

MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT
OF NEWTON-McDONALD COUNTIES, MISSOURI
June 23, 2011

There being a quorum present, the meeting of the Crowder College Board of Trustees of the Community College District of Newton-McDonald Counties, Missouri, was called to order by the President of the Board, Mr. Andy Wood, at 10:04 AM on Thursday, June 23, 2011, in the Crowder College Student Center Fireside Room.

Members present for the meeting were:

Andy Wood, President
Diane Andris, Member
Vickie Barnes, Treasurer
Rick Butler, Vice President
Al Chapman, Secretary
James B. Tatum, Member

Also attending the meeting were:

Alan D. Marble, President
Cyndi Adamson, Director, Crowder Webb City Campus
Alex Alexander, HEP Recruiter/Advisor
Cindy Brown, Director of Public Information
Judy Clark, Accounts Payable Bookkeeper
D'Ann Dennis, Director of Nursing and Health Programs
Mary Freeman, Director of Accounting
Amy Frieling, ARC Director
Raul Gonzales, HEP Site Coordinator
Ron Granger, Dean of Business & Support Services
Dr. Herb Schade, Interim Dean of Instruction
Russ Hopper, Executive Director of MARET
Claude Howard, Director, The Alliance for Business
Pam Hudson, Director of Development and Grants
Alicia Irsik, CAMP Director
Debra Kennedy, Allied Health Programs Coordinator
Gale Marsh, Director of Human Resources
Graciela Meilij, HEP Program Director
Amy Rand, Associate Dean of Program Development
Ken Rhuems, Associate Dean of Technical Education
Herb Schade, Interim Dean of Instruction & Physics Instructor
Angela Seymour, Director, Cassville Campus
Mayli Smith, CAMP Administrative Asst.
Karah Son, HEP Educational Advisor
Jolene Sullivan, Career Services Coordinator
Donna Thomas, Director, Crowder Nevada Campus

Phil Young and Larry Phillips of Pellham Phillips Architects & Engineers
Amye Buckley, *Neosho Daily News*

A few moments of silence were observed to prepare for the meeting.

Minutes of Previous Meeting

Minutes of the May 24 and June 2nd meetings were approved as written and previously distributed.

Personnel

The Board agreed to deal with Personnel action items first. Dr. Marble recommended approval of the resignation of Suzanne Hurt, Admissions Counselor/International Corodinator. *A MOTION to approve her resignation was made by Mrs. Barnes, seconded by Dr. Chapman, and unanimously carried.*

Dr. Marble recommended approval of the following employments which were all selected through the standard committee process and recommended by the appropriate dean.

- Employment of Georgia Holtz, Athletic Department Secretary
- Employment of Amy Frieling, Student Success Instructor
- Employment of Maylin A. Smith, CAMP Administrative Assistant
- Employment of Amber Ogle, Student Services Coordinator, Nevada
- Employment of Sarah Horine, Student Services Advisor/A+ Coordinator
- Employment of Kelli L. Cragin, Recruiter/Admissions Counselor
- Employment of Natasha Royer, Computer & Network Support Instructor
- Employment of Greg Howard, Chemistry/Physical Science Instructor
- Employment of Rose-Marie Speck, English Language Institute Instructor
- Employment of Kyajuana Neal Gilbert, Student Services Advisor/International Coordinator
- Employment of Helen Hale, Academic Resource Center Coordinator

A MOTION to approve all eleven employments was made by Mr. Butler, seconded by Mrs. Andris, and unanimously carried.

Introductions

The following new employees were introduced and welcomed:; Julie Talbot and Deborah Muse, new full-time instructors at Webb City; Georgia Holtz, Athletics Departmental Secretary; Maylin Smith, Administrative Assistant for CAMP; Amber Ogle, Student Services Coordinator at the Nevada Campus; and Tammy Thompson, Program Director for the new Occupational Therapy Assistant Program.

Financial Reports

Mr. Wood noted the monthly cash flow statement and Dr. Marble reviewed checks written. He pointed out a payment on Davidson Hall, which he said marks the end of bills on that building except for a small reserve for landscaping, etc. He pointed out \$80,000 to Ron Granger and Colleen Holland which was for book buy-back, since students are paid in cash. However, he said

a new debit card system is being developed so in the future that much cash will not have to be handled. He noted several expenses paid with grant funding, including computers for the nursing lab and furniture in Davidson Hall. TRIO expenses for summer trips are also included in this month's bills. He noted payment for a drainage structure around CCTEC to fix the flooding problem there; a First Bank Card payment of \$17,000 which included travel for Jenzabar training; microchips for the Vet Tech Program so they can offer the service of pet ID implants; and meals for Conway Truck Driving students when the cafeteria is closed. Dr. Marble reported that Conway deserves kudos for helping us accommodate FEMA's request for use of the skid pad. He also pointed out a payment to Tatum Motor Co., noting that since Mr. Tatum no longer owns that company, there is no conflict of interest. Other payments noted included \$600 each to ten employees affected by the Joplin tornado from the Foundation; payment for removing asbestos tile in the area where entryway into Davidson from McDonald Hall is being done; and payment to Paragon Architects for the work they are doing for the Neosho Fish Hatchery through grant funding. Mr. Tatum asked about the cash flow in and out concerning the MARET Center. Mr. Granger said payments have come in from several of the funding sources and expenditures/income should come out where expected, and the plan is for it to be completed in December. Dr. Marble noted a payment to Manpower for cleaning and security, mostly for cleaning of the dorms to prepare them for emergency workers, and then again for Upward Bound summer students. He also pointed out that the soccer team did a fundraiser with the funds being donated to United Cerebral Palsy. *Checks in the amount of \$2,314,144.55 were approved ON MOTION by Mr. Tatum, seconded by Mr. Butler, and unanimously carried.*

The rest of the current fund balances and agency accounts were reviewed. It was noted that Transport Training is well in the black at this point. Dr. Marble said there will be \$84,000 coming out of that for paving of a parking lot, however, so that FEMA could use the skid pad, with the other half of the paving being paid by the State. On Customized Training, Mr. Howard said there are two job retention projects in Joplin in the works and they will also be taking on some of the training work for FEMA from the National Guard.

Job Titles

The new job titles recommended last month for deans were approved upon a *MOTION made by Mr. Tatum, seconded by Mr. Butler, and unanimously carried*, changing all of the 'deans' to 'vice president' or 'associate vice president' as follows: Vice President of Academic Affairs (Dr. Schade), Vice President of Finance (Ron Granger), Vice President of Student Affairs (Dr. Striegel), Associate Vice President of Career and Technical Education (Ken Rhuems), and Associate Vice President of Academic Affairs (Amy Rand).

Safe Deposit Boxes

A recommendation on an addition to the list of those authorized to have access to safety deposit boxes where records and vital documents are kept was given a first reading. The addition is for the Records Assistant to have access to the Admissions/Records Office box.

McDonald County Campus

Phil Young of Pellham Phillips Architects & Engineers, reviewed draft plans for the McDonald County Campus Center. He pointed out that since the last time the Board saw the plans, he moved the building forward 100 feet to make it more visible from the highway. He reviewed the

floor plans of both the first and second floors. On the second floor, he asked whether the Board would prefer guard rails or glass walls, and the Board agreed that glass would be preferable, as well as adding some type of storage space there. Mrs. Barnes asked about kitchen facilities and Mr. Young said there is nothing included for that. Dr. Chapman commented on the length of distance between restrooms, with both being on one side of the building. Mr. Young said they would look at options to locate one on the other side, perhaps a family restroom.

Mr. Young explained that having solid cypress posts inside the building would be cost prohibitive and they are looking at “gluelam” structures or using steel posts that can be wrapped in wood. He brought three samples of stone for the front of the building, noting that the one the Board selected earlier was very uniformly gray, and some of the other samples might be better. He also had samples of the roof material, noting that the lighter colors would give points for LEED certification while the darker colors would not. After discussion, the Board agreed to keep the samples and make a decision after conferring with others. Mr. Young said they would look at veneering posts with cypress on the front entrance so all would match. Mr. Young reviewed the time schedule for summer and fall, the budget, and a checklist on LEED certification. Discussion was held on heating/cooling systems, particularly “air-to-air” systems. Larry Phillips, CEO and engineer, said these systems have been used in Asian countries and are still very proprietary. They can look at those as well as other systems and bring options in for the Board to review, explaining the pros and cons of each. Mr. Tatum asked how they determine the best system to use. Mr. Phillips said it is not a “one size fits all” decision, but depends on the function of the building, location and design, and being complementary to the architecture as well as functional.

FEMA Lease

Mr. Granger said FEMA requested a lease of the entire skid pad for a staging area for the trailers being brought in for the Joplin tornado victims, as they needed a place with a hard base. The College was able to get another lot paved for use by Transport Training, with help from the Governor’s Office on funding, and agreed to a two-year lease with an option for a third, as the trailers will come back through when they are no longer needed in Joplin and sold.

MARET Academic Programs

Russ Hopper, Executive Director of the MARET Center, gave a report on the status of MARET programs. He reviewed a brief history of MARET, which was so designated 19 years ago, for programs in renewable and alternative energy. He also reviewed the staff members of the Center and their specialties and degrees offered. He then reported on current projects, which include:

- MU-SESP Grant Project in conjunction with the University of Missouri.
- SEEDS-NSF Mobile Training Lab, for advancing technology education. He said a truck/trailer has been purchased and is being equipped and curriculum developed. It will be taken around to area high schools to provide assistance to the schools in science curriculum and to recruit students into the MARET programs.
- HRV (Heat Recovery Ventilation) project, which is a research project being led by Rebekah Starkweather who has been working with an inventory at the University of Arkansas to do testing in poultry houses. Hopper said it may result in a piece of intellectual property that Crowder will have a part of.
- Battery Testing Project – led by Joel Lamson, solar instructor.

- Fish Hatchery Project, a grant program to install thermal solar panels at the hatchery building.
- Houston Community College/Ontility, LLC: Crowder is serving as a subcontractor for curriculum development.
- Title III Grant, which focuses on curriculum development to enhance Science, Technology Education, and Math (STEM). The first year will focus on biofuels, then wind, then solar.

Hopper also reviewed what is being done in marketing and recruitment, including various organizations and open houses. He said the main focus of MARET is training in alternative and renewable energy technologies, but there are also applied research and economic development initiatives planned, including incubator space for new and developing businesses in the field.

High School Equivalency Program (HEP) Update

HEP is a grant-funded program aimed at assisting the migrant population in completing GED's and transitioning them on to higher education or other opportunities. Each of the full-time staff in the HEP Program reported on what they do. Alex Alexander said as recruiter, he makes the public aware of what HEP offers, develops promotional materials, and makes contacts with churches and store owners in particular, and networks with other programs such as AEL. Karah Son, Educational Advisor, said she works mainly with placement of HEP students from GED to higher education and said many of them come to Crowder. Raul Gonzales, Site Coordinator, said their budget and plan is a living document that is adjusted as needed to help their clients and the community. Graciela Meilij, Director, said there are also seven part-time teachers at different sites in Missouri and Arkansas. She proudly reported that the Crowder HEP Program was ranked fifth in the nation last year in number of graduates (93%) and continues to do well when compared to other programs around the country. She also said the national average of cost per graduate is \$5,498, while Crowder's is \$4,979, and they have been asked to present their budget at the national conference.

Career Services Update

Jolene Sullivan, Career Services Coordinator, updated the Board on the services offered through the Career Center. She showed examples of the job postings and reviewed activities that have taken place recently, including a fashion show to demonstrate to students the appropriate attire for job interviews and the HireCrowderFirst.com website. She reviewed statistics on the number of students who use the services (832), number of enrolled employers (58), and jobs viewed by students this year (1,602).

Tornado Relief Efforts

Cindy Brown reported on what Crowder and its employees have done to assist tornado victims. She said 1,300 volunteer hours have been logged and 32 pallets of donated items were collected and distributed. She said 220 emergency workers stayed in the dorms in the first two weeks following the tornado including Health and Human Services, FEMA, and Highway Patrol staff; and 30 Crowder employees helped in cleaning and preparing the units for them. The Foundation Office collected donations to help Crowder tornado victims and the Faculty Staff Association contributed \$500 towards a student fund. A \$15,000 grant has been received to help students

from USA FUNDS and a Tornado Assistance Form for students to fill out has been developed. She also said an organization called “Color Away the Pain” sent 330 coloring books which were delivered to McKinley School and 700 more are coming. She said the college is also going to “adopt” a classroom in the Joplin School, the Theatre Dept. play starting tonight will have 100% of the proceeds going to tornado relief, and the athletic teams want to do projects in the fall. She also reported that the basketball team helped one player’s family who were impacted and one TRIO employee who lost her home was assisted, as well as her grandmother. Eric Deatherage in the library created a “safe” list of Crowder employees and kept it up to date.

Adjournment

There was no further business and the meeting was adjourned at 12:40 p.m.

President

Secretary