

NCCC Board

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

DATE: February 12, 2004

TIME: 5:00 P.M.

PLACE: Student Union, Room 209

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

ABSENT: Kevin Berthot

PRESENT: 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 Ottawa Campus
Ben Smith, Director of Tech Services
Tonya Bell, Director of Public Relations
Karen Gilpin, Director of Nursing
Jim Carlson, Faculty
Sara Harris, Faculty
David Fewins, Faculty
Charles Thompson, Faculty
Brad Wilkinson, Faculty
Ian Thomson, Student Senate President
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Jesse Tuel, Chanute Tribune

III. Public Comment

Ian Thomson, student senate president, invited the Board to attend Homecoming Activities on Saturday evening and presented them with t-shirts.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding as 8-F May Board Retreat, 8-G Personnel, and changing executive sessions to 8-H and 8-I.

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 January 15, 2004
- B. Claims for disbursement for January 2004
- C. Computer Literacy Course Number Change
- D. Personnel
 - 1. Resignations
 - 2. Early Retirement
 - 3. Library Clerk

Consent Agenda Item C: Computer Literacy Course Number Change

On the master course list Computer Literacy is listed under CSIS 101 –Micro Computer Business Applications I. This is a section that offers a variety of mini courses. Computer Literacy is a requirement for graduation; therefore, we are recommending that the course number be changed to CSIS 105, which will be unique to the course. A course description is attached for your review.

Chairman Peter asked to take a minute to recognize Mr. Jim Carlson whose early retirement would be approved on the consent agenda. Mr. Peter stated that Mr. Carlson had contributed to the college in many ways during his 36 year tenure and will be missed.

Consent Agenda Item D: Personnel

1. Resignation

Jammie James, head volleyball coach, has submitted her formal letter of resignation effective May 21, 2004. It was the President's recommendation that the Board accept Ms. James resignation.

2. Early Retirement

In accordance with the Negotiated Agreement, Article 14, Jim Carlson, math instructor, has submitted his intention to exercise the option to take early retirement at the conclusion of the Spring 2004 semester. Mr. Carlson will be paid a yearly benefit of \$9,797.34 for a period of five years.

Mr. Carlson has been an employee of NCCC for the past 36 years and will be missed. It was the President's recommendation that the Board approve Mr. Carlson's request for early retirement.

3. Library Clerk

It was the President's recommendation that the Board employ Theodora "Teddy" Johnson for the part-time library clerk position. Ms. Johnson has worked in libraries since 1954, most recently at the Garnett Public Library.

Ms. Johnson would be paid \$7.50 per hour (20 hours per week) with half-time vacation and sick leave benefits and begin February 17, 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, also recognized the work of Mr. Carlson and asked to give him a round of applause. Mr. Fewins reported that the spring semester was off to a good start and that the first rounds of tests were being given. He stated that the Faculty Senate was anxious to work in a positive way with the administration.

Agenda Item VI-B: Treasurer's Report: Sandi Solander, Dean of Finance and Student Services, distributed a written report reflecting the cash balance at January 31, 2004 and revenues and expenditures. She also reported that the state and county payments had been received and deposited.

Agenda Item VI-C: President's Report: Dr. Smith reported that the College had elected to compete for the Division II status for Volleyball and Softball starting next year, that the leased bus had arrived and should be used.

would be glad to show it to Board members following the meeting, and that an articulation agreement has been signed with Ottawa University earlier in the week. In the agreement, Ottawa University pledged to provide two \$10000 scholarships to NCCC graduates transferring to Ottawa University. President Smith reported that the Board of Regents is requesting assurances that community colleges conduct periodic review of the internal and external financial controls and have adopted the best practices to strengthen their accountability. She is working with Dean Solander to develop a response for KBOR. Dr. Smith reported a new logo for the College had been selected and samples were distributed. Copies of the North Central Study PowerPoint presentation from the all-college meeting were also distributed and discussed by Dr. Smith. Dr. Smith reported she had participated in meetings including the USD 413's focus group for long range planning, a planning group for the City of Chanute/Chamber, and that she was a guest on the Elly on KKOY Radio.

Agenda Item VIII-A. AS 400 Lease

The current AS400 was acquired in 1999 with an intended 2-year life, and is not sufficient to handle our increasingly demanding administrative and academic software needs. The hard disk drive space is becoming critical and processing is slowing due to the increased demand. The JICS software platform will exacerbate these problems by increasing demand on the AS400 for timely information access via the Internet.

At the 12/10/03 meeting of the Strategic Planning Committee, the group unanimously approved a recommendation made by the Goal #3 Technology Planning Committee on 11/21/03 that the college acquire a new AS400 system prior to the expiration date of our current system's lease on 6/26/04. This new AS400 system would provide a 2400% improvement in interactive performance, which will be necessary to provide proper service to our new JICS online student community when trying to enroll, pay for classes, etc.

The single source cost of the AS400 is \$107,503.75, (this was corrected to be \$106,486) including three-24x7 hardware and software maintenance. Because the financing costs were expected to be significantly under \$5,000, we asked for quotes for the financing of the lease-purchase of the single source item. Quotes on the financing of the AS400 lease-purchase were solicited from IBM Credit Corporation, First Equipment Finance Corporation and local lending institutions. The following lending institutions were asked to submit quotes for financing; Bank of Commerce, Commercial Bank, Community National Bank, First Equipment Finance, and IBM Credit Corporation.

First Equipment Finance, IBM Credit Corporation and Community National Bank submitted quotes. The quotes are as follows:

	% Interest	Total Financing Cost
IBM Credit Corp	3.151%	\$13,492.25
First Equipment Finance	3.027%	\$9,640.25
Community National Bank	2.490%	\$3,945.77

The monthly total for our current AS400 lease, hardware and software maintenance is \$1322.00, meaning the new system will cost us approximately \$21,285 additional per year. It was the President's recommendation that the college accept the low interest quote from Community National Bank at 2.490% and enter a 36 month lease-purchase agreement for a new IBM AS400 with a cost of \$107,503.75.

Resolution 2004-5

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation of the President to enter a 36-month lease-purchase agreement with Community National Bank to finance the purchase of a new IBM AS400 system with 36 monthly payments not to exceed \$309 totaling \$111,449.52 at a 2.490% interest rate.

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

Agenda Item VIII-B.: Library Security Gates

Chapman Library's current set of two material detection gates were purchased in 1990. All materials (books

magazines, CD's, videos) in the Library are tagged with magnetic strips, and an alarm is sounded by security gates when students have not properly checked the materials out.

One of the gates has not worked in years and cannot be fixed; the other is so old it is unreliable. There is a maintenance agreement available for the remaining gate and the service representative has said that the company will not service this model of gate much longer.

Sealed bids were solicited from the only two vendors of materials security systems for libraries, 3M and Checkpoint.

Checkpoint	\$11,265.00
3M	\$17,296.00

It was the President's recommendation that the Board approve the bid from Checkpoint for \$11,265 to purchase 2 security gates for the library.

Chairman Peter asked if Barbee Trust Fund money could be used for the purchase, and it was approved to use those funds.

Resolution 2004-7

RESOLVED, That the Board of Trustees of Neosho County Community College approves the bid from Checkpoint for \$11,265 to purchase security gates.

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

Agenda Item VIII-C.: Mission and Purposes

The NCA self-study process identified that the current mission and purposes did not reflect why the College exists and where it is going. The values and vision you developed at your retreat also prompted us to revise the College's mission and purposes statement.

At the in-service on January 13, the faculty and staff provided input into a mission and purposes statement. The Strategic Planning committee took this input and developed a draft mission and purposes statement. The statement was reviewed and endorsed by the Student Government, and reviewed and endorsed by the College community at an All-College meeting on February 6.

Following is the endorsed statement of mission and purposes.

Mission

The mission of Neosho County Community College is to enrich our communities and our students' lives

Our purposes are:

student learning through

- the meeting of students' needs,
- quality educational programs, and
- effective assessment processes;

student success through

- providing personal attention,
- individualized advising, and
- the opportunity to meet personal goals;

ensuring access through

- affordability,

- flexible delivery and scheduling methods,
- responsive student services, and
- safe and comprehensive facilities;

responsiveness to our stakeholders through

- open communication,
- ethical management of resources,
- accountability, and
- the development of leaders;

meeting community needs through

- collaboration and innovation,
- lifelong learning opportunities,
- cultural enrichment, and
- the providing of an educated workforce.

It was the President's recommendation that the Board accept the mission and purposes as stated above.

RESOLUTION 2004-8

RESOLVED, That the Board of Trustees of Neosho County Community College approves the ab Mission and Purposes statements.

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

Agenda Item VIII-D.: Kansas Board of Regents Memorandum of Understanding and

Performance Agreements

SB 647 requires all institutions under KBOR to submit a memorandum of understanding including performance goals. This MOU and performance goals agreement for the calendar year 2004 needs to be submitted by February 15th. KBOR required each institution to develop three institutional goals in support the system goals. One of the three institutional goals has to be in support of system goal A

Attached is the Memorandum of Understanding and the forms outlining the three institutional goals the Neosho County Community College is submitting.

Resolution 2004-9

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the Memorand Understanding and performance agreement and direct the President to submit it to the Kansas Board of Regents to meet the requirements set forth in SB647.

Appendix Two

Request for Approval of an Institutional Goal

Contact Information

Neosho County Community College

2/13/04

Institution

Date

Dr. Brian Ikehata, VP of Student Learning

Summary

Institutional Goal: *Increase program articulation between NCCC and regional baccalaureate institutions to provide efficient and seamless transfer of credits.*

Check one:

Supports Regents System Goal

Institutional Goal Only

System Goal A: Increase System Efficiency/Effectiveness/Seamlessness

Summary of institutional indicators:

1. Changes to academic programs (addition and deletion of courses, changes to course syllabi)
2. Percentage of programs with signed articulation agreements between NCCC and regional baccalaureate institutions.
3. Improved results on transfer student graduation satisfaction survey

- 1.) **Summary.** In 50 words or less, briefly describe the institutional goal.
NCCC will modify all transfer associate degree programs and their component courses to be in compliance with each of the area baccalaureate degree granting institutions in an effort to improve efficiency and seamlessness between institutions in the area of course transfer.
- 2.) **Regents' System Goal.** If applicable, in 75 words or less, describe how the institutional goal supports the indicated Regents' System Goal.

NCCC has failed to quickly adjust to the program changes at regional baccalaureate institutions. As a result, students are completing courses that do not count toward the bachelor's degree. This goal will promote seamless transfer between NCCC and KU, PSU and ESU. By insuring that students enroll in only those courses needed, an improvement in efficiency in completing graduation requirements will occur that should end superfluous credit hours that waste students' time and taxpayer dollars.

- 3.) **Institutional Indicators.** SB647 requires the performance agreement to include "performance measures which will be used to demonstrate compliance and progress." These measures are referred to below as institutional "indicators." Describe each of the institutional indicators as noted below (use institutional indicator numbers in the box above).

Institutional Indicator 1: *Changes to academic programs (addition and deletion of courses, changes to course syllabi)*

- a) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

The new articulation director will record each course that was either deleted or added to the master course list. Additionally the director will document changes to individual syllabi. A report will be submitted

the Chief Academic Officer indicating these changes, along with a timeline for completing the process.

- b) Against what benchmark will progress be judged? For example:

July-December 2004: Research programs at KU, ESU, and PSU and compare those requirements with program emphasis sheets to establish what changes will be needed.

- c) Describe target measurements for the next three years and describe how the targets were selected.

July-December 2004: Delete 100% of unneeded courses.

January-December 2005: Create and offer 50% of newly required courses, modify 50% of existing course offerings.

January-December 2006: Create and offer remaining 50% of newly required courses, modify remaining of existing course offerings.

Institutional Indicator 2: Percentage of programs with signed articulation agreements between NCC regional baccalaureate institutions.

- d) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

The new articulation director will attempt to reach articulation agreements with KU, ESU and PSU for each program emphasis or major.

- e) Against what benchmark will progress be judged?

July-December 2004: Research programs at KU, ESU, and PSU and compare those requirements with program emphasis sheets to establish what changes will be needed. Currently no articulation agreements exist.

- f) Describe target measurements for the next three years and describe how the targets were selected.

These goals were deemed appropriate stretch goals by the Executive Committee of NCCC.

July-December 2004: Research what is needed at each institution for each major.

January-December 2005: Sign agreements for 50% of current program offerings.

January-December 2006: Sign agreements for remaining 50% of current program offerings.

Institutional Indicator 3: Improved results on transfer student graduation satisfaction survey.

- g) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

A baseline will be established by conducting a survey before any changes have been made. Subsequent surveys should show a marked improvement, beginning in 2006, once the changes have been given time to work.

- h) Against what benchmark will progress be judged?

July-December 2004: Transfer students will be surveyed during 2004 to establish baseline.

- i) Describe target measurements for the next three years and describe how the targets were selected.

These goals were deemed appropriate stretch goals by the Executive Committee of NCCC.

July-December 2004: Establish baseline through survey.

January-December 2005: Satisfaction should increase by 25% over baseline.

January-December 2006: Satisfaction should increase by 50% over baseline.

Institutional Indicator 4: *Improved results on transfer GPA (one semester or year after transfer).*

- j) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

Students should be better prepared for the transfer institution, and thereby, transfer GPA should rise. A baseline will be established by analyzing data from the last 5 years. A comparison of the current average GPA to the baseline will be used to establish progress

- k) Against what benchmark will progress be judged?

A 5-year transfer GPA average (1999-2004).

- l) Describe target measurements for the next three years and describe how the targets were selected.

These goals were deemed appropriate stretch goals by the Executive Committee of NCCC.

July-December 2004: Establish baseline.

January-December 2005: Increase of .1 over baseline expected.

January-December 2006: Increase of .25 over baseline expected.

<p>Board use only</p> <p>According to the information provided, does this institutional goal have the capacity to make a significant improvement to (check all that apply) <input type="checkbox"/> Regents' System <input type="checkbox"/></p> <p>Institution <input type="checkbox"/></p> <p><i>Comments:</i></p> <hr/> <p><input type="checkbox"/> Institutional Indicator 1 is recommended for approval as a performance measure.</p>
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___ Institutional Indicator 1 is recommended for approval for use in the allocation of state moneys on the basis of performance.

Comments about institutional indicator 1:

___ Institutional Indicator 2 is recommended for approval as a performance measure.

___ Institutional Indicator 2 is recommended for approval for use in the allocation of state moneys on the basis of performance.

Comments about institutional indicator 2:

___ Institutional Indicator 3 is recommended for approval as a performance measure.

___ Institutional Indicator 3 is recommended for approval for use in the allocation of state moneys on the basis of performance.

Comments about institutional indicator 3:

___ Institutional Indicator 4 is recommended for approval as a performance measure.

___ Institutional Indicator 4 is recommended for approval for use in the allocation of state moneys on the basis of performance.

Comments about institutional indicator 4:

___ Institutional Indicator 5 is recommended for approval as a performance measure.

___ Institutional Indicator 5 is recommended for approval for use in the allocation of state moneys on the basis of performance.

Comments about institutional indicator 5:

Is this institutional goal recommended for approval?

___ accept ___ return for revision ___ not accepted

Signature

Signature

Comments:

Appendix Two

Request for Approval of an Institutional Goal

Contact Information

Institution	Date
Dr. Brian Inbody, VP of Student Learning	

Summary	
<p>Institutional Goal: <i>NCCC will develop innovative and creative degrees and certificates in career programs focused on state and community needs which include the areas of homeland security, health care and new technologies.</i></p>	
<p>Check one:</p>	
<p><input checked="" type="checkbox"/> Supports Regents System Goal</p>	<p><input type="checkbox"/> Institutional Goal Only</p>
<p>System Goal C: Improve Workforce Development</p>	

4.) **Summary.** In 50 words or less, briefly describe the institutional goal.
NCCC will offer new programs in areas needed by our local communities and by the state as a whole. Areas under consideration include homeland security, health care and new technologies.

5.) **Regents' System Goal.** If applicable, in 75 words or less, describe how the institutional goal supports the indicated Regents' System Goal.

Working closing with civic institutions, businesses and community leaders, NCCC will conduct a needs analysis to determine what programs would best meet the needs of our service area. A component to several of the programs will be lifelong learning opportunities. This will certainly support Regents' System Goal

6.) **Institutional Indicators.** SB647 requires the performance agreement to include "performance measures which will be used to demonstrate compliance and progress." These measures are referred to below as institutional "indicators." Describe each of the institutional indicators as noted below (use institutional indicator numbers in the box above).

Institutional Indicator 1: Take all steps to offer 1 new program per year, including needs analysis, DACUM, course and program creation and securing KBOR approval.

m) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)
 A process timeline will be developed and a report generated by the Chief Academic Officer with regard to progress towards this goal

n) Against what benchmark will progress be judged? For example:

Currently, there are no programs in either homeland security or new technologies at NCCC. In fact, are no homeland security programs in South East Kansas.

- o) Describe target measurements for the next three years and describe how the targets were selected.

July-December 2004: Conduct needs analysis for programs, prioritize programs to create. Submit 1 proposal during August for KBOR approval.

January-December 2005: Offer enrollment in first approved program. Develop curriculum through DACUM and apply for new program through KBOR for second priority program.

January-December 2006: Develop curriculum through DACUM and apply for remaining programs.

Institutional Indicator 2: *Enrollment in the new programs.*

- p) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

Those that enroll in courses specifically designed for the new programs will be recorded as will the number of those who declare the new programs as their major.

- q) Against what benchmark will progress be judged?

No benchmark needed as these will be new programs.

- r) Describe target measurements for the next three years and describe how the targets were selected.

These goals were deemed appropriate stretch goals by the Executive Committee of NCCC.

July-December 2004: Research new programs. Apply for approval from KBOR for at least one program.

January-December 2005: Offer at least one new program that attracts at least 15 majors and generates at least 75 credit hours.

January-December 2006: Offer 2 additional programs that attract 15 majors each and generates at least 75 credit hours each. The first program will grow to 30 majors and 150 credit hours generated.

Institutional Indicator 3: *Graduation and placement of students.*

- s) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

The number of program graduates will be recorded and compared to subsequent years. Additionally, graduates will be surveyed about their ability to locate appropriate employment.

- t) Against what benchmark will progress be judged?

After each program has been in existence for two years, the number of graduates will be recorded. Additionally, a survey will take place to determine if the graduates found work in their chosen field.

- u) Describe target measurements for the next three years and describe how the targets were selected.

These goals were deemed appropriate stretch goals by the Executive Committee of NCCC.

July-December 2004: Create Programs (no graduates yet).

January-December 2005: Programs accept enrollment (no graduates yet).

January-December 2006: Produce 5 graduates first year with 80% placement in industry

January-December 2007: Produce 20 graduates with 85% placement in industry

<p>Board use only</p> <p>According to the information provided, does this institutional goal have the capacity to make a significant improvement to (check all that apply) <input type="checkbox"/> Regents' System <input type="checkbox"/> Institution</p> <p><i>Comments:</i></p>	
<p><input type="checkbox"/> Institutional Indicator 1 is recommended for approval as a performance measure.</p> <p><input type="checkbox"/> Institutional Indicator 1 is recommended for approval for use in the allocation of state moneys on the basis of performance.</p> <p><i>Comments about institutional indicator 1:</i></p> <p><input type="checkbox"/> Institutional Indicator 2 is recommended for approval as a performance measure.</p> <p><input type="checkbox"/> Institutional Indicator 2 is recommended for approval for use in the allocation of state moneys on the basis of performance.</p> <p><i>Comments about institutional indicator 2:</i></p> <p><input type="checkbox"/> Institutional Indicator 3 is recommended for approval as a performance measure.</p> <p><input type="checkbox"/> Institutional Indicator 3 is recommended for approval for use in the allocation of state moneys on the basis of performance.</p> <p><i>Comments about institutional indicator 3:</i></p> <p><input type="checkbox"/> Institutional Indicator 4 is recommended for approval as a performance measure.</p> <p><input type="checkbox"/> Institutional Indicator 4 is recommended for approval for use in the allocation of state moneys on the basis of performance.</p> <p><i>Comments about institutional indicator 4:</i></p> <p><input type="checkbox"/> Institutional Indicator 5 is recommended for approval as a performance measure.</p> <p><input type="checkbox"/> Institutional Indicator 5 is recommended for approval for use in the allocation of state moneys on the basis of performance.</p> <p><i>Comments about institutional indicator 5:</i></p>	
<p>Is this institutional goal recommended for approval?</p> <p><input type="checkbox"/> accept <input type="checkbox"/> return for revision <input type="checkbox"/> not accepted</p>	
<p>_____</p> <p style="text-align: center;">Signature</p>	<p>_____</p> <p style="text-align: center;">Signature</p>
<p><i>Comments:</i></p>	

Appendix Two

Request for Approval of an Institutional Goal

Contact Information	
Neosho County Community College	2/13/04
Institution	Date
<p style="margin: 0;">Dr. Brian Imboden, VP of Student Learning</p>	

Summary
<p>Institutional Goal: <i>Develop an individualized approach to developmental education so students scoring in the developmental range on placement tests increase their success and retention in subsequent developmental and collegiate level learning and goal achievement.</i></p>
<p>Check one:</p>
<p><input checked="" type="checkbox"/> Supports Regents System Goal <input type="checkbox"/> Institutional Goal Only</p>
<p>System Goal D: Increase Targeted Participation/Access</p>
<p>Summary of institutional indicators:</p>
<ol style="list-style-type: none"> 1. An individualized plan will be developed for each student scoring into developmental courses as identified by COMPASS scores.

- 7.) **Summary.** In 50 words or less, briefly describe the institutional goal.

This goal will increase participation and access by providing additional support services and a written plan of action for each academically challenged student. This plan will improve retention and allow access for academically challenged students.

- 8.) **Regents' System Goal.** If applicable, in 75 words or less, describe how the institutional goal supports the indicated Regents' System Goal.

NCCC has experienced low retention of students enrolled in developmental courses. In an effort to increase access and participation of under-prepared students, special attention will be focused on those students who score into developmental courses. By developing a solid foundation with these students, access to additional developmental and collegiate level coursework will be attained.

- 9.) **Institutional Indicators.** SB647 requires the performance agreement to include "performance measures which will be used to demonstrate compliance and progress." These measures are referred to below as institutional "indicators." Describe each of the institutional indicators as noted below (use institutional indicator numbers in the box above).

Institutional Indicator 1: An individualized plan will be developed for each student scoring into developmental courses as identified by COMPASS scores.

- a) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

Results of each student's scores will be analyzed and a consultation with each student will occur to develop an appropriate learning plan. As advising training increases, the number of students with individualized learning plans will increase.

- b) Against what benchmark will progress be judged? For example:

July-December 2004 The benchmark will be the number of students scoring into developmental courses based on COMPASS scores and the number of individualized learning plans developed.

- c) Describe target measurements for the next three years and describe how the targets were selected.

- *July-December 2004: 75% of all students scoring into developmental courses will have an individualized learning plan.*
- *January-December 2005: 90% of all students scoring into developmental courses will have an individualized learning plan.*

- *January-December 2006: 100% of all students scoring into developmental courses will have an individualized learning plan.*

Institutional Indicator 2: Each student will be assessed at the completion of their individualized learning to determine learning gains based on COMPASS assessment scores. Learning gains will be measured for each developmental student with the goal of increasing the mean score by 10% in 2005 and 25% in 2006

- a) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

The student's scores at completion of their learning plan will be compared to their initial scores to determine learning gains.

- b) Against what benchmark will progress be judged?

The mean Compass scores upon entry for the fall 2003 semester follow. These scores will serve as the benchmark to calculate percent gain in future years.

<u>Test</u>	<u>Mean</u>
Algebra	25.8
Prealgebra	33.9
Reading	73.8
Writing	55.8

- c). Describe target measurements for the next three years and describe how the targets were selected.

- *July-December 2004: The fall semester of 2004 will serve as a pilot year for implementing the individual learning plan. A 10% gain from benchmark year should be realized.*
- *January-December 2005: Improve gain by 15% from benchmark year.*
- *January-December 2006: Improve gain by 25% from benchmark year.*

Institutional Indicator 3: Students who complete their individualized learning plan will continue through developmental course sequence.

- a) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

Performance will be measured by tracking student enrollment using the AS400 system.

- b) Against what benchmark will progress be judged?

July-December 2004: July - December 2004 results will establish the baseline.

- c). Describe target measurements for the next three years and describe how the targets were selected.

- *July-December 2004: Log percent of students continuing into developmental coursework to establish baseline data for benchmarking future years.*
- *January-December 2005: Improve continuation into developmental courses by 10% from benchmark year.*
- *January-December 2006: Improve continuation into developmental courses by 15% from year 2 goal.*

Institutional Indicator 4: Completers of the developmental course sequence with the goal of attaining a college certificate or degree will continue into collegiate level academic or vocational courses.

- a) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

Performance will be measured by tracking student enrollment using the AS400 system.

- b) Against what benchmark will progress be judged?

July-December 2004: July - December 2004 results will establish the baseline.

- c) Describe target measurements for the next three years and describe how the targets were selected.

- *July-December 2004: Log percent of students continuing into collegiate level coursework to establish baseline data for benchmarking future years.*
- *January-December 2005: Improve the continuation into collegiate level coursework by 10% from benchmark year.*
- *January-December 2006: Improve continuation into collegiate level coursework by 15% from year 2 goal.*

Institutional Indicator 5: Students with the goal of attaining a college certificate or degree will achieve goal.

- a) Exactly how will this institutional indicator be used to measure performance? (Be specific enough so that the reviewer could direct the data collection effort.)

Documentation will include degrees and certificates awarded.

- b) Against what benchmark will progress be judged?

Baseline data will be collected during the second and third years of the project once sufficient numbers of students progress through developmental courses and collegiate courses to the attainment of certificates and degrees.

c) Describe target measurements for the next three years and describe how the targets were selected.

- *July-December 2004: No students ready for this indicator at this time.*
- *January-December 2005: Few students will be ready for this indicator; however, some students may be ready for certificate achievement. Document percentage of those who achieve this goal to use as baseline data.*
- *January-December 2006: Additional 10% of students will achieve certificate over baseline establish year 2. Establish baseline for student who have degree completion as their goal.*

Memorandum of Agreement

PERFORMANCE AGREEMENT

THIS PERFORMANCE AGREEMENT, by and between THE BOARD OF REGENTS OF THE STATE OF KANSAS (hereinafter the Board), Suite 520, 1000 S.W. Jackson, Topeka, Kansas 66612-1368, U.S.A. at Neosho County Community College (hereinafter the institution).

WITNESSETH:

WHEREAS, the Board is authorized to enter into reciprocal agreements regarding institutional performance/improvement; and

WHEREAS, the parties hereto are mutually desirous of entering into such an agreement with relation to institutional performance/improvement; and

WHEREAS, the parties agree that it is to their mutual benefit and interest to set forth the terms of their understanding and agreement in writing;

NOW THEREFORE, in consideration of the above premises and the individual and mutual promises of the parties hereinafter set forth, and for other good and valuable consideration it is hereby agreed by and between the parties hereto:

1. That the term of this agreement shall begin on the 1st day of July, 2004, and terminate on the 31st day of December, 2004; provided, however, that the agreement shall continue thereafter automatically for successive one year terms, subject, however, to the right of either party at any time to terminate this agreement upon provision of written notice to the other of intent to terminate the contract within one (1) year from the date of the written notice.
2. That the institution shall pursue the institutional goals and implement the institutional indicators described in the attached documents "Request for Approval of Institutional Goal as a part of the Performance Agreement".
3. That the Board approved the Request for Approval referenced in Paragraph 2.
4. That the Board shall determine the level of the institution's compliance with the terms of the institutional Performance Agreement.
5. That the Board will determine the amount of new state funds to be received by the institution, take into account paragraph 4 and the funds available for distribution.
6. That the institution, if governed by the Board, shall follow all coordination and governance policies established by the Board; that the institution, if coordinated by the Board, shall follow all coordination policies established by the Board.
7. Any notices or other communications required or permitted to be given or delivered hereunder shall

in writing and shall be sufficiently given if delivered personally or sent by registered or certified mail, receipt requested, postage prepaid, to the parties at their addresses first appearing above, or at such other addresses as either party may from time to time designate to the other in writing, and such notice or other communication shall be deemed to be given as of the date it was personally delivered or deposited in the as the case may be.

Agenda Item VIII-E.: North Central Self Study

The next accreditation visit from North Central is scheduled for April 19-21, 2004. In preparation for the visit a Self-Study document is written addressing the concerns from the last visit.

The Self-Study document is included on the following pages for your review. Dr. Smith reported that the steering committee had made one change since the document had been distributed to the Board. That change was on page 121, challenges, item #13.

Resolution 2004-10

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Self-Study document as presented and directs the President to forward the document to the Higher Learning Committee of the North Central Association and to the evaluation team.

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

Agenda Item VIII-F: Board Retreat

Mr. Peter stated that the President would like to schedule a Board Retreat for May 2004 and asked for input regarding the use of a facilitator. He also asked for topics for the retreat. There was discussion and the following topics were voiced: financing and funding, address NCA concerns following the accreditation in April, and facilities plan. It was suggested that the retreat be held in Ottawa and was tentatively scheduled for the first Saturday in June.

Agenda Item VIII-G: Administrative Assistant/Outreach and Workforce Development

It was the President's recommendation that the Board employ Jackie Kinzer as administrative assistant for Outreach and Workforce Development. Ms. Kinzer has over 20 years experience as an administrative assistant, senior secretary and secretary.

Ms. Kinzer would be paid \$8.50 per hour and receive regular vacation and sick leave benefits and single health insurance coverage, her start date will be February 17, 2004.

Resolution 2004-11

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Jackie Kinzer as administrative assistant to the Outreach and Workforce Development Department as outlined above.

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

Chairman Peter called for a short break at 6:00 p.m. The meeting resumed at 6:06 p.m.

Agenda Item VIII-H.: Executive Session-Non-Elected Personnel

It was moved and seconded that the Board recess into executive session for 5 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy to include the President, Vice President for Student Learning and the College Attorney. Motion passed. Board entered executive session at 6:07 p.m.

The Board returned to open meeting at 6:12 p.m.

Upon a motion and a second, the Board returned to executive session for 5 minutes to continue discussion of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning and the College Attorney. Motion passed. The Board entered executive session at 6:13 p.m.

The Board returned to open session at 6:18 p.m. There was no action following the executive session.

Agenda Item VIII: Executive Session-Negotiations

It was moved and seconded that the Board recess into executive session for 30 minutes to discuss matters relating to employer-employee negotiations and to include the president, the vice president of student learning, the dean of finance and student services, and the board attorney. Motion passed. The Board entered executive session at 6:20 p.m.

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

It was moved and seconded that the Board return to executive session for 20 minutes to continue discussion of matters relating to employer-employee negotiations and to include the president, the vice president of student learning, the dean of finance and student services, and the board attorney. Motion passed. The Board entered executive session at 6:51 p.m.

The Board returned to open session at 7:11 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 7:12 p.m.
