

NCCC Board

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES

DATE: December 18, 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
Mark Eldridge, Dean of the Ottawa Campus
Karen Gilpin, Director of Nursing
Ben Smith, Director of Technology Services
David Fewins, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Jesse Tuel, Chanute Tribune

III. Public Comment

There were no speakers. Mr. Peter stated that he wanted to mention the retirement last month Bea Orozco. Ms. Orozco is retiring after 26 ½ years at the College.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Personnel-Nursing Secretary-Ottawa under ne business before the executive session.

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

V. Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from November 13, 2003
- B. Claims for disbursement for November 2003
- C. Course Approvals

- A. Biology I
- B. Biology I Lab
- C. Biology II
- D. Biology II Lab

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

Consent Agenda Item C-A: Biology I, Biology I Lab, Biology II, Biology II Lab

Under Kansas Board of Regents auspices, faculty from all public higher education institutions have been meeting to develop core competencies in their disciplines. The biology faculties have met and determined the Biology I and II competencies necessary for biology majors. Current NCCC offers General Biology. Under the new core competencies, General Biology would not meet the needs of biology majors, since the competencies in General Biology are focused on those needed by non-biology majors. NCCC will continue to offer General Biology to meet general education non-biology majors needs, and add Biology I & II and their accompanying Lab I & II for biology majors. This represents a continuing effort to promote seamlessness between NCCC and our main transfer schools.

Agenda Item VI-A: Faculty Senate Report: Dave Fewins, Faculty Senate President, reported that the focus of his last visit with the President had been on the future and the role the Faculty Senate will play in the College's future. One item they discussed was getting more involved in AQUIP. Mr. Fewins stated that North Central may require this type of self audit in the future that it could take up to 5 years to educate everyone on what AQUIP was and how it worked. He also stated that he had discussed the institutional missions and that it would be a topic at the Spring In-Service.

Agenda Item VI-B: Dean of Student Development/Athletic Director: Brett Bright reported that the addition of a residence life coordinator had been very beneficial over the last semester. He noted an improved standard of living in the residence halls. He also commended the maintenance staff on the cleanliness of the residence halls. He reported that numerous activities had occurred with excellent turnout from students, faculty and staff. He also reported that the volleyball, cross country, and men's and women's soccer teams had completed their seasons and each had many successes during the semester. Basketball and wrestling are competing now. Student Senate is helping for a toy drive for needy children in Chanute.

Agenda Item VI-C: Dean of Outreach and Workforce Development: Brenda Krumm reported that her department is creating a web site for international student recruitment which will be connected to the AACC site. She also reported that 4 new international students will be coming to NCCC in January and that they are preparing information for writing a Cooperative Grant Program which would fund creative ideas to share cultures. Her department has also submitted a preliminary grant to FIPSE (Fund to Improve Postsecondary Education). Outreach enrollment is complete at St. Paul High School and Thayer High School. They will be in Chanute and Erie later in the week.

Ms. Krumm also reported that the IV Therapy class had been reinstated into the curriculum. Enrollment this semester for Allied Health is up over 100 students and 300 credit hours. She stated that customized training is being developed for two local employers and her department has been very active with Southeast Kansas Inc in working on workforce development activities in the region.

Agenda Item VI-D: Dean of Ottawa Report: Mark Eldridge reported that the Ottawa campus had reached 1000 total headcount for Fall. He attributed the increase to more high school students taking more college courses. He stated that they had converted one area previously used as office space back to a classroom and converted another room previously used as a CISCO lab to a new computer lab with newly purchased equipment. He reported that interior and exterior repairs have been made to improve the function and appearance of the building and that the Ottawa budget is on target with approximately 42% expended.

Agenda Item VI-E: Vice President of Student Learning Report: Dr. Inbody reported that the last few months have been extremely busy for the Student Learning Division. Some of the items that they have been working on include Program Emphasis Sheets, Outcomes Assessment Initiatives, revising college publications, including the catalog, Carl Perkins Grant, and Articulation Agreements. He is also planning Spring In Service.

Agenda Item VI-F: Treasurer's Report: Sandi Solander reported a November cash bank balance of \$1,622,299.15. She stated that there is sufficient money to cover the December payroll without making any transfers. She reported that revenues and expenses are as projected.

Agenda Item VI-G: KACCT Report: Mariam Mih attended the KACCT/COP meeting on December 8 and reported that a major concern was concurrent enrollment. She stated that funding from the State was also an item of discussion.

Agenda Item VI-H: President's Report: Dr. Smith thanked the Board for the Poinsettia plan. She also reported that the College has to submit a Performance Agreement to the KBOR office by February 15, 2004. She outlined the three performance goals which the College tentatively will address and submit to KBOR. President Smith also reported that she had attended the Southeast Kansas Prosperity Summit Task Force meeting, that preliminary work was being done to revise the mission statement and purpose statements of the college. The entire College community will be involved in the process at the Spring In Service. A new tag line for the College has been chosen and revisions to the College logo are also being investigated. Dr. Smith reported she would be on vacation December 19, through December 23.

Agenda Item VII-A: Policy Revision-Grade Forgiveness (second reading)

Proposed Policy - Grade Replacement

Students will be allowed to repeat for credit a course in which an unsatisfactory grade has been received. For such a course repeat, the student need not obtain approval to re-enroll from the chief academic officer. However, students may not enroll in a particular course more than two times, unless the course has been designated for repeat credit. The most recent grade will replace the prior grade received for the repeated course to count toward graduation requirements and grade point averages. However, the original grade will remain on the student's transcript to be considered by any receiving institution to which the student may transfer. Any exceptions to policy must be petitioned by the student to the chief academic officer.

Resolution 2003-66

Resolved, that the Board of Trustees of Neosho County Community College approves revisions to the Grade Forgiveness policy and renames it Grade Replacement Policy as printed above.

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

Agenda Item VII-B: Policy Revision-Governance (second reading)

Proposed Governance Policy

Governing Style: In its governance, the Board will emphasize outward vision, encourage a variety of viewpoints, provide strategic leadership with collective decision-making, and remain proactive about the future success of the college. More specifically, the Board will:

1. Direct, control and inspire the organization through the careful establishment of the broadest organization policies reflecting the Board's values and perspectives. The Board's major focus will be on results and their long-term impact.
2. Seek input from various sources including staff, students, faculty, employers, and other community members as necessary.
3. Make decisions, to the extent possible, on a consensus basis.
4. Monitor, evaluate and discuss the Board's process and performance regularly.
5. 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 stakeholders.

Resolution 2003-67

RESOLVED, That the Board of Trustees of Neosho County Community College approve the revised policy for Governance as printed above.

Agenda Item VIII-A: Policy Revisions-Section V-Board Policy Handbook (first reading)

Every two years the college prints a course catalog that contains a listing of all programs, courses and various rules and procedures that students need to know. In the process of updating the catalog for the upcoming 2004-2006 school years, several inconsistencies were found between Board of Trustees Policy Manual, the college catalog and current practice. It would appear that the catalog and day-to-day procedure had been changed in the past without a corresponding change in board policy. Many of the proposed changes in the attached policies are due to this needed update, in order to correct inconsistencies with the college catalog and current accepted practices.

An examination of the policies revealed that many of the "policies" were, in fact, specific procedures. At the direction of President Smith and as part of an on-going effort to relieve the Board of operational/procedural decisions (as opposed to policy decisions) all procedures were removed from Section V and more properly placed in a newly created Procedures Manual. This will allow employees of the college to nimbly adjust procedures to changing situations without involving a formal change in Board policy and the first and second readings such a change requires.

Additionally, some of the policies were merely "informational items" and contained no policy at all. These were removed and placed in the appropriate college publication, such as the catalog or student handbook. Some policies contained specific information that is subject to change even

year, such as tuition and fee rates. Such yearly adjusted items should not be kept in the policy language, but rather replaced with a policy requiring yearly board action.

Occasionally, the wording of a policy was adjusted to improve readability.

Any reference to a specific job title was changed to a job duty so that any change in position in the future will not require Board action on each policy where the title was referenced.

Attached is a “re-write” of Section V of the NCCC Board of Trustees manual. You will notice that the “current” policy contains edit marks, and includes any additions. Following the current policy is a “clean” proposed policy with the editing marks removed.

All of the changes to the individual policies can be placed into one or more of these categories referenced below:

1. Updating policy to be consistent with college catalog or current practice
2. Removal of procedural items to Procedures Manual
3. Removal of Informational or variable items to another college publication
4. New wording to improve readability
5. Change from job title to job duty

If approved, these policies will be placed in a more logical order in a new Section V for easier reference. Additionally, a new page numbering system will be used so that any future adding or subtracting of pages will not require a repagination of the entire policy manual.

Program and/or Course Additions Qualitative Process Review

Rationale for Policy Change

There are two proposed changes in this policy:

1. Updating policy to be consistent with college catalog or current practice
2. Removal of procedural items to Procedures Manual

Current: Program and/or Course Additions Qualitative Process Review (adopted 11/11)

NCCC will utilize a process whereby programs and/or credit courses are subjected to a qualitative process review prior to application for program and/or course approval. ~~The review will include, but not be limited to the following:~~

- ~~1. Courses meet the intent of K.S.A. 1999 Supp. 71-601 in respect to level of instruction;~~
- ~~2. The amount of credit assigned to each course is appropriate for the skills, knowledge or competencies included therein;~~
- ~~3. Faculty in the discipline or technical field have either initiated the course approval or been meaningfully involved in its review and recommendation for approval;~~

4. ~~Learning outcomes and appropriate assessment methods are clearly defined in the course outline, syllabus, and/or competencies identified;~~
5. ~~Facilities, equipment, and other learning resources are adequate to support the expected learning outcomes of the course;~~
6. ~~A college "curriculum committee" or equivalent group composed of faculty and administration has reviewed the course proposals.~~

Annually, the president shall provide a verification that the institution complies with the ~~above~~ criteria relating to a qualitative process review.

Programs and/or courses are developed when a need is identified in one or more of the follow ways: 1) requests from individuals, businesses, industries, academic divisions, or staff memb
2) surveys which indicate interest in participation or potential employment in the proposed programs; and 3) requests from transfer institutions to satisfy the college articulation commitr and/or continuing education commitment.

~~The college follows these guidelines in the addition of programs and/or course additions:~~

- ~~1.—Identify and survey a need through the auspices of appropriate divisions and advisory committee(s);~~
- ~~2.—Write the proposed programs and/or courses, including purposes, learning outcomes, assessment methods, syllabi, and outlines;~~
- ~~3.—Gain the approval of the division;~~
- ~~4.—Gain the approval of the curriculum committee;~~
- ~~5.—Gain the approval of the administration;~~
- ~~6.—Gain the approval of the board of trustees;~~
- ~~7.—Gain the approval of the Kansas State Board of Regents and its appropriate delegated authority; (Programs only....not courses)~~
- ~~8.—Employ qualified personnel; and~~
- ~~9.—Schedule the courses.~~

Proposed Policy: Program and/or Course Additions Qualitative Process Review

Programs and/or courses are developed when a need is identified in one or more of the follow ways: 1) requests from individuals, businesses, industries, academic divisions, or staff memb
2) surveys which indicate interest in participation or potential employment in the proposed programs; and 3) requests from transfer institutions to satisfy the college articulation commitr and/or continuing education commitment. NCCC will utilize a process whereby programs an credit courses are subjected to a qualitative process review prior to application for program an course approval.

Annually, the president shall provide a verification that the institution complies with the qualitative process review.

Program Review

Rationale for Policy Change

There is one proposed change in this policy:

1. Removal of Informational or variable items to another college publication.

Current: Program Review

The college has instituted a program review to assess program effectiveness throughout the campus. The review process is part of an institutional assessment project that began with student outcomes as mandated by the North Central Association. The review mechanism places maximum reliance on objective measures of program effectiveness with an opportunity to introduce subjective information at appropriate points in the process. The review may lead to program expansion, modification, or termination. All programs are reviewed in a ~~five-year pre-~~ **pre-set** cycle.

Proposed: Program Review

The college has instituted a program review to assess program effectiveness throughout the campus. The review process is part of an institutional assessment project that began with student outcomes as mandated by the North Central Association. The review mechanism places maximum reliance on objective measures of program effectiveness with an opportunity to introduce subjective information at appropriate points in the process. The review may lead to program expansion, modification, or termination. All programs are reviewed in a pre-set cycle.

Admissions and Vocational/Technical Letter of Intent

Rationale for Policy Change

There are four proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication
3. New wording to improve readability
4. Updating policy to be consistent with college catalog or current practice

Note: The policy Vocational/Technical Letter of Intent was added to the Admissions policy.

Current: Admissions

Although there are no examinations required for general admission, ~~all first-time, full-time students are given the ACCUPLACER or other suitable initial assessment. The ACCUPLACER or other suitable assessment will be used to place students in selected courses.~~ ***all degree-seeking students must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college's resident placement***

test.

Official transcripts of all GED or high school work **and transcripts of all prior college coursework are required of all degree-seeking students.** ~~full-time and part-time students with no previous college work. Only college transcripts are required from students who attended colleges but who have not completed 64 semester hours of credit.~~ Transcripts must be sent directly to the student services office at NCCC by the issuing school. ~~Some departments require all transcripts regardless of the number of college hours completed.~~

The bi-level nursing program requires all applicants applying for entrance ~~nursing training~~ to complete a ~~standard battery of tests~~ **nursing entrance exam** before they are admitted into the nursing program. Information regarding ~~these~~ this test may be obtained by contacting the department of nursing. **Entrance to the nursing program will be determined based on the nursing entrance exam score, and number of general education courses completed prior entrance interview process.** ~~In addition, consideration will be given to the county of residence of the applicant as follows:~~

- ~~1. First Priority: Applicants with addresses from counties served by NCCC; Neosho, Anderson and Franklin;~~
- ~~2. Second Priority: Applicants with addresses from counties that have a contract with NCCC: Allen County Community College and the counties it serves: Allen, Coffey, Osage, Woodson, and Wabaunsee (USD #330 area).~~
- ~~3. Third Priority: Applicants with addresses from Kansas counties that are not served by community college with a nursing program.~~
- ~~4. Fourth Priority: Other applicants, such as out-of-state and counties that are served by community college with a nursing program.~~

~~County of residence is defined as the place adopted by the applicant as the place of his/her habitation.~~

The following are categories of students who will be admitted to NCCC:

1. Graduates of an accredited high school;
2. High School students who have completed the sophomore year of high school and are approved by the high school administration;
3. Gifted children, as defined in K. S. A. 72-962 (g), who are enrolled in any of the grade through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their sophomore year or have not been designated as gifted may enroll for audit during summer session with permission of the high school principal;
5. Persons who have successfully completed the GED test battery;
6. Persons 18 years of age or older who are not graduates from a state-accredited high school may be admitted conditionally after ~~the college counseling office administers the ACCUPLACER or other suitable assessment,~~ **evaluation of** the students' educational credentials and determining if students have the ability to benefit from the courses in which they wish to enroll; or,

7. Students transferring from an accredited college or university.
8. *Home schooled students and those from non-accredited high schools are not required to take the GED and will be accepted for admission provided they take the ACT or SAT and obtain a valid score on the ACT of 20 or higher, or a score on the SAT of 850 or higher. Students with a valid ACT score of 19 or less, or an SAT of 849 or less, will be required to take the GED for admission;*

All students intending to complete a certificate or degree program in a vocational or technical program will complete a statement of intent provided by the department. Those statements of intent will be filed in the student's educational record.

Proposed: Admissions

Although there are no examinations required for general admission, all degree-seeking students must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college's resident placement test.

Official transcripts of all GED or high school work and transcripts of all prior college coursework are required of all degree-seeking students. Transcripts must be sent directly to the student services office at NCCC by the issuing school.

The bi-level nursing program requires all applicants applying for entrance to complete a nursing entrance exam before they are admitted into the nursing program. Information regarding this may be obtained by contacting the department of nursing. Entrance to the nursing program will be determined based on the nursing entrance exam score, and number of general education courses completed prior to entrance interview process.

All students intending to complete a certificate or degree program in a vocational or technical program will complete a statement of intent provided by the department. Those statements of intent will be filed in the student's educational record.

The following are categories of students who will be admitted to NCCC:

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5. Persons who have successfully completed the GED test battery;
6. Persons 18 years of age or older who are not graduates from a state-accredited high school may be admitted conditionally after evaluation of the students' educational credentials determining if students have the ability to benefit from the courses in which they wish to enroll; or,

7. Students transferring from an accredited college or university.
8. Home schooled students and those from non-accredited high schools are not required to take the GED and will be accepted for admission provided they take the ACT or SAT and obtain a valid score on the ACT of 20 or higher, or a score on the SAT of 850 or higher. Students with a valid ACT score of 19 or less, or an SAT of 849 or less, will be required to take the GED for admission.

Services for Students With Disabilities

Rationale for Policy Change

There is one proposed change in this policy:

1. Updating policy to be consistent with college catalog or current practice

Current: Services for Students With Disabilities (revised 1/10/02)

~~Qualified individuals who have a disability and need accommodations because of their disability to participate in academic and student life should take the following steps:~~

~~Request a copy of their Individualized Education Program (IEP) or other disability documentation to be sent to the Director of Enrollment Management/Marketing/Dean of Student Development.~~

- ~~1. After reviewing the documentation, the Director dean will contact the student to schedule a meeting.~~
- ~~2. During the meeting, the Director dean and the student will discuss accommodations needed to create an accommodation plan.~~
- ~~3. When the accommodation plan has been developed, the Director dean will notify student's instructors of accommodations needed.~~
- ~~4. The student will be given a copy of the accommodation plan, the Director dean will retain a file copy, and a copy will be forwarded to the Director of Basic Skills. The Director of Basic Skills will coordinate services in the CAVE.~~

Proposed: Students With Disabilities

NCCC is committed to provide assistance to qualified individuals who have a disability. It is student's responsibility to request accommodations. NCCC is only obligated to provide reasonable accommodations after a student has self-identified. All academic work at NCCC completed prior to the student self-identifying will not be modified. NCCC is not financially responsible for assessing learning disabilities.

International Students

Rationale for Policy Change

There are two proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. New wording to improve readability

Current: International Students

International students are an important part of NCCC's student body. Students from other countries enrolled at NCCC are in the service area primarily for the purpose of doing college work. International students must be in compliance with all state and federal laws and regulations.

~~Before employment can be contracted, Application by Alien Student for Permission to Accept Employment, Form I-538, must be completed and filed with the federal immigration office in Kansas City. Forms are available in the college office.~~

Enrollment Procedure (revised 4/13/2000)

~~Degree-seeking applicants for admission who have less than 64 credit hours are required to have all previous academic transcripts sent to the admissions student services office. The official transcript(s) should be on file in the dean of student services/registrar's office two weeks before the start of a session, but not later than the first week of class.~~

~~All tuition, class fees and book charges are due and payable on the day of registration. Student may defer payment as indicated in the "pre-payment, deferment and installment payment plan. There is a \$35.00 administrative fee for students using the payment plan. All students who have not finalized enrollment (made payment in full, obtained a deferment, or signed an installment payment plan agreement and paid the first installment) by a pre-determined, publicized date at the end of the second day of classes will may be dropped. Students enrolled in mini-courses must make payment by the first day of class, or they will may be dropped.~~

~~For the fall or spring semester, A student must enroll in a course before during the add and drop period ends. Exceptions are to be considered on an individual basis and must be approved by vice president of academic affairs chief academic officer and the instructors of courses in which the student wishes to enroll. Students may not enroll after the twentieth day of class for a non-semester or after twenty-five percent of mini-class or short sessions has expired.~~

Proposed: International Students

International students are an important part of NCCC's student body. Students from other countries enrolled at NCCC are in the service area primarily for the purpose of doing college work. International students must be in compliance with all state and federal laws and regulations.

Enrollment of Veterans, Faculty Advisors and Counseling Facilities

Rationale for Policy Deletion

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication

Current: Enrollment of Veterans

~~Students eligible to attend NCCC under their entitlement to veterans' benefits should obtain the Veterans Application for Program of Education or Training, VA Form 22-1990, from the college financial aid office or from a Veterans' Administration representative. The veteran should complete the application, attach a copy of his/her Notice of Separation, DD 214, and send both directly to the Veterans' Administration or leave the completed materials at the college financial aid office. If the veteran has been accepted by the college and has notified the college of his/her intention to enroll, the veteran may apply for advance payment by completing items 16A through 16C of VA form 22-1999. The advance payment check will be sent to the college to be given to the veteran on the day of registration.~~

~~Veterans re-enrolling at NCCC and desiring payment should contact the financial aid office upon pre-enrollment and request that Enrollment Certification, VA Form 22-1999-1, be submitted and request for advance payment. For payment purposes, the Veterans' Administration uses the following schedule: full-time, 12 or more hours of credit; three-fourth, 9-10-11 hours of credit; half-time, 6-7-8 hours of credit; less than half-time, benefits calculated on a per credit hour basis.~~

~~Faculty Advisors~~

~~Each full-time student is assigned a faculty advisor to whom the student may go for guidance and advice. The advisor will aid the student in completing enrollment, changing schedules, withdrawing, or other matters related to his/her academic program. Advisors should become thoroughly acquainted with student needs and goals so they may give the student the best assistance and advice possible.~~

~~Counseling Facilities~~

~~The guidance program offers opportunity for students to be assessed in terms of intelligence, academic achievement, aptitude, personality, and vocational interests and to compare findings with other groups including their peers. Sound educational, vocational, and personal planning is important when using time, talent, and financial resources in the pursuit of student goals. NCCC maintains occupational/vocational information in the counselor's office and in the Center for Academic and Vocational Excellence (CAVE). Students are encouraged to use those materials for their educational, occupational, and vocational planning. Students are encouraged to plan the long-range programs with their advisor and the counseling office. Each student is responsible for reviewing the catalog(s) of the college(s) where he/she may transfer and becoming familiar with program requirements.~~

Credit Prior Learning and Transfer Credit

Rationale for Policy Change

There are four proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication
3. New wording to improve readability
4. Updating policy to be consistent with college catalog or current practice

Note: This change combines two policies into one that deals with transfer of credit from outside

sources.

Current: Policy for Credit Prior Learning and for Transfer Credit

Credit for Prior Learning (CPL) (approved 12/12/02)

~~Credit for prior learning (CPL) is learning that is not transcribed by a regionally accredited higher education institution. To encourage and assist student to complete degrees, NCCC may award college credit for prior learning. The procedure and guidelines are as follows:~~

- ~~1. A nonrefundable \$25 review fee must accompany each evaluation.~~
- ~~2. The learning evaluated must have occurred within the previous 5 years.~~
- ~~3. Half of the normal tuition rate must be paid prior to posting on a transcript. (Fees are not charged).~~
- ~~4. The student must complete at least 9 credit hours at NCCC with at least a "C" and have a declared degree objective before credit for prior learning will be awarded.~~
- ~~5. All courses for which credit for prior learning is awarded must have equivalent courses in NCCC curriculum. Partial credit will not be awarded.~~
- ~~6. General education course credit will not be awarded credit for prior learning.~~
- ~~7. Credit for prior learning will generally not be awarded unless the learning was fostered in a recognized national or state organization.~~
- ~~8. Students must provide validated documentation stating the courses, knowledge, skills, and clock hours completed.~~
- ~~9. The responsible dean or division chair will review, and as applicable, seek advice from full-time faculty.~~
- ~~10. Credit will not be awarded for prior work experience unless the work is documented in an organized, competency-based manner. Credit will be limited to appropriate courses on the approved NCCC master course list and may result in elective credit only.~~
- ~~11. A maximum of 20 credit hours will be awarded for prior learning.~~
- ~~12. At least 15 of the last 24 credit hours are required to be completed at NCCC for degree seeking students.~~

Evaluation of Transfer Credit Hours (approved 8/15/00)

~~An evaluation of transfer credit will be completed when an Application for Admission has been filed and all required official transcripts have been received by the dean of student services/registrar's office. Applicability of transfer courses will be determined by the dean of student services/registrar.~~

Transfer credits toward the completion of degree requirements are given for acceptable courses in which passing grades (A, B, C, P) were received. Courses for which a grade of D or F was earned will be accepted but will not be counted toward the completion of degree requirements.

Proposed: Transfer Credit and Credit for Prior Learning

Transfer credits toward the completion of degree requirements are given for acceptable course which passing grades (A, B, C, P) were received. Courses for which a grade of D or F was earned will be accepted but will not be counted toward the completion of degree requirements.

Credit for prior learning (CPL) is credit granted by NCCC for learning that occurred outside a regionally accredited higher learning institution. To encourage and assist student to complete degrees, NCCC may award college credit for prior learning.

Tuition

Rationale for Policy Change

There are two proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication

Current: Tuition & Fees (revised 2/00) (revised 3/2001) (revised 2002) (revised 4/10/03)

~~A minimum tuition charge of \$35 per credit hour is charged to in-county, out-county, and out-state students. International students pay \$105 per credit hour plus fees.~~

Tuition charges, as well as fees, are set annually by the NCCC Board of Trustees. Some classes have special fees and deposits. These special fees and deposits are listed with the designated classes in the course schedule.

~~General Fees (revised June 1999) (revised 2/00)(revised 2002) (revised 4/03)~~

~~In addition to tuition, students are assessed fees. Students are charged a set fee rate per credit hour. Fees are not included in most scholarships. The fee categories are as follows: in County district, out-district, out-of-state, and international students. (true, but the fees vary by location.....classes in NO County and held off-campus are not charged the Student Union fee. students pay \$20 per credit hr, out-county - \$30, out-of-state - \$45, and international students \$30: Dropping Classes Fee (added 4/13/2000)~~

~~There will be a \$5 fee assessed for each class dropped after final enrollment (usually the day before classes begin). No fee will be assessed for adding classes or for a change in section (i.e. ENGL 101 11 to ENGL 101 12):~~

Proposed: Tuition & Fees

Tuition charges, as well as fees, are set annually by the NCCC Board of Trustees. Some classes have special fees and deposits. These special fees and deposits are listed with the designated classes in the course schedule.

Dropping Class Work and Withdrawal From College

Rationale for Policy Change

There are three proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. New wording to improve readability
3. Change from job title to job duty

Current: ~~Dropping Class Work and Withdrawal From College~~ Withdrawing from Clas

Students who wish to withdraw from a course must notify the registrar's office directly. ~~student wishes to withdraw from one or more courses, he/she should seek the counsel of his/h advisor and obtain the proper forms from the dean of student services/registrar's office. Whe sickness, distance or other emergencies make it impossible for the student to follow this procedure, he/she should contact the dean of student services/registrar in writing or by phone initiate the withdrawal.~~ The student who only informs the instructor that he/she intends to withdraw or who simply ceases to attend is not officially withdrawn from class.

Unless the withdrawal procedure is followed, the student's name will remain on the class rostr and the instructor will be required to submit a grade other than a "W". In addition, the studen will be charged all appropriate tuition and fees unless an official withdrawal is made before th refund date.

If a student elects to withdraw from one or more classes after the 20th day from the start of a semester or after the completion of 25% of a short course and before 75% of the class time ha been completed, the grade of "W" will be recorded on the transcript. After 75% of the class t has been completed, the student may not withdraw nor may the instructor assign the grade of "W". Under extenuating circumstances, the student may appeal to the **chief academic officer** ~~office of the vice president of academic affairs~~ to withdraw with the grade of "W" after 75% c the class time has been completed.

~~Official withdrawal is contingent upon receipt of a signed withdrawal form from the student.~~

Proposed: Withdrawing from Class

Students who wish to withdraw from a course must notify the registrar's office directly. The student who only informs the instructor that he/she intends to withdraw or who simply ceases attend is not officially withdrawn from class.

Unless the withdrawal procedure is followed, the student's name will remain on the class rostr and the instructor will be required to submit a grade other than a "W". In addition, the studen will be charged all appropriate tuition and fees unless an official withdrawal is made before th refund date.

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Academic Probation and Minimum Standards

Rationale for Policy Change

There are three proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication
3. New wording to improve readability

Current: Academic Probation and Minimum Standards

A student whose grade point average falls below a 2.0 will be placed on academic probation for one term (semester). Should the grade point or percentage of course work not raise above the minimal standards during the probation period, the student will be academically ~~dismissed~~ **suspended**. ~~A student placed on academic dismissal may appeal in writing through the vice president of academic affairs office. A student may appeal the vice president's decision through the normal grievance procedure. Re-admission following the academic dismissal will require~~

- ~~1. A personal interview with the student academic advisor;~~
- ~~2. A limitation to a maximum of 15 hours attempted and a requirement to make at least a "C" average for the semester;~~
- ~~3. A student receiving financial aid must meet with the director of financial aid to review procedures of reinstatement of financial aid.~~

Proposed: Academic Probation and Minimum Standards

A student whose grade point average falls below a 2.0 will be placed on academic probation for one term (semester). Should the grade point or percentage of course work not raise above the minimal standards during the probation period, the student will be academically suspended.

Installment Payment and Deferment Plan

Rationale for Policy Change

There are three proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication
3. Updating policy to be consistent with college catalog or current practice

Current: Installment Payment and Deferment Plan

All tuition, class fees, and book costs are due at a **pre-determined, publicized date** ~~enrollment~~ and may be paid by cash or **an accepted credit card**. ~~VISA, or Master Card.~~

Students who have applied and are eligible for sufficient financial assistance to cover tuition and book charges may defer payment until the first financial aid payment is distributed at which time

the charges will be deducted.

Students not receiving financial aid and not in arrears for past debts to the college may use the college installment payment plan. Students who wish to use this option are required to sign an agreement in the business office. ~~There is a \$35 user fee for students on the payment plan. The \$35 fee covers the institutional costs of operating the payment service. The fall and spring payment plan allows the student to pay 25 percent of all institutional costs (tuition, fees and/o residential housing) on or before the pre-determined, publicized date, official enrollment day. The balance is due in equal payments on September 15, October 15, and November 15 for the semester; February 15, March 15, and April 15 for the spring semester. A \$10 late fee will be charged if monthly installments are not paid on time. The summer payment plan is available, requires a 50 percent down payment and the balance is due July 1. There is no fee charged for the summer plan.~~

If all obligations are not met before the end of the semester the following penalties will be assessed.

1. Transcripts will not be provided.
2. Semester grades will not be released.
3. Re-enrollment will not be allowed.
4. Delinquent accounts may be assigned to a collection agency.

~~Procedures for collecting accounts receivable: Students will be notified of their obligations through a letter. At the end of the semester, the demand letter will be sent. If the matter is not resolved, a second letter will be forwarded. That letter will give the student ten (10) days to satisfactory arrangements or the account will be sent to a collection agency.~~

Proposed: Installment Payment and Deferment Plan

All tuition, class fees, and book costs are due at a pre-determined, publicized date and may be paid by cash or an accepted credit card.

Students who have applied and are eligible for sufficient financial assistance to cover tuition and book charges may defer payment until the first financial aid payment is distributed at which time the charges will be deducted.

Students not receiving financial aid and not in arrears for past debts to the college may use the college installment payment plan. Students who wish to use this option are required to sign an agreement in the business office. If all obligations are not met before the end of the semester following penalties will be assessed.

1. Transcripts will not be provided.
2. Semester grades will not be released.
3. Re-enrollment will not be allowed.
4. Delinquent accounts may be assigned to a collection agency.

Institutional Refunds Policy

Rationale for Policy Change

There are four proposed changes in this policy:

1. Removal of informational or variable items to another college publication
2. New wording to improve readability
3. Updating policy to be consistent with college catalog or current practice
4. Change from job title to job duty

Current: Institutional Refunds Policy (revised 4/13/2000)

The ~~registration registrar's~~ office has been designated as the official office for withdrawal notification. Refunds are calculated based on the day a student officially drops a class by contacting the ~~registration registrar's~~ office in person, by mail, or by phone. A full refund will be issued if NCCC exercises its right to cancel a class. If a student withdraws from a class the student may receive a refund. **Some fees** ~~On-line fees~~ are not refundable.

Courses 16 or more weeks in duration

If a student has completed registration in a class lasting 16 or more weeks and wishes to withdraw from a class or classes in which they are enrolled, the student will receive the following refund:

100% refund if the completed drop form is received by the registration office within two weeks (14 calendar days) of the official start date of classes, as published. A specific date for the end of the 100% refund period for each semester will be published in the schedule for that semester. Classes beginning after the official start date will be dealt with on an individual basis.

No refund will be given after the end of the two-week refund period.

Courses less than 16 weeks in duration (mini courses)

A full refund will be made for withdrawals prior to or on the first day of class. No refund will be given after the first day of class.

Exceptions to this policy may be authorized by the **chief financial officer.** ~~dean of student services/registrar.~~

Proposed: Institutional Refunds

The registrar's office has been designated as the official office for withdrawal notification. Refunds are calculated based on the day a student officially drops a class by contacting the registrar's office in person, by mail, or by phone. A full refund will be issued if NCCC exercises its right to cancel a class. If a student withdraws from a class the student may receive a refund. Some fees are not refundable.

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Courses less than 16 weeks in duration (mini courses)

A full refund will be made for withdrawals prior to or on the first day of class. No refund will be given after the first day of class.

Exceptions to this policy may be authorized by the chief financial officer.

Test Acceptance Fees

Rationale for Policy Change

There are two proposed changes in this policy:

1. Removal of informational or variable items to another college publication
2. New wording to improve readability

Current: ~~Test Acceptance Fees~~ Credit by Examination

Most nationally normed credit by examinations, such as the College Level Examination Program (CLEP) are accepted on a limited basis by NCCC. However, there are charges for accepting CLEP and Service-Members Opportunity College (SOC) according to the number of hours accepted. ~~as follows:~~

Hours Accepted	Charge
1-5	\$10.00
6-10	\$20.00
11-15	\$30.00
16-20	\$40.00

Up to ~~no more than~~ 20 hours of this type of credit will be accepted for credit at NCCC.

Proposed: Credit by Exam

Most nationally normed credit by examinations, such as the College Level Examination Program (CLEP) are accepted on a limited basis by NCCC. However, there are charges for accepting CLEP and Service-Members Opportunity College (SOC) according to the number of hours accepted.

Up to 20 hours of this type of credit will be accepted for credit at NCCC.

Housing

Rationale for Policy Change

There are three proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication
3. Change from job title to job duty
4. New wording to improve readability

Current: Housing (revised 10/7/99) (revised 8/9/01)

Unmarried students under 21 years of age who are enrolled full-time and not living with parer are required to live in college housing when space is available. When space is limited, colleg housing will be filled as follows:

- First, with international students;
- Second, students with scholarships;
- Third, with freshmen students;
- Fourth, with sophomore students.

Students with special circumstances who wish exemption from the housing requirement apply in writing to the chief student affairs officer. ~~vice president of academic affairs. The application must specify the basis for exemption. Generally, exemptions are limited to phys disability, medical, or emotional problems. (Or cultural factors relating to international students.) The chief student affairs officer vice president of academic affairs or designee w respond in writing within five (5) business days. If the request is denied, the request may b appealed to the president who will respond within five (5) business days. The decision of th president will be final. The housing requirement will not apply to exchange students requir to reside with a host family by the exchange program.~~

A housing policy booklet is provided to each housing resident to assist in assuring that ~~the col~~ housing is managed as effectively as possible in serving the needs of the residents.

Housing Policies

~~Open communication between students and the housing manager is an important objective of program. Others may obtain a copy from the housing manager or the student services office.~~

Proposed: Housing

Unmarried students under 21 years of age who are enrolled full-time and not living with parer are required to live in college housing when space is available. When space is limited, colleg housing will be filled as follows:

- First, with international students;
- Second, students with scholarships;
- Third, with freshmen students;
- Fourth, with sophomore students.

Students with special circumstances who wish exemption from the housing requirement apply in writing to the chief student affairs officer.

A housing policy booklet is provided to each housing resident to assist in assuring that college housing is managed as effectively as possible in serving the needs of the residents.

Student Health

Rationale for Policy Change

There is one proposed change in this policy:

1. Change from job title to job duty

Current: Student Health

The college reserves the right to require a medical examination of any student at any time. When a medical examination is required for admission or continuation in a program or activity, a satisfactory medical examination report from a licensed physician must be filed with the **chief student affairs officer** ~~dean of student development services/registrar~~. The **chief student affairs officer** will review the medical record report and may deny permission for a student to participate in a program, course or activity. Student athletes must provide evidence of current primary medical insurance in order to participate in a varsity sport.

Proposed Policy: Student Health

The college reserves the right to require a medical examination of any student at any time. When a medical examination is required for admission or continuation in a program or activity, a satisfactory medical examination report from a licensed physician must be filed with the chief student affairs officer. The chief student affairs officer will review the medical record report ; may deny permission for a student to participate in a program, course or activity. Student athletes must provide evidence of current primary medical insurance in order to participate in a varsity sport.

Federal Financial Aid

Rationale for Policy Change

There are two proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. New wording to improve readability

Current: Federal Financial Aid

NCCC participates with federal and state financial aid providers and will put in place all procedures required by these agencies.

~~Several financial aid programs are funded by the federal government. Financial assistance for educational expenses are awarded to students who demonstrate need through the free application for federal student assistance and who are enrolled in a degree or certificate program. Once~~

~~financial need has been determined, the following programs are available: Pell grant, Federal Supplemental Educational Opportunity Grant Program, Federal College Work Study Program the subsidized and unsubsidized Federal Stafford Loans, and the Parent's Loan for Undergraduate Students.~~

~~Students may apply for a Pell grant as undergraduates enrolled in a certificate or degree program. The amount of the award is based on the determination of eligibility and the cost of attendance.~~

~~The Federal Supplemental Education Opportunity Grant provides assistance to students with exceptional need. The grant will be awarded first to students having Pell grants with lowest family contribution.~~

~~The Federal College Work-Study Program provides employment to eligible students while attending college. The student normally works 20 hours or less per week.~~

~~Students are eligible for unsubsidized Federal Family Stafford Loans regardless of need. Total aid including loans cannot exceed estimated student budgets. Subsidized loans are available students who demonstrate need. The loan application is a separate procedure. Students are cautioned to borrow money only when necessary.~~

Proposed: Federal Financial Aid

NCCC participates with federal and state financial aid providers and will put in place all procedures required by these agencies.

Scholarships

Rationale for Policy Change

There are two proposed changes in this policy:

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication

Current: Scholarships (revised 8/9/01 board meeting)

Neosho County Community College offers a variety of institutional and Foundation scholarship for full-time and part-time students. Scholarships are awarded on the basis of academic ability participating in activities, athletic skill and various other criteria. Students may apply for scholarships in addition to other financial aid. ~~Scholarship applications are available in the N admissions office, on the NCCC website, as well as in the back of the scholarship handbook.~~ NCCC Foundation Endowed Scholarships are based on criteria established by the donor, such area of residence or course of study. ~~Foundation scholarship applications require a Student Statement.~~

Scholarships are awarded on a first come, first served basis and based on the availability of fu Students who move to Neosho County for the purpose of attending Neosho County Communi College are not eligible for In-District Scholarships. ~~The date for priority consideration is Mt 1 preceding the academic year of the scholarship application. Any questions may be directed the NCCC Admissions Office at 620-431-2820, ext. 264 or 800-729-6222, outside of Chanute within the state of Kansas. You may also contact the institutional representative for the speci~~

~~scholarship. A list of these sponsors and a glossary of terms is located in the back of the scholarship handbook.~~

~~Scholarships are awarded on an academic year basis for the fall and spring semesters only, unless otherwise noted on the scholarship letter. Exceptions to this policy include Senior Citizen, Staff, and Dependent scholarships. It is the student's responsibility to confirm and comply with the application procedure. A student may apply for more than one scholarship, but may only accept one scholarship per academic year, unless otherwise noted.~~

~~Prior NCCC students must have attempted less than 49 NCCC hours and have a minimum NC Career GPA of 2.0 to be eligible for NCCC Academic, Activity, Service, Business Program, and Industrial Engineering Technology scholarships.~~

~~Academic, Activity, Service Business Program, and Industrial Engineering Technology scholarships for returning NCCC students may be awarded during the spring semester for the upcoming scholarship award year. However, career GPAs and successful completion of a minimum of 12 hours must be verified at the conclusion of the current academic year for current year scholarship recipients. Upon verification, awards should be adjusted according to the student's current eligibility.~~

~~Applicants wishing to appeal institutional scholarship criteria should submit their written appeal to the chief student affairs officer dean of student development. Please refer to the Scholarship appeal Procedure in the Student Handbook. Foundation scholarship criteria written appeals should be submitted to the director of development. Written appeals should include a letter of recommendation by the respective scholarship sponsor.~~

~~NCCC institutional scholarships include NJCAA Athletic, Activity, Service, Academic, Nursing Business Program, Industrial Engineering Technology, Senior Citizen, Staff and Dependent, and High School In-District scholarships.~~

For specific information regarding scholarship criteria consult the NCCC Scholarship Handbook.

Proposed: Scholarships

Neosho County Community College offers a variety of institutional and Foundation scholarships for full-time and part-time students. Scholarships are awarded on the basis of academic ability, participating in activities, athletic skill and various other criteria. Students may apply for scholarships in addition to other financial aid. The NCCC Foundation Endowed Scholarships based on criteria established by the donor, such as area of residence or course of study.

Scholarships are awarded on a first come, first served basis and based on the availability of funds. Students who move to Neosho County for the purpose of attending Neosho County Community College are not eligible for In-District Scholarships. For specific information regarding scholarship criteria consult the NCCC Scholarship Handbook.

Athletics, Revocation of Scholarships and/or Grants-In-Aid, Out of State Recruitment and Athlete Agent Act

Rationale for Policy Change

There are three proposed changes in these policies:

1. Removal of procedural items to Procedures Manual

2. Removal of informational or variable items to another college publication
3. New wording to improve readability

Note: Athletics policy was changed. Revocation of Scholarships and/or Grants-In-Aid, (C of State Recruitment and Athlete Agent Act were deleted.

Current: Athletics

NCCC ~~is a member of~~ **will comply with** the Kansas Jayhawk Community College Conferenc (KJCCC) and National Junior College Athletic Association (NJCAA) **regulations** and mainta regular schedule in basketball, baseball, softball, track, cross country, volleyball, wrestling, ar soccer. ~~NCCC complies with all conference and association regulations.~~

~~General Athletic Regulations and Procedures~~ (This policy will be deleted)

- ~~1.—Grants-In-Aid. For a prospective student athlete to receive an athletic grant-in-aid, he must meet the requirements set forth by NCCC, the KJCCC, and the NJCAA.~~
- ~~2.—Cancellation of Grants-In-Aid. According to the NJCAA, cancellation of an athletic grant-in-aid is permitted for the following three reasons:

 - ~~a.—If the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; or,~~
 - ~~b.—For misconduct (unrelated to athletic ability) found to be serious enough to warrant permanent suspension or dismissal from the athletic program by th person in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters; or,~~
 - ~~c.—If the student athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport.~~~~

~~Revocation of Scholarships and/or Grants-In-Aid~~

~~Scholarships and/or grants-in-aid shall remain in force for the semester or academic year in w each was issued provided the student remains in good standing with the college. Upon the los good standing, scholarships and/or grants-in-aid shall be revoked. Specific conditions of scholarship through the college are contained in the scholarship letter signed by the student.~~

~~A student may be deemed to have lost good standing upon conviction of a felony; conviction-repeated illegal use of narcotics, including marijuana or controlled substances as defined by Kansas statutes; and failure to comply with rules and regulations of the college, or the athletic team of which the student is a member, or failure to cooperate with officials and instructors of college. Also, scholarships may be revoked for the following reasons:~~

- ~~1.—A scholarship over award as defined by either the U. S. Department of Education or th KJCCC;~~
- ~~2.—Voluntary withdrawal from classes; or,~~
- ~~3.—A drop in the academic standing below the specified grade-point average indicated in award letter.~~

~~A written notice, sent by certified mail, of the revocation of an academic or activity scholarship shall be given by the dean of student services/registrar chief student affairs officer/athletic director to the student within ten (10) working days of the loss of good standing or for the reasons indicated above. Revocation of athletic grants-in-aid will be determined by the athletic director and sent by certified mail. If the student disagrees with the revocation decision, he/she may file a grievance as outlined in the student grievance procedure.~~

~~Out of State Recruitment~~

~~Out-of-state recruitment will be allowed within the limitations set by the constitution and bylaws of the KJCCC and the NJCAA. The following stipulations will apply:~~

- ~~1.— Money for the payment of all athletic grants-in-aid must be raised in actual cash donations or by signed pledge commitments prior to the issuance of athletic letters-of-intent. Letters-of-intent cover a time span of one year.~~
- ~~2.— Gate receipts will be estimated at the preceding year's level for the purpose of estimating revenue available for in-state athletic grants-in-aid.~~
- ~~3.— The Panther Club shall operate in accordance with NJCAA and KJCCC rules and regulations under the auspices of the Foundation for the purpose of accepting contributions for the support of out-of-state athletic scholarships. The Panther Club expenditures must have college and Foundation approval before being made.~~
- ~~4.— The college will expect to field competitive athletic teams in each sport. Coaches will be reminded regularly that student-athletes are students first and athletes second.~~
- ~~5.— NCCC recruiting procedures shall comply with Title IX requirements.~~

~~Athlete Agent Act~~

~~The following standards are adopted for implementation of the Athlete Agent Act ("the act") enacted by the Kansas legislature:~~

- ~~1.— A compliance coordinator appointed by the board of trustees shall organize the athlete interview schedule for the NCCC campus and ensure compliance with the act and rules and regulations adopted under the act.~~
- ~~2.— The duration of the interview period for each sport shall be ten (10) consecutive days, exclusive of holidays and weekends, beginning the first Monday following the last game or competition for the athlete's sport(s) that precedes the athlete's final year of eligibility.~~
- ~~3.— Athlete agent interviews shall be scheduled with the compliance coordinator during college administration business hours.~~
- ~~4.— Athlete agent interviews shall be conducted in Room 213, Student Union.~~
- ~~5.— During the interview period, an athlete agent shall not contact an NCCC athlete except an interview scheduled through the compliance coordinator.~~
- ~~6.— Each scheduled interview shall not exceed one hour. More than one interview between an athlete agent and an NCCC athlete may be scheduled, at the discretion of the compliance coordinator, not to exceed three interviews during the interview period.~~

- ~~7. The terms and conditions of the Athlete Agent Act adopted by the State of Kansas, and subsequent amendments thereto, and any implementing regulations, are incorporated during the interview period.~~
- ~~8. Standards adopted by the KJCCC and the NJCAA for implementation of the Athlete Agent Act, now or in the future, are incorporated into these standards by reference.~~

Proposed: Athletics

NCCC will comply with all Kansas Jayhawk Community College Conference (KJCCC) and National Junior College Athletic Association (NJCAA) regulations and maintain a regular schedule in basketball, baseball, softball, track, cross country, volleyball, wrestling, and soccer.

Audit Fees

Rationale for Policy Change

There are three proposed changes in this policy:

1. Removal of informational or variable items to another college publication
2. New wording to improve readability
3. Updating policy to be consistent with college catalog or current practice

Current: ~~Audit Fees~~ Auditing a Course

Students may choose to audit classes on a space available basis. While auditing a class, students are expected to maintain regular attendance and participate in class activities. The per credit tuition rate for audit courses differs from the regular tuition rate. This rate is set by the NCCC Board of Trustees and is published in the ~~college catalog~~ **course schedule**. ~~Tuition for audit is \$77 per credit hour which includes incidental, computer, and student union/building fees; additional class fees may also be assessed.~~ Students cannot receive a grade or credit for an audited class.

Proposed: Auditing a Course

Students may choose to audit classes on a space available basis. While auditing a class, students are expected to maintain regular attendance and participate in class activities. The per credit tuition rate for audit courses differs from the regular tuition rate. This rate is set by the NCCC Board of Trustees and is published in the course schedule. Students cannot receive a grade or credit for an audited class.

Academic Clemency

Rationale for Policy **Addition**

There is one proposed change in this policy:

1. Updating policy to be consistent with college catalog or current practice

Note: Academic Clemency has been a part of the last two college catalogs (beginning 2000)

was never added to the Board of Trustees Policy Manual.

Proposed: Academic Clemency

Students may eliminate poor academic records within the restrictions of the following policy:

Requirements and Limitations

1. **To be eligible, the student must be currently enrolled at NCCC and must have completed at least 12 consecutive credit hours at this institution with a 2.5 grade point average. In addition, the student must meet one of the following criteria:**
 - a. **Make a complete curriculum change OR**
 - b. **Wait an interim of two years from the date of the grades before filing for academic clemency.**
2. **Up to 15 semester hours of specific “F” and/or “D” grades may be petitioned for exclusion from the computation of the student’s grade point average.**
3. **When a course has been excluded from the computation of the grade point average shall not be counted for graduation but will remain on the student’s transcript.**
4. **Academic clemency will be granted only once while at NCCC.**
5. **This policy refers to NCCC only. A student transferring to another institution will have to follow the other institution’s policy.**
6. **Grades which have been excluded from the computation of the GPA will be identical on the student’s transcript by an appropriate means.**
7. **Granting of academic clemency does not affect or alter a student’s record for athletic eligibility.**
8. **Students receiving academic clemency will be reviewed on a case-by-case basis regarding satisfactory academic progress for financial assistance purposes.**
9. **Students granted academic clemency may not receive honors at graduation.**
10. **While credits removed from the computation of the GPA as a result of academic clemency will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.**

Academic Fresh Start

Rationale for Policy Addition

There is one proposed change in this policy:

1. Updating policy to be consistent with college catalog or current practice

Note: Academic Fresh Start has been a part of the last two college catalogs (beginning 2000) was never added to the Board of Trustees Policy Manual.

Academic Fresh Start

Academic Fresh Start is a policy which provides students with poor or marginal academic college records the opportunity to resume work toward their degree without the burden of a poor grade point average (GPA) due to past academic performance. This policy refers to NCCC only. A student transferring to another institution will follow the other institution’s policy.

Students must meet the following requirements before being granted this option:

1. **Separation from all institutions of higher education for at least four years,**
2. **Formal application to the Chief Academic Officer (Chanute) or the Academic Dea (Ottawa). (This application should describe the reasons for the request and outlin academic plan, which includes the declaration of an area of academic interest.)**
3. **Agree that the calculation of the GPA and credit hour totals will be based solely or work completed after this point and enrollment at Neosho County Community**

College and the student will forfeit use of all credit hours toward a degree earned prior to the academic fresh start being granted

If academic fresh start is granted, the student may resume his/her studies with the understanding that:

1. **Academic Fresh Start at NCCC may be granted only once.**
2. **The student's permanent record will remain a record of all work, regardless of the institution at which that work was completed; however, the returning student will forfeit the use of all credit hours toward a degree earned prior to the four-year separation period.**
3. **The student's record will carry a notation designating when the Academic Fresh S was granted and noting that the calculation of GPA and credit totals for degree purposes begins with that date.**
4. **Students applying for admission under Academic Fresh Start must meet admission requirements established by NCCC.**

Student Grades, Academic Support Hours (Remedial Hours) and Student Transcripts

Rationale for Policy Deletion

1. Removal of procedural items to Procedures Manual
2. Removal of informational or variable items to another college publication

~~Current: Student Grades~~

~~Student grades will be made available are mailed directly to the student. Grades are not issue phone. Student grades may not be released or discussed with parents or others unless a releas signed by the student is presented or is in the student file.~~

~~Current: Academic Support Hours~~

~~Academic support classes will be reflected on a student's transcript and will be included in the career GPA according to Title IV federal regulations.~~

~~Current: Student Transcripts~~

~~Transcripts of work completed at NCCC are provided to colleges and universities, vocational technical schools, and businesses by the college office. The student must make the request to office of the dean of student services/registrar in writing before the transcript can be issued. / fee is charged for each official transcript. The first three unofficial transcripts are issued at ne charge to the student. A fee may be charged for additional copies. There is a \$5 an additiona for faxing transcripts. Transcript requests will not be filled until all financial obligations to th institution are met in full.~~

Grade Points

Rationale for Policy Change

There are two proposed changes in this policy:

1. Removal of informational or variable items to another college publication
2. Updating policy to be consistent with college catalog or current practice

Current: Grade Points

Students will have their grade-point averages computed on the following basis – for each credit hour of A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, no points. In order for students to earn a C average and be eligible for graduation, they must have a minimum of **sixty-four (64)** ~~62~~ college hours and **128** ~~124~~ grade points. The grade-point average is the quotient obtained by dividing the number of grade points earned by the number of credit hours for which grades A, C, D, or F are recorded. Where a student re-enrolls in a course in which a D or F grade has been received, the most recent grade earned will be used in computing grade-point average. ~~However, students should be aware that some other institutions compute grade-point average on the basis of the total number of hours attempted; and, in transferring grade points and hours, such an institution would compute the average with repeated hours included in the total.~~

~~Students should also be aware of the number of grade points which have been accumulated as the number of the credit hours. It is possible for a student to complete sixty-two (62) ~~sixty-four (64)~~ credit hours of college work and still fail to graduate because of an insufficient number of grade points.~~

Proposed: Grade Points

Students will have their grade-point averages computed on the following basis – for each credit hour of A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, no points. In order for students to earn a C average and be eligible for graduation, they must have a minimum of sixty-four (64) college hours and 128 grade points. The grade-point average is the quotient obtained by dividing the number of grade points earned by the number of credit hours for which grades A, B, C, D, or F are recorded. Where a student re-enrolls in a course in which a D or F grade has been received, the most recent grade earned will be used in computing grade-point average.

Associate of Science (AS) Degree

Rationale for Policy Change

There are two proposed changes in this policy:

1. Updating policy to be consistent with college catalog or current practice
2. New wording to improve readability

Current: Associate of Science (AS) Degree

The associate of science degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

- 1. Communications 9 hours
English Composition I, English Composition II, speech
- 2. **Computer Literacy Proficiency,** **3 hours**
- 3. Natural Science and Mathematics ~~6~~8 hours
A. One natural laboratory science from biology, chemistry, or physics; and
B. One mathematics including college algebra or a higher level math course
- 4. Social and Behavioral Sciences 9 hours Gen
Psychology and six credit hours from economics, geography, political science, psychology, sociology
- 5. Arts and Humanities **6**9 hours
from three areas: art*, foreign language, literature, music and/or theatre*, and/or philosophy. (*Performance/participation classes do not meet this requirement)
- 6. Physical Education 1 hour
Lifetime Fitness recommended
- 7. Personal and Career Development 1 hour
Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)
- 8. Appropriate Fields of Study ~~30~~24
hours A program of study in business, education, engineering, mathematics, social behavioral science, natural science, or related technologies
- 9. Other Requirements:
 - A. Pre- and post-assessments are required by NCCC
 - ~~B. Computer Literacy Proficiency, 3 hours (at the post-secondary level)~~
 - C. Fifteen (15) of the last twenty-four (24) credit hours in residence at NCCC
 - Total of ~~sixty-two~~ **sixty-four (62-64)** credit hours E.
 - Cumulate GPA of 2.0 or higher

Proposed: Associate of Science (AS) Degree

The associate of science degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor’s degree.

- 1. Communications 9 hours English
Composition I, English Composition II, speech
- 2. Computer Literacy Proficiency , 3 hours
- 2. Natural Science and Mathematics 8 hours /
One natural laboratory science from biology, chemistry, or physics; and B. One mathematics including college algebra or a higher level math course
- 3. Social and Behavioral Sciences 9 hours General
Psychology and six credit hours from economics, geography, political science, psychology, sociology

4. Arts and Humanities 9 hours from three areas: art*, foreign language, literature, music and/or theatre*, and/or philosophy. (*Performance/participation classes do not meet this requirement)
5. Physical Education 1 hour Lifetime
Fitness recommended
6. Personal and Career Development 1 hour Orientation
approved substitute (may be waived for transfers with 15 credit hours or more)
7. Appropriate Fields of Study 24 hours A program study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies
8. Other Requirements: A.
Pre- and post-assessments are required by NCCC
B. Fifteen (15) of the last twenty-four (24) credit hours in residence at NCCC C. Total sixty-four (64) credit hours
D. Cumulate GPA of 2.0 or higher

Associate of Arts (AA) Degree

Rationale for Policy Change

There are two proposed changes in this policy:

1. Updating policy to be consistent with college catalog or current practice
2. New wording to improve readability

Current: Associate of Arts (AA) Degree

The associate of arts degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

1. **Communications** 9 hours
English Composition I, English Composition II, speech
2. **Computer Literacy Proficiency,** 3 hours
3. Natural Science and Mathematics 6-8 hours A.
One science course from biology, chemistry, or physical science, physics, ecology; a
B. One mathematics course, including college algebra or a higher level math course
4. Social and Behavioral Sciences 9 hours General
Psychology and six credit hours from two areas: economics, geography, political science, psychology, sociology
5. Arts and Humanities 69 hours
from three areas: art*, music & theatre*, history, language, literature, or philosophy
(*Performance/participation classes do not meet this requirement)

- 6. Physical Education 1 hour Lifetime
Fitness recommended
 - 7. Personal and Career Development 1 hour Orientation
approved substitute (may be waived for transfers with 15 credit hours or more)
 - 8. Appropriate Fields of Study ~~29~~ 24 hours A program
of study in English, fine arts, education, history, humanities, language, music or social
science
1. Other Requirements:
- A. Pre- and post-assessments are required by NCCC
 - B. ~~Computer Literacy Proficiency, 3 hours (at the post-secondary level)~~
 - C. Fifteen (15) of the last twenty-four (24) credit hours in residence at
NCCC
 - D. Total of ~~sixty-two~~ **sixty-four (62-64)** credit hours
 - E. Cumulate GPA of 2.0 or higher

Proposed: Associate of Arts (AA) Degree

The associate of arts degree is designed for students planning to transfer to a four-year college university to pursue a bachelor's degree.

1. Communications 9 hours English
Composition I, English Composition II, speech
2. Computer Literacy Proficiency, 3 hours
3. Natural Science and Mathematics 6-8 hours A. One science course from biology, chemistry, or physical science, physics, ecology, or high level; and
B. One mathematics course, including college algebra or a higher level math course
4. Social and Behavioral Sciences 9 hours General
Psychology and six credit hours from two areas: economics, geography, political science, psychology, sociology
5. Arts and Humanities 9 hours from three areas: art*, music & theatre*, history, language, literature, or philosophy
(*Performance/participation classes do not meet this requirement)
6. Physical Education 1 hour Lifetime
Fitness recommended
7. Personal and Career Development 1 hour Orientation
approved substitute (may be waived for transfers with 15 credit hours or more)
8. Appropriate Fields of Study 24 hours A program of study in English, fine arts, education, history, humanities, language, music or social science
9. Other Requirements:
 - A. Pre- and post-assessments are required by NCCC
 - B. Fifteen (15) of the last twenty-four (24) credit hours in residence at NCCC
 - C. Total of sixty-four (64) credit hours
 - D. Cumulate GPA of 2.0 or higher

Associate of General Studies (AGS) Degree

Rationale for Policy Change

There are two proposed changes in this policy:

1. Updating policy to be consistent with college catalog or current practice
2. New wording to improve readability

Current: Associate of General Studies (AGS) Degree

~~The associate of general studies degree is designed for individuals who wish to pursue the two~~

~~year associate degree in general studies.~~ **The associate of general studies degree is a terminal two-year degree designed for individuals who do not plan to transfer.**

General Education Requirements

- 1. Communications
Composition I – required 6 hours English
- 2. Computer Literacy Proficiency, 1-3 hours**
- 3. Natural Sciences and Mathematics 6 hours
- 4. Social and Behavioral Sciences ~~6~~ 9 hours
- 5. Arts and Humanities ~~6~~ 9 hours
- 6. Physical Education 1 hour Lifetime
Fitness recommended
- 7. Personal and Career Development 1 hour Orientat
or approved substitute (may be waived for transfers with 15 credit hours or more)
- 8. The remaining credits may be selected from other areas of study recommended by the student’s academic advisor.
- 9. Other Requirements:
 - A. Pre- and post-assessments are required by NCCC
 - B. Computer Literacy Proficiency, 1-3 hours (at the post-secondary level)
 - C. Fifteen (15) of the last twenty-four (24) credit hours in residence at NCCC
 - D. Total of ~~sixty-two~~ **sixty-four (62 64)** credit hours E.
 - E. Cumulate GPA of 2.0 or higher

Proposed: Associate of General Studies (AGS) Degree

The associate of general studies degree is a terminal two-year degree designed for individuals do not plan to transfer.

General Education Requirements

- 1. Communications 6 hours English
Composition I – required
- 2. Computer Literacy Proficiency, 1-3 hours
- 3. Natural Sciences and Mathematics 6 hours
- 4. Social and Behavioral Sciences 9 hours
- 5. Arts and Humanities 9 hours
- 6. Physical Education 1 hour Lifetime
Fitness recommended
- 7. Personal and Career Development 1 hour Orientati
or approved substitute (may be waived for transfers with 15 credit hours or more)

upon graduation. Students completing this program will receive an associate of applied science degree and a two-year certificate in the occupational specialty.

General Education Requirements

1. Specialization and Related Courses/Competencies 42-47 hrs A. Specialization courses/competencies from major technical specialty
B. Related courses/competencies from the following: interpersonal skills (employability skills), courses from other disciplines
2. Computer Literacy Proficiency, 1-3 hours (at the post-secondary level)
3. General Education Courses/Competencies 12-25 hrs A. English Composition I & Interpersonal Communication— required
B. Other general education courses selected from: math and science, social or behavioral science, arts and humanities, or physical education.
4. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more).
5. Other Requirements:
 - A. Pre- and post-assessments are required by NCCC
 - B. Fifteen (15) of the last twenty-four (24) credit hours in residence at NCCC
 - C. Total sixty-four (64) to seventy-two (72) credit hours
 - D. Cumulative GPA of 2.0 or higher

Nursing Education Requirements

Rationale for Policy Deletion

1. Removal of Informational or variable items to another college publication

Current: Nursing Education Requirements

~~Students eligible for an AAS degree in Registered Nursing must:~~

- ~~1. Complete a total of at least 72 semester hours of college credit~~
- ~~2. Maintain a cumulative GPA of 2.0~~
- ~~3. Earn a minimum of fifteen (15) of the last twenty-four (24) semester credit hours at NCCC~~
- ~~4. Be enrolled during the semester in which the requirements for the degree are completed~~
- ~~5. File a "Statement of Intent to Graduate" form at the time of enrollment for the final semester~~
- ~~6. Maintain a grade of "C" or better in all courses of the nursing curriculum~~
- ~~7. Complete the following courses:~~

Human Anatomy and Physiology	5 hrs
Microbiology	5 hrs
General Psychology	3 hrs

~~Nursing I — 8 hrs —~~
~~Computer Literacy — 1 hr —~~
~~Nursing II — 5 hrs —~~
~~Developmental Psychology — 3 hrs —~~
~~Nursing III — 5 hrs —~~
~~English Composition I — 3 hrs —~~
~~Nursing IV — 9 hrs —~~
~~English Composition II — 3 hrs —~~
~~Nursing V — 3 hrs —~~
~~Introduction to Sociology — 3 hrs —~~
~~Nursing VI — 4 hrs —~~
~~Social Science Elective — 3 hrs —~~
~~Nursing VII — 9 hrs —~~

~~8: — Withdrawal Requirements~~

~~In addition to following college policy for withdrawal from the college, the student must have a termination interview with a member of the nursing faculty.~~

Pre- and Post- Test Requirements and Continuing Lifetime Learning Courses and Graduation Requirements

Rationale for Policy **Deletion**

1. Removal of informational or variable items to another college publication
2. Updating policy to be consistent with college catalog or current practice

Current: ~~Pre- and Post- Test Requirements~~

~~Students working toward an associate degree must take as a graduation requirement the pre- and post-test, College Assessment of Academic Proficiencies, or other appropriate pre- and post-test as designated. These tests are administered to all first-time, full-time students during the early part of the fall semester and again to graduating sophomores.~~

Continuing Lifetime Learning Courses and Graduation Requirements

~~Continuing Lifetime Learning (CLL) courses not listed as general education classes will not be graduation requirements for the associate degree. CLL students desiring an associate degree will successfully complete the degree requirements as described in the NCCC college catalog.~~

Vocational/Technical Letter of Intent

Rationale for Policy **Deletion**

1. Combined with Admissions policy

Current: ~~Vocational/Technical Letter of Intent~~

~~All students intending to complete a certificate or degree program in a vocational or technical program will complete a statement of intent provided by the department. Those statements of intent will be filed in the student's official file.~~

Tech Prep

Rationale for Policy **Deletion**

1. Updating policy to be consistent with college catalog or current practice

Current: ~~Tech Prep~~

~~Tech Prep is a four-year sequence of study beginning in the junior year of high school and continuing through two years of postsecondary occupational education, culminating in a certificate or associate degree. An articulation agreement between the secondary and postsecondary institution is required to provide a non-duplicative sequential course of study.~~

~~NCCC has several articulation agreements with area high schools for Tech Prep programs in business and technology. In addition, NCCC offers basic course work on campus to prepare students for the completion of a Tech Prep program.~~

Agenda Item VIII-B: Annual Approval of Student Fees

I am asking that the Board approve all student fees on an annual basis. We will add this item to the Board calendar for December each year. The current fees are listed below. I am asking that the Board approve these fees (no increase) for 2004-05.

Resolution 2003-68

Resolved, That the Board of Trustees of Neosho County Community College approve Student Fees as listed above.

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

Fee	Dept.	Courses	Inc/Exp Account	Second Component	Third Component	Fourth Component
\$5.00	AH		1-14-0400-407	Adult Supplementary Fund	Adult Supplementary Fund	Course Aca
\$10.00	AH		1-14-0400-407			
\$15.00	AH		1-14-0400-407			
\$25.00	AH		1-14-0400-407			
\$85.00	AH		1-14-0400-407			
\$125.00	AH		1-14-0400-407			
\$5.00	LA	aerobics, First Aid	1-14-0400-407			
\$6.50	LA	First Aid	1-14-0400-407			
\$8.00	LA	aerobics, social dance	1-14-0400-407			
\$8.50	LA	First Aid	1-14-0400-407			
\$15.00	BU	welding	1-14-0400-407			
\$22.00	BU	Computer Applications	1-14-0400-407			
\$60.00		On-Line	1-14-0400-407			
\$169.00	BU	Manager's Guide Fee	1-14-0400-407			
\$5.00	LA	horticulture	1-11-0100-407	General Fund	General	Course Aca
\$12.50	LA	lab	1-11-0100-407			
\$22.00	BU	Computer WORD	1-11-0100-407			
\$35.00	LA	Music	1-11-0100-407			
\$70.00	LA	Music	1-11-0100-407			
\$140.00	LA	Music	1-11-0100-407			
\$5.00	BU	Computer Literacy	1-12-0200-408	Vocational Fund	Vocational	Course Voc
\$22.00	BU	Computer WORD	1-12-0200-408			
\$25.00	NU	Nursing III Assessment Fee	1-12-0200-408			
\$45.00	NU	Nursing IV Assessment Fee	1-12-0200-408			
\$45.00	NU	Nursing VII Assessment Fee	1-12-0200-408			
\$15.00	NU	Nursing V Assessment Fee	1-70-5645-484	Agency Fund		
\$20.00	NU	Nursing VI	1-70-5645-			

\$25.00	NU	Assessment Fee	484	
		Nursing II	1-70-5645-	
			484	
\$40.00	NU	Nursing I	1-70-5645-	PN-Chanute
			484	
\$45.00	LA	art	1-70-9826-	Photography Class
			484	
\$20.00	LA	art	1-70-9827-	Painting Class
			484	
\$25.00	LA	art	1-70-9827-	
			484	

4th Course Component	Fee	Dept.	Courses	Inc/Exp Account	Second Component	Third Component	I Comp Course Aca
A	\$5.00		Class Fee	1-14-0400-407	Adult Supplementary Fund	Adult Supplementary Fund	
B	\$10.00			1-14-0400-407			
C	\$15.00			1-14-0400-407			
D	\$20.00			1-14-0400-407			
E	\$25.00			1-14-0400-407			
F	\$30.00			1-14-0400-407			
G	\$40.00			1-14-0400-407			
H	\$50.00			1-14-0400-407			
I	\$60.00			1-14-0400-407			
J	\$85.00			1-14-0400-407			
K	\$125.00			1-14-0400-407			
L	\$12.50	LA	Academic Lab Fee	1-11-0100-407	General Fund	General	Course Aca
M	\$20.00	LA		1-11-0100-407			
N	\$25.00	LA		1-11-0100-407			
O	\$35.00	LA		1-11-0100-407			
P	\$45.00	LA		1-11-0100-407			
Q	\$70.00	LA		1-11-0100-407			
R	\$140.00	LA		1-11-0100-407			
U	\$5.00		Vocational Class Fee	1-12-0200-408	Vocational Fund	Vocational	Course Voc
V	\$10.00			1-12-0200-408			
W	\$15.00			1-12-0200-408			
X	\$25.00			1-12-0200-408			
Y	\$30.00			1-12-0200-408			
Z	\$35.00			1-12-0200-408			
1	\$40.00			1-12-0200-408			
2	\$45.00			1-12-0200-408			
3	\$60.00			1-12-0200-408			

4	\$80.00	1-12-0200- 408
5	\$85.00	1-12-0200- 408
6	\$175.00	1-12-0200- 408

Neosho County Resident

Tuition		\$35/cr. hr
Fees		
Incidental	\$11/cr. hr	
Student Union	\$ 4/cr. hr	
Technology	\$ 5/cr. Hr	
Total Fees	<hr/>	\$20/cr. hr

International

Tuition	\$105/cr. hr.	
Fees		
Incidental	\$11/cr. hr.	
Student Union	\$ 4/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-US	\$10/cr. hr.	
Total Fees	<hr/>	\$30/c

Kansas Resident Outside Neosho County (Chanute)

Tuition		\$35/cr. hr.
Fees		
Incidental	\$11/cr. hr.	
Student Union	\$ 4/cr. hr.	
Technology	\$ 5/cr. hr.	
Out District	\$10/cr. Hr	
Total Fees	<hr/>	\$30/cr. hr.

Semester Dorm Charges

Dorm A	\$1,87
Dorm B	\$1,75

Kansas Resident Outside Neosho County (Ottawa)

Tuition		\$35/cr. hr.
Fees		
Incidental	\$ 8/cr. hr.	
Building	\$ 7/cr. hr.	
Technology	\$ 5/cr. hr.	
Out District	\$10/cr. hr.	
Total Fees	<hr/>	\$30/cr. hr.

Out-of-State Resident

Tuition	\$35/cr. hr.
Fees	
Incidental	\$11/cr. hr.
Student Union	\$ 4/cr. hr.
Technology	\$ 5/cr. hr.
Out-of-State	\$25/cr. hr.
Total Fees	<hr/>
	\$45/cr. hr.

Agenda Item VIII-C: Articulation Agreements Approval

The College, as one of it's performance goals, is going to be developing articulation agreemei

between Neosho County Community College and other higher education institutions to ensure seamless transfer for students. Articulation agreements come in a variety of forms. For example, an articulation agreement for an AS degree with an emphasis in Business Administration can be developed with Pittsburg State University, Emporia State University, or Kansas University, etc., for the Business Administration Bachelor's degree. Another example would be articulating high school courses with NCCC programs. Still another type of articulation agreement could be between NCCC's on-line degrees and other institutions' on-line degrees.

The articulation process is usually handled by the academic area of the College. Rather than bring each articulation agreement to the Board for approval, I would like the Board to give permission to the President to sign such agreements that the President feels meets the need of our student constituents.

Resolution 2003-69

Resolved, That the Board of Trustees of Neosho County Community College authorize the President to sign articulation agreements that meet the needs of NCCC Students with institutions who are regionally accredited. Further, that the President shall inform the Board when such agreements have been signed.

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

Agenda Item VIII-D: January Board Meeting Date

I would like the Board to consider moving the meeting date for the January 2004 regular Board meeting to the third Thursday, January 15, 2004. The second Thursday, January 8, is the first week that the College returns from Christmas break. By moving the meeting date back one week it would allow sufficient time for the accounts payable bills to be processed and for the Board materials to be developed for the January meeting.

Resolution 2003-70

Resolved, That the Board of Trustees of Neosho County Community College, approve moving the regular meeting from January 8 to January 15, 2004

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

Agenda Item VIII-E: Nursing Secretary – Ottawa

It is my recommendation that the Board employ Deborah Weston as nursing secretary for the Ottawa campus. Ms. Weston worked as the human resources manager for Carter Petroleum in Overland Park from April 2001 through November 2003, and was office manager/human resources at Brookside Manor Nursing Home from July 1998 through March 2001. She has also worked as office assistant and secretary at Wolf Creek Nuclear Operating Corporation and Midland Brake Manufacturing. Ms. Weston will be paid \$8.00 per hour with a start date of January 5, 2004.

Ms. Weston earned an Associate of Science in General Studies degree and Bachelor of Science in Human Resource Management from Friends University.

Resolution 2003-72

RESOLVED, That the Board of Trustees of Neosho County Community College approve the recommendation of the President to employ Deborah Weston as nursing secretary at the Ottawa campus, starting January 5, 2004 at an hourly rate of \$8.00 per hour.

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

Agenda Item VIII-G: Executive Session-Negotiations

It was moved and seconded that the Board recess into executive session for 15 minutes to discuss matters relating to employer-employee negotiations and to include the President and that there would be no action following the executive session and the meeting would adjourn. Motion passed. The Board entered executive session at 7:00 p.m.

The Board returned to open session at 7:15 p.m. Upon a motion and a second the Board returned to executive session for an additional 15 minutes to continue discussions of employer-employee negotiations. Motion passed. The Board entered executive session at 7:16 p.m.

The Board returned to open session at 7:31 p.m.

The meeting adjourning at 7:32 p.m.
