

**NEOSHO COUNTY COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**AGENDA**

**April 20, 2023 – 9:30 A.M.**

**Student Union Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of the Agenda**
- V. Consent Agenda**
  - A. Claims for Disbursement
  - B. Job Description: Coordinator of Technical Education Recruiting
  - C. Job Description: Development Lab Coordinator
  - D. Job Description: Director of Outreach and Workforce Development – Northern Area
  - E. Personnel
- VI. New Business**

None
- VII. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**Minutes**

**April 11, 2023 – 5:30 P.M.**

**Student Union – Room 209**

**I. CALL TO ORDER**

Dennis Peters Called the meeting to order at approximately 9:30 a.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 Martha McCoy.

Absent: Bryan Schulz

Also in attendance: Naomi Reese, Dr. Brian Inbody, Kerry Ranabargar, Dr. Sarah Robb and Sandi Solander.

**III. PUBLIC COMMENT**

No one Spoke.

**IV. APPROVAL OF THE AGENDA**

On motion by David peter and second by Martha McCoy the agenda was approved as presented.

**V. CONSENT AGENDA**

On motion by Lori Kiblinger and second by Martha McCoy the following items were approved by Consent.

**A. Claims for Disbursement**

**B. Job Description: Coordinator of Technical Education Recruiting**

Whenever an employee resigns the college takes the opportunity to reexamine the position to see if the position needs updated and/or still meets the needs of the institution. Specifically, we look at whether the area could be advanced with changes to the position. Here the administration is recommending the following changes to the three positions listed below.

**Coordinator of Technical Education Recruiting**

Reports to: ~~Assistant Dean~~Director, Northern – Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Management Support, Exempt

Fringe Benefits per Board Policy

Starting Salary: \$31,000 - \$34,000

~~Created: October 2017~~

Updated: April 2023

**Position Overview:** This position reports to the ~~Assistant Dean~~Director of Outreach and Workforce Development for the Northern Service Area -and is responsible for recruiting students into technical education programs, ~~assisting all retention efforts for those students, and helping place students after program completion.~~

This position will develop recruiting materials and assist with recruiting for all technical education 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. Recruit ~~and advise~~ students into technical education programs at all institutional sites;
2. Focus on maintaining viable enrollment numbers in technical education programs at all sites, especially the new Mitchell Career and Technology Center;
3. Conduct high school visits, and represent NCCC at college planning conferences and other recruitment functions as it relates to technical programs;
4. Coordinate with technical program directors/instructors to ensure program materials and information are up-to-date;
5. Coordinate with technical program directors/instructors on school visits and special technical education days or fairs;
6. Represent NCCC technical education programs when program personnel are not available;
7. Coordinate with admissions staff to ensure consistent information is disseminated regarding all of NCCC programs;
8. Plan on-campus recruiting programs for prospective students in technical program areas;
9. Maintain a database of prospective students with interest in technical programs and ensure regular contact with those students through mail, phone, email, and social media correspondence;
10. Coordinate the dissemination of information to prospective ~~and current technical program~~ students throughout the NCCC service area and beyond, as appropriate;
11. Participate in the development of student recruitment ~~and retention plans~~, strategies, and written materials in the area of technical programs; assist in the development and revisions to student publications and promotional materials to ensure technical program inclusion and nontraditional student participation;

12. ~~Serve as the initial liaison between the students and the technical program advisors, which could involve assisting students with the admission and enrollment processes; and Advise new and current undecided students with interests in technical programs; serve as the primary advisor for new students in technical programs during their initial orientation advisement period and assist them with registration.~~
13. 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. Experience speaking to small and large groups, experience with social media, and fluent in Microsoft Word and presentation software (PowerPoint).
4. Sensitivity to, and awareness of, confidential materials.
5. ~~Ability to drive a passenger vehicle.~~

### **Education and Experience**

- Associates degree required; bachelor degree preferred.
- 1-2 years' experience in admissions/advising/retention/sales/marketing activities preferred.
- Experience in or with a technical program 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.

### **Background and Motor Vehicle/Driving Record Checks**

"All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment."

### **Non-Discrimination**

The current non-discrimination policy can be found at:

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

### C. Job Description: Development Lab Coordinator

#### ~~DEVELOPMENTAL LAB COORDINATOR~~ Academic Advising and Testing Specialist

Reports to: Director of Academic Advising and ~~Testing~~ Counseling

Classification: Full-time, 12-month Employee

Pay Status: Academic Management Support, Exempt

Fringe Benefits per Board Policy

Starting Salary Range: ~~\$30,000—\$35,000~~ (salary not updated) \$32,000 to \$35,000

Revised: ~~January 2017~~ May 2023

Position Overview: This position reports to the Director of Academic Advising and ~~Testing~~ Counseling and is responsible for the day to day scheduling of the CAVE computer lab, **tutoring**, placement testing, advising, and scheduling and evaluation of part-time (adjunct) classroom instructors. **Test proctoring.**

~~This position also is responsible for monitoring and analyzing student success in developmental education, primarily through tracking scores from placement tests and course grades. This position requires the following of testing procedure and evaluation of testing results according to the National testing standards.~~

#### 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. Management of developmental offerings, including scheduling and evaluation.~~
2. Manage **course** placement testing for the Chanute campus.
- ~~3. Assist with student tracking and follow-up.~~
4. ~~Oversee developmental reading, English labs, and tutors for all subject areas.~~ **Oversee the tutoring function for the Chanute campus including the hiring and supervision of tutors and developing the tutoring schedule each semester.**
- ~~5. Assist in the development and implementation of competency based basic skills for under-prepared students, if applicable.~~
6. Instruct developmental reading and English classes as appropriate, not to exceed nine (9) credit hours per semester.
7. Assist with academic advisement for students enrolled at NCCC.
- ~~8. Assist with regular program reviews for program improvement.~~
9. Attend conferences and meetings, which will enhance instruction and professional development.
10. Provide program information to those who inquire.
- ~~11. Willing to work alternative (other than 8–5) hours and travel to outreach sites as needed.~~  
**Willing to work one late night in the CAVE per week.**
- ~~12. Work on special projects that will enhance the delivery of developmental education and ensure that program performance is being met, as applicable.~~
13. Perform other duties as assigned.
14. **Responsible for the day-to-day operation of the CAVE computer lab.**
15. **Serve as the primary academic advisor for all Chanute International students.**

16. Monitor the academic advising email inbox.
17. Regular review the academic advising website and suggest updates as needed.
18. Serve as the primary test proctor for the Chanute campus; including state and national credential licensure examinations.

### **Education and Experience**

1. ~~Master's degree required.~~ Bachelor's degree required.
2. ~~Previous experience working with developmental students preferred.~~
3. Experience working in an educational setting; preferred experience working with academic coaching/advising and career counseling.
4. Extreme attention to detail, organizational skills, ability to manage a number of tasks at one time.
5. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
6. Sensitivity to, and awareness of, confidential materials.
7. Ability to work effectively with diverse populations.
8. Ability to exercise sound judgment.
9. Willingness and ability to work as a member of a team.

### **Working Conditions**

1. Work is normally performed in a typical classroom/lab setting
2. Work alternative hours (other than 8 -5)
3. ~~Travel~~
4. Very limited physical effort required
5. Limited exposure to physical risk

### **Background and Motor Vehicle/Driving Record Checks**

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### **Non-Discrimination**

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## D. Job Description: Director of Outreach and Workforce Development – Northern Area

### DIRECTOR OF OUTREACH AND WORKFORCE DEVELOPMENT – NORTHERN SERVICE AREA

Reports to: Dean of Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary Range: \$35,000-\$45,000

Created ~~1-12-18~~

Revised ~~1-25-21~~ April 2023

This position reports to the Dean of Outreach and Workforce Development and has responsibility for assisting with the administration and supervision of out-district outreach and workforce development activities of the college. 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.

#### Duties and Responsibilities

- ~~1. Schedule outreach and workforce development credit and non-credit courses;~~
- ~~2.1~~ Establish solid networks within the secondary schools in the northern service area;
- ~~2.~~ Develop course offerings necessary to meet the needs of the northern service area secondary students;
- ~~3. Advise students as appropriate;~~
- ~~3.~~
4. Grow enrollment for the college by seeking new markets;
5. Arrange for applicable adjunct faculty, evaluate qualifications, create adjunct contracts, and conduct adjunct evaluations;
6. Assist with operation of the outreach and workforce development department, including program review;
7. Supervise programs as appropriate in the northern service areas, in coordination with the Dean of Outreach and Workforce Development.
8. Supervise the ~~Court Reporting Coordinator~~/Technical Education Recruiter.
9. Institute and expand programs of community service in the service area (lifetime learning, Kids' College, ~~Leadership Franklin County~~, etc.);
10. Assist in the development of promotional material and advertising to be used in effective promotion of outreach and workforce development programs;
11. Be the primary "face of the college" to the northern service area and beyond. Actively represent NCCC and participate in area high schools, at community events, and with local economic development and workforce development initiatives.
12. Assist the Dean in seeking grant opportunities to expand existing programs or add new programs in coordination with the NCCC mission statement.
13. Assist the Dean in representing the community college in an official capacity in local, state, regional, or national associations, or agencies, which are directly, related to outreach and workforce development;
14. Participate in civic, recreational, and social activities of the community; and
- ~~15.~~ Advise students as appropriate; and
- ~~16-15.~~ Perform other duties as assigned by the Dean of Outreach and Workforce Development.

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

1. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal and writing skills
2. Ability to lead a team of professionals effectively.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to work effectively with diverse populations.
5. High level of organizational and coordinating skills.
6. Ability to establish rapport with students and staff.
7. Ability to exercise sound judgment.
8. Willingness and ability to work as a member of a team.
9. Must possess a service mentality toward students, parents, faculty and other staff members.

### **Education and Experience**

1. Bachelor's Degree required.
2. Master's Degree preferred.
3. Experience in curriculum development, preferably with knowledge of the technical program approval process in Kansas.
4. 3+ years of experience in administration, preferably at a community college.
5. Knowledge of grants and grant writing preferred.

### **Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. Occasional evening hours required.
3. No or very limited physical effort required.
4. No or very limited exposure to physical risk.
5. Travel Required. Reliable transportation required.

### **Background and Motor Vehicle/Driving Record Checks**

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## **E. Personnel**

### **1. Resignation of Construction instructor**

It was the President's recommendation that the Board approve the resignation of Scottie Love as the Construction Instructor. His last day will be May 17, 2023.

### **2. Resignation of Assistant Women's Basketball Coach**

It was the President's recommendation that the Board approve the resignation of Lyric Martin as the assistant women's basketball Coach. Her last day will be May 14, 2023.

### **3. Adult Education Instructor – Independence**

It was the President's recommendation that the Board approve the employment of Kayla Angleton as an Adult Education Instructor to work at our Independence location. Ms. Angleton has an ALS in General Studies from Independence Community College. Her previous employment includes Case Manager at Four County Mental Health, and Teacher at USD 506.

Ms. Angleton will be paid an annual salary of \$32,760.00. Her start date will be May 1, 2023.

### **4. Electrical Instructor**

It was the President's recommendation that the board approve the employment of Dale Roecker as an Electrical Instructor. Mr. Roecker has an associate's degree in Electrical Power and Distribution from Manhattan Area Technical College and he became a master Electrician through the International Code Council in 2021. His previous employment includes Electrician-lineman at the City of Chanute, and Lineman at the City of Gardner. Mr. Roecker will be paid an annual salary of \$48,350.00. His start date will be July 1, 2023.

## **VI. NEW BUSINESS**

None

## **VII. ADJOURNMENT**

On motion by Charles Boaz and second by Lori Kiblinger the meeting was adjourned at approximately 9:35 a.m.

Respectfully submitted,

Dennis Peters, Board Chair

Naomi Reese, Board Clerk