

NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES

DATE: November 10, 2005

TIME: 5:30 P.M.

PLACE: Student Union, room 209

PRESENT: Kevin Berthot
Kathy Fryd
David Peter
Basil Swalley

ABSENT: Mariam Mih
Steve Payne

PRESENT: Dr. Vicky R. Smith, President
Dr. Brian Inbody, Vice President of Student Learning
Ben Smith, Dean of Planning and Operations
Brenda Krumm, Dean of Outreach/Workforce Development
Mark Eldridge, Dean of Ottawa campus
Dean Dillard, Faculty Senate President
Linda Rather, Nursing Faculty
Aaron Murrow, Student Senate President
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

Chairman Peter called the meeting to order at 5:35 p.m.

III: Public Comment

There were no speakers.

Approval of the Agenda

Chairman Peter asked to amend the agenda by adding a Nursing report and adding personnel as VIII-D.

Mr. Peter asked that the agenda be approved as amended. The motion was made and seconded that the agenda be approved as amended. Motion carried.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from October 13, 2005
- B. Claims for disbursement for October 2005
- C. New Courses
- D. Personnel

Consent Agenda Item V-C: New Courses

At the request of several high schools in our service area, we have developed the following courses in multimedia creation and communication. Multimedia involves combining various forms of communication, such as text, video, audio and graphics into one message. The field of multimedia application continues to grow with multimedia applications found in many places, from PowerPoint presentations to web page design. It is quickly outpacing other forms of communication. We have informed other USDs of the possibility of these courses being added to the Master Course list and have received enthusiastic responses. The courses have been approved by the Curriculum Committee. The administration requests that you approve these courses and with them the needed change to the Master Course List.

NCCC COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number:	COMM150
Course Title:	Introduction to Multimedia Tools
Division:	
Program:	
Credit Hours	3
Initiation/Revised Date:	Fall 2005

COURSE CLASSIFICATION

Academic/Vocational

COURSE DESCRIPTION

This is a basic course that covers the digital camera, digital video, creating graphics, sound, and animations. Projects are created through the use of various software applications, graphics, animation, digital pictures, videos and sound.

PREREQUISITES AND/OR COREQUISITES

General knowledge of computer software applications

TEXTS

Susan E. L. Lake and Karen Bean, *Multimedia and Image Management*, Mason, Ohio; Thomson-Southwestern Publishing Co., 2004.

Supplemental Materials:

Lisa A. Bucki, *Learning Adobe Photoshop 6*, New York, NY, DDC Publishing Co., 2001.

Robert Howell, *Video Technology*, Upper Saddle River, NJ, Prentice Hall, 2004
Ed Gaskell, *The Complete Guide to Digital Video*, Boston, MA, Muska & Lipman

Publishing, 2003

Software and Equipment Required and/or Recommended to Offer Course:

A minimum of 2-3 of the following applications will be included:

Casablanca Prestige Macro Video Editing Equipment
ADOBE PREMIER
ADOBE PHOTOSHOP
PINNACLE STUDIO
Quicktime
Microsoft MovieMaker

Required equipment:

Digital Cameras
Video Cameras
Scanner
VCR
DVD

A SMART Board is strongly recommended.

COURSE OUTCOMES/COMPETENCIES

- Upon successful completion of the course, the student should be able to meet the following outcomes:
1. Identify copyright laws that are important in using audio, pictures from the Internet, photos, videoing people for productions, and demonstrate awareness of the various laws affecting the field of multimedia production.
 2. Operate a digital camera, and other multimedia equipment including: video cameras, scanner, VCR and DVD. Use video editing software such as Adobe Premier, Adobe Photoshop, Pinnacle Studio, Quicktime, MS Moviemaker, and/or the Casablanca Prestige macro video editing equipment. Complete research for the purchase of a digital camera.
 3. Take a photograph using a digital camera, import it into the computer, manipulate and edit the photograph using ADOBE PHOTOSHOP, and incorporate it into a video clip.
 4. Complete videos; input the video clip into the computer using fire wire/USB ports; manipulate and edit it to create a finished product.
 5. Demonstrate the use of a digital camera; edit and make a PowerPoint presentation using photos, scanner, graphics, and animation to be presented on a Smart Board.
 6. Take photographs or film frames to incorporate into presentations, commercials or QuickTime movies by using ADOBE PHOTOSHOP.

7. Create story boards that allow logical organization of information before a presentation, commercial or movie is designed and further demonstrate proficiency in hardware and software.

COURSE OUTLINE

- a. Copyright laws.
- b. Digital cameras.
- c. Video cameras.
- d. Editing with the cameras.
- e. Camera angles, frame composition, height, continuity, and lighting
- f. Photos or videos on computers
- g. Story board
- h. Video editing software
- i. Transitions, audio, creating titles, credits
- j. Graphics and Internet photos.

INSTRUCTIONAL METHODS

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- 1) Lectures
- 2) Demonstrations
- 3) Use of films, PowerPoint presentations
- 4) Hands-on projects
- 5) Field trips
-
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STUDENT REQUIREMENTS AND METHOD OF EVALUATION

- a. Photos scavenger hunt
- b. Classroom video
- c. Take pictures and use filters, special lighting, angles
- d. Make a story board
- e. PowerPoint presentation about themselves
- f. PowerPoint presentation using various pictures
- g. Add graphics and other pictures to PowerPoint presentation
- h. Video using QuickTime
- i. Use the video editing equipment

GRADING METHOD/SCALE

Students' grades will be based on the completion of daily assignments, projects and tests. A variety of assignments, such as objective questions/answers, demonstration, hands-on applications, and partner or group projects will determine the student's final grade. Assessment tools for the assignments will include evaluation by using rubrics, peers, teachers, community members and professionals.

Grades will be based on tests and presentations/videos, daily work, and class participation.

The grading scale will be as follows:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D

0 - 59 = F

ATTENDANCE POLICY

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course, the instructor has the right, but is not required, to withdraw

a student from the course. Once the student has been dropped for excessive absences, the dean of student services/registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the dean of student services/registrar's notification. If the student is reinstated into the class, the instructor will be notified. Administrative Withdrawals (AW) cannot occur after seventy-five percent (75%) of the class has been completed.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

CELL PHONE POLICY

Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances.

ASSESSMENT OF STUDENT GAIN

Pre- and Post- tests will be given to determine increased proficiency overall. Also the final project will be determining the capability of the student.

NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Changes will be published in writing and made available to students.

NOTE: If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need special accommodations or assistance, please notify the Dean of Students, Chanute Campus, Student Union, 620-431-2820 ext. 214, as soon as possible. As necessary, the Dean will review documentation about your disability and determine the need for the accommodations you are requesting. The Dean and the Director of Basic Skills will then assist you in planning for any necessary accommodations. The Dean will notify your instructors of the accommodation plan.

NCCC COURSE SYLLABUS**COURSE IDENTIFICATION**

Course Prefix/Number: COMM160
 Course Title: Multimedia Applications I
 Division:
 Program:
 Credit Hours: 3
 Initiation/Revised Date: Fall 2005

COURSE CLASSIFICATION

Academic/Vocational

COURSE DESCRIPTION

This class is designed to acquaint the student with the creation of still and video presentations using multimedia technologies. Digital still and video presentations can include graphics, photos, captured video, music, sound effects, animation, and digital photographs. A comprehensive project is completed after each software application.

PREREQUISITES AND/OR COREQUISITES

Introduction to Multimedia Tools

TEXT

Susan E. L. Lake and Karen Bean, Multimedia and Image Management, Mason, OH.: Thomson-Southwestern Publishing Co., 2004

Supplemental Materials:

Textbooks:

Robert Howell, *Video Technology*, Upper Saddle River, NJ, Prentice Hall, 2004

Lisa A. Bucki, *Learning Adobe Photoshop 7 and Adobe Illustrator*, New York NY, DDC Publishing Co., 2001

Ed Gaskell, *The Complete Guide to Digital Video*, Boston, MA, Muska & Lipman Publishing, 2003

Software and Equipment Required and/or Recommended to Offer Course:

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Required equipment:

Digital Cameras

Video Cameras

Scanner

VCR

DVD

A SMART Board is strongly recommended.

COURSE OUTCOMES/COMPETENCIES

Upon successful completion of the course, the student should be able to meet the following outcomes:

The student will develop video editing techniques by improving in the following areas: oral communication, audio-visual aids, audience interaction, organization, and understanding the information presented. This will be shown and practiced through presentations and commercials given in the classroom and to captive audiences. This will be done by:

1. Incorporate various advertising strategies, gimmicks, and designing skills into presentations or commercials to promote a product or business.
2. Complete presentations and commercials using new technologies, including CD-ROM, scanner, drawing tool software programs (Adobe Photoshop), photo CDs, video camera, digital camera, VCR, DVD recorded, video/sound manipulation programs, (such as Casablanca Prestige, Adobe Premier, and Pinnacle Studio), and the SMART Board.
3. Demonstrate the ability to operate video editing equipment and software such as Adobe Premier using the IBM compatible computers. Demonstrate the creation of presentations, commercials and QuickTime movies.
4. Demonstrate the effective use of filters, transitions, titling, and animation in presentations, commercials and movies.
5. Produce a commercial for a local business. Present the commercial to the business.
6. Complete biographical documentaries using video editing equipment and software. Enhance the documentaries with other available software programs.
7. Complete a video for themselves, which promotes the student for future opportunities which may include scholarships, college entrance, and jobs.

COURSE OUTLINE

- a. Different types of commercials, and how they are put together.
- b. Project Creation.
- c. Storyboard creation for a PowerPoint presentation or video movie.
- d. Transitions, audio, creating titles, credits for the presentations.
- e. Sound and video to PowerPoint presentation.
- f. Video Tape and/or DVD

INSTRUCTIONAL METHODS

1. Lectures
2. Demonstrations

3. Use of films, PowerPoint presentations
4. Hands-on Projects
5. Field Trips

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

- - a. Creating a commercial selling the students' talents.
 - b. Creating a commercial about the school.
 - c. Creating a video about a business.
 - d. Creating a video about the community.

GRADING METHOD/SCALE

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Consent Agenda Item V-D: Personnel

1. Resignation-Sue Jobe, Administrative Assistant for Development Office

Sue Jobe, half-time administrative assistant for the Director of Development, has submitted her resignation effective November 18, 2005. It is my recommendation that the Board accept her resignation.

2. Director of Technology Services

At the October meeting, the Board approved reorganizing Technology Services. The reorganization plan included upgrading the Webmaster position to Director of Technology Services.

It was the President's recommendation that the Board approve the appointment of Kerry Ranabargar as the Director of Technology Services. Mr. Ranabargar is currently employed as the Webmaster and has agreed to accept the additional responsibilities of Director of Technology Services. Mr. Ranabargar holds a Master of Management Information Systems degree and a Bachelor of Science in Business Management degree from Friends University.

Mr. Ranabargar will be paid an additional \$200 per month (\$34,400 annually).

3. Accounting Clerk

It was the recommendation of the President that the Board approve the employment of Mia Neely for the accounting clerk position. Ms. Neely is a graduate of NCCC with a one and two year business certificates and an Associate of Applied Science degree.

Ms. Neely was a legal secretary for Gillett Law Office in Chanute starting in June 2004. She has also worked as a senior customer service associate at Movie Gallery, WIC Clerk for the Neosho County Health Department, PBX/Admissions Clerk at Neosho Memorial Regional Medical Center and as an accounting clerk for Tri-Valley Developmental Services, Inc.

Ms. Neely will be paid \$8.00 per hour with clerical benefits starting November 16, 2005.

4. Maintenance B

It was the recommendation of the President that the Board approve the employment of Joe Ward for the Maintenance B position. Mr. Ward graduated from the Cleveland Institute of Electronics in 1982 and he has completed business courses at NCCC.

Mr. Ward worked for Cablevision of Chanute as an installer/service technician since 1979. Mr. Ward would be paid \$10 per hour starting December 1, 2005.

5. GEAR-UP Academic Specialist

It was the President's recommendation that the Board approve the employment of Suzanne Pool as the academic specialist for the GEAR-UP grant. Ms. Pool has a Bachelor of Arts degree in English from Kansas State University. She is currently working at the Kansas Teachers Credit Union in Pittsburg.

Ms. Pool will be paid \$24,000 annually (12 month contract) with administrative benefits starting December 1, 2006.

Mr. Peter requested that the consent agenda be approved. The motion was made and seconded that the consent agenda be approved. Motion carried.

Faculty Senate Report: Dean Dillard, Faculty Senate President, commented on the in-service presentation and reported that since the last meeting he had visited with faculty members and they were in agreement that the presentation was worthwhile and that some of the concepts presented can be applied at NCCC.

Mr. Dillard's report concentrated on athletics and academics at the College. Mr. Dillard asked NCCC's coaches to supply information about what their programs do to support the academic role of the student-athlete. Mr. Dillard received information from the baseball,

men's basketball, cross country, men's and women's soccer, track and field, volleyball, and wrestling programs. Mr. Dillard reported that it is common practice among athletic teams to organize mandated study halls, often in blocks of time as long as two hours. When an athlete's academic performance falls below an expected level, coaches communicate with individual instructors to see what can be done to remedy the situation and take advantage of tutoring services available at the College. In at least one program, the expected level is a B or above in every class, and consequences of not meeting that level renders the athlete ineligible for athletic competition until the expected level is reached.

Mr. Dillard stated that instructors know the importance of class attendance and promptness as factors in academic success, and the athletic programs take various steps to address this matter, ranging from a sign-up sheet on the coach's door to be signed before the first class of the day and random checks during class time to misconduct points. In some cases, other team members cooperate to assist their teammates in getting to class.

Coaches also meet with individual student-athletes to discuss appropriate schedules during an enrollment period. During the semester, coaches regularly inform instructors when teams will be gone during class for competition or travel time to competition and require the athlete to be responsible for completing any work missed.

Dr. Dillard continued that there are various opinions concerning the best method for informing coaches about the academic progress of their players, but he believes the communication lines are open.

Mr. Dillard noted other items of interest including flu shots being given by Nursing I students at the Neosho County Health Department in Chanute and at Windsor Place in Iola. Sponsor Brad Wilkinson and Honor/Leadership students Stephanie Kepley and Morgan Ward attended the 40th Annual National Collegiate Honors Council Conference in St. Louis on October 27-30.

Treasurer's Report: Sandi Solander, Dean of Finance, was ill and Dr. Smith reviewed the Treasurer's Report and supporting documents.

Nursing Report: Linda Rather, nursing instructor, reported that 23 students from both the Ottawa campus and Chanute campus made a trip to Houston to help with Hurricane Katrina relief efforts. Ms. Rather showed a taped interview by KOAM news before the group left for Texas. The students were accompanied by two adjunct instructors and Ms. Rather. She said their group stayed in a shelter at the Baptist Church with evacuees and University of Texas Medical Center staff. They went to area hotels and the Astro Dome to do health assessments and help get evacuees to local clinics and doctors. The group experienced something different every day. Ms. Rather thanks the Board, Dr. Smith, Dr. Inbody, and Karen Gilpin for the opportunity to make the trip.

Assessment Report: Dr. Brian Inbody, Vice President of Student Learning, gave a power point presentation entitled "Are Students Learning?" The presentation included an overview of outcomes assessment at NCCC, how student learning is assessed, and how

the data is used to improve instruction methods. Dr. Inbody answered questions from board members.

President's Report: President Smith reported that one of the results of the September Board retreat was the development of a draft set of Board goals which she distributed. The goals should be reviewed and may be an item for the December Board meeting.

Dr. Smith reported that at the last Kansas Board of Regents meeting, the regents adopted a resolution in opposition to the passage of the Taxpayers' Bill of Rights in the State of Kansas. The Regents strongly encouraged their coordinated institutions to also pass such a resolution. Dr. Smith distributed a resolution and asked for discussion of the issue. Mr. Berthot asked to table the resolution until next month and asked President Smith to provide additional information on the bill.

Dr. Smith, Dr. Inbody, and Brenda Krumm met with USD 413 personnel to discuss the potential partnership in vocational education between the College and USD 413. The discussion dealt with the non-duplication of state-of-the-art vocational laboratories, and how the two entities may wish to partner to provide such facilities to the area. The extension of concurrent enrollment classes in the vocational area was also discussed. Brenda Krumm and Kent Wire will work together to implement the Introduction to Industrial Trades certificate courses this coming spring semester as concurrent classes. Discussions also included expanding the 15-credit hour certificate to a one-year Industrial Maintenance and Trades 30-hour certificate that would begin next fall, both at the college and as potential concurrent enrollment at the high school.

Dr. Smith congratulated Mark Eldridge and Sara Harris on their acceptance as part of the first cohort in Baker University's new doctorate in Higher Education Leadership. President Smith also congratulated Ben Smith selection to be a member of the KAN-Ed User Advisory Group. The twelve member group is comprised of individuals from the state library, USD's, private universities, public higher education, and hospitals. Mr. Smith is the first member from a community college to serve on the committee.

Dr Smith informed the Board that the houses on 14th Street were in need of repair. Estimates to repair the houses run around \$45,000 for the big house and \$16,000 for the smaller house. Dr. Smith presented options of repairing the houses, selling the houses, demolishing the houses or selling the houses to be moved off the property. A final option would be to sell the land to a developer to develop as a housing subdivision. Dr. Smith will be bringing this item to a Board meeting at a later date.

Dr. Smith told the Board that \$10,000 had been budgeted to replace sidewalks on the Chanute campus. Work on the sidewalk between Sanders Hall and the Student Union is in progress. Potholes in the parking lots are also going to be repaired this winter. City employees are working with the College maintenance personnel to repair the potholes.

Dr. Smith reported she had attended the Academic, Student and Community Development Commission meeting of the American Association of Community Colleges last week. Discussed included receiving a legislative update of what was happening in Congress and various programs at the National Endowment for the Humanities, Coca-Cola, USA Today, the American Geographers Association and the baccalaureate programs at community colleges.

Trustee Goals

Chairman Peter asked the group to discuss term limits since that was a concern from the North Central evaluation team. Currently officers are elected annually at the July Board meeting. He said that he felt that short term limits would not be good. Mr. Berthot said he was fine with the current policy. Mr. Swalley said that the current policy was fine as long as the chair was good.

Dr. Smith will formulate a policy and present it to the Board at the December meeting for a first reading. She also asked members to review sections I and II and the Board Policy manual. Dr. Smith asked if the group wanted to officially approve the goals from the retreat for the coming year. It was decided that the goals were on-going and would be reviewed at the May retreat.

Mr. Peter called for a break at 7:00 p.m.

The meeting resumed at 7:10 p.m.

Agenda Item VIII-A: Bids for Long Distance Carrier

The contract for our long distance service expired in October, 2005. Due to the availability of lower rates the college requested bids for long distance service at both Ottawa and Chanute campuses. The bid also included the option for local service at the Ottawa campus. Currently the Chanute campus has SBC local service and CGI long distance service. The Ottawa campus has Birch Telecom service for both local and long distance service.

Bids were submitted to CGI, Kansas City, MO, Birch Telecom, Emporia, Terra World, Inc., Independence, Kansas Communication Systems, Chanute, SBC, Dallas TX, Sprint, Kansas City, MO, Dave Siegel, Wann, OK.

The following bids were received for the Chanute Campus for a two year contract for long distance service:

Average Cost Per Minute	Initial Block 10,000 Minutes	Additional Minutes	International	US Switched 800	Estimated Monthly Cost
CGI	\$.055	\$.044	\$.0124	\$.055	\$ 811.59
SBC	\$.032	\$.040	N/A	\$.040	\$ 565.00
Touchtone Communications	\$.0425	\$.039	N/A	N/A	\$ 759.06

The following bid was received from SBC for the Ottawa Campus local service:

12 Months Renewable			
Product	Quantity		
BTN	1	38.99	38.99

Additional Lines (Maximum 9)	7	23.99	167.93
EUCL	8	5.27	42.16
Local Number Port	8	0.33	2.64
KS Univ Src Fund (URS)	8	1.5	12
Fed Univ Svc Fee (9PZBU	8	0.45	3.6
911 Fee	8	0.75	6
Total			273.32

24 Months			
Product	Quantity		
BTN	1	37.99	37.99
Additional Lines (Maximum 9)	7	22.99	160.93
EUCL	8	5.27	42.16
Local Number Port	8	1.5	12
KS Univ Src Fund (URS)	8	0.45	3.6
Fed Univ Svc Fee (9PZBU	8	0.33	2.64
911 Fee	8	0.75	6
Total			265.32

36 Months			
Product	Quantity		
BTN	1	36.99	36.99
Additional Lines (Maximum 9)	7	21.99	153.93
EUCL	8	5.27	42.16
Local Number Port	8	1.5	12
KS Univ Src Fund (URS)	8	0.45	3.6
Fed Univ Svc Fee (9PZBU	8	0.33	2.64
911 Fee	8	0.75	6
Total			257.32

The following bid was received for the Ottawa campus for a two year contract for long distance service:

Average Cost Per Minute	Initial Block 2,500 Minutes	Additional Minutes	Estimated Monthly Cost

SBC	\$90.00	\$.046	\$95.00
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It is my recommendation that the Board accept the low bid from SBC for a lease term of 24 months subject to the Kansas Cash Basis Law. The Chanute campus long distance rate will be \$.032 for the initial 10,000 minutes and an additional \$.04 per each additional minute. The Ottawa campus local service will cost \$265.32 per month. And, the Ottawa campus long distance service will cost \$90.00 for the first block of 2,500 minutes and an additional \$.046 per each additional minute.

Resolution 2005-89

Resolved, That the Board of Trustees of Neosho County Community College accepts the low bid from SBC to provide long distance service for the Chanute campus and local and long distance service for the Ottawa campus as recommended above.

Agenda Item VIII-B: Revocation of Scholarships and/or Grant-In-Aid Policy (first reading)

Last year Section V of the Board Policy was updated and approved by the Board of Trustees. Since then it has come to my attention that the Revocation of Scholarships and/or Grants-In-Aid policy should be included in Board policy. NJCAA rules reference individual Board policy in dealing with revoking a scholarship or grant-in-aid.

The policy that I am asking you to approve has been reviewed by the college attorney and the executive committee.

Revocation of Scholarships and/or Grants-In-Aid (first reading)

Scholarships and/or grants-in-aid shall remain in force for the semester or academic year in which each was issued provided the student remains in good standing with the college. Upon the loss of 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 of or repeated illegal use of narcotics, including marijuana or controlled substances as defined by Kansas statutes; and failure to comply with the rules and regulations of the college, or the athletic team or activity of which the student is a member, or failure to cooperate with officials and instructors at the 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 the KJCCC;
2. Voluntary withdrawal from classes;
3. A drop in the academic standing below the specified grade point average indicated in the award letter; or,
4. Degree completion.

A written notice, sent by certified mail, of the revocation of an academic or activity scholarship and/or grant-in-aid shall be given to the student indicating the loss of good standing or for the reasons indicated above. If the student disagrees with the revocation decision, he/she may file a grievance as outlined in the student grievance procedure.

Please consider this policy for approval at the December meeting.

Agenda Item VIII-C: Degree Revocation Policy (first reading)

Recently, troubling events at another Kansas community college revolving around academic dishonesty has gives us pause. This news along with the national studies indicating both a sharp rise in the amount of cheating, and lessening of the negative feelings toward cheating has raised the awareness of the college community to the growing concern. An effort is underway which seeks to create safeguards to insure the legitimacy of a Neosho County Community College degree or certificate. This policy is the first effort toward this initiative.

Currently in Board policy there is no method by which a degree can be removed that was obtained wrongly, either through academic dishonesty or through mistakes by the registration office. The administration, faculty and Student Body Government agreed to create such a policy and submit it for your consideration. The policy would give the administration the power to removed degrees granted when convincing evidence indicates that the award was not deserved, or was issued though error in the registration office. It has been approved by the Student Body Government, the Faculty Curriculum Committee and the Executive Committee.

Degree Revocation Policy

It is the policy of Neosho County Community College that a degree may be revoked when it is demonstrated by clear and convincing evidence that:

1. A degree has been erroneously conferred when all requirements had not been satisfied at the time the degree was granted.
2. A degree had been erroneously conferred as a result of an act of academic dishonesty.

The President of the College is charged with developing procedures to implement this Degree Revocation policy and will develop such procedures including the appropriate levels of procedural due process extended to the degree recipient.

Please review the proposed policy for approval at the December meeting.

Amended Agenda Item VIII-D: Personnel

Susan Thompson, Director of Development, has submitted her letter of resignation effective Tuesday, November 15, 2005. It is my recommendation that the Board approve her resignation.

Resolution 2005-91

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Susan Thompson, Director of Development, effective November 15, 2005.

IX: Adjournment

The meeting adjourned at 7:58 p.m.