

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**AGENDA
SPECIAL MEETING**

**May 12, 2015 – 5:30 P.M.
Student Union, Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Consent Agenda**
 - A. Personnel
 - B. Part-time Library Clerk II Revised Job Description
 - C. Notification of Leave

Adjournment

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**MINUTES
SPECIAL MEETING
April 9, 2015 – 5:30 P.M.
Student Union, Room 209**

I. CALL TO ORDER

David Peter 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, and Dennis Peters. Also in attendance were Jim Genandt, Dr. Brian Inbody, Ben Smith, and Sandi Solander.

III. APPROVAL OF THE AGENDA

On motion and second the agenda was approved as printed.

IV. CONSENT AGENDA

On motion and second the following items were approved by consent:

A. Personnel

1. Resignation of Assistant Men's Soccer Coach

It was the president's recommendation that the Board accept the resignation of Johnny Adame, Assistant Men's Soccer Coach. Mr. Adame's resignation shall be effective May 15, 2015.

2. Resignation of Assistant Wrestling Coach

It was the president's recommendation that the Board accept the resignation of Matthew Oliver, Assistant Wrestling Coach. Mr. Oliver's resignation shall be effective May 15, 2015.

3. Resignation of Administrative Assistant to the Vice President for Student Learning

It was the president's recommendation that the Board accept the resignation of Cindy Fairchild, Administrative Assistant to the Vice President for Student Learning. Ms. Fairchild's resignation shall be effective May 22, 2015.

4. Resignation of Part-time Library Clerk

It was the president's recommendation that the Board accept the resignation of Gwen Roseberry, Part-time Library Clerk, pending her appointment as Administrative Assistant for Adult Education/Receptionist for Chapman Learning Center.

5. Administrative Assistant for Adult Education/Receptionist for Chapman Learning Center

It was the president's recommendation that the Board approve the employment of Gwen Roseberry as Administrative Assistant for Adult Education/Receptionist for Chapman Learning Center. Ms. Roseberry has served as a part-time Library Clerk at NCCC since October of 2013.

Ms. Roseberry will be paid \$9.70 an hour (Level 3) beginning May 18, 2015.

6. Administrative Assistant to the Athletic Director

It was the president's recommendation that the Board approve the employment of Kim Ensminger as Administrative Assistant to the Athletic Director. Ms. Ensminger holds a Bachelor of Science degree from Kansas State University.

Ms. Ensminger's prior work experience includes Senior Administrative Assistant to the Biosecurity Research Institute at Kansas State University, Administrative Assistant to the Vice President for Operations here at NCCC, co-owner/operator of Lucky Stop Convenience Store in Iola, and part-time secretary for Farm Bureau Insurance.

Ms. Ensminger will be paid \$10.70 an hour (Level 3) beginning May 18, 2015.

7. Assistant Volleyball Coach

It was the president's recommendation that the Board approve the employment of Marisa Jordan as Assistant Volleyball Coach. Ms. Jordan has an Associate of Science degree from NCCC and a Bachelor's Degree in Interdisciplinary Studies from Austin Peay State University, Clarksville, TN.

Ms. Jordan's prior work experience includes Head Volleyball Coach/Sports Information Director at Labette Community College and Assistant Volleyball Coach at Fort Scott Community College.

Ms. Jordan will be paid an annual salary of \$17,000 for a nine-month contract. Her start date will be August 17, 2015.

8. Director of Human Resources

It was the president's recommendation that the Board approve the employment of Kathy McMillen as Director of Human Resources. Ms. McMillen has a Bachelor of Science Degree in Business Administration from Kansas State University.

Ms. McMillen's prior work experience includes Human Resources Manager at Kustom Signals and Program Specialist II at Kansas Department of Human Resources, both in Chanute, KS.

Ms. McMillen will be paid an annual salary of \$45,000 (Administration) beginning June 1, 2015.

9. Assistant Track Coach Contract

The employment contract of Jason Robbs was not on the list of contracts to be renewed at last month's Board meeting. It was the president's recommendation the Board direct that notice be given to him of the Board's intention not to renew or grant him another employment contract.

B. Part-time Library Clerk II-Chanute Campus Revised Job Description

With the resignation of the Part-time Library Clerk II on the Chanute campus to assume other duties within the college it is time to update the job description. Following is the revised job description for review. It was the president's recommendation that the Board approve the revised Part-time Library Clerk II-Chanute Campus job description.

PART-TIME LIBRARY CLERK II – CHANUTE CAMPUS

Reports to: Coordinator of Library and Instructional Design Services

Classification: Part-time, 20 hours per week, 12 month position

(Not to exceed 20 hours per week without supervisor approval)

Pay Status: Hourly, non-exempt, Level II

Salary Range – \$8.70-9.70

Fringe Benefits per Board Policy & KPERS eligible

Revised/approved: May 14, 2015

Purpose of position: This position is a part-time member of the Library team who reports to the ~~Director of Library Services~~ **Coordinator of Library and Instructional Design Services**. This position is responsible for Library functions, including helping students with research and serving patrons during specific hours. Duties include, but are not limited to:

Essential Functions:

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Providing high quality customer service to library patrons. Assisting with the location and retrieval of information from the library catalog, databases, electronic portal, and other resources.
4. Answering questions in person, by phone, via email, and through the library's online chat service.
5. Cataloging and processing a variety of print and electronic materials.
6. Processing interlibrary loan requests and maintaining accurate transaction records.
- ~~3. Provide customer service to those using the Library as needed. Help find materials in the Library, use electronic databases, online Library catalog, and InsideNC.~~
- ~~4. Ability to use Microsoft Office Programs, Microsoft Outlook and the Internet.~~
- ~~5. Answer Library questions by telephone, email, or other means of communication.~~
7. Operating office equipment in the Library, including but not limited to copier, fax, scanner, iPads, and laptops.
- ~~7. Assume responsibility for administering Library functions in the absence of other staff or Director, including opening and closing of the Library and supervision of student workers.~~
8. Assisting with the circulation of library materials including but not limited to retrieving and re-shelving and basic collection maintenance.
9. Trouble-shooting technological issues.
10. Engaging in outreach activities.
- ~~9. Process requisitions /purchase orders for equipment, databases, newspapers and office supplies.~~
11. Inventory office supplies and order supplies according to library needs and budget.
12. Developing a flexible work schedule with the Director to ensure facility coverage and service to constituents. This may include evenings and/or weekend coverage.
13. Assuming responsibility for administering essential library functions in the absence of other staff or the Coordinator, including opening and closing of the Chapman Learning Center and supervision of student workers.
14. Learning and providing support related to advising with clerical assistance connected to assisting students with degree sheets, collecting graduation intent forms, and assistance with reverse transfer projects.

12. Perform other miscellaneous duties as assigned by the Director **Coordinator** of Library and **Instructional design Services**, ~~and Library Associate, or Library Clerk.~~

Required Knowledge and Abilities

1. Excellent customer service skills.
- ~~2. Strong computer skills.~~
2. Excellent oral and written communication skills.
3. Ability to work effectively with diverse populations.
4. Good organizational skills.
5. Attention to detail.
6. Familiar with the Dewey decimal system.
- 7. Proficiency with Microsoft Office.**
- 8. Familiarity with electronic research tools.**

Education and Experience

- High school graduate; **Associate's degree preferred.**
- Library **and/or customer service** experience preferred

Working Conditions

1. Work is performed in a learning center with library services environment.
2. Limited exposure to physical risk.
3. Working at least one evening is required.
4. Some heavy lifting is required.

Non-Discrimination (1/9/15)

Neosho County Community College affords equal opportunity to and does not discrimination against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy.

Vice President for Operations
a/k/a Chief Operations Officer
Neosho County Community College
800 West 14th Street
Chanute, KS 66720
Telephone: (620) 432-0301

Students may in the alternative prefer to contact:

Dean of Student Services
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720
Telephone: (620) 432-0304

Using the College's complaint or grievance process does not prohibit an employee or student from contacting or filing a complaint with these agencies:

U.S. Department of Education

Office of Civil Rights
1010 Walnut Street
3rd Floor, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550

Kansas Human Rights Commission (KHRC)

Main Office, Topeka
900 S.W. Jackson, Suite 851-S
Topeka, KS 66612-1258
Telephone: (785) 296-3206
Toll Free: (888) 793-6874

Equal Employment Opportunity Commission (EEOC)

Kansas City Area Office
400 State Avenue, Suite 905
Kansas City, KS 66101
Telephone: (913) 551-5655

C: Notification of Unpaid Leave

Travis Solander, Maintenance/Grounds, has requested a leave of absence from May 18, 2015, through August 18, 2015, to complete his summer internship for the school of construction program at Pittsburg State University. Board policy allows such requests for leave if recommended by the appropriate administrator and the president. Kyle Seufert and Dr. Inbody concurred in the recommendation that the Board approve the leave request from Mr. Solander.

Such leave shall be without pay less any accrued vacation time. Mr. Solander shall continue to make his 403B plan contributions as well as pay his health and dental insurance premiums during his absence.

V. Adjournment

On motion and second the meeting adjourned at 5:35 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk