

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

AGENDA

**July 28, 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
- V. Reports**
 - A. President – Dr. Brian Inbody
- VI. Old Business**
 - A. Budget Workshop
 - B. Resolution 2015-48: Approve FY 2015-16 Budget for Publication
 - C. Resolution 2015-49: Assistant Coach Policy Change
- VII. New Business**
 - A. Resolution 2015-50: Strategic Technology Plan (STP) Recommendation
 - B. Resolution 2015-51: Administrative Employees Salary Increases
 - C. Resolution 2015-52: Hourly, Non-Exempt Employees Salary Increases
 - D. Resolution 2015-53: ABE Grant Employees Salary Increases
 - E. Executive Session: Employer/Employee Negotiations
 - F. Resolution 2015-54: Approval of the 2015-2016 Negotiated Agreement
 - G. Executive Session: Non-elected Personnel
- VIII. Adjournment**

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

MINUTES

**July 28, 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: Charles Boaz, Lori Kiblinger, David Peter, Dennis Peters, and Jenny Westerman.

Also in attendance were Denise Gilmore, Dr. Brian Inbody, Kerry Ranabargar, Sarah Robb, Ben Smith, Jon Seibert, and Sandi Solander

III. APPROVAL OF THE AGENDA

On motion by Dennis Peters and second by Charles Boaz the agenda was approved as printed.

IV. CONSENT AGENDA

On motion by Charles Boaz and second by Dennis Peters the following items were approved by consent:

A. Personnel

1. Resignation of Chanute Bookstore Coordinator

It was the president's recommendation that the Board accept the resignation of Mary Jo Sechler, Chanute Bookstore Coordinator. Ms. Sechler's resignation shall be effective July 31, 2015.

2. Resignation of TLC Assistant

It was the president's recommendation that the Board accept the resignation of Catherine Westerhaus, TLC Assistant. Ms. Westerhaus' resignation shall be effective immediately.

V. REPORTS

A. President's Report – Dr. Brian Inbody gave a president's report. See attachment enrollment report.

VI. OLD BUSINESS

A. Budget Workshop

Sandi Solander, Chief Financial Officer, explained the budget process, how revenue is generated, defined the spending authority budget and the operational budget and answered questions.

B. Approve FT 2015-16 Budget for Publication

It was the president's recommendation that the Board approve the 2015-16 Budget for publication as presented.

Resolution 2015-48

RESOLVED, that the Board of Trustees of Neosho County Community College approves the FY 2015-16 Budget for publication. Further, that the public hearing on the proposed budget will be held on Thursday, August 13, 2015, at 5:30 p.m. in room 209 of the Student Union of the College.

Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved. Motion passed unanimously.

Affidavit of Publication

STATE OF KANSAS, NEOSHO COUNTY, ss:
Brandi D. Swiler, being first duly sworn,
 deposes and says: That *she* is *Classified Manager*
 of *THE CHANUTE TRIBUNE*, a daily newspaper printed
 in the State of Kansas, and published in and of general
 circulation in Neosho County, Kansas, with a general paid
 circulation on a daily basis in Neosho County, Kansas, and
 that said newspaper is not a trade, religious or fraternal
 publication.

Said newspaper is a daily published at least weekly 50
 times a year: has been so published continuously and unin-
 terruptedly in said county and state for a period of more
 than five years prior to the first publication of said notice;
 and has been admitted at the post office of Chanute, in said
 county as second class matter.

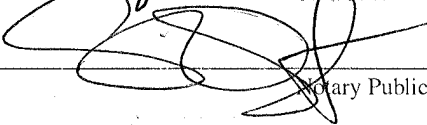
That the attached notice is a true copy thereof and was
 published in the regular and entire issue of said newspa-
 per for 1 consecutive Week, the first publication
 thereof being made as aforesaid on the 31 day of
July
 2015, with subsequent publications being made on the
 following dates:

_____, 2015 _____, 2015

_____, 2015 _____, 2015



Subscribed and sworn to and before me this
31 day of July, 2015



 Notary Public

My commission expires: January 9, 2019

Printer's Fee \$ 85.00

Affidavit, Notary's Fee \$ 8.00

Additional Copies \$ —

Total Publication Fees \$ 93.00



(First published in The Chanute Tribune Friday, July 31, 2015)

Budget Form CC-1

STATE OF KANSAS

NOTICE OF PUBLIC HEARING
2015-2016 BUDGET


The governing body of Neosho County Community College, Neosho County, will meet on
 August 13, 2015, at 5:30 p.m., at Student Union Oak Room
 for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of
 tax to be levied, and to consider amendments. Detailed budget information is available at Finance Office
 and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2015 Tax to be Levied (as shown below) establish the maximum limits
 of the 2015-2016 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes,
 is subject to slight change depending on final assessed valuation.

	2013-2014		2014-2015		PROPOSED BUDGET 2015-2016		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2015 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	10,023,421	33.780	10,003,550	33.800	12,143,147	4,304,294	33.800
Postsecondary Tech Ed	3,751,303		3,848,546		3,946,013	XXXXXXXXXX	XXX
Adult Education	510,627		526,746		721,068	0	0.000
Adult Supp Education	110,329	XXX	72,758	XXX	360,422	XXXXXXXXXX	XXX
Auxiliary Enterprise	2,208,421	XXX	1,731,070	XXX	5,734,492	XXXXXXXXXX	XXX
Plant Funds	XXX		XXX		XXX	XXXXXXXXXX	XXX
Revenue Bonds	500,379	XXX	710,863	XXX	70,000	XXXXXXXXXX	XXX
Total All Funds	17,104,480	33.780	16,893,533	33.800	22,975,142	XXXXXXXXXX	33.800
Total Tax Levied	4,890,805		5,035,808		XXXXXXXXXX	4,304,294	
Assessed Valuation	144,784,037		148,988,408		127,345,456		
Outstanding Indebtedness, July 1							
	2013		2014		2015		
G.O. Bonds							
Capital Outlay Bonds							
Revenue Bonds	6,150,000		5,955,000				
Certificates of Participation					5,435,000		
Temporary Notes							
Lease Purchase Principal	353,850		168,621				
Total	6,503,850		6,123,621		5,435,000		

*Tax Rates are expressed in mills.


 Board Chairman

C. Assistant Coach Policy (second reading)

The Affordable Care Act requires recognition that the practice of allowing part-time coaches to supplement incomes through additional non-coaching employment duties result in eligibility for certain full-time benefits. These definitional changes implement the Board's decision to continue the practice of allowing part-time coaches to work sufficient hours to become eligible for benefits. It was the president's recommendation that the Board approve the revisions to the Assistant Coach Policy as set out below.

Athletic~~Assistant~~ Coach Policy

~~Assistant coaches are part-time employees.~~ Each varsity sport will be allowed one head coach and one assistant coach. If the sport recruits 28 or more student athletes (not including student managers), two assistant coaches will be allowed. In the event that the number of student athletes drops below 28 during a semester, the second assistant coach will be terminated within ten working days, unless the President of the College, upon the recommendation of the Athletic Director, determines that continued employment of a second part-time assistant coach for the sport is in the best interests of the College.

A Head Coach shall be a full-time employee unless the employment agreement specifically provides otherwise. The employment contract for an assistant coach shall be a part-time employee contract but may be supplemental to sufficient other part-time non-coaching duties to become eligible for benefits such as health insurance normally accruing to a full time employee as designated in the employment contract. Athletic coaches and athletic support personnel are not teachers or instructors, but may by supplemental contract or specific provisions of their employment contract include compensation and assignment of specific teaching duties.

*Adopted: 4/00
Revised: 5/00, 6/14/12, 1/9/14*

Resolution 2015-49

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revisions to the Assistant Coach Policy as set out above.

Upon motion by Dennis Peters and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

VII. NEW BUSINESS

A. Strategic Technology Plan (STP) Recommendation

Over the past decade, the Board of Trustees has established a firm direction for the College. This direction has been solidified by a fully realized set of master plans outlining the future of the College. The Strategic Technology Plan (STP), first approved by the Board in 2009, is integral to the master planning process.

The Strategic Technology Plan serves as a living document to provide guidance for achieving the institution's mission by outlining technology goals, initiatives and strategies that support objectives and goals outlined in the institutional master planning documents mentioned above. The plan details the future technology direction for Neosho County Community College and complements

the College's other master plans. The Strategic Technology Plan is driven by, as well as helps to drive, the other planning documents for the College, most notably the Strategic Plan, the Education Master Plan and the Financial Plan.

The Strategic Technology Plan has to be continually updated and modified, however, as the college's technology needs change. The plan is reviewed annually and appropriate changes are made per the plans mentioned above and needs of the college community. The latest changes are not substantive, although changes were made to support new or modified Strategic Plan initiatives, our IP telephony infrastructure, our lab environments, and the technology replacement funding formula. The plan has been approved by the Technology Planning Committee and the Executive Committee. A copy of the plan was provided as a separate document.

It was the president's recommendation that the Board approve the NCCC Strategic Technology Plan (STP) with the content to be modified as necessary and appropriate.

Resolution 2015-50

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised Strategic Technology Plan (STP).

Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved. Motion passed unanimously.

B. Administrative Employees Salary Increases

It was the president's recommendation that the following administrative employees receive a 1.5% salary increase for their 2015-2016 employment contracts as follows.

*Anyone hired after April 1, 2015, will not receive a salary increase for 2015-2016.

Name	Position	2014-15 Annual Salary	2015-16 Annual Salary
Executive Administrator Classification			
Robb, Sarah*	VP for Student Learning	70,000	70,000
Smith, Ben	VP for Operations	94,838	96,261
Solander, Sandi	Chief Financial Officer	68,878	¹ 74,911
Senior Administrator Classification			
Christiansen, Claudia	Director of Development & Marketing	61,629	62,553
Coomes, Kerrie	Dean of Student Services	57,626	58,490
Ernst, Dale	Dean of Ottawa Campus	53,450	54,252
Gardner, Marie	Dean for Online Campus-Ottawa (10 mo)	55,722	56,558
Krumm, Brenda	Dean of Outreach & Workforce Development (11 mo)	61,817	62,744
Ranabargar, Kerry	Dean for Operations/CIO	64,450	65,417
Saddler, Mike	Athletic Director	² 35,540	41,000

Name	Position	2014-15 Annual Salary	2015-16 Annual Salary
Administrator Classification			
Beddo, Leslie	Director of Recruitment & College Relations-Ottawa	31,194	31,662
Bertels, Karen	Assistant Dean of Outreach & Workforce Development	54,094	54,905
Cadwallader, Sarah	Director of International Student Services	33,498	34,000
Cain, Jennifer	Surg Tech Program Developer-Ottawa	43,680	44,335
Carman, Peggy	OTA Instructor/Fieldwork Coordinator-Ottawa (11 mo)	58,937	59,821
Covault, Pam	Director of Nursing	76,196	77,339
Daisy, Jennifer	Assistant Director of Financial Aid-Ottawa	29,951	30,400
Ferguson, Jennifer	Surg Tech Program Specialist-Ottawa	43,657	44,312
Flett, Barbara	OTA Program Director-Ottawa	76,136	77,278
Hale, Kara	Director of Financial Aid	38,898	39,481
McMillen, Kathy*	Director of Human Resources	45,000	45,000
Morris, Amy	Registrar	30,000	30,450
Nunn, Michael*	Director of Youth Activities	41,000	41,000
Ouellette, Allison	Director of Residence & Student Life	28,727	29,158
Rhine, Tracy	Director for Allied Health	45,649	46,334
Roush, Beverly	Assistant Director of Nursing	70,593	71,652
Ryan, Richard	HIT Director-Ottawa	52,019	52,799
Seibert, Jon	Director of Technology Services	37,890	38,458
Seufert, Kyle	Director of Facilities	42,500	43,138
Wolfe, Jan	RSVP Director	30,000	30,450
Management Support Classification			
Allen, Samantha	Assistant Softball Coach (9 mo)	17,356	17,616
Almond, Jeff	Assistant Director of Chapman Learning Center	34,157	34,669
Bures, Kyle	Coordinator of the TLC-Ottawa	34,009	34,519
Chenoweth, Curtis	Assistant Wrestling Coach (9 mo)	17,356	17,616
Crabtree, Devon	Assistant Men's Basketball Coach (9 mo)	17,356	17,616
Cummins, Ryan	Assistant Women's Basketball Coach	17,000	17,255
Gilner, Michael	Assistant Baseball Coach (9 mo)	17,356	17,616
Hauser, LuAnn	Coor of Institutional Research & Reporting	41,268	41,887
Isaac, Nancy	Advertising/Media Coordinator (20 hrs/wk)	22,866	23,209
Mudd, Erica	Recruitment/College Relations Specialist	28,137	28,559
Munsell, Ramona	TRIO Grant Writer (1/2 time)	25,712	26,098
Myers, Devin	Network Systems Administrator	27,500	27,913
Oswalt, Rebecca	Recruitment/College Relations Specialist-Ottawa	22,468	22,805
Richardson, Kaleigh	Coordinator of Residence/Student Life (11 mo)	21,650	21,975
Savage, Christina	Healthcare Clinical Support Instructor/Coor (10 mo)	30,000	30,450
Smith, Sarah	Alumni Relations/Development Assistant	34,810	35,332
Vanatta, Kim	Developmental Lab Coordinator	41,070	41,686
Vineyard, Julie	Ottawa Bookstore Coordinator	26,840	27,243
Wylie, Colin	Assistant Women's Soccer Coach (9 mo)	17,356	17,616

¹1.5% + \$5,000 bump

²Different position in 2014-2015

Resolution 2015-51

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for administrative employees for 2015-2016 as recommended above by the President.

Upon motion by Dennis Peters and second by Charles Boaz the above resolution was approved. Motion passed unanimously.

C. Hourly, Non-Exempt Employees Salary Increases

It was the president's recommendation that the following hourly, non-exempt employees receive salary increases for their 2015-2016 employment contracts as follows:

1. Anyone making less than \$10.00 an hour shall be increased to \$10.00 an hour.
2. Everyone else shall receive a 30¢ an hour salary increase.

Name	Position	Level	2014-15 hr rate	2015-16 hr rate
Anderson, Tracy	Custodian	1	10.88	11.18
Barr, Mary	Switchboard/Admin Asst	2	11.15	11.45
Beeman, Gloria	Office Services Clerk	3	11.54	11.84
Benton, Patty	Cashier-Ottawa	4	12.67	12.97
Berbaum, James	Maintenance-Ottawa	3	10.00	10.30
Burkholder, Kevin	Safety Officer (1/2 time) (11 mo)	5	12.00	12.30
Burton, Linette	Financial Aid Clerk (1/2 time)	2	10.16	10.46
Clements, Lori	Financial Aid Specialist	4	12.33	12.63
Crawford, Sharlene	Custodian	1	10.50	10.80
Crawford, Steve	Maintenance/Electrician/Plumber	5	16.15	16.45
Dent, Logan	Registration Specialist	3	10.50	10.80
Dix, Marcy	Assistant Registrar-Ottawa	3	12.06	12.36
Dodson, Joyce	Custodian-Ottawa (1/2 time)	1	10.00	10.30
Donovan, Lindsey	CLC Associate (1/2 time)	3	10.50	10.80
Ensminger, Kim	AA to Athletic Director	3	10.70	11.00
Ewen, Mary	Accounts Payable/Payroll Clerk	3	11.81	12.11
Fugate, Jamie	Custodian	1	10.73	11.03
Gilmore, Denise	AA to the President	4	16.51	16.81
Godinez, James	Safety Officer (1/2 time) (11 mo)	5	12.00	12.30
Hamm, Kelly	AA to the Director of Nursing	3	11.54	11.84
Hawk, Tamara	Safety Officer-Ottawa (1/2 time) (10 mo)	5	12.00	12.30
Hudson, Danny	Desktop Support Technician	5	11.70	12.00
Jacobson, Karin	Accounting Specialist	5	13.14	13.44
Kimberlin, Starlet	Library Clerk (1/2 time)	2	8.80	10.00
Kuzen-Stephens, Lorraine	Library Clerk (1/2 time)	2	9.70	10.00
Madden, Dan	Maintenance B	4	10.93	11.23
Neely, Mia	Cashier	4	12.81	13.11
Oelke, Jon	Desktop Support Technician-Ottawa	5	12.50	12.80
Parker, Rebecca	Bookstore Assistant-Ottawa (1/2 time)	2	9.70	10.00
Parriott, Paulette	Receptionist/Switchboard-Ottawa	2	10.82	11.12

Name	Position	Level	2014-15 hr rate	2015-16 hr rate
Pulliam, Reba	Custodian	1	10.73	11.03
Rahe, Corey	Maintenance C	4	11.95	12.25
Rogers, LuAnn	Custodian	1	11.15	11.45
Rose, Rachel	Accounts Receivable Clerk	3	10.70	11.00
Rossmann, Wendy	AA to Director of Nursing-Ottawa	3	10.70	11.00
Schommer, Debra	AA to Div Chairs, Faculty & Assessment Coordinator (10 mo)	3	13.07	13.37
Showalter, Teri	AA to Allied Health	3	12.11	12.41
Slaughter, Connie	Switchboard/Office Services Clerk (1/2 time)	2	10.08	10.38
Smith, Amy	AA to Outreach/Workforce Development	3	¹ 11.95	12.75
Smith, Melissa	AA to Dean of Student Services (1/2 time)	2	9.21	10.00
Snyder, Rena	Receptionist/Data Clerk	2	10.93	11.23
Solander, T. J.	Maintenance/Grounds	3	10.59	10.89
Stevens, Ashley	AA to VP for Student Learning	4	11.25	11.55
Stich, Mary	AA to CFO/Bookstore Coordinator	3	11.57	11.87
Sudja, Sally	TLC Assistant-Ottawa (13 hrs/week)	2	10.80	11.10
Tilman, Drake	Safety Officer	5	12.00	12.30
Weldon, Megan	AA to VP for Operations	4	12.48	12.78

¹Different hours/duties in 2014-15

Resolution 2015-52

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for hourly, non-exempt employees for 2015-2016 as recommended above by the President.

Upon motion by Lori Kiblinger and second by Charles Boaz the above resolution was approved. Motion passed unanimously.

D. ABE Grant Employees Salary Increases

It was the president's recommendation that the following ABE grant employees receive a 1.5% salary increase for their 2015-2016 employment contracts as follows.

*Anyone hired after April 1, 2015, will not receive a salary increase for 2015-2016.

Name	Position	2014-15 Annual Salary	2015-16 Annual Salary
Administrator Classification			
Clay, Krista	Director of ABE	42,640	43,280
Lyden, Heather	Assistant Director of ABE	37,250	37,809

Name	Position	2014-15 Annual Salary	2015-16 Annual Salary
Management Support Classification			
Bushnell, Nichole	ABE Instructor (LCC)	26,520	26,918
Collier, Jamie	Abe Instructor (FSCC)	25,500	25,883
Duft, Aubrey	ABE Instructor (FSCC)	26,010	26,400
Fossoy, Dan	ABE Instructor (ICC)	36,040	36,581
Lamer, Steven	ABE Instructor (NCCC-Ottawa)	25,500	25,883
Morton, Jane	ABE Instructor (NCCC-Ottawa)	29,120	29,557
Robinson, Isaac	ABE Instructor (NCCC)	26,520	26,918
Steinert, Nancy	ABE Instructor (LCC)	29,120	29,557

Hourly, Non-Exempt Classification		Level	2014-15 hr rate	2015-16 hr rate
Roseberry, Gwen	AA to ABE/Receptionist for CLC	3	9.70	10.00

Resolution 2015-53

RESOLVED, that the Board of Trustees of Neosho County Community College approves salary increases for the ABE grant employees for 2015-2016 as recommended above by the President.

Upon motion by Dennis Peters and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

E. Executive Session – Employer/Employee Negotiations

On motion by Dennis Peters and second by Charles Boaz the Board recessed into executive session for 10 minutes to discuss matters relating to employer/employee negotiations and included the President, Vice President for Student Learning, Vice President for Operations, and the Chief Financial Officer.

The Board entered executive session at 6:40 pm and returned to open meeting at 6:50 pm.

F. Approval of the 2015-2016 Negotiated Agreement

The PEA negotiation team and the administration reached an agreement for the 2015-2016 academic year. The revisions were mailed to faculty members for ratification. Faculty have ratified the agreement. The revisions follow.

Resolution 2015-54

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2015-2016 Negotiated Agreement with the NCCCPEA as presented.

Upon motion by Dennis Peters and second by Lori Kiblinger the above resolution was approved. Motion passed unanimously.

PREAMBLE

Agreement made and entered into as of the ~~12th~~ 28th day of July, 20145, by and between the Board of Trustees of Neosho County Community College, hereinafter referred to as the "Board," and Neosho County Community College Professional Educators' Association, hereinafter referred to as the "Association."

WHEREAS, the Legislature of the State of Kansas has established a procedure for Professional Employees employed within a college of the State of Kansas to organize and to select a representative for the purpose of professional negotiation, and the majority of the teaching staff, excluding administrators, within the College has designated the Association as its representative for professional negotiation; and

WHEREAS, the Board recognizes the Association as the exclusive representative of all those employed by the Board in professional or instructional capacities, including all classroom instructors, head athletic coaches and athletic support personnel, and librarian employed under a full-time contract, but shall not include any administrative employees or assistant athletic coaches.

WHEREAS, the Board and Association recognize and declare that providing a quality education for the students of Neosho County Community College is their mutual desire and that the character of such education depends predominantly upon the quality and morale of the teaching staff, and

WHEREAS, it shall be the mutual aim of the parties of this agreement to maintain and improve the quality of the instructional program and morale of the teaching staff; and

WHEREAS, representatives of the Board have met with representatives of the Association and have negotiated in good faith the terms and conditions of professional service.

Therefore the parties agree as follows:

ARTICLE 1

DISTRIBUTION OF AGREEMENT

An electronic copy ~~Copies~~ of this Agreement shall be ~~printed at the expense of the Board~~ made available on InsideNC within thirty (30) days after the Agreement is signed and presented to all Professional Employees now employed, hereafter employed during its life, or offered employment by the Board. ~~The Board shall furnish five (5) copies and (1) electronic (computer) copy of this agreement to the Association for its use. A~~ printed copy will be provided free of charge by NCCC to any Professional Employee who requests one.

ARTICLE 11

SALARY SCHEDULE DESCRIPTION

- A. Upon initial employment, the salary and salary placement shall be determined by the Administration and Board.
- B. Each Professional Employee will move one (1) vertical step on the salary schedule for 201~~45~~-201~~56~~. Horizontal movement is possible according to the guidelines established in the negotiated agreement.
- C. The 7 horizontal columns shall be titled Instructor, MS, MS+15, MS+30, MS+45, MS+60 and DOC.
- D. To qualify for horizontal salary schedule movement above the Master's degree, hours completed after 9/1/91 must be earned through:
 - 1. Graduate hours in the Professional Employee's major assigned field of teaching. The Professional Employee must submit an official transcript and form;
 - 2. The Chief Academic Officer may approve in advance other graduate hours, workshops, clinics, or conferences that are related to the employee's discipline or job duties. The Professional Employee must submit at least two weeks prior to the beginning of the activity the Academic Class/Teaching Discipline Related Work form including justification as to why this should count for horizontal advancement on the salary schedule. A formula of 15 clock hours equals one credit hour will be used for conversion purposes.
- E. Graduate hours are defined as all course work certified as graduate level by the granting institution.
- F. For any bargaining unit Professional Employee that is required by the institution to work more than the standard nine months (180 days) period in a contract year, the rate of compensation shall be calculated as a direct ratio of the nine-month salary (e.g., a ten-month assignment shall be calculated as $(10/9)$ ten times the appropriate row and column salary divided by nine.)
- G. Professional Employees anticipating a move to a new column must notify the Chief Business Officer in writing prior to May 1 preceding the next contract year. To receive horizontal advancements, official transcripts or other information acceptable to the Chief Business Officer must be filed prior to September 10 of the contract year following the May 1 notification.
- H. All hours completed prior to 9/1/91 and currently certified or on file with the Chief Business Officer will be allowed for salary placement and movement.
- I. All salaries paid to a full-time Professional Employee by the College for the duties set forth in Professional Employees' Contract (form as set forth in Article 15), with the exception of overload and supplemental, will be included in the primary contract of the Professional Employee.

ARTICLE 12

2014~~5~~-2015~~6~~ SALARY SCHEDULE

Base \$31,725

Step	Instructor	MS	MS 15	MS 30	MS 45	MS 60	DOC
1	\$30,480	\$31,725	\$32,642	\$33,722	\$34,902	\$35,902	\$38,902
2	\$31,135	\$32,576	\$33,494	\$34,574	\$35,754	\$36,754	\$39,754
3	\$31,790	\$33,427	\$34,346	\$35,426	\$36,606	\$37,606	\$40,606
4	\$32,446	\$34,280	\$35,197	\$36,548	\$37,457	\$38,457	\$41,457
5	\$33,100	\$34,935	\$36,048	\$37,130	\$38,308	\$39,308	\$42,308
6	\$33,756	\$35,590	\$36,900	\$37,981	\$39,160	\$40,160	\$43,160
7	\$34,410	\$36,246	\$37,556	\$38,832	\$40,012	\$41,012	\$44,012
8	\$35,066	\$36,900	\$38,210	\$39,684	\$40,864	\$41,864	\$44,864
9	\$35,721	\$37,556	\$38,865	\$40,339	\$41,715	\$42,715	\$45,715
10	\$36,375	\$38,210	\$39,521	\$40,994	\$42,566	\$43,566	\$46,566
11		\$38,865	\$40,175	\$41,650	\$43,418	\$44,418	\$47,418
12		\$39,339	\$40,831	\$42,305	\$44,073	\$45,073	\$48,073
13		\$39,815	\$41,485	\$42,959	\$44,729	\$45,729	\$48,729
14		\$40,290	\$42,141	\$43,615	\$45,383	\$46,383	\$49,383
15		\$40,765	\$42,616	\$44,121	\$46,039	\$47,039	\$50,039
16		\$41,240	\$43,091	\$44,628	\$46,693	\$47,693	\$50,693
17		\$41,715	\$43,567	\$45,135	\$47,349	\$48,349	\$51,649
18		\$42,190	\$44,041	\$45,642	\$48,004	\$49,004	\$52,004
19		\$42,666	\$44,517	\$46,149	\$48,510	\$49,510	\$52,510
20		\$43,140	\$44,991	\$46,655	\$49,016	\$50,016	\$53,016
21		\$43,616	\$45,467	\$47,162	\$49,524	\$50,524	\$53,524
22		\$44,090	\$45,941	\$47,669	\$50,030	\$51,030	\$54,030
23			\$46,417	\$48,176	\$50,538	\$51,538	\$54,538
24			\$46,892	\$48,682	\$51,044	\$52,044	\$55,044
25			\$47,367	\$49,189	\$51,550	\$52,550	\$55,550
26					\$52,058	\$53,058	\$56,058
27					\$52,564	\$53,564	\$56,564
28					\$53,071	\$54,071	\$57,071

Each Professional Employee will move one (1) vertical step on the salary schedule for 2014~~5~~-15~~6~~. Horizontal movement is possible according to the guidelines established in the negotiated agreement.

ARTICLE 14

EARLY RETIREMENT INCENTIVE ~~2010-11 PLAN~~

A Professional Employee of NCCC who may find it necessary or desirable to retire from employment with the College prior to normal retirement age may retire under the terms and conditions ~~of one of the plans~~ hereinafter specified, subject to the following limitations:

- ~~1. A Professional Employee eligible for early retirement under the terms and conditions of Plan A will receive early retirement benefits pursuant to Plan A if the Application is made during fiscal years 2011-12 through 2013-14 inclusive unless the Professional Employee specifically elects to receive early retirement benefits pursuant to Plan B.~~
- ~~2. All other Professional Employees eligible for early retirement will receive early retirement benefits pursuant to Plan B.~~
- ~~3. A Plan election may not be changed after the Application.~~

Plan A

- ~~1. Eligibility: A Professional Employee is eligible for early retirement if such Professional Employee:
 - ~~a. is currently a full-time bargaining unit Professional Employee;~~
 - ~~b. is not less than fifty-six (56) years of age and not more than sixty-four (64) years of age on or before September 1 of the Professional Employee's current contract year, and;~~
 - ~~c. has completed fifteen (15) or more years of full-time employment services with the college.~~
 - ~~d. provides verification of retirement from the Kansas Public Employee Retirement System.~~

~~Eligibility in accordance with (a) – (d) above will be determined by the President of the college. A Professional Employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits to be paid.~~

 - ~~e. must complete the academic year to receive the benefit.~~~~
- ~~2. Application: A Professional Employee may apply for early retirement by giving written notice to the President of the college. Such written notice by the Professional Employee shall be submitted on or before the first day of February preceding the anticipated retirement date, and the notice shall include the following information:
 - ~~a. A statement of the applicant's desire to take early retirement;~~
 - ~~b. The anticipated age of retirement;~~~~

- c. ~~The applicant's birth date and age on the date of retirement;~~
- d. ~~The current mailing address and telephone number of the applicant;~~
- e. ~~The number of years the applicant has been employed full-time by NCCC;~~
- f. ~~The applicant's current salary;~~
- g. ~~Whether the applicant desires the payment in January or July of each year; and,~~
- h. ~~Whether the applicant desires health insurance coverage through the college group health insurance program by deduction of annual premiums from the early retirement benefit or by the applicant paying his/her own monthly premiums to the college.~~

~~Following final action by the Board on any application for early retirement the President of the college shall notify the applicant in writing of the final disposition and the date and amount of early retirement benefits to be paid.~~

~~3. Basis of Retirement Benefit. The early retirement benefit shall be an annual payment determined by utilization of the percentage opposite the year of benefit on the following table. The percentage for the year shall be multiplied by the Professional Employee's last annual contract salary. The payment shall be paid annually in either January or July through the College contract year in which the Professional Employee reaches age sixty-four (64) or for a period of five (5) years, whichever occurs first. The initial date selected for first year payment (January/July) shall then become the anniversary date for subsequent payments. The age at the time of retirement shall determine the percentage of last annual salary for that year and each subsequent year.~~

<u>Year of Benefit</u>	<u>Percent of Last Annual Salary</u>
Age 56	8%
Age 57	10%
Age 58	13%
Age 59	17%
Age 60	21%
Age 61	17%
Age 62	13%
Age 63	10%
Age 64	8%

~~It is further provided that the President of the college shall compute on or before January 15 of each year an estimated early retirement benefit for each Professional Employee between ages fifty-six (56) and sixty-four (64), or comparable ages. This information shall be provided to the Professional Employee and become a part of the Professional Employee's permanent file.~~

~~4. Terms and Conditions. The option to maintain health insurance shall terminate at the end of the College contract year in which the Professional Employee reaches age sixty-four (64). The cash incentive benefit shall automatically terminate at the end of the fifth (5th) payment or at the end of the year in which the Professional Employee reaches age sixty-four (64). Failure of the retired Professional Employee to pay the~~

~~required monthly health insurance premiums may terminate the retired Professional Employee's right of continued participation in the college health insurance plan.~~

~~— All provisions of this incentive will terminate upon the death of the Professional Employee receiving benefits.~~

~~— A Professional Employee who takes early retirement shall have the responsibility to keep the college informed of his/her current mailing address and telephone number.~~

~~— If any provision of this early retirement plan is determined to be in violation of Federal or Kansas State laws or regulations, the plan shall then immediately be terminated by Board action and shall not be in further force or effect unless re-adopted by the Board.~~

Plan B

1. Eligibility: A Professional Employee is eligible for early retirement if such Professional Employee:
 - a. Is currently a full-time bargaining unit Professional Employee;
 - b. Has completed ten (10) or more years of full-time employment services with the College;
 - c. Provides verification of retirement from the Kansas Public Employee Retirement System; and
 - (1) Must complete the academic year in which the Employee is under contract to receive the benefit, or receive written approval from the President pursuant to allowable exception(s).

Eligibility in accordance with (a) – (c) above will be determined by the President of the College. A Professional Employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits to be paid.

2. Application. A Professional Employee may apply for early retirement by giving written notice to the President of the College. Such written notice by the Professional Employee shall be submitted on or before the first day of February preceding the anticipated retirement date, and the notice shall include the following information:
 - a. A statement of the applicant's desire to take early retirement;
 - b. Notification as to whether the applicant desires the payment in January or July of each year; and,
 - c. Notification as to whether the applicant desires health insurance coverage through the college group health insurance program.

Following final action by the Board on any application for early retirement the President of the College shall notify the applicant in writing of the final disposition and the date and amount of early retirement benefits to be paid.

3. Basis of Retirement Benefit. The early retirement benefit shall be an annual payment determined by utilization of the percentage opposite the year of benefit on the following table. The percentage for the year shall be multiplied by the Professional Employee's last annual salary. The payment shall be paid annually in either January or July through the College contract year in which the Professional Employee

reaches age sixty four (64) or for a period of five (5) years, whichever occurs first. The initial date selected for first year payment (January/July) shall then become the anniversary date for subsequent payments. Early retirement benefits shall be based on KPERS retirement eligibility and years of service after eligibility according to the chart below.

<u>Year of Benefit</u>	<u>Percent of Last Annual Salary</u>
KPERS Eligible	21%
Eligibility + 1 year service	18%
Eligibility + 2 years service	15%
Eligibility + 3 years service	12%
Eligibility + 4 years service	9%
Eligibility + 5 years service	6%
Eligibility + 6 years service	3%

It is further provided that the President of the College shall compute an estimated early retirement benefit for each Professional Employee. This information shall be provided to the Professional Employee and become a part of the Professional Employee’s permanent file.

4. Terms and Conditions. The option to maintain health insurance shall terminate at the end of the College contract year in which the Professional Employee reaches age sixty-four (64). The cash incentive benefit shall automatically terminate at the end of the fifth (5th) payment or at the end of the year in which the Professional Employee reaches age sixty-four (64). Failure of the retired Professional Employee to pay the required monthly health insurance premiums may terminate the retired Professional Employee's right of continued participation in the college health insurance plan.

All provisions of this incentive will terminate upon the death of the Professional Employee receiving benefits.

A Professional Employee who takes early retirement shall have the responsibility to keep the college informed of his/her current mailing address and telephone number.

If any provision of this early retirement plan is determined to be in violation of Federal or Kansas State laws or regulations, the plan shall then immediately be terminated by Board action and shall not be in further force or effect unless re-adopted by the Board.

G. Executive Session – Executive Session – Non-elected Personnel

On motion by David Peter and second by Charles Boaz the Board recess into executive session for 10 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 President, Vice President for Student Learning, Vice President for Operations, and the Chief Financial Officer.

The Board entered executive session at 6:52 pm and returned to open meeting at 7:02 pm.

No action was taken.

VIII. Adjournment

On motion by Dennis Peters and second by Charles Boaz the meeting adjourned at 7:05 pm.

Respectfully submitted,

David Peter, Board Chair

Denise L. Gilmore, Board Clerk

Fall Semester 2015

CAMPUS	YEAR CODE	TERM CODE	RUN DATE	STUDENT TOTAL	CREDIT HOUR TOTAL	% INCREASE OR DECREASE
TOTAL	2014	30	7-28-14	1751	14241	
TOTAL	2015	30	7-28-15	1804	14513.5	1.91%
CHANUTE	2014	30	7-28-14	529	6274	
CHANUTE	2015	30	7-28-15	519	6359.5	1.36%
OTTAWA	2014	30	7-28-14	460	3838	
OTTAWA	2015	30	7-28-15	406	3605	-6.07%
ONL	2014	30	7-28-14	709	3699	
ONL	2015	30	7-28-15	715	3419	-7.57%
ODO	2014	30	7-28-14	14	92	
ODO	2015	30	7-28-15	130	827	798.91%
IDO	2014	30	7-28-14	39	338	
IDO	2015	30	7-28-15	34	303	-10.36%