

NCCC Board

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES

DATE: October 9, 2003

TIME: 5:30 P.M.

PLACE: Student Union, Room 209

PRESENT: Kevin Berthot
Mariam Mih
Dr. Marvin Johnson
David Peter
Dr. Robert Thomen
Mark Watkins

Dr. Vicky R. Smith, President
Dr. Brian Inbody, Vice President for Student Learning
Sandi Solander, Dean of Finance and Student Services
Brenda Krumm, Dean of Continuing Education
Brett Bright, Dean of Student Services
Tonya Bell, Director of Public Relations/Marketing
Karen Gilpin, Director of Nursing
Linda Rather, Faculty
Sara Harris, Faculty
David Fewins, Faculty
Laura Bridges, Financial Aid Specialist
Bill Wendt, Student
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Jesse Tuel, Chanute Tribune

I. Call to order.

The meeting was called to order by David Peter, chair, at 5:40 p.m.

II. Roll call.

All members were present.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter requested that the Agenda be approved as amended. The motion was made, second and approved.

V. Consent Agenda

The following items were proposed to be approved by consent.

- A. Minutes from September 11, 2003 and September 25, 2003
- B. Claims for disbursement for September 2003

Mr. Peter requested that the Consent Agenda be approved. The motion was made, second and approved.

VI. Reports

Faculty Senate Report: Dave Fewins, Faculty Senate President, reported that the groups will meet on October 21 and that the agenda for the meeting had not be set, but that it will focus on assessment and advising. The faculty are also working with the administration on program requirements and developing the spring schedule. They have also been busy with committee for the North Central Self-Study. Advising for spring enrollment will also being in November. Mr. Fewins announced that the PEA Ray Zumalt scholarship was awarded to Marcie Fergola.

Dean of Finance and Student Services Report: Sandi Solander reported that September revenue included \$160,000 from Neosho County. She reported that the eight air conditioning units had been installed at the Ottawa campus, and that financing for the JICS software had be secured through Community National Bank at an interest rate of 3.79%. She is also working on health insurance issues and hopes to have a recommendation to the President by December 12. Ms. Solander reported that there will be a “fall clan-up” day on November 7 followed by a su property sale on November 8 in the Rowland Building.

Association of Community College Trustees Report: Board Chair Peter reported that he ar President Smith had attended the annual meeting of the Association of Community College Trustees in Denver. Mr. Peter reviewed various workshops that were attended and stated that hoped more trustees would/could attend the annual conference next year. He also reported th the round table discussion that he and President Smith presented was well attended and well received.

President’s Report: Dr. Smith distributed a written copy of her report. She reported that she met with consultants, city officials, and USD officials to discuss the proposal to establish a fit optics network. She asked if any board member could accompany her to the City Commission meeting on October 20 where the fiber optics network would be discussed again. Mr. Watkin volunteered to attend.

Dr. Smith also reported on the summer electrical usage and the 10-hour/4 day work week. Th usage indicated savings over summer 2000 and 2001. A recommendation about summer hour will be presented at a later time.

After reviewing the transportation needs of the college, Dr. Smith reported that she is analyzin the best way to meet those needs. She noted several option available and hopes to have a proj to bring to the November Board meeting.

Dr Smith reported that the vice president of student learning and division chairs had develope “mid-semester” courses to help students meet their educational needs. The courses will run fc

weeks and allow students who may have dropped a class, the take another class so they can maintain their financial aid and/or scholarship requirements.

Dr. Smith announced that Coach Jeff Dabney will receive the Milestone Award from the National Fastpitch Coaches Association at the December meeting. The award is given to coaches that reached 100 victories.

For the second straight year the women's softball has been named the National Fastpitch Coaches Association's Academic National Champions. The 2003-03 team had the highest GPA in the country – again!

A comparison of the 20th day credit hour enrollments show that NCCC has 9.75% more credit hours this fall than last fall.

Dr. Smith reported she is continuing to meet with community members and that she will attend the KBOR meeting later in the month.

Agenda Item VII-A: Board Retreat

Dr. Smith distributed a tentative agenda for the Board Retreat scheduled for November 7 and 8. The retreat will be held at the Bank of Commerce in downtown Chanute. Dr. Smith will forward the final agenda prior to the meeting.

Agenda Item VIII-A. Policy Revisions (first reading)

Grading System

There are two proposed changes for this policy:

1. Allowing instructors to name a grade other than “F” for students who do not complete an incomplete grade.
2. Change in vice president title to job duty of chief academic officer.

The first proposed change deals with incomplete grades. Under the current policy an incomplete grade (“I”) automatically changes to a failure (“F”) if the contract expires without being complete. However, the student may have earned a higher grade without the missing assignments. The proposed policy allows the instructor to declare what the grade will be if the incomplete contract is not completed. When the nine week deadline expires the student will receive the grade declared on the Incomplete Contract.

An example would be a student that has enough points for a “C” but is missing an assignment could move the grade higher. Under the current policy, the student would receive an “F” for the class if they failed to turn in the assignment and complete the contract. Under the proposed policy, the student would receive the grade that was earned, a “C”.

For the second proposed change, there have been several title changes for the vice president over the years which can be found in several policies. “Chief academic officer” refers to a duty with a job description rather than a title. This reference allows for current and future title changes for the vice president without requiring a change for each policy that mentions the title.

Current Policy - Grading System -

Grades are issued and recorded as A, B, C, D, I and F (superior, good, average, below average incomplete, and failure). No grades are issued with a plus or a minus.

The Pass/No Pass grade is based on class participation of the student rather than grade assessed through testing. The grade is not calculated in the student grade-point average, but the course may count as college credit and be counted toward hours for graduation. Instructors may utilize this type of grading when recommended and approved by the curriculum committee and the vice president of academic affairs.

An incomplete grade, (I), may be issued where illness and other unavoidable circumstances interfere with the student's completing coursework in the schedule time. Every grade of (I) must be removed within the first nine weeks of the semester following the receipt of this grade; otherwise, the (I) automatically becomes an (F). For emergency cases, a petition for exceptions to this rule may be made to the vice-president of academic affairs.

Proposed Policy - Grading System

Grades are issued and recorded as A, B, C, D, I and F (superior, good, average, below average incomplete, and failure). No grades are issued with a plus or a minus.

The Pass/No Pass grade is based on class participation of the student rather than grade assessed through testing. The grade is not calculated in the student grade-point average, but the course may count as college credit and be counted toward hours for graduation. Instructors may utilize this type of grading when recommended and approved by the curriculum committee and the **chief academic officer**.

An incomplete grade, (I), may be issued where illness and other unavoidable circumstances interfere with the student's completing coursework in the schedule time. Every grade of (I) must be removed within the first nine weeks of the semester following the receipt of this grade; otherwise, the (I) automatically becomes **the grade indicated by the instructor on the incomplete contract**. For emergency cases, a petition for exceptions to this rule may be made to the **chief academic officer**.

Repetition of Courses for Additional Credit

There are three proposed changes for this policy:

1. Limiting students to two chances to take most courses
2. Removing the enrollment limit for "repeat credit" courses
3. Change in vice president title to job duty of chief academic officer

The first proposed change allows a student to retake a course twice only (except those courses are designed for repeat credit, such as lifetime learning or concert band). Under the current policy there are some students who enroll and withdraw from or fail the same course over and over. These students need to change something to be successful or perhaps think about a different educational goal. Additionally, each seat in a course costs not only tuition from the student, but the subsidies from local, state and federal taxpayers as well. Under the proposed policy, after second attempt at a course, the student will need to petition to the chief academic officer to re-enroll in the course for the third time. This will require a conversation between the student and student's advisor about what changes will be needed for the student to be successful in the course or perhaps discussion of the student's educational goals.

The second proposed change allows students to take certain repeat credit courses as many times they wish. For example, CURR 144 is NCCC's "lifetime learning" course. It is one course, but has many different topics such as "Projects in Painting" and "Country Swing Dance." It is possible to take this course many more than twelve times with a different topic each time. Twelve is the maximum that the current policy allows.

For the third proposed change, there have been several title changes for the vice president over years which can be found in several policies. "Chief academic officer" refers to a duty within job description rather than a title. This reference allows for current and future title changes of vice president without requiring a change for each policy that mentions the title.

Current Policy - Repetition of Courses for Additional Credit

Students may not repeat classes in which they received at least a "C" or "P" unless the course has been specifically designated in the catalog as one which may be taken for additional credit, such as Special Topics courses. Courses which have been designated to be taken for additional credit may not be taken for more than six (6) credit hours to apply toward a one-year certificate, or for twelve (12) credit hours to apply toward a two-year certificate or associate degree. No course may be taken for more than twelve (12) credit hours. Any exceptions to this policy must be petitioned by the student to the vice president of academic affairs.

Proposed Policy - Repetition of Courses for Additional Credit

Students may not enroll in a particular course more than two times, unless the course has been designated for repeat credit. Courses which have been designated to be taken for additional credit may not be taken for more than six (6) credit hours to apply toward a one-year certificate, or for twelve (12) credit hours to apply toward a two-year certificate or associate degree. ~~No course may be taken for more than twelve (12) credit hours.~~ Any exceptions to this policy must be petitioned by the student to the **chief academic officer**.

Grade Appeals

There are three proposed changes to this policy:

1. Limiting the appeal time limit from one year to ninety (90) days
2. Allowing appeals immediately following summer and interim sessions
3. Change in vice president title to job duty of chief academic officer

For the first proposed change, under the current policy, students have up to one year to appeal grade for a course. The proposed policy limits this to ninety (90) days. NCCC relies heavily on adjunct instructors who often move on to other positions after a semester or academic year ends. It is incredibly difficult to locate some adjunct instructors to address the appeal when up to a year could transpire between the end of the semester and the grade appeal. Ninety days is adequate time for the student to be notified of the grade and begin the appeal process. It also increases the probability that the instructor can be contacted to help resolve the issue.

The second proposed change requires striking a sentence from the current policy. Due to the proposed ninety-day limitation of the appeal process, appeals would be accepted during the summer and interim sessions, hence the need for the strike of the last sentence.

For the third proposed change, there have been several title changes for the vice president over years which can be found in several policies. "Chief academic officer" refers to a duty within job description rather than a title. This reference allows for current and future title changes of

vice president without requiring a change for each policy that mentions the title.

Current Policy - Grade Appeals (revised 3/8/01)

Grades are based only on academic standards and the instructor's evaluation of how well a student achieved those standards. Final grades shall be based upon written grading criteria given to the student at the beginning of each course. Each instructor is required to issue a syllabus for the course the first class session each semester outlining the requirements for the course and the grading criteria to be used in the course.

Grounds for grade appeals include:

1. Failure of the instructor to follow the written criteria given to the student at the beginning of the course (or failure of the instructor to provide written criteria as required).
2. Alleged errors in the mathematical calculation of grades.
3. Alleged errors in recording the grade on the student's transcript.
4. Non-academic issues such as attendance (i.e. if a student completed the work and would otherwise have been entitled to a grade acceptable to the student, but did not receive the grade due to poor attendance, poor class participation, discrimination, etc).

If a student questions the calculation or recording of a grade, the student shall first confer with the appropriate course instructor. If the problem cannot be resolved, the student may initiate the grade appeal process by making an appointment with the vice president of academic and student affairs. It rests within the vice president's discretion to investigate and determine the basis for the appeal and then either resolve it or refer it to an ad hoc committee for review and resolution. Investigation of the grade appeal would relate to determining whether a student's grade was affected adversely by calculation, recording, or non-academic issues as outlined above. No further appeal by the student is allowed.

A grade appeal must be filed no later than one year from the last day of the spring, summer, or fall term in which the class was attended. Each grade being questioned must be appealed separately. No grade appeals will be accepted during summer or inter-term sessions.

Proposed Policy - Grade Appeals

Grades are based only on academic standards and the instructor's evaluation of how well a student achieved those standards. Final grades shall be based upon written grading criteria given to the student at the beginning of each course. Each instructor is required to issue a syllabus for the course the first class session each semester outlining the requirements for the course and the grading criteria to be used in the course.

Grounds for grade appeals include:

1. Failure of the instructor to follow the written criteria given to the student at the beginning of the course (or failure of the instructor to provide written criteria as required).

2. Alleged errors in the mathematical calculation of grades.
3. Alleged errors in recording the grade on the student's transcript.
4. Non-academic issues such as attendance (i.e. if a student completed the work and would otherwise have been entitled to a grade acceptable to the student, but did not receive the grade due to poor attendance, poor class participation, discrimination, etc.)

If a student questions the calculation or recording of a grade, the student shall first confer with appropriate course instructor. If the problem cannot be resolved, the student may initiate the grade appeal process by making an appointment with the **chief academic officer**. It rests with the **chief academic officer's** discretion to investigate and determine the basis for the appeal and then either resolve it or refer it to an ad hoc committee for review and resolution. Investigative the grade appeal would relate to determining whether a student's grade was affected adversely by calculation, recording, or non-academic issues as outlined above. No further appeal by the student is allowed.

A grade appeal must be filed no later than **ninety (90) days** from the last day of the spring, summer, or fall term in which the class was attended. Each grade being questioned must be appealed separately. ~~No grade appeals will be accepted during summer or inter-term sessions~~

Degree Requirements

There are three proposed changes to this policy:

1. Update the board policy with current degree requirements
2. Update the board policy with current registrar procedures
3. Change in vice president title to job duty of chief academic officer

In 1999 the degree requirements were changed from a minimum of sixty-two (62) hours to a minimum of sixty-four (64) hours, but board policy was never amended to reflect this change.

The current policy allows the registrar to confer degrees only once per year. The proposed policy follows the current registrar procedure of awarding the degrees as the students complete the requirements. There have been many occasions when students need to show the degree was conferred on their transcripts to other institutions or workplaces immediately after the requirements have been met.

For the third proposed change, there have been several title changes for the vice president over the years which can be found in several policies. "Chief academic officer" refers to a duty within job description rather than a title. This reference allows for current and future title changes of vice president without requiring a change for each policy that mentions the title.

Current Policy - Degree Requirements

The board of trustees grants the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies degrees. Requirements for the degrees include the successful completion of a minimum of sixty-two (62) semester hours credit and a cumulative GPA of 2.0. To be eligible for graduation, students must have earned at least fifteen (15) of the last twenty-four (24) semester hours from NCCC. Requirements for graduation may be completed during any semester, but the degree will not be conferred until the commencement exercises, which are held at the close of each spring semester only. Any change in graduation requirements must be approved by the vice president of academic affairs.

Remedial and developmental courses (those with course numbers lower than 100) will not count toward the sixty-two hours required for the associate degrees.

All students who plan to graduate at the conclusion of any given semester must file a "Statement of Intent to Graduate" form no later than the 40th day (the end of the 8th week) of their final semester so that their records may be checked to ensure that all graduation requirements have been met. Students who do not apply by this date may not be allowed to graduate.

Students who enroll under the provisions of a previously dated catalog will have the option of continuing and graduating under those provisions, or under the provisions of the current catalog but not both.

Proposed Policy - Degree Requirements

The board of trustees grants the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies degrees. Requirements for the degrees include the successful completion of a minimum of **sixty-four (64)** semester hours credit and a cumulative GPA of 2.0. To be eligible for graduation, students must have earned at least fifteen (15) of the last twenty-four (24) semester hours from NCCC. Requirements for graduation may be completed during any semester, ~~but the degree will not be conferred until the commencement exercises, which are held at the close of each spring semester only.~~ Any change in graduation requirements must be approved by the **chief academic officer**.

Remedial and developmental courses (those with course numbers lower than 100) will not count toward the **sixty-four** hours required for the associate degrees.

All students who plan to graduate at the conclusion of any given semester must file a "Statement of Intent to Graduate" form no later than the 40th day (the end of the 8th week) of their final semester so that their records may be checked to ensure that all graduation requirements have been met. Students who do not apply by this date may not be allowed to graduate.

Students who enroll under the provisions of a previously dated catalog will have the option of continuing and graduating under those provisions, or under the provisions of the current catalog but not both.

Attendance Policy

There are two proposed changes to this policy:

1. A change from the number of sessions a student could miss to the number of minutes a student could miss without penalty.
2. Change in vice president title to job duty of chief academic officer.
3. Addition of the word "are" for readability.

The first proposed change attempts to equalize the execution of this policy despite the time differentials between class sessions. For example, the current policy allows a student to miss class sessions for a three credit hour class before the instructor could drop him or her for not attending. In the case of a typical Monday/Wednesday/Friday section this would be about 30 minutes of absence or about 2 weeks of class sessions. However, if the class in question meets only once a week, under the current policy the student can miss up to 6 weeks or 900 minutes of class before the penalty could be enacted. By changing from the number of sessions per credit

hour to a set number of minutes per credit hour the student can miss up to 300 minutes before penalty no matter how the class sessions are configured.

For the second proposed change, there have been several title changes for the vice president over the years which can be found in several policies. “Chief academic officer” refers to a duty with a job description rather than a title. This reference allows for current and future title changes for the vice president without requiring a change for each policy that mentions the title.

Current Policy - Attendance Policy (revised 6/14/01)

Unless students are participating in a school activity or excused by the instructor, they are expected to attend class. If a student’s absences exceed twice the credit hour designation for a course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/registrar’s office will send a letter to the student, stating that he or she has been dropped. A student may petition the Vice President of Academic and Student Affairs for reinstatement by submitting a letter stating valid reasons for the absences within one week of the dean of student services/registrar’s notification. If the student is reinstated into the class, the instructor will be notified.

Proposed Policy - Attendance Policy (revised 6/14/01)

Unless students are participating in a school activity or **are** excused by the instructor, they are expected to attend class. If a student’s absences exceed **one-hundred (100) minutes per credit hour** for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/registrar’s office will send a letter to the student, stating that he or she has been dropped. A student may petition the **chief academic officer** for reinstatement by submitting a letter stating valid reasons for the absences within one week of the dean of student services/registrar’s notification. If the student is reinstated into the class, the instructor will be notified.

Classification of Students and Student Load

There are three proposed changes to this policy:

1. Update of the definition of a credit hour
2. Increase in the number of credits a summer student can take
3. Change in vice president title to job duty of chief academic officer

The first proposed change updates the college’s definition of a credit hour. A few years ago the limitation of 900 minutes of class time per credit hour was changed by the state to 750 minutes. Very recently, the state has changed its definition to conform to the NCA’s Higher Learning Commission definition. The proposed change in NCCC policy reflects this revision by the state.

The second proposed change increases the number of credits a student can take during the summer from nine (9) to twelve (12). NCCC has changed from one summer session with a length of 8 weeks to two summer sessions with a length of 4 weeks each. It is now quite possible for a student to enroll in two three-hour classes in each session and be successful. Unfortunately, this would equal twelve hours for the summer which violates the current policy and necessitates the policy change.

For the third proposed change, there have been several title changes for the vice president over the years which can be found in several policies. “Chief academic officer” refers to a duty within

job description rather than a title. This reference allows for current and future title changes of vice president without requiring a change for each policy that mentions the title.

Current Policy - Classification of Students and Student Load

To be classified as a freshman, one must be a graduate of an accredited high school, must be classified as at least a junior in an accredited high school, must be in the gifted program as defined in the Kansas Statutes, or must have successfully completed the GED. Students who do not meet the above requirements are admitted as special students. A student is classified as a sophomore upon attainment of 26 semester hours of credit and a minimum of 52 grade points.

Enrollment in a minimum of 12 hours of college credit is required for classification as a full-time student. A credit hour is the amount of credit given for one hour of instruction per week for one semester and must include at least 900 minutes of instruction for academic courses and at least 1350 minutes of instruction for technical-vocational courses.

Fourteen to eighteen credit hours per semester are considered a normal load. A minimum of twelve credit hours is required to be classified as a full-time student. By special permission of the vice-president of academic affairs and the recommendation of designated student service staff, students may carry from 10 to 21 credit hours providing they were previously enrolled for at least one semester and have a 3.0 grade-point average. Students may not carry more than 21 credit hours in a regular semester or 9 credit hours in the summer.

Proposed Policy - Classification of Students and Student Load

To be classified as a freshman, one must be a graduate of an accredited high school, must be classified as at least a junior in an accredited high school, must be in the gifted program as defined in the Kansas Statutes, or must have successfully completed the GED. Students who do not meet the above requirements are admitted as special students. A student is classified as a sophomore upon attainment of 26 semester hours of credit and a minimum of 52 grade points.

Enrollment in a minimum of 12 hours of college credit is required for classification as a full-time student. A credit hour is **defined by the Kansas Board of Regents and the North Central Association's Higher Learning Commission policy**.

Fourteen to eighteen credit hours per semester are considered a normal load. A minimum of twelve credit hours is required to be classified as a full-time student. By special permission of the **chief academic officer** and the recommendation of designated student service staff, students may carry from 10 to 21 credit hours providing they were previously enrolled for at least one semester and have a 3.0 grade-point average. Students may not carry more than 21 credit hours in a regular semester or ~~9~~**12** credit hours in the summer.

Mr. Peter asked the Board to review the policies. There was some discussion regarding the grading system policy. Members were encouraged to visit with the vice president of student learning about their concerns. The revised policies will be discussed and/or approved at the November meeting.

Agenda Item VIII-B. Appointment of Interim Financial Aid Director

The College has conducted two searches for a financial aid director and no suitable candidate has been found. The President recommended that Laura Bridges be appointed as interim Director. Ms. Bridges has worked in the College financial aid office since 1989. Ms. Bridges has agreed to assume the additional responsibilities of the director's position. The position will be reviewed

spring of 2004.

Ms. Bridges will be paid a supplemental contract of \$500 per month to assume the Director of Financial Aid duties.

Resolution 2003-55

RESOLVED, That the Board of Trustees of Neosho County Community College approve the appointment of Laura Bridges as Interim Director of Financial Aid and that she receive an additional \$500 per month.

The motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-C: Accounts Receivable Write-Off

President Smith asked the Board to approve the write off \$293,905.75 of accounts receivables. This was in response to the audit management letter dated November 20, 2002 which stated:

Accounts Receivable

The College has an accounts receivable printout that reflects the aging of the detailed amounts included in the printout. This printout has not been "cleaned-up" for a number of years, as it has very old outstanding balances reflected and it is not known whether these are realistic amounts for errors from when the system was set up and users did not know how to properly use the accounts receivable module. We suggest the College go through the printout and document which ones need to be removed and which ones are collectable, and upon approval of an appropriate administrative supervisor, adjust the accounts receivable detailed printout to the correct balances.

With the assistance of Dale Steinman, the College's Jenzabar consultant, the accounts receivable aged printout was reconciled to the general ledger printout, as of June 30, 2003. Per the recommendation of Neil Phillips, of the College's auditing firm, the College will write off all of the accounts that are type "CW". Type "CW" means the account has been turned over to a collection agency. The business office will continue to keep a record of the written-off accounts, and a hold will be placed on the applicable student records. Therefore, efforts will continue to collect the money, even though the account has been written off.

Resolution 2003-56:

RESOLVED, That the Board of Trustees of Neosho County Community College authorizes the administration to write-off \$293,905.75 in old accounts receivable, and that the College continue to attempt to collect those amounts written off.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-D: Wrestling Apparel Bids

Purchases over \$5,000 require sealed bids from three vendors and approval by the Board of Trustees. Bids were solicited for apparel for 46 members of the men's wrestling team, coaches

and managers. The bids included warm ups, sweatshirts, sweatpants, polo shirts, t-shirts, shoes, travel bags and stocking hats.

The following bids were received:

Blue Chip Athletics, Inc.	\$ 7,565.10
Working Threads, Inc.	\$11,401.00
Knockout Sportswear	\$13,382.00

It was the recommendation of the President that the Board accept the low bid from Blue Chip Athletics of \$7,565.10 to purchase apparel for the wrestling team.

Resolution 2003-57

RESOLVED, That the Board of Trustees of Neosho County Community College accept the low bid of \$7,565.10 from Blue Chip Athletics, Inc., to purchase apparel for the wrestling team.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-E: January 2nd, 2004 Holiday

Board policy lists the Christmas break beginning December 24 continuing through January 1. January 2, 2004 falls on a Friday and it has been suggested that many non-faculty employees request that Friday as a vacation day.

Dr. Smith asked the Board to include Friday, January 2, 2004 as part of the Christmas break for this year. This would allow maintenance an extra three days to keep the heating turned to a low setting, and it would insure that all college services are fully staffed when the College reopens Monday, January 5th.

Resolution 2003-58

RESOLVED, That the Board of Trustees approves Friday, January 2, 2004 as part of the Christmas break for 2003-04.

Motion was made and seconded that the above resolution be adopted. Motion was carried unanimously.

Agenda Item VIII-F.: Executive Session-Student Appeal

Upon a motion and a second, the Board entered executive session for 30 minutes to discuss matters affecting a person as a student which if discussed in open meeting might violate their right to privacy and to include the President, Director of Nursing, a nursing faculty member, and the student. Motion passed.

The Board entered executive session at 7:05 p.m.

Agenda Item X: Adjournment

The executive session ended at approximately 7:15 p.m. at the request of the student. The Board

did not reconvene in open session, and the meeting adjourned for lack of a quorum at the scheduled end of the executive session. (Administrative personnel remained in the meeting room until the scheduled end of the executive session.)
