

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AGENDA**

**January 9, 2018 – 5:30 P.M.  
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
  - a.
- IV. Approval of the Agenda**
- V. Board Reorganization:**
  - A. Election of Officers for January 1, 2018 to December 31, 2018: Chair and Vice Chair
  - B. Appointment of Personnel: Treasurer, Clerk, Secretary, Attorney
  - C. Selection of Monthly Meeting Day, Time and Location
  - D. Financial Institution Designation
  - E. Appointment of Board Representatives:
    - a. Kansas Association of Community College Trustees
    - b. NCCC Foundation (1 representative)
  - F. Affirmation of Service
- VI. Consent Agenda**
  - A. Minutes from December 12, 2017
  - B. Claims for Disbursement for December 2017
  - C. Personnel
- VII. Reports**
  - A. Institutional Dashboard – Dr. Robb and Nathan Stanley
  - B. Treasurer – Sandi Solander
  - C. President – Dr. Brian Inbody
- VIII. Old Business**
  - A.
- IX. New Business**
  - A. Resolution 2018-1: Kansas Works Memorandum of Understanding
  - B. Resolution 2018-2: Disaster Recovery Solution
- X. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**January 9, 2018 – 5:30 P.M.  
Student Union – Room 209**

Immediately preceding the meeting, after being first duly sworn upon oath, the Oath of Office was taken by Kevin Berthot, Jennifer Westerman and Charles Boaz, in the presence of R. Kent Pringle, a notary public.

**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, Dennis Peters and Jenny Westerman.

Also in attendance were Kerrie Coomes, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Angela Rowan, Mike Saddler, Ben Smith and Sandi Solander.

**III. PUBLIC COMMENT**

**IV. APPROVAL OF THE AGENDA**

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

**V. REORGANIZATION OF THE BOARD:**

**A. Election of Officers: Chair and Vice Chair**

On motion by Lori Kiblinger and second by Charles Boaz, David Peter was elected Chair and Kevin Berthot was elected as Vice Chair to serve January 1, 2018, to December 31, 2018. Motion passed unanimously.

**B. Appointment of Personnel**

On motion by Dennis Peters and second by Jennifer Westerman, Sandi Solander was appointed as Board Treasurer, Angela Rowan was appointed as Board Clerk, Brian Inbody was appointed as Board Secretary, and Kent Pringle was appointed as Board Attorney. Motion passed unanimously.

**C. Selection of Monthly Meeting Day, Time and Location**

On motion by Dennis Peters and second by Charles Boaz, the meeting day, time and location will stay at the regular time, the second Tuesday of each month, starting at 5:30 p.m. in Room 209 of the Student Union. Motion passed unanimously.

**D. Financial Institution Designation**

On motion by Charles Boaz and second by Lori Kiblinger the following financial institutions were approved as official depositories. Motion passed unanimously.

Bank of Commerce, Chanute  
Commercial Bank, Chanute  
Community National Bank, Chanute  
Emprise Bank, Chanute  
Home Savings Bank, Chanute  
Kansas State Bank, Ottawa  
Peoples Bank, Ottawa

**E. Appointment of Board Representatives:**

1. Kansas Association of Community College Trustees

2. NCCC Foundation (1 representative)

On motion by Dennis Peters and second by Kevin Berthot, Dennis Peters was retained as the Kansas Association of Community College Trustees representative and Charles Boaz was named as the NCCC Foundation representative. Motion passed unanimously.

**F. Affirmation of Service**

The trustees read the following Affirmation of Service together and signed the document.

At the November 2003 Board Retreat, Trustees developed the following statement to demonstrate their understanding of the role of the Board in policy-making. They voted to include this statement each year at the January Board meeting as part of the organization of the Board.

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AFFIRMATION OF SERVICE**

It is with the deepest sense of responsibility and conviction as a trustee of Neosho County Community College that I do solemnly affirm:

- That I understand my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- That I will exemplify ethical behavior and conduct that is above reproach;
- That I will engage in an ongoing process of in-service education and continuous improvement;
- That I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and support the decisions and policy we make; and
- That I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

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David Peter

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Kevin Berthot

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Charles Boaz

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Dennis Peters

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Lori Kiblinger

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Jennifer Westerman

Signed this 9<sup>th</sup> of January, 2018.

## **VI. CONSENT AGENDA**

On motion by Dennis Peters and second by Kevin Berthot the following items were approved by consent:

### **A. Minutes from December 12, 2017**

### **B. Claims for Disbursement for December 2017**

### **C. Personnel**

#### **1. Resignation of Assistant Dean of Outreach & Workforce Development – Ottawa**

It was the President's recommendation that the Board accept the resignation of Tina Gehlen, Assistant Dean of Outreach & Workforce Development. Her resignation will be effective December 22, 2017.

#### **2. Resignation of Director of Outreach Programs**

It was the President's recommendation that the Board accept the resignation of Tara Solomon-Smith, Director of Outreach Programs. Her resignation will be effective December 22, 2017.

#### **3. Resignation of Simulation Clinician – Ottawa Campus**

It was the President's recommendation that the Board accept the resignation of Modester Gemas, Simulation Clinician. Her resignation will be effective January 5, 2018.

#### **4. Desktop Support Technician**

It was the President's recommendation that the Board approve the employment of Jonathan Hale as Desktop Support Technician. Mr. Hale has a Bachelor of Science in Information Networking and Telecommunications at Fort Hays State University and an Associate of Science in Micro Computer Repair, C Programming, Java Programming and Visual Basic Programming at Neosho County Community College.

Mr. Hale's prior work experience includes Technology Services Administrator at Community National Bank & Trust, Desktop Support Technician and Maintenance Department at Neosho County Community College.

Mr. Hale will be paid \$14.00 an hour (Level 5) beginning January 22, 2018.

## **VII. REPORTS**

- A. Institutional Dashboard – Dr. Robb reported on the Institutional Dashboard. See attachment.
- B. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of December was \$909,404.35 and disbursements were \$1,379,634.43. See attachments.
- C. President – Dr. Brian Inbody gave a president's report. See attachment.

## **VIII. OLD BUSINESS**

- A.

## **IX. NEW BUSINESS**

### **A. Kansas Works Memorandum of Understanding**

The following is a Workforce Investment Opportunity Act sec.121(c)(1) requires the Local Workforce Development Board, with the agreement of the Chief Elected Officials Board, to develop and enter into a MOU between the Local Board and the One-Stop Partners concerning the operation of the One-Stop delivery system in a Local Area. The sharing and allocation of infrastructure costs among One-Stop partners is outlined in the MOU. For Local Area II NCCC's obligation is in-kind sharing of office and computer lab space four times/year at an estimated in-kind cost of \$1,200. (Attachment C Page 6) All mandated One-Stop Partners (including NCCC's Adult Education Program and Perkins Program) are required to enter good faith negotiations and develop this infrastructure MOU to define the parameters for each partner in delivering integrated workforce services.

For Area V, the NCCC ABE program and Perkins programs have agreed to negotiate a cost sharing arrangement; however, the in-kind obligations have not yet been established. Attached are two addendums to the Area V ABE and Perkins agreement to develop the in-kind obligations. The actual cost-sharing agreements will come to the NCCC Board after they are developed. It was the president's recommendation that the Board approve the Kansas Works MOU's. See attachment's.

#### **Resolution 2018-1**

RESOLVED, that the Board of Trustees of Neosho County Community College approves the MOUs with Kansas Works.

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

### **B. Disaster Recovery Solution**

The disaster recovery lease approved last month at the Board Meeting requires additional legal paperwork. Specifically, the college must agree to omit the standard contractual obligations of most other contracts in Kansas. The college attorney has reviewed this and approved it. The administration also recommends its approval.

#### **Resolution 2018-2**

RESOLVED that the Board of Trustees of Neosho County Community College adopts, ratifies, and confirms the Resolution Schedule No. A. Dated as of November 21, 2017 To Master Equipment Lease No. TSM04748 Dated as of November 21, 2017 to implement a part of Disaster Recovery Solution approved in Resolution 2017-67 on December 12, 2017.

**Upon motion by Kevin Berthot and second by Charles Boaz the above resolution was approved unanimously.**

RESOLUTION

SCHEDULE NO. A DATED AS OF NOVEMBER 21, 2017 TO MASTER EQUIPMENT LEASE NO. TSM04748 DATED AS OF NOVEMBER 21, 2017

A resolution authorizing the negotiation, execution, and delivery of Schedule No. A dated November 21, 2017 to Master Equipment Lease No. TSM04748 dated as of November 21, 2017 (the "Lease"), in principal amount not to exceed \$60,000.00 between Neosho County Community College, 800 W 14th Street, Chanute, KS 66720 and DDI Capital, 221 Somerville Road, Bedminster, NJ 07921; and prescribing other details in connection therewith.

WHEREAS, Neosho County Community College, (the "Lessee") is a political subdivision duly organized and existing pursuant to the Constitution and laws of the State of Kansas; and

WHEREAS, Lessee is duly authorized by applicable law to acquire such items of personal property as are needed to carry out its governmental functions and to acquire such personal property by entering into lease-purchase agreements; and

WHEREAS, Lessee hereby finds and determines that the execution of a Lease for the purpose of leasing with the option to purchase the property designated and set forth in the Lease is appropriate and necessary to the function and operations of the Lessee; and

WHEREAS, DDI Leasing, Inc., (the "Lessor") shall act as Lessor under said Lease; and

WHEREAS, the Lease shall not constitute a general obligation indebtedness of the Lessee within the meaning of the Constitution and laws of the State;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF Neosho County Community College:

Section 1. The Lease, in substantially the form as presently before the governing body of the Lessee, is hereby approved, and the \_\_\_\_\_ of the Lessee, is hereby authorized to negotiate, enter into, execute, and deliver the Lease and related documents in substantially the form as presently before the governing body of the Lessee, with such changes therein as shall be approved by such officer, and which Lease will be available for public inspection at the offices of Lessee.

Section 2. The Lessee shall, and the officers, agents and employees of the Lessee are hereby authorized and directed to take such further action and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution, and to carry out, comply with and perform the duties of the Lessee with respect to the Lease.

Section 3. The Lessee's obligations under the Lease shall be expressly subject to annual appropriation by Lessee; and such obligations under the Lease shall not constitute a general obligation of Lessee or indebtedness of Lessee within the meaning of the Constitution and laws of the State of Kansas.

Section 4. All other related contracts and agreements necessary and incidental to the Lease are hereby authorized, ratified and approved.

Section 5. This resolution shall take effect immediately upon its adoption and approval.

Section 6. By the affirmative recorded vote of a majority of the members of the governing body, Lessee has elected to omit the mandatory contract provisions prescribed by the Kansas Department of Administration in form DA-146a, as amended. The omission of those provisions will not result in the waiving or omission of the provisions of K.S.A. 71-201a, 71-201b, 72-8201a or 72-8201b, as applicable, and amendments thereto.

CERTIFIED AS TRUE AND CORRECT this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Clerk, Secretary or Assistant Secretary

\_\_\_\_\_  
Printed Name of Clerk, Secretary or Assistant Secretary

**X. Adjournment**

**On motion by Dennis Peters and second by Lori Kiblinger the meeting adjourned at 7:00 pm.**

Respectfully submitted,

David Peter, Board Chair

Angela Rowan, Board Clerk