

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

**DATE:** April 8, 2004

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

**PLACE:** Student Union, Room 209

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

**ABSENT:** Mariam Mih

**PRESENT:** Dr. Vicky R. Smith, President  
Dr. Brian Inbody, Vice President for Student Learning  
Sandi Solander, Dean of Finance and Student Services  
Brenda Krumm, Dean of Continuing Education  
Brett Bright, Dean of Student Services  
Mark Eldridge, Dean of Ottawa  
Tonya Bell, Director of Public Relations/Marketing  
Ben Smith, Director of Technology Services  
David Fewins, Faculty  
Sara Harris, Faculty  
Charles Thompson, Faculty  
Linda Jones, Division Chair  
Charles Towne, guest  
Tosca Harris, Division Chair  
Paul Smith, Maintenance Supervisor  
Sarah Smith, Clerical  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Shanna Foster, Chanute Tribune  
Matt Clark, KKOY Radio

**III. Public Comment**

Charles Towne addressed the Board as a student, a taxpayer, and as a parent. He stated his concerns regarding the Physics class which was offered this semester and that lack of a full-time teacher and the eventual cancellation of the class. The Physics instructor resigned in early January of 2004 and an adjunct instructor was employed to instruct the course. After several classes were missed by the instructor and another instructor could not be located, the class was cancelled and all tuition and fees were refunded.

#### **IV. Approval of the Agenda**

Mr. Peter asked to amend the agenda by adding personnel as item 8-F, changing the executive session for non-elected personnel to 8-G, and executive session for negotiations to 8-H.

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

#### **V. Consent Agenda**

The following items are proposed to be approved by consent.

- A. Minutes from March 18, 2004
- B. Claims for disbursement for March 2004
- C. Personnel

A. Laura Love, nursing secretary at the Ottawa campus, submitted her resignation effective April 14, 2004.

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

**Agenda Item VI-A: Faculty Senate Report:** Dave Fewins, president of the Faculty Senate, stated that part of his role as faculty senate president was to help move NCCC forward by educating different stakeholders of the part, present and vision for the future. Mr. Fewins focused his report on Total Quality Management and compared elements of TQM from 2003 to 2004. He briefly commented on four areas including proactive planning, customer service, teamwork and quality. In summary, he stated that things are better at NCCC and that the faculty believe the North Central Accreditation visit will show that.

**Agenda Item VI-B: Treasurer's Report:** Sandi Solander reported that revenue had decreased in March and that about \$200,000 in accounts receivable had been collected in the last month. She also stated that she is encumbering purchases and payroll to get an idea of the cash balance year end, and that some expenditures are on hold until that time.

**Agenda Item VI-C: President's Report:** President Smith noted that the portraits of the current Board had been completed and hung in the Board room. She also reported that Dr. Inbody, Dr. Krumm and she met with Dr. Stephen Jonas, chair of the NCA evaluation team, at the North Central Annual meeting in Chicago. Dr. Smith asked the Board to attend a dinner with the evaluation team on Monday, April 19, and also invited them to the opening session on April 19 and the exit interview on Wednesday, April 21.

Dr. Smith reported that Paul Smith and the maintenance department had been working very hard to get the campus ready for the North Central visit and that faculty and staff had volunteered to plant flowers in the flower beds between the buildings.

President Smith stated that the Foundation Auction had raised over \$6800 for scholarships and thanked all staff members involved in making the evening a success. Dr. Smith also reported she will be taking several members of the executive staff on a retreat next Tuesday, and remind the Board that Commencement will be Saturday, May 15 at the Memorial Building.

#### **Agenda Item VII-A. Board Retreat Date**

Dr. Smith reported that the Retreat scheduled for the first weekend in June needed to be rescheduled. It was the consensus of the Board to schedule a Retreat on May 1 in Ottawa. To be discussed included the president's contract renewal, a review of the Ottawa facility and meeting with community members.

A college vehicle will be available to transport members to Ottawa and will leave at 7:30 a.m.

#### **Agenda Item VIII-A: Administrator Contract Renewals**

It was the President's recommendation that employment contracts be renewed for 2004-05 for following administrative personnel.

LaTonya Adams, Residence Life and Student Activities Coordinator  
 Tonya Bell, Director of Public Relations/Marketing  
 Laura Bridges, Financial Aid Specialist  
 Brett Bright, Dean of Student Development/Athletic Director  
 Mary Bulk, Bookstore Manager  
 Sally Ciufulescu, Admissions Counselor  
 Mark Eldridge, Dean –Ottawa  
 Micca Folks, Student Services-Ottawa  
 Karen Gilpin, Director of Nursing  
 Cindy Hager, Workforce Development Trainer (part-time)  
 Dr. Brian Inbody, Vice President for Student Learning  
 Randy Kettler, Director of Center for Academic and Vocational Excellence  
 Brenda Krumm, Dean of Outreach and Workforce Development  
 Lisa Last, Director of Admissions/Registrar  
 Noretta Lawrence, Network Services Coordinator  
 Jill Leach, Admissions Counselor  
 Ann Neff, International Services Coordinator  
 Tracy Rhine, Allied Health Coordinator  
 Brenda Rowe, Comptroller  
 Ben Smith, Director of Technology Services  
 Paul Smith, Maintenance Supervisor  
 Sondra Solander, Dean of Finance and Student Services  
 Susan Weisenberger, Library Director

The following contracts will be renewed pending renewal of the ABE grant.

Rochelle Bockover, ABE Instructor (part-time)  
 Krista Clay, ABE Coordinator  
 Rusty Coons, ABE Instructor  
 Cindy Hager, ABE Trainer (part-time)  
 Sandy Morgan, ABE Instructor

Also pending grant approval:

Camie Russell, Employment Specialist-Partner's In Change Plus Grant

#### **Resolution 2004-20**

RESOLVED, That the Board of Trustees of Neosho County Community College appr

the recommendation of the President to renew employment contracts for 2004-05 for the administrators listed above.

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

### **Agenda Item VIII-B: Clerical and Maintenance Contract Renewals**

Based upon the recommendation of administrative supervisors, President Smith recommends that the Board of Trustees renew contracts for the following clerical and maintenance employees:

Susan Beddo, receptionist/clerk-Ottawa  
 Gloria Beeman, cashier/switchboard/mail  
 Carrie Carter, library clerk (part-time)  
 Steve Crawford, maintenance assistant  
 Terri Dale, president's administrative assistant  
 Vicki Dent, custodian  
 Janice Erickson, technology services support technician  
 Dan Freeman, custodian  
 Joan Gill, library assistant  
 Denise Gilmore, nursing administrative assistant  
 Edie Godinez, admissions/switchboard/registration  
 Susan Haddan, accounts receivable clerk  
 LuAnn Hauser, Data Research Assistant  
 Alan Hougardy, maintenance assistant  
 Teddy Johnson, library clerk (part-time)  
 Jackie Kinzer, outreach and workforce development administrative assistant  
 Donna Moore, office clerk-Ottawa (part-time)  
 Connie Morris, accounts receivable clerk-Ottawa  
 Debra Schommer, faculty administrative assistant  
 Sarah Smith, vice president's administrative assistant  
 Kay Stratton, assistant registrar-Ottawa  
 Angie Zaragosa, development/athletic dept. administrative assistant

### **RESOLUTION 2004-21**

RESOLVED, That the Board of Trustees of Neosho County Community College approve the President's recommendation to renew contracts for 2004-05 for the clerical and maintenance staff listed above.

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

### **Agenda Item VIII-C: Director of Development**

It was the President's recommendation that the Board employ Susan Thompson as Director of Development starting April 12, 2004. She will be paid \$42,000 annually and work 30 hours per week. The NCCC Foundation will reimburse the College for one-half of her salary.

Ms. Thompson holds a Bachelor's Degree in Business from Pittsburg State University. She has the necessary experience with grants and fund raising to meet the challenges of the position. She has served as the Development Officer/Business & Institute Director at Allen County Community College, Director of Development for NCCC, Development Officer at Allen County.

**Resolution 2004-22**

RESOLVED, That the Board of Trustees of Neosho County Community College approve the recommendation of the President to employ Susan Thompson as Director of Development an annual salary of \$42,000, with a 30 hour work week.

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

**Agenda Item VIII-D: Back Flow Preventer**

Due to the water scare caused by Chanute Manufacturing Company in August 2003, the City of Chanute is requiring the College to install a six inch reduced pressure zone valve on the main water entrance to the campus in the basement of Chapman Library. Installing the back flow preventer will prevent possible contamination of the water supply. Bids were solicited from Comfort Contractor's, Chanute, Lamp Liters, Chanute, White Plumbing, Erie, Bogle Plumbing, Chanute and D & R Plumbing, Iola. The only bid received was from Comfort Contractors for \$6,341.66.

It was the recommendation of the President that the Board accept the bid of \$6,341.66 from Comfort Contractors.

**Resolution 2004-23**

RESOLVED, That the Board of Trustees of Neosho County Community College accept the bid of \$6,341.66 from Comfort Contractors to purchase and install a six inch reduced pressure zone valve for the basement of Chapman Library.

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

**Agenda Item VIII-E: Budget Amendment**

Dean Solander explained that it was necessary to amend the FY2003-04 Budget to include capital lease expenditures on the Ottawa and Rowland buildings in the Revenue Bonds Fund. While lease agreements were in existence at the time the published budget was prepared, they were not included in the expenditures of the Revenue Bonds Fund, as required, due to an oversight. The expenditures were however included in the published budget General Fund for the Ottawa building payments and Vocational fund for the Rowland payments, which is also required.

**Resolution 2004-24**

RESOLVED, That the Board of Trustees of Neosho County Community College approve the FY2003-04 Budget Amendment for publication. Further, that the public hearing on the proposed budget amendment will be held on Thursday, May 13, 2004 at 5:30 p.m. in room 20 of the Student Union of the College.

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

**Agenda Item VIII-F.: Director of Financial Aid**

It was the recommendation of the President that the Board employ Mr. Sheldon Woolery as

Director of Financial Aid. Mr. Woolery has over 16 years experience working in student financial aid roles at various institutions including Johnson County Community College, Ottawa University, Cleveland Chiropractic, and Kansas Wesleyan University.

Mr. Woolery holds a Master of Science degree in Management from Baker University and a Bachelor's degree in Business Administration from Kansas Wesleyan University.

Mr. Woolery will be paid \$40,000 per year as the Director of Financial and will begin his duties May 3, 2004.

#### **Resolution 2004-25**

RESOLVED, That the Board of Trustees of Neosho County Community College approve the employment of Sheldon Woolery as Director of Financial Aid. Mr. Woolery will be paid \$40,000 annually, starting May 3, 2004.

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

#### **Agenda Item VIII-G: Executive Session-Non-Elected Personnel**

Upon a motion and a second, the Board recessed into executive session for 10 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate the right to privacy and to include the President, Vice President, and Attorney.

The Board entered executive session at 6:16 p.m. The Board returned to open session at 6:26

#### **Resolution 2004-26**

RESOLVED, That the Board of Trustees of Neosho County Community College adopt Resolution 2004-25, terminating the employment contract of John Burris.

On March 18, 2004 the Board of Trustees of Neosho County Community College adopted Resolution 2004-19, took action to notify John Burris of the Board's intent that his contract be terminated, and the Clerk of this Board gave him written notice of the Board's intent to terminate his employment contract, and that he was entitled to a hearing before the Board of Trustees so requested in writing to the Clerk of the Board of Trustees within ten (10) days after the date of the Notice. No request for a hearing was received from John Burris.

After extensive consideration and thorough discussion of the matter THE BOARD OF TRUSTEES OF NEOSHO COUNTY COMMUNITY COLLEGE HAS DETERMINED THAT the current employment contract of John Burris be terminated on the 9<sup>th</sup> day of April, 2004. The Clerk of the Board of Trustees shall give John Burris a copy of this Resolution by certified mail.

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

#### **Agenda Item VIII-H: Executive Session-Negotiations**

Upon a motion and a second, the Board recessed into executive session for 10 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President, Dean of Finance and Attorney.

The Board entered executive session at 6:30 p.m. The Board returned to open meeting at 6:40 p.m.

**Agenda Item IX: Adjournment**

Upon a motion and a second, the meeting adjourned at 6:40 p.m.

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