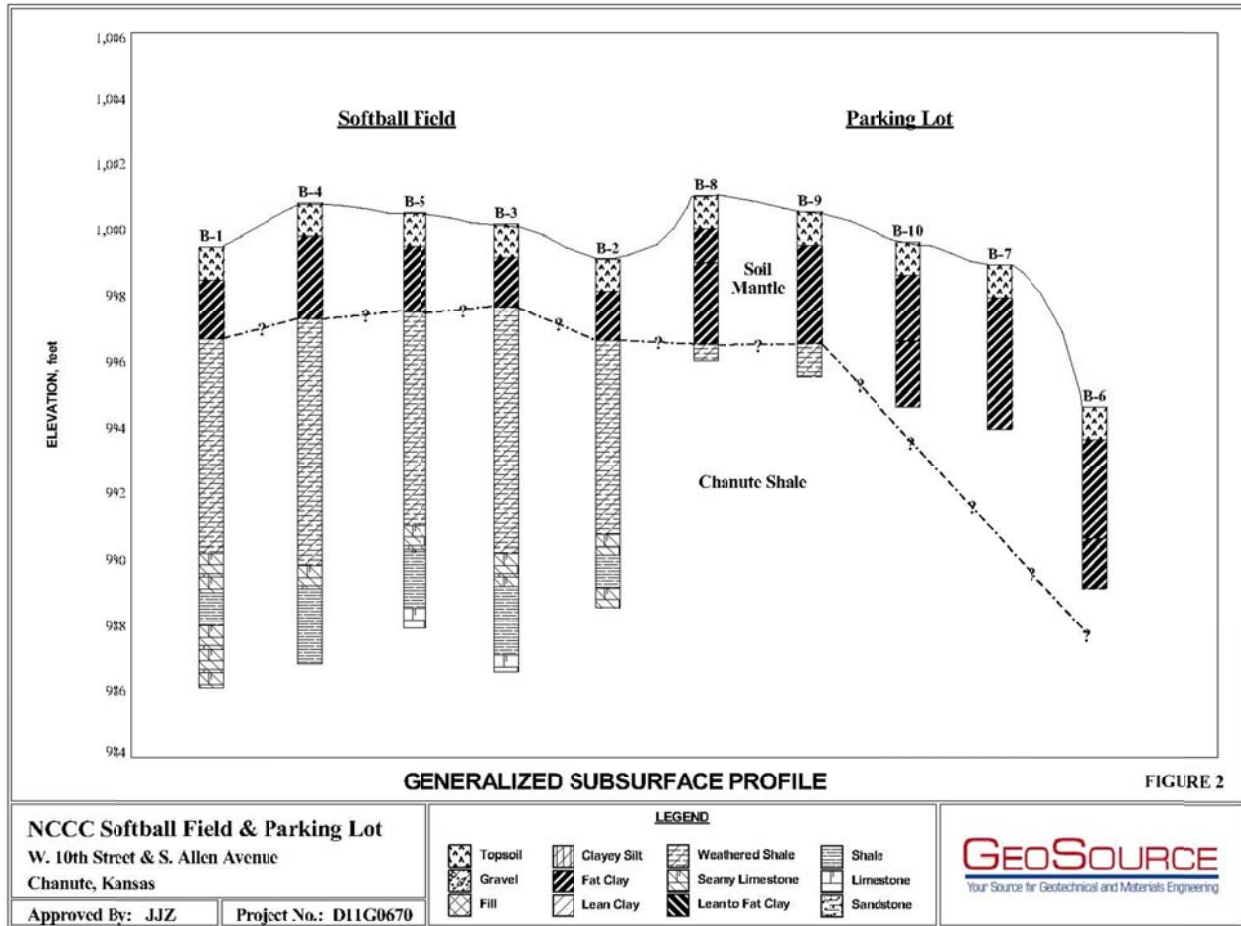
- a. The project team is currently reviewing the design plans for final approval.
- b. GeoSource performed the geotechnical borings and analysis for the project. The first two paragraphs of the conclusions section appears below:

CONCLUSIONS AND RECOMMENDATIONS

Based on the results of our evaluation, it is our professional opinion that the proposed project site may be developed for the proposed softball field and parking lot using conventional grading and pavement construction techniques. Bleachers, dugouts, light poles and other structures may be supported on conventional spread footings and/or shallow drilled piers that are founded in stiff natural clay soils and/or in the weathered shale bedrock that underlies the site.

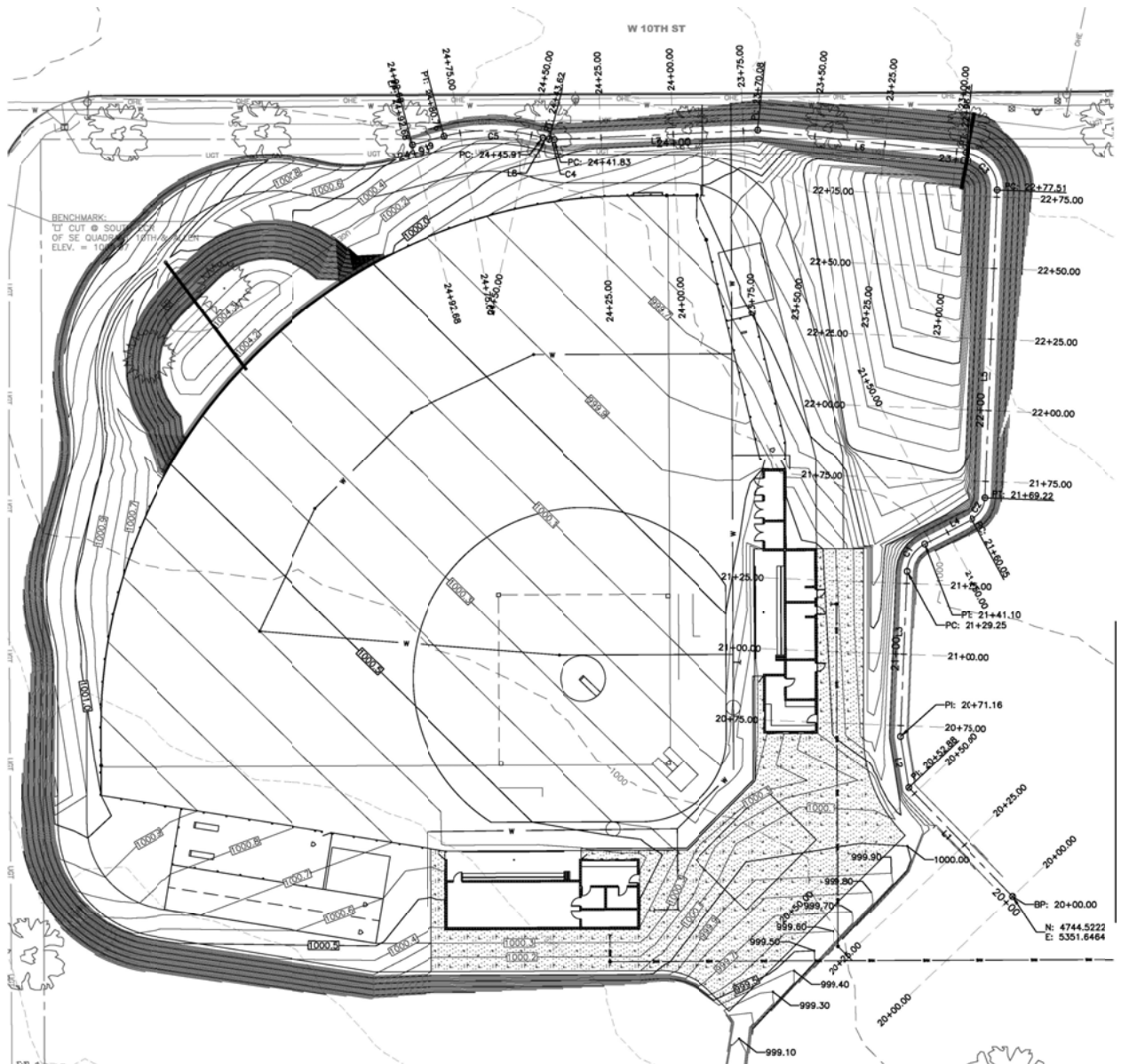
The major concern, from a geotechnical engineering standpoint, is the presence of expansive fat clays at this site. These soils have a high to very high swell potential and could undergo significant volume change when soil moisture levels rise, resulting in differential heave of foundations, pavements and grade supported slabs. To reduce the potential for subgrade volume change and differential heaving of paved areas and other grade supported slabs, we have recommended that the soils within the upper 24 inches of the subgrade be undercut and moisture conditioned, followed by treatment of the upper 8 inches of the subgrade with either hydrated lime or Class "C" fly ash. Recommendations presented in the following sections outline procedures for site preparation and/or treatment of the onsite soils that are intended to produce structural fill sections and subgrades that are suitable for support of grade supported slabs and pavements.

- c. Generally speaking, the proposed site is suitable for the softball field—roughly one foot of top soil, two to three feet of fat clay, then shale. The generalized subsurface profile is included below for your convenience.



- d. The preliminary dirt work estimates were considerably higher than anticipated. Bartlett & West (B&W) was asked to look at any other possible options. B&W provided a revised grading design that does include the possibility of a retainage pond directly east of the proposed softball field if required by the city. This new design will substantially reduce the costs associated with grading and dirt work. Mr. Smith is waiting for those revised cost estimates from the grading contractor.

Below is the grading design layout with possible retainage pond location for your review.



- e. The preliminary estimates for the construction came in higher than anticipated for the entire project. Mr. Smith asked Josh Walker at Loyd Builders to review the cost estimates and provide a detailed analysis that might allow the project to proceed in phases.
- f. Depending upon funding it is the administrations intent to be able to play ball on the new field in Spring, 2012. They hope to break ground in late September/early October.

D. Rowland Renovation

- a. The project is down to punch list items.
- b. The plumber and electrician finished their punch list work Tuesday and the painter was on site yesterday.
- c. The flooring contractor will be back tomorrow (Friday).

- d. The sprinkler contractor has a couple minor loose ends and some bath accessories came in wrong and replacements are on order.
- e. The bariatric lift still needs to be installed by the vendor. Additional structural steel needed to be added to support the lift and was not included in the initial contract by design. An addition of \$6,697.00 for the structural steel engineering and installation was approved. The project scope change proposal log is attached below for your review.
- f. After the installation of the bariatric lift, Phase 1 will be virtually complete.
- g. They are trying to get the materials in place to complete the scrub tech space done as early as possible.

E. Chapman Elevator Project

- a. The elevator is operational and was put into service this morning.
- b. Ceilings and cabinetry were finished up yesterday.
- c. Project is essentially complete other than touch up and cleaning.

F. Chapman Restroom Project

- a. The CAVE restrooms are complete and library restrooms just lack some miscellaneous hardware that will be complete tomorrow.
- b. The painter is finishing up today.
- c. Project is essentially complete other than touch up and cleaning.

G. Kansas Department of Labor (KDOL) Inspections

- a. Chanute visit on Tuesday, 7/12/11. Seven “serious” infractions were noted. All have been addressed or will be soon.
- b. Ottawa visit on Wednesday, 7/13/11. Three “serious” infractions which have been addressed.
- c. Note - All infractions are listed as “serious”.

H. Other Summer Projects 2011

- a. Relocate all Rowland faculty and staff back to permanent office locations.
- b. Built an office in the CAVE to house advising.
- c. Built new storage in official’s room.
- d. Many, many other miscellaneous jobs.

NCCC - Rowland Hall Nursing Renovation

Loyd Builders Project No. 3478

Scope Change Proposal Log

8/10/2011



SCP #	Date	Description	Value	Accepted	Rejected	Pending	Comments
01	8/9/11	Patient Lift Structural Support	\$ 6,697	\$ -	\$ -	\$ 6,697	Complete
		Totals	\$ 6,697	\$ -	\$ -	\$ 6,697	

Original Contract Amount	\$ 616,884
Approved SCPs	\$ -
Revised Contract Amount	\$ 616,884

Treasurer's Report: Sandi Solander, Chief Financial Officer, distributed the monthly financial reports. She noted that there was a problem with one of the report and that there was a fix order in with Jenzabar. It is a custom program and when updates are made it sometimes causes problems with custom reports.

President's Report: President Brian Inbody distributed the following written report to Trustees.

Enrollment

Enrollment numbers look very good right now compared to a year ago. The College started last year on opening day for the Fall semester at 17,728. The chart below shows we are beyond that number with a week and a half to go. Below are this morning's numbers:

Summer Semester 2011

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	10	8-11-11	1214	5051.5	
TOTAL	2011	10	8-11-11	1301	5538.5	9.64%
CHANUTE	2010	10	8-11-11	221	885.5	
CHANUTE	2011	10	8-11-11	218	865.5	-2.26%
OTTAWA	2010	10	8-11-11	360	1555	
OTTAWA	2011	10	8-11-11	375	1667	7.20%
ONL	2010	10	8-11-11	508	1959	
ONL	2011	10	8-11-11	614	2428	23.94%
ODO	2010	10	8-11-11	87	508	
ODO	2011	10	8-11-11	43	250	-50.79%
IDO	2010	10	8-11-11	38	144	
IDO	2011	10	8-11-11	51	328	127.78%

Fall Semester 2011

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2010	30	8-11-11	2037	15595.5	
TOTAL	2011	30	8-11-11	2383	18081.0	15.94%
CHANUTE	2010	30	8-11-11	611	6853	
CHANUTE	2011	30	8-11-11	623	7058	2.99%
OTTAWA	2010	30	8-11-11	598	4338.5	
OTTAWA	2011	30	8-11-11	755	5603.0	29.15%
ONL	2010	30	8-11-11	618	3080	
ONL	2011	30	8-11-11	810	4043	31.27%
ODO	2010	30	8-11-11	43	242	
ODO	2011	30	8-11-11	49	299	23.55%
IDO	2010	30	8-11-11	167	1082	
IDO	2011	30	8-11-11	146	1078	-.37%

Drainage Issues

The President now has a drawing from the city engineer on the size and location of the retention pond that the City and the College have been discussing for a while. The illustration is at the end of this report.

The pond will hold about 31,000 gallons of runoff. However, a 10 year rain event will produce about 70,000 gallons of water, so it will not “fix the problem” in the long term. Bartlett & West are evaluating the proposed pond and will be giving Dr. Inbody their opinion. The President said he would like to have conversations with the City about this issue in context with the softball field, but also with the idea that IF the College were to agree to the pond that it would have a limited life span. Basically, that the College might allow for such a thing if there was a Memorandum of Understanding (MOU) in place that set a time limit that the pond would be in existence. An example of this time limit would be five years, giving the City time to make the necessary adjustments to the drainage to not only fix the existing problem but to allow for greater development at the campus to fulfill the master facilities plan.

The Board authorized the President to negotiate a Memorandum of Understanding with the City to build the drainage pond for not more than five years providing the City grants a waiver for the drainage pond for the softball field.

Dr. Inbody also reported that he had met with representatives from the Kauffman Scholars earlier in the day. Dr. Inbody said the group was very pleased with NCCC and that they would be sending three or more students for this fall. He will have a Memorandum of Understanding for Board approval at the September meeting.

Dr. Inbody and Amber Burge, Athletic Director, attended the Jayhawk Conference meeting on August 5th. The NJCAA Director spoke at the meeting and reported changes at the NCAA that will require a 2.5 GPA to transfer. The Jayhawk Conference is trying to get them to compromise to 2.25 GPA for the transfer requirement.

Dr. Inbody presented a report on the cost of printing the monthly board packets, time to deliver the packets and postage for packets that are mailed. The estimated cost per year for the current method of deliver is about \$3,240. Dr. Inbody had previously asked the Board to consider purchasing iPads for trustees. The cost of six iPads would be \$4026. The advantages of using an electronic delivery method would be that it provides access to all College manuals and plans, improves communication with the President, and provides faster, more efficient distribution of packets and other information. The Board authorized Dr. Inbody to proceed with purchasing iPads for trustees.

County Valuation

Dr. Inbody had a conversation with the County Clerk on the valuation. Mr. Neely wanted the College to be aware that he has had many requests for abatements which potentially could lower the valuation and therefore raise the mill levy. The county commissioners will have the ultimate say on any abatements. There is news about Ash Grove and the end of their abatement. Of the large change in county value this year \$12.9 million of the increase was from the Ash Grove expansion coming off the 10 year abatement. However, there are still parts of the abatement that have not successfully been appraised. There will be a second uptick in the value for next year. Dr. Inbody said he does not expect that to be anywhere close to the \$12.9 million increase this year, but it will increase. There are no appeals filed as the final appraised value has yet to be named.

MNU/NCCC BSN Completion Program

MidAmerica Nazarene University (MNU) out of Olathe, KS is asking to base a BSN (Bachelor's Degree in Nursing) completion program at the Ottawa campus. Pam Covault, Director of Nursing, has been approached by their leadership to use some of our space there, especially in the evenings to offer BSN classes. Dr. Inbody asked Ms. Covault to contact KU to ensure that if we moved forward with a possible MOU (Memorandum of Understanding) on this issue that it would not upset them as KU has a BSN program just a few miles away. She was told by KU nursing leadership that it would not. We will begin to negotiate with MNU on space and usage. This would be a nice option to give our students. More and more hospitals are requiring the BSN instead of the RN for employment.

Performance Agreements

The Board passed a resolution for the 2012-2014 Performance Agreements with the Kansas Board of Regents. These performance agreements set goals and targets for the College to

accomplish that advance KBOR's Foresight 2020 plan. If we fail to make these targets KBOR can choose to take away all or part of any new money the College may receive for one year. Dr. Inbody has been working with one staff member there on writing NCCC's agreement with KBOR and all was well, but when it reached a committee of staff members they felt that one of our goals needed additional support. Dr. Inbody will be adding a target designed to improve the outcomes assessment score on one of the general education outcomes. When the Board passed the performance agreements in the spring it was with the proviso that allows the President to make whatever changes are required, so no additional Board action is needed.

Lawsuit won by three community colleges

From the Dodge City Paper:

"A Shawnee County District Court judge has ruled that three community colleges in Kansas are entitled to more funding this year than the Kansas Board of Regents approved, and he has ordered the Regents to go back and recalculate how much those schools will get.

That means Dodge City, Pratt and Cowley County community colleges all are likely to see a substantial increase in their funding for the upcoming year – possibly at the expense of six other community colleges – but Board of Regents officials could not immediately say what the impact would be."

The six community colleges that might lose aid to the three case winners are Highland, KCK, Hutch, Coffeyville, Johnson, and Seward. NCCC should not be affected by this decision. KBOR is a bit closed-mouthed on what they are going to do. Appeal is possible. The new funding formula regulation specifically stated that each college will get the same allocation this year as last year, so KBOR has a legal conundrum if they try to rework the money.

OTA news

The Occupational Therapy Assistant Program has been granted initial accreditation status by their Accreditation Council on OT in Education. This opens the program for January 2012! The College has developing program status now and will have a site visit during the 2012-2013 academic year to receive full accreditation status. The first 20 students have been named for the first group which is full. There are 14 student for the second group starting 2013 and 76 on the "interested student" list. In the future we will look at have two cohorts at once.

Chairman named to the ACCT ballot committee

Please congratulate Dave Peter. He has been named to the ACCT ballot committee. In Dallas Dave will help distribute and count ballots for the ACCT elections.

Agenda Item VIII-A: Approval of the 2011-12 Budget

It was the President's recommendation that the Board approve the published budget for 2011-12.

Resolution 2011-87

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY2011-12 budget as published. Further, on or before August 25, a copy of the adopted budget along with proof of publication shall be filed with the Neosho County Clerk and the Kansas Board of Regents.

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

Agenda Item IX-A: TRIO Grant Employee Salary Increases

Based upon the recommendation of the individual grant directors and Dean Brenda Krumm who oversees the TRIO programs, the President asked the Board to approve a 1.5% salary increase for administrative and hourly employees who work in the TRIO programs. Additionally, each employee will receive a one-time stipend of \$250 to be paid in December 2011.

	<u>2010-11</u>	2011-12
Student Support Services (STARS)		
Bart Cheney, Project Director	\$42,140	\$42,772
Ramona Munsell, ½ Grant Writer (TRIO)	\$23,205	\$23,553
Kyle Bures, Transfer/Careers Advisor	\$25,883	\$29,506*
Grace Riebel, English/Reading Specialist*	\$27,000	\$30,780*
Elizabeth Robinson, Math Specialist	\$	\$28,700**
Marcie Burk	\$10.30 hr	\$10.45 hr
Talent Search		
Marie Moore, Project Director	\$47,652	\$48,367
Kerrie Coomes, Academic Advisor (11 mon)	\$37,000	\$37,555
Michael Rose, Academic Advisor (11 mon)	\$38,845	\$39,428
Nicci Wiltse, Administrative Assistant	\$10.63 hr	\$10.79 hr
Upward Bound		
Maranda Collins, Project Director	\$45,789	\$46,476
Laurie Kerns, Academic Coordinator	\$32,357	\$32,842
Beau McMillan, Administrative Assistant	\$9.85 hr	\$10.00 hr
GEAR UP		
Brenda Armstrong, Project Director	\$36,595	\$37,144

These are grant funded positions; continued employment is contingent upon federal funding through the TRIO programs.

* Salary adjustments were approved at the April Board meeting for STARS English Specialist and Career Transfer Advisor in lieu of the annual raise.

**Employees hired after March are not eligible for annual salary increases.

Resolution 2011-88

RESOLVED, that the Board of Trustees of Neosho County Community College approves the salary increases for 2011-12 for grant employees listed above and a one-time stipend of \$250 to be paid in December 2011.

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

Agenda Item IX-B: First Reading: Board Policy Revision for Sick Leave

The approved contract with the Professional Educators Association increased the sick leave pay at the time of retirement from \$4 per hour to \$6 per hour. In an effort to equalize benefits between faculty and other employees the administration is recommending a similar increase to the hourly amount for those who fall under Board policy rather than the negotiated agreement.

Current Policy:

1. Sick Leave (revised 7-9-09)

Each full-time employee shall receive eight sick hours per month, cumulative to a maximum of 480 hours by the end of the fifth contracted year of employment. After the fifth year, each full-time employee shall receive 8 hours per month, but cannot accumulate more than 48 hours per year thereafter. A full-time employee may not accumulate in excess of 720 hours accumulated sick leave. Employees shall be compensated for all accumulated unused sick leave at the time of that employee's retirement. Compensation will be set at a rate of four dollars (\$4) per hour for each hour of accumulated unused sick leave at the time of retirement.

Proposed Policy:

1. Sick Leave

Each full-time employee shall receive eight sick hours per month, cumulative to a maximum of 480 hours by the end of the fifth contracted year of employment. After the fifth year, each full-time employee shall receive 8 hours per month, but cannot accumulate more than 48 hours per year thereafter. A full-time employee may not accumulate in excess of 720 hours accumulated sick leave. Employees shall be compensated for all accumulated unused sick leave at the time of that employee's retirement. Compensation will be set at a rate of ~~four~~ **six** dollars (~~\$4~~ **\$6**) per hour for each hour of accumulated unused sick leave at the time of retirement.

Agenda Item X-Adjournment

Upon a motion and a second the meeting adjourned at 6:50 p.m.

Respectfully submitted,

David Peter, Chair

Terri Dale, Clerk