

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**SPECIAL BOARD MEETING**

**AGENDA**

**August 31, 2020 – 5:30 P.M.**

**Student Union – Room 209**

Zoom Link <https://neosho.zoom.us/j/92411828073>

Meeting ID: 924 1182 8073

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Consent Agenda**
  - A. Job Description – Healthcare Clinical Support Instructor/Coordinator
  - B. Personnel
- V. New Business**
  - A. Executive Session – Employee Matters
- VI. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**SPECIAL BOARD MEETING**

**MINUTES**

**August 31, 2020 – 5:30 P.M.  
Student Union – Room 209**

**I. CALL TO ORDER**

Dennis Peters called the meeting to order at approximately 5:30 p.m. in Room 209 of the Student Union.

**II. ROLL CALL**

The following members were present: Kevin Berthot, Charles Boaz, Lori Kiblinger, David Peter, Dennis Peters and Jenny Westerman (via Zoom)

Absent:

Also in attendance: Lindsey Donovan, Dr. Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Riann Mullis, Kent Pringle, Kerry Ranabargar, Dr. Sarah Robb, Angela Rowan, Jon Seibert, Sandi Solander

**III. APPROVAL OF THE AGENDA**

On motion by Charles Boaz and second by Lori Kiblinger the agenda was approved as presented.

**IV. CONSENT AGENDA**

On motion by David Peter and second by Kevin Berthot the following items were approved by consent:

**A. Healthcare Clinical Support Instructor/Coordinator**

The job description for the Healthcare Clinical Support Instructor has been updated to reflect new Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) faculty requirements. The position has also been reduced from a 10-month position to a 9-month position.

## HEALTHCARE CLINICAL SUPPORT INSTRUCTOR/COORDINATOR

Reports to: Director of Health Information Technology  
Classification: Full-time, ~~10-month~~ 9-month Employee  
Pay Status: Academic Management Support, Exempt  
Fringe Benefits per Board Policy  
Starting Salary: \$30,000-\$33,000  
Revised: August 2020

**Position Overview:** This position reports to the Director of Health Information Technology (HIT) and is responsible teaching in the Health Information Technology program and for coordinating the Medical Assistant and Phlebotomy programs. Duties include, but are not limited to:

### Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### Primary Duties

1. Assist in recruiting students into the health information technology programs.
2. Instruct courses in the health information technology program.
3. Advise students in the health information technology program.
4. Assist in obtaining and maintaining clinical affiliation sites.
5. Conduct student, course, and program assessments.
6. Assist in maintaining HIT program accreditation.
7. Attend in-service and graduation sessions.
8. Work collaboratively with NCCC Allied Health and Nursing Programs.
9. Assist in program advisory committee meetings.
10. Participate on NCCC committees, as assigned.
11. Hire, supervise, and evaluate adjunct instructors.
12. Maintain program sheets, assessment matrices, and participate in program review processes.
13. Establish national testing opportunities for program graduates.
14. Develop a network of area physicians, clinical sponsors, and hospitals sponsors, to provide student clinical sites and industry input into curricular decisions.
15. Coordinate the medical assistant and phlebotomy programs.
16. Monitor program budget.
17. Plan and prepare for adequate supplies/equipment to meet program needs.
18. Teaching the equivalent of nine (9) credit hours each fall and spring semester; or negotiated variances.
19. Additional teaching assignments will warrant a supplemental contract.
20. The working hours of this 9-month position will be a minimum of 1,560 hours over the course of the year. Specific schedule to be negotiated between employee and supervisor.
21. Perform other duties as assigned.

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

1. Excellent interpersonal skills, excellent 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 drive a passenger vehicle.

### **Education and Experience**

- Minimum of an AHIMA credential and a degree and/or certificate in the teaching area. Candidates who are actively pursuing the credential will be considered; however, a professional development plan including attainment of the credential will be part of any employment contract.
- Have a minimum of 1 year of experience in a health care setting performing or observing administrative and clinical procedures.
- Teaching experience strongly 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. Travel will be required. Reliable transportation required.
6. Ability to occasional lift and transport items weighing up to 10 pounds is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours and weekends.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## **B. Personnel**

### **1. Resignation of Assistant Director of Health Information Technology**

It was the president's recommendation that the Board approve the resignation of Christina Savage, Assistant Director of Health Information Technology. Her last day will be September 8, 2020.

### **2. Resignation of Assistant Baseball Coach/Sports Information Director**

It was the president's recommendation that the Board approve the resignation of Josh Merrill, Assistant Baseball Coach/Sports Information Director, pending his approval to Healthcare Clinical Support Instructor/Coordinator. His last day will be August 31, 2020.

### **3. Healthcare Clinical Support Instructor/Coordinator**

It was the president's recommendation that the Board approve the employment of Josh Merrill as Healthcare Clinical Support Instructor/Coordinator.

Mr. Merrill is a registered nurse, holds a Bachelor of Science in Criminal Justice and a Master of Science in Healthcare Administration. He currently teaches courses in the program as an adjunct instructor.

Mr. Merrill has served as the Assistant Director of Residence and Student Life and PT-Assistant Baseball Coach at NCCC since August 2019. He was recently hired as the Assistant Baseball Coach/Sports Information Director; he will continue in this position on a supplemental contract.

Mr. Merrill will be paid an annual salary of \$31,500 (MS-A) with an expectation that he will complete the AHIMA credential within 18 months. Start Date September 1, 2020.

## **V. NEW BUSINESS**

### **A. Executive Session – Employee Matters**

On motion by David Peter and second by Kevin Berthot the board recessed into executive session for 20 minutes to discuss an incident involving employee discipline pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President, both Vice-Presidents, Chief Financial Officer, Athletic Director and college attorney be included. The Board entered executive session at 5:32 pm.

The Board of Trustees came out of executive session at 5:52 pm and accepted the following resignations.

#### **Resolution: 2020-45**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Jose Lopez, Head Men and Women Soccer Coach, his resignation date is August 31, 2020.

**On motion by Lori Kiblinger and second by Charles Boaz, the above resolution was approved unanimously.**

**Resolution: 2020-46**

RESOLVED, that the Board of Trustees of Neosho County Community College accepts the resignation of Carlos Cano, Assistant Track Coach, his resignation date is September 15, 2020.

**On motion by Lori Kiblinger and second by David Peter, the above resolution was approved unanimously.**

**VI. ADJOURNMENT**

On motion by David Peter and second by Kevin Berthot, the meeting adjourned approximately at 6:02 pm.

Respectfully submitted,

Dennis Peters, Board Chair

Angela Rowan, Board Clerk