

NCCC Board

NEOSHO COUNTY COMMUNITY COLLEGE**BOARD OF TRUSTEES****MINUTES**

DATE: January 15, 2004

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
David Fewins, Faculty
Steve Murry, Baseball Coach
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Jesse Tuel, Chanute Tribune

III. Public Comment

There were no speakers.

Chairman Peter introduced Steve Murry, head baseball coach at the College. Mr. Peter presented Coach Murry with a plaque in recognition of being selected as the American Baseball Coaches Association 2003 Diamond Sports Regional Coach of the Year for NJCAA Division I. Mr. Peter and the Board offered their congratulations to Coach Murry.

Chairman Peter also reported that this would be the last Board meeting covered by reporter Jesse Tuel. Mr. Peter thanked Jesse for the good job he had done while covering the NCCC Board meetings.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding as 8D-Executive Session for non-elected personnel, and moving the Executive Session for Negotiations to 8E.

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 December 18, 2003
- B. Claims for disbursement for December 2003
- C. Personnel

Consent Agenda Item C: Personnel

A. Accounts Receivable Clerk

It was the recommendation of the President that the Board employ Susan Haddan as Accounts Receivable Clerk. Ms. Haddan is currently the secretary to the Director of Development and athletic secretary at the College. Prior to working at NCCC, she worked as a legal secretary at in accounting firms.

Ms. Haddan will be paid \$8.53 per hour and will assume the A/R duties February 1, 2004.

B. Assistant Softball Coach/Resident Hall Assistant

It was the recommendation of the President that the Board employ Bonnie Jones as assistant softball coach/resident hall assistant. Ms. Jones is a graduate of NCCC and plans to earn her bachelor's degree from Southwest Missouri State University at Springfield in May 2004.

Ms. Jones will be paid a salary of \$2600 (January thru May 21) plus room and board.

C. Nursing Secretary-Ottawa

At the December Board meeting, the Board approved the employment of Deborah Westin as nursing secretary at the Ottawa campus. Ms. Westin declined the position because her husband had taken a new job.

It was the recommendation of the President that the Board employ Laura Love as the nursing secretary at the Ottawa campus. Ms. Love earned a Bachelor's degree in Integrated Studies from Emporia State University in December of 2003. She has been employed as a data entry clerk at the City of Ottawa and mortgage coder/data entry clerk for Farmers Insurance.

Ms. Love will be paid \$8.00 per hour with regular fringe benefits.

D. Resignation of Walid Shihabi

Mr. Walid Shihabi has submitted his letter of resignation as a faculty member of NCCC effective immediately. Mr. Shihabi has accepted a position at Tulsa Community College.

It was the recommendation of the President that the Board accept the resignation of Walid Shihabi effective January 6, 2004.

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

Agenda Item VI-A: Faculty Senate Report: Dave Fewins, Faculty Senate President, report

that faculty members had participated in town hall meetings at the Spring In-Service to develop mission and purpose statements. Mr. Fewins reported that faculty members were pleased to be included in the process and for the opportunity to share their ideas. Mr. Fewins also reported the Self-Study document was almost finished and faculty will assist in the editing process. He shared that faculty members were anxious for the upcoming visit and for the North Central Evaluation Team to see the improvements made at the College. He continued that the Faculty Senate would work with the administration to ensure adequate staffing, and curriculum development.

Agenda Item VI-B: Treasurer's Report: Sandi Solander, dean of finance and student services reported that general fund revenues were at 41%, dorm/student union revenues were at 51%, and the bookstore revenues were at 55%. Expenditures for the general fund were 42% for the year, dorm/student union – 49%, and the bookstore expenditures were 55% for the year. The 2003-2004 budget was developed assuming a 3% increase in enrollment; the actual enrollment increase was 9%. Ms. Solander reported that \$1,653,416 had been received from the State.

Agenda Item VI-C: President's Report: President Smith reported that In-Service was January 13 and that faculty and staff met in small groups to work on developing a new mission statement around the phrase "Adding Value to and enriching our Student's lives and our Community." They also worked to develop purpose statements around the five themes of student learning, student success, access, stakeholder-centered, and meeting community needs. The Strategic Planning Committee met and refined the work done at the town meetings. A draft from that meeting will be forwarded to all personnel and comments solicited. A final version of the mission and purpose statements will be given to the college community in early February for endorsement. Dr. Smith anticipates bringing the final document to the Board in February for first reading.

Dr. Smith reported that articulation agreements had been signed with Cappel University and Franklin University. On January 26th, an agreement will be signed with Ottawa University.

Dr. Smith reported that to date, 1,276 students have enrolled in 10,982 credit hours. She expects a significant increase in credit hours and headcount for the spring semester.

Dr. Smith invited board members to attend the Phi Theta Kappa Kansas Academic All-American luncheon on February 18 in Topeka. NCCC's students being honored are Ian Thomson and Kimberly Oliphant.

President Smith reported she and Vice President Inbody had attended a Title III workshop in Houston sponsored by the US Department of Education, that the College had received a plaque from the Chamber of Commerce in appreciation for the help the College provided for the Chamber's first annual EXPO held at the College, and that she will be the guest speaker at the Humboldt Lion's Club meeting on Monday, January 19.

Agenda Item VII-A: Policy Revisions-Section V-Board Policy Handbook

The following policies, along with a rationale for changes and current policies were presented at the December Board meeting for review. It was the recommendation of the President that the Board approved the proposed policies as presented.

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 following ways: 1) requests from individuals, businesses, industries, academic divisions, or staff members

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 commitment and/or continuing education commitment. NCCC will utilize a process whereby programs and credit courses are subjected to a qualitative process review prior to application for program and course approval.

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

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.

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:

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 grades 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 evaluation of the students' educational credentials determining if students have the ability to benefit from the courses in which they wish 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.

Proposed: Students With Disabilities

NCCC is committed to provide assistance to qualified individuals who have a disability. It is the 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.

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.

Proposed: Transfer Credit and Credit for Prior Learning

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.

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 students to complete degrees, NCCC may award college credit for prior learning.

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.

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 to attend is not officially withdrawn from class.

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

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 has been completed, the grade of “W” will be recorded on the transcript. After 75% of the class time 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 to withdraw with the grade of “W” after 75% of the class time has been completed.

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.

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.

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.

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.

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.

Proposed: Housing

Unmarried students under 21 years of age who are enrolled full-time and not living with parents are required to live in college housing when space is available. When space is limited, college 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.

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 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: Federal Financial Aid

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

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.

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.

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 hour 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 (new policy)

Note: Academic Clemency has been a part of the last two college catalogs (beginning 2000) but 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, it 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 identified on the transcript.

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 (new policy)

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 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 Dean (Ottawa). (This application should describe the reasons for the request and outline an 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 on 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 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 Start was granted and noting that the calculation of GPA and credit totals for degree purposes begin with that date.
4. Students applying for admission under Academic Fresh Start must meet admission requirements established by NCCC.

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

science course from biology, chemistry, or physical science, physics, ecology, or higher level and B. One mathematics course, including college algebra or a higher level math course

- 4. Social and Behavioral Sciences 9 hours Gen Psychology and six credit hours from two areas: economics, geography, political scier 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 Lifeti Fitness recommended
- 7. Personal and Career Development 1 hour Orient or 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 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 (
 - Total of sixty-four (64) credit hours D.
 - 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 En 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 Orientation 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. 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

Proposed: Associate of Applied Science (AAS) Degree

The associate of applied science degree is designed for individuals who wish to begin a career 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 of sixty-four (64) to seventy-two (72) credit hours
 - D. Cumulate GPA of 2.0 or higher

Resolution 2004-1

Resolved, That the Board of Trustees of Neosho County Community College approve proposed policy changes as printed.

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

Agenda Item VIII-B: Bus Lease

As early as July of last year, the administration has been discussing the need to purchase or lease a vehicle to transport the large student groups instead of using the larger vans. The need to transport large NCCC groups will continue and the need for a vehicle has been justified. We have investigated several avenues including purchasing a used bus, purchasing a new thirty passenger

bus, leasing a thirty passenger bus, and leasing a 45 passenger bus.

NCCC has contacted three regional leasing companies to obtain quotes for an extended lease through May for a large 45+ passenger over the road coach.

Franklin/Jefferson Lines, Tulsa	\$3,000/month
Goodwill Tours, Erie	\$3,000/month
S & S Bus Sales and Leasing, Tulsa	\$2,500/month

It was the President's recommendation to enter a lease agreement with S & S Bus Sales and Leasing.

Resolution 2004-2

Resolved, That the Board of Trustees of Neosho County Community College approve: leasing a bus from S & S Leasing for 4 months at \$2,500 per month (February, March, April, May) for a total cost of \$10,000.

The motion was made and seconded that the above resolution be adopted. Motion as carried. Mr. Watkins abstained and asked that it be recorded in the minutes.

Each year the Calendar Committee (Dr. Inbody, Mark Eldridge, Dean Dillard and Jim Carlso) develops the academic calendar for the College. The proposed calendar beginning Fall 2004 through Summer 2006 is attached for your approval. The calendar reflects two 4-week summ sessions and one 8-week summer session. The Committee also considered the academic caler from USD 413, USD 101, and Kansas University when developing this calendar. The only significant change is that commencement has been moved from the Saturday before finals to Friday evening following finals beginning Spring 2005.

Resolution 2004-3

Resolved, That the Board of Trustees of Neosho County Community College approve: academic calendar for 2004-2006 as presented on the following pages.

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

College Calendar

Fall Semester 2004

August 16	Faculty In Service
August 17	Enrollment Day at Ottawa Campus
August 18	Enrollment Day at Chanute Campus
August 19	Fall Classes Begin
September 6	Labor Day
September 7	In Service/Duty Day (no classes)
	Student Activities Day
October 14	In Service/Duty Day (no classes)
October 15	Fall Break (campus closed)

November 24-26	Thanksgiving Break (campus closed)
December 10	Classes End
December 13-16	Finals Week
December 17	Course/Program/Institution Assessment Day
	Duty Day
December 24-31	Christmas Break

Spring Semester 2005

January 13	Faculty In Service Day
January 17	Martin Luther King Day (campus closed)
January 18	Enrollment Day at Ottawa Campus
January 19	Enrollment Day at Chanute Campus
January 20	Spring Classes Begin
February 17	In Service/Duty Day (no classes)
February 18	Winter Break (campus closed)
March 21-25	Spring Break (no classes)
March 25	Good Friday (campus closed)
May 13	Spring Classes End
May 16-19	Finals Week
May 20	Course/Program/Institution Assessment Day
	Commencement- 7:00pm
May 23-24	Course/Program/Institution Assessment Days
May 23-June 3	Intercession Courses
May 30	Memorial Day

Summer Session I 2005

June 3	Intercession Course Enrollment
June 6	Four and eight week classes begin
July 1	Four week classes end
July 4-8	Summer Break (no classes)
July 4	Independence Day (campus closed)

Summer Session II 2005

July 11	Four week classes begin
August 5	Summer classes end

Fall Semester 2005

August 15	Faculty In Service
August 16	Enrollment Day Ottawa Campus
August 17	Enrollment Day Chanute Campus
August 18	Fall Classes Begin
September 5	Labor Day (campus closed)
September 6	In Service/Duty Day (no classes)
	Student Activity Day
October 13	In Service/Duty Day (no classes)
October 14	Fall Break (campus closed)
November 23-25	Thanksgiving (campus closed)

December 9	Last Day of Fall Classes
December 12-15	Finals Week
December 16	Course/Program/Institution Assessment Day
	Duty Day
December 26-January 2	Christmas Break (campus closed)

Spring Semester 2006

January 12	Faculty In Service
January 16	Martin Luther King Day (campus closed)
January 17	Enrollment Day at Both Campuses
January 18	Spring Classes Begin
February 16	In Service/Duty Day (no classes)
February 17	Winter Break (campus closed)
March 20-24	Spring Break (no classes)
April 14	Good Friday (campus closed)
May 12	Spring Classes End
May 15-18	Finals Week
May 19	Course/Program/Institution Assessment Day
	Duty Day
May 22-23	Commencement- 7:00pm
	Course/Program/Institution Assessment Days
May 22-June 2	Intersession Classes
May 29	Memorial Day (campus closed)

Summer Session I 2006

June 5	Four and Eight Week Classes Begin
June 30	Four Week Classes End
July 3-7	Summer Break for Eight Week (no classes)
July 4	Independence Day (campus closed)

Summer Session II 2006

July 10	Four Week Classes Begin
August 4	Summer Classes End

Mr. Peter called a short break at 6:30 p.m. The meeting resumed at 6:40 p.m.

Agenda Item VIII-C: Director of Development

Dr. Smith asked the Board to enter executive session to discuss non-elected personnel.

Agenda Item VIII-D: Executive Session: Non-Elected Personnel

Upon a motion and a second, the Board entered executive session for 10 minutes to discuss personnel matters of non-elected personnel which if discussed in open session might violate the individual's right to privacy and to include the President and Board Attorney. The Board entered executive session at 6:40 p.m.

The Board returned to open session at 6:50 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussions of personnel matters of non-elected personnel which if discussed in open session might violate the individual's right to privacy and to include the President and Board Attorney. The Board entered executive session at 6:51 p.m.

The Board returned to open session at 7:01 p.m.

Resolution 2004-4

RESOLVED, That the Board of Trustees of Neosho County Community College approve the offer for the employment of Mr. Robert Aldridge as Director of Development, subject to successful contract negotiations as discussed in executive session.

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

Agenda Item VIII-E: Executive Session-Employer-Employee Negotiations

Upon a motion and a second, the Board entered executive session for 15 minutes to discuss matters related to employer-employee negotiations and to include the President and the Board Attorney. The Board entered executive session at 7:05 p.m.

The Board returned to open session at 7:20 p.m.

Upon a motion and a second, the Board returned to executive session for 15 minutes to continue discussion of matters related to employer-employee negotiations and to include the President and the Board Attorney. The Board returned to executive session at 7:21 p.m.

The Board returned to open session at 7:36 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 7:36 p.m.
