

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

DATE: February 9, 2006

TIME: 5:30 P.M.

PLACE: Student Union, room 209

PRESENT: Kevin Berthot
Mariam Mih
Steve Payne
David Peter
Basil Swalley

ABSENT: Kathy Fryd

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
Lisa Last, Dean of Student Development/Registrar
Dean Dillard, Faculty Senate President
Aaron Murrow, Student Senate President
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

The meeting was called to order by David Peter, Chairman at 5:30 p.m. in room 209 in the Student Union.

III: Public Comment

There were no speakers.

Approval of the Agenda

Mr. Peter asked for the agenda to be approved. 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 January 12, 2006
- B. Claims for disbursement for January 2006
 - C. Personnel
 - D. Summer Hours

Consent Agenda V-C: Personnel

1. Resignation

Joi Toliver, Academic Coordinator for the Upward Bound program, has submitted her resignation effective January 31, 2006. It was the President's recommendation that the Board accept her resignation.

Consent Agenda V-D: Summer Hours

For the last three years the Board has approved a 10-hour, four day work week for the summer. Dr. Smith recommended that the summer hours for non-faculty personnel be Monday through Thursday. All non-faculty personnel will be expected to work the required 40 hours per week. Work schedules could vary, as long as offices are covered. With the approval of their supervisor employees could flex their forty hour work week or opt to utilize earned vacation during the summer.

Summer hours would begin June 5 and end July 28. The week of July 3-7 the college will be open regular hours since Tuesday, July 4 is a holiday.

Mr. Peter asked that the consent agenda be approved. Upon a motion and a second, the consent agenda was approved.

Student Senate Report: Aaron Murrow, Student Senate President, thanked the Board for their support and thanked Lisa Last for her help and support during the last year.

The student senate sponsored many activities including bowling nights, turkey bowling, midnight breakfast during finals week, alcohol awareness drunk driving simulator, movie nights, Jam the Gym for basketball and wrestling, and international movie night to name a few. Student Senate participated in the Veterans Day parade, the Parade of Lights, Artist's Alley parade, sponsored six children from the Angel Tree, and held Constitution Day.

Upcoming events include a Valentine's Day dance, Homecoming week activities and dance, campus clean-up day, family weekend in accordance with Safari Days, Cinco De Mayo Fiesta and last bash.

Faculty Senate Report: Dean Dillard, Faculty Senate President, reported that enrollment was closed for full-length semester courses, and the process of putting together the class schedules for the 2006 summer and fall semesters had started.

Dr. Dillard reported that earlier that day several students and instructors from the Nursing Division had traveled to Topeka for the annual Nurses Day at the Legislature. The event is sponsored by the Kansas

Student Nurses Association and the Kansas Nurses Association. The event allows students to see how legislation affects health care issues in Kansas.

Linda Jones, Chair of the Applied Science Division, Debra Schommer, Faculty Administrative Assistant, and Sarah Smith, Administrative Assistant to the Vice President of Student Learning, will be attending the 13th annual Connecting Education and Employment Conference later this month in Wichita. Sponsored by the Kansas Board of Regents, the conference provides an opportunity for those associated with vocational programs to learn about trends in instruction and requirements for data reporting. An update on the status of Carl Perkins Grant legislation, including proposed changes in the law, will be presented. Cost of attendance at the conference is funded through the Carl Perkins Grant.

Mr. Dillard told the Board that the 2006 Honors Conference would be Thursday, February 23 on the NCCC campus and focus on popular culture. Joli Jensen, Professor of Communication at Tulsa University, will be the keynote speaker. In the afternoon, roundtable discussions will take place with representatives from NCCC, Butler County Community College, Coffeyville Community College and Chanute High School.

Two athletic teams will be nominated for the NJCAA Fall Semester Academic Team of the Year Award. To be nominated for this national award, a team must have obtained a minimum 3.0 GPA. The NCCC volleyball team finished the fall term with a team GPA for 3.69 and the men's cross country team finished the term with a team GPA of 3.37.

The next Faculty Senate meeting is scheduled for Thursday, February 16, during in-service.

Dean of Outreach and Workforce Development Report: Brenda Krumm distributed information from her department and highlighted several items. The Adult Basic Education department received an additional \$8,165 in incentive funding based on outcome attainment. State and local funds for the ABE program total \$110,343.

Headcount and credit hours are down in the in-district outreach category compared to last spring and may be attributed to the first spring semester without Thayer High School classes, moving some section of Lifetime Learning computer classes from outreach to on campus, and the unprecedented increase in last years enrollments.

Dean Krumm also reported that the medical assistant program has 19 students enrolled in the second semester of the certificate program. Twelve of these students will complete the program at the end of the summer semester. The remaining seven students plan to continue and complete program courses the fall of 2006. Twenty applications have been made to enter the program in the fall of 2006, including 16 for the Chanute campus and four for the Ottawa campus.

Upcoming activities in the Outreach and Workforce Development department include participating in the annual Safari Days and Chamber Expo on April 21 and 22; meeting with USD 413 and CUSD 101 on collaborative vocational programs; investigate K-State outreach courses at NCCC, articulating Industrial Trades program with PSU and expand current offerings, formalizing the Early Childhood Education program articulation with PSU and ESU, finalize the summer and fall schedule, degree checks for high school seniors, create a 15 credit hour Coding Certificate and finalize the processes for implementing the new CEP guidelines.

Treasurer's Report: Sandi Solander, Dean of Finance, distributed the Treasurer's Report for the month of January and the changes in fund balance report. She indicated that expenditures and revenues were

on track for the year.

President's Report: President Vicky Smith told the Board that she presented testimony for HB 2602 on January 25 in Topeka. The bill will extend to community and technical colleges the 20year possibility for lease purchase of energy conservation projects. The bill passed the House unanimously. It will go the Senate for action in February.

Dr. Smith reported that enrollment is significantly up on the Chanute campus and attributed the increase in the new degree programs in Medical Assistant and Computer Support Specialist. On-line courses are increasing as well.

The president reported that senior staff will travel to Ottawa on the 10th to discuss the needs of the faculty and staff in anticipation of the College investigating what, if any, expansion needs to occur in Ottawa. She told the Board that the Ottawa expansion would be a topic of discussion at the Board retreat in May.

Dr. Smith reported that she received notification that her application had been accepted to become an consultant/evaluator for the Higher Learning Commission (NCA) and would be attending training in November.

Agenda Item VII-A. Organization of the Board Policy Revision (tabled from January)

At the November meeting of the Board of Trustees, Mr. Pringle was asked to suggest language for the Board Policy Manual concerning term limits. Based on discussions that the Board does not desire to impose limits on the number of terms that a Board Chair can hold, or that Trustees may be elected to, one option is designed to represent that sentiment in the Board Policy Manual and show that it has been addressed for purposes of NCA review. Mr. Pringle also included optional language to impose a term limitation for service as a Board Chairperson. This suggested language is not legal specific, and may be modified as appropriate to reflect the Board's desires and intentions. Both options were presented at the January meeting for review and consideration. Following discussion there was a motion to and second to accept Option 1. The motion did not pass and the item was tabled until the February meeting.

The new or added language is show in bold italics.

Organization of the Board (Option 1)

At the first regular meeting each July, the board shall organize by the election of a chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. ***The board shall also elect a vice-chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. There shall be no limitation to the number of one-year terms to which a member may be elected to serve as chairperson or vice-chairperson. All members of the board are encouraged to consider service as chairperson and/or vice-chairperson.*** The board will select such other officers as it may deem desirable from among its own membership or from other qualified individuals.

Organization of the Board (Option 2)

At the first regular meeting each July, the board shall organize by the election of a chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. *The board shall also elect a vice chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. A member shall not be elected to serve as chairperson for more than three (3) consecutive one-year terms. All members of the board are encouraged to consider service as chairperson and/or vice-chairperson.* The board will select such other officers as it may deem desirable from among its own membership or from other qualified individuals.

Resolution 2006-7

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revising the Board Policy for organizing the Board as printed in Option 1 above.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-A: Audit Report for Fiscal 2004-05

Board of Trustees policy requires that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors have completed the annual audit for Fiscal Year 2005.

Mr. Neil Phillips of Diehl, Banwart, Bolton, Jarred & Bledsoe, presented the results of the audit earlier in the meeting. It was the President's recommendation that the Board accept the audit report as presented.

Resolution 2006-8

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the audit report for fiscal year ending June 30, 2005.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-B: Concurrent Enrollment Partnership Agreement (CEP)

As part of the state mandated concurrent enrollment agreement, all community colleges must enter into Concurrent Enrollment Partnership Agreements or CEPs. The agreement spells out all state requirements to offer concurrent enrollment and individual requirements established by NCCC. Items such as student and instructor qualifications and limitations are listed as well as NCCC obligations for reporting and instructor support. The agreement has been read and approved by the college attorney and by members of the KBOR staff. The administration requested that the board approve the agreement as NCCC's CEP and instruct the staff to secure agreements with each high school that partner with NCCC for concurrent classes.

The Agreement is on the following pages.

Resolution 2006-9

RESOLVED, That the Board of Trustees of Neosho County Community College approves the

Concurrent Enrollment Partnership Agreement and that staff be instructed to secure agreements with each high school that partner with NCCC for concurrent classes.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

MEMORANDUM OF AGREEMENT

Concurrent Credit Agreement

It is the policy of the Kansas Board of Regents (KBOR) to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling. K.S.A. 200 Supp. 72-11a01 through 72-11a05 provide for these opportunities through the Kansas Challenge to Secondary School Pupils Act, commonly known as concurrent enrollment of high school students in eligible postsecondary institutions.

This agreement is established for concurrent courses in which a high school teacher teaches a college-level course to high school students at the high school during the regular high school day. This agreement adheres to the KBOR “Concurrent Enrollment of High School Students in Eligible Postsecondary Institutions” policy. (Attached)

DEFINITIONS

“On-Campus” means the NCCC Chanute campus and/or the NCCC Ottawa campus.

“Student” and “CEP Student” means a junior and senior high school or equivalent student, enrolled in a CEP course pursuant to this Agreement

“CEP Instructor” or “Instructor” means an instructor employed as an instructor at the High School who is teaching a CEP course pursuant to this Agreement.

“Faculty” means an instructor employed as an instructor at NCCC.

THIS CONCURRENT ENROLLMENT PARTNERSHIP (CEP) AGREEMENT, is between **Neosho County Community College (NCCC) and _____ High School, USD _____** for the purpose of offering college-level learning to students who have been accepted for a concurrent enrollment partnership in off-campus classes at a high school at which approved high school teachers teach college credit classes during the normal day.

In an effort to provide additional academic challenges to secondary pupils, this partnership program authorizes qualified junior and senior students to enroll and participate in courses from NCCC (CEP courses) while concurrently completing their high school curricula.

General provisions of the CEP agreement:

1. Academic credit is to be granted for course work successfully completed by the student at NCCC, which shall qualify as college credit and may qualify as both high school and college credit;
2. Such coursework will qualify as credit applicable toward the award of a degree or certificate at NCCC;
3. The student shall pay to NCCC the negotiated amount of tuition, fees and related costs charged by NCCC for enrollment of the pupil.

NOW, THEREFORE, to ensure academic quality and integrity and to justify the awarding of college credit, it is agreed that the following criteria must be met for all CEP courses:

1. Courses must have been approved through the curriculum approval process at NCCC.
2. The high school and college-level prerequisites, the content of courses, course goals and objectives, must be the same as those for the same courses offered to NCCC students at any location or by any delivery method.
3. Materials such as textbooks must be comparable to those used in the same course throughout NCCC. Procedures for selection of textbooks and related materials by instructors who teach concurrently enrolled students must follow adopted NCCC policies.
4. For competency-based courses, the competencies for the CEP courses must be the same as those for non-CEP courses.
5. Remedial/developmental course work or course work that does not apply to a Regent's approved degree program at NCCC is not considered appropriate for college-level credit or eligible for financial reimbursement.

FURTHERMORE, to ensure high quality instruction and consistency between on-campus and off-campus instruction, it is agreed that the following criteria must be met:

1. Instructors teaching college-level CEP courses must attain instructional eligibility by meeting one of the following standards:
 - a. Demonstrate possession of a masters degree with 18 credit hours in the assigned course content; or
 - b. Demonstrate possession of a bachelors degree, with at least 24 credit hours in the assigned course content and utilize the same final examination as given in a representative section of the course taught at NCCC and apply the same scoring rubric for the assigned course as that used in the on-campus class.
2. Student and administrator evaluation of instruction will occur in CEP courses in accordance with NCCC policy, as utilized with on-campus courses.
3. NCCC must provide high school instructors with orientation and training in course curriculum, assessment criteria, course philosophy, and CEP administrative requirements.
4. NCCC will offer a minimum of two (2) opportunities per year for CEP instructors to interact with on-campus faculty. The first being the annual adjunct instructor/faculty meeting at the beginning of the fall semester; the second being the outcomes assessment meetings at the end of the spring semester. Additional opportunities for faculty interaction will occur at regularly scheduled in-services and through informal networking and mentoring. The CEP administrator will interact with the CEP instructors regularly through on-site visits at the high schools.
5. It is required that CEP instructors attend a minimum of two (2) on-campus visits per year.

ADDITIONALLY, to ensure students are academically ready for enrollment in CEP courses, the following assurances must be met:

1. CEP students must meet NCCC enrollment requirements and follow institutional procedures regarding assessment/placement, and satisfy course prerequisites.
2. CEP students will be classified as non-degree seeking students.
3. CEP students must have an acceptable score on a standardized placement test in order to enroll in a CEP course. NCCC utilizes the ASSET, Compass, and ACT scores to determine placement.
4. CEP students will be provided a copy of the NCCC Student Handbook which has specific information regarding student success in college-level courses. Information on the transferability of courses to Regents schools will also be provided.
5. Advising of students who desire to enroll in CEP classes must be available from both the high school and Neosho County Community College.
6. Students must be authorized by the high school principal to apply for enrollment at NCCC.
7. Students who are enrolled in grades less than grade 11 and are classified by a school district as “gifted” according to the State Department of Education’s definition, K.A.R.91-40-1(c), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.
8. A CEP course may include students enrolled for postsecondary and/or secondary credit. NCCC is responsible for ensuring that academic standards are not compromised.

FINALLY, the following procedural details will be applied to CEP instructors and CEP courses:

1. CEP instructors will adhere to standard NCCC reporting guidelines, such as certification rosters, final grade reports, attendance reports, assessment data, etc.
2. Compensation for instruction by CEP Instructors will be based on the approved NCCC adjunct pay scale.
3. Personnel files will be maintained on each CEP instructor.
4. Class (student) evaluations will occur in the same manner as traditional college courses.
5. CEP instructor assessments will occur in the same manner as traditional college courses.
6. CEP instructors will receive a copy of the annual adjunct instructor handbook.
7. NCCC will maintain aggregate data records regarding enrollment of students participating in the CEP program for reporting to Board of Regents and the Legislature.

Except as specifically provided for herein for CEP instructor criteria, high school instructors shall remain subject to their employer/employee relationship with the high school and shall not be employees of NCCC for purposes of employment insurance, discipline, workers compensation, etc.

ACCOUNTABILITY/ASSESSMENT STANDARDS

1. Courses offered through a CEP must be reviewed annually by faculty in the discipline at NCCC to ensure that grading standards, course management, instructional delivery and content meet or exceed those in regular on-campus sections.
2. Each CEP must be reviewed every five (5) years by both NCCC and the high school to assure compliance and quality considerations as outlined in this policy.
3. The Regents System will track students who have participated in CEP and other forms of concurrent enrollment.
4. CEP classes are not intended to replace a substantial portion of the academic experience on a college/university campus. Up to 24 semester credit hours may be earned by a student in a CEP program.

AWARDING OF CREDIT

To receive academic credit for coursework under the CEP agreement, students must be duly enrolled in the NCCC courses and complete all enrollment processes including payment for the coursework.

Students must be verified by the instructor via the certification roster which is distributed on or about the 20th day of class.

Students must be included in the grade book and on the final grade roster submitted by the instructor at the conclusion of the course.

The credit hours and the grading scale are identified to the students in each course syllabus.

Upon receipt of instructor grade documentation and approval by the appropriate NCCC administrator, the NCCC registrar applies the credit to the student's transcript.

COMPENSATION

Payment for instruction is based on the NCCC negotiated agreement, which is negotiated annually. (See Attachment C)

Instructors are not allowed to teach more than nine (9) credit hours per semester.

Classes must have a minimum of eight (8) students per course, unless otherwise approved by the NCCC academic vice president.

Payment will be made directly to the instructor on the last working day of the month, unless otherwise noted in Attachment C. (See Attachment C)

This CEP agreement will be in effect for a period of five (5) years unless either party submits in writing a request to change, amend, or cancel the agreement. The agreement may only be cancelled at the conclusion of an academic semester or at the conclusion of an academic year, whichever does not cause curriculum disruptions for currently enrolled students. Continuation and terms of this Agreement are subject to applicable laws, rules and regulations promulgated by the Kansas Legislature, Kansas Board of Regents, Kansas State Board of Education or other authority.

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

ATTEST:

Date

Witness

COLLEGE

Neosho County Community College

By _____
President

ATTEST:

Date

Witness

UNIFIED SCHOOL DISTRICT

District Name and Number

By _____
Superintendent

Attachments

- Attachment A: Name and Contact Information
- Attachment B: Course Listings
 - B1: Chanute
 - B2: Ottawa
- Attachment C: Compensation

Agenda Item VIII-C: College Catalog Revisions

Every two years the college offers an updated catalog of programs and courses. The catalog contains relevant policies and procedures as well as other important student information. The catalog and its program sheets offer a contract of sorts with the student as to the requirements for a certificate or degree. While this information can be updated on-line in the interim, a new paper copy of the catalog is only printed every two years.

In the proposed 2006-2008 catalog there are several additions:

- ◆ a new forensic science emphasis to the AS degree
- ◆ a 15 credit hour certificate for medical transcription
- ◆ a change to the academic honest policy allowing for an “XF” grade or “failure for violation of academic honestly policy”
- ◆ addition of the approved Medical Assistant and (pending KBOR approval) Health Information Technology programs
- ◆ deletion of several courses that we have not offered in many years
- ◆ Changers to several procedures meant to simplify matters for students

Every employee of the college was encouraged to read and offer suggestions to the Vice President for Student Learning and Dean of Student Development, who were in charge of its updating. We received a tremendous amount of help from Sarah Smith. It was approved by the curriculum committee and by the executive committee.

NOTE: The copy you have been given is “raw text” and is not the final look of the catalog. The lay-out and design will be completed upon Board approval, and the printing of the catalog will be done by an outside company.

Resolution 2006-10

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revised College Catalog for 2006-2008 as presented.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-D: College Catalog Bids

Sealed bids were solicited for the printing of the 2006-2008 College Catalog. Bid specifications were for 188 pages plus full-color cover. Price quotes were requested for quantities of 2500, 4000, and 5000 catalogs. Two separate bid options were requested based on the following:

1. The College will provide the printer with Microsoft Word formatted "insides" of the catalog and the printer will complete the layout of the catalog & design the cover.
2. The printer will layout and design the insides and the cover of the catalog.

The bids came in higher than projected, so it was decided that the College select option #1 (layout and format the insides of the Catalog ourselves; printer completes layout and designs the cover).

The bid document was sent to:

Quality Printing, Parsons, Kansas
 Ravin Printing, Chanute, Kansas
 Mennonite Press, Newton, Kansas
 Service Office & Supply, Chanute, Kansas
 Iola Register Printing, Iola, Kansas
 Norman Printing Company, Iola, Kansas

The following bids were received:

	<u>Quantity:</u>	<u>2500</u>	<u>4000</u>	<u>5000</u>
Ravin Printing		\$6,898.75	\$8,675	\$9,787.50
Mennonite Press		\$6,314.00	\$8,092.00	\$9,293.00
Service Office & Supply		\$13,833.95	\$15,669.64	\$16,943.75

Additional Charges:

Ravin Printing: \$30 per hour for any additional manipulation or formatting
 Mennonite Press: \$820 additional charge if they do formatting
 Service Office: \$360 additional charge for cover design & layout; \$100 delivery charge;
 \$13.50 per page if they do layout

The administration wishes to order 4,000 catalogs (a projected two year supply).

While it is the normal practice of the administration to recommend the lowest bid, in this case Mennonite Press for \$8,092.00, the Board has, on occasion, accepted the bid of local businesses over those outside the county if the difference in price was negligible. Therefore, the administration deferred the selection of the bid award to the Board without recommendation.

Resolution 2006-11

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$8092.00 from Mennonite Press to print the college catalog.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-E: Science Equipment Bids

A vent or fume hood is a device that provides a safe space to conduct experiments without the fear and unpleasant odor of chemical and biological fumes that are created. It resembles an enclosed cabinet with a glass front. The hood is connected to piping that leads to exhaust systems outside the building. The vent or fume hood is a very necessary part of the educational laboratory environment. Our current hoods were purchased more than 15 years ago and are no longer functioning properly.

We received only one bid from Carolina Biological Supply Company for \$5,934.64 for one hood. \$12,000 was budgeted for the purchase of two hoods.

The administration recommended the Board accept this bid and purchase two hoods for a total of \$11,869.28.

Resolution 2006-12

RESOLVED, That the Board of Trustees of Neosho County Community College approves the bid from Carolina Biological Supply Company to purchase two (2) fume hoods for a total of \$11,869.28.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-F: FCC Educational Broadband Station Lease Assignment

The College has the rights to four educational broadband station channels. Over the years the College has leased these channels to a succession of companies starting with Cabelvision, then Rural Vision, then Heartland, then Nucentrix to the current Digital Broadband Corporation. We have received correspondence from DBC in which DBC has indicated they have agreed to assign the lease rights it holds to our four channels to a national company called Pegasus Broadband Communications, which is interested in developing services under the new rules implemented for these channels.

Under all of the companies up through Heartland, we have received \$10,000 per year in royalty payments (except under Nucentrix, which went bankrupt.) The agreement from Pegasus Broadband Communications would provide a royalty for the first 15 years of \$325 per month or \$3,900 per year. The agreement can be renewed for an additional 15 years in five year increments. If so renewed, the College would receive a royalty payment of \$360/month or \$4,320 during the first five year renewal, \$400/month or \$4,800 during the second renewal, and \$440/month or \$5,200 for the last five year renewal.

At the time the Board packets were distributed, Dr. Smith was in conversation with DBC to discuss the royalty payments. At the Board meeting I will make a recommendation of whether to sign or not sign the lease agreement.

Dr. Smith distributed the latest draft of the lease agreement which had been approved by the College Attorney. The College will receive a signing fee of \$3,000 and monthly payments of \$400 per month. The Board approved the concept and authorized Dr. Smith to continue negotiations and to sign the lease after review by the College Attorney.

Resolution 2006-13

RESOLVED, That the Board of Trustees of Neosho County Community College approves assigning lease rights to channels (C1, C2, C3 & C4) currently held by Digital Broadcast Corporation to Pegasus Broadband Communications and outlined in the final lease agreement.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda VIII-G: Tuition and Fees

Each February the Board of Trustees approves the tuition and fees for the coming academic year. The administration did not recommend any increase in tuition. They did recommending a \$3 increase in the building fee for classes at the Ottawa campus (see explanation below). In addition they assumed the board will go up around 3% based on Great Western's input, so they recommended increasing the board by \$20 each semester. They recommended that the graduation fee by \$5.00 from \$35.00 to \$40.00. Lastly, some classification of fees to the class fee list were added.

Recommended Tuition and Fees for 2006-2007

<u>Neosho County</u>		
<u>Resident On Campus</u>		
Tuition		\$37/cr. hr
Fees		
Incidental	\$11/cr. hr	
Student Union	\$ 4/cr. hr	
Technology	<u>\$ 5/cr. Hr</u>	
Total Fees		\$20/cr. hr

<u>Neosho County</u>		
<u>Resident On Campus</u>		
<u>Off Campus</u>		
Tuition		\$37/cr. hr
Fees		
Incidental	\$11/cr. hr	
Student Union	\$ 0/cr. hr	
Technology	<u>\$ 5/cr. Hr</u>	
Total Fees		\$16/cr. hr

<u>Kansas Resident</u>		
<u>Outside Neosho</u>		
<u>County (Chanute) On</u>		
<u>Campus</u>		
Tuition		\$37/cr. hr.
Fees		
Incidental	\$11/cr. hr.	
Student Union	\$ 4/cr. hr.	
Technology	\$ 5/cr. hr.	

Out District	<u>\$10/cr. Hr</u>	
Total Fees		\$30/cr. hr.

Kansas Resident
Outside Neosho
County (Chanute) Off

<u>Campus</u>		
Tuition		\$37/cr. hr.
Fees		
Incidental	\$11/cr. hr.	
Student Union	\$ 0/cr. hr.	
Technology	\$ 5/cr. hr.	
Out District	<u>\$10/cr. Hr</u>	
Total Fees		\$26/cr. hr.

Kansas Resident
Outside Neosho
County (Ottawa) On

<u>Campus</u>		
Tuition		\$37/cr. hr.
Fees		
Incidental	\$ 15/cr. hr.	
Building	\$11/cr. hr.	
Technology	\$ 5/cr. hr.	
Out District	<u>\$10/cr. hr.</u>	
Total Fees		\$41/cr. hr.

Kansas Resident
Outside Neosho
County (Ottawa) Off

<u>Campus</u>		
Tuition		\$37/cr. hr.
Fees		
Incidental	\$ 15/cr. hr.	
Building	\$ 5/cr. hr.	
Technology	\$ 5/cr. hr.	
Out District	<u>\$10/cr. hr.</u>	
Total Fees		\$35/cr. hr.

Out-of-State
Resident (Chanute)
On Campus

Tuition	\$37/cr. hr.	
Fees		
Incidental	\$11/cr. hr.	
Student Union	\$ 4/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-State	<u>\$25/cr. hr.</u>	
Total Fees		\$45/cr. hr.

Out-of-State
Resident (Chanute)
Off Campus

Tuition	\$37/cr. hr.	
Fees		
Incidental	\$11/cr. hr.	
Student Union	\$ 0/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-State	<u>\$25/cr. hr.</u>	
Total Fees		\$41/cr. hr.

**Out-of-State
Resident (Ottawa) On
Campus**

Tuition	\$37/cr. hr.	
Fees		
Incidental	\$15/cr. hr.	
Building	\$11/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-State	<u>\$25/cr. hr.</u>	
Total Fees		\$56/cr. hr.

**Out-of-State
Resident (Ottawa)
Off Campus**

Tuition	\$37/cr. hr.	
Fees		
Incidental	\$15/cr. hr.	
Building	\$ 5/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-State	<u>\$25/cr. hr.</u>	
Total Fees		\$50/cr. hr.

**International
(Chanute) On
Campus**

Tuition	\$110/cr. hr.	
Fees		
Incidental	\$11/cr. hr.	
Student Union	\$ 4/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-US	<u>\$10/cr. hr.</u>	
Total Fees		\$30/cr. hr.

**International
(Chanute) Off
Campus**

Tuition	\$110/cr. hr.	
Fees		
Incidental	\$11/cr. hr.	
Student Union	\$ 0/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-US	<u>\$10/cr. hr.</u>	
Total Fees		\$26/cr. hr.

**International
(Ottawa) On Campus**

Tuition	\$110/cr. hr.	
Fees		
Incidental	\$15/cr. hr.	
Building	\$11/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-US	<u>\$10/cr. hr.</u>	
Total Fees		\$41/cr. hr.

**International
(Ottawa) Off Campus**

Tuition	\$110/cr. hr.	
Fees		
Incidental	\$15/cr. hr.	
Building	\$ 5/cr. hr.	
Technology	\$ 5/cr. hr.	
Out-of-US	<u>\$10/cr. hr.</u>	
Total Fees		\$35/cr. hr.

**Semester Dorm
Charges**

Dorm A Double	\$1,900.00
Dorm A Single	\$2,500.00
Dorm B Double	\$1,775.00
Dorm B Single	\$2,100.00

Graduation Fee \$40.00

Residence Hall Single Room Fee Increase Proposal

Every year we receive 10-15 requests for single rooms in the residence halls. This happens especially after a roommate moves out and the student gets used to a single room and does not want a “potluck” roommate. These students are willing to pay a good deal more to keep this privilege.

Here are the rates:

Current <u>double</u> rate for Bideau:	\$1,900 per semester
Current <u>single</u> rate for Bideau:	\$2,275 per semester
Current <u>double</u> rate for Neokan:	\$1,775 per semester
Current <u>single</u> rate for Neokan:	\$1,775 per semester (the same rate as double)

We are proposing to raise the single rate for both buildings:

Proposed <u>double</u> rate for Bideau:	\$1,920 per semester
Proposed <u>single</u> rate for Bideau:	\$2,500 per semester (\$550 more per year)
Proposed <u>double</u> rate for Neokan:	\$1,795 per semester
Proposed <u>single</u> rate for Neokan:	\$2,100 per semester (\$650 more per year)

This has the potential of raising between \$5,000 and \$9,750 a year in additional revenue. This proposal is not an additional burden to the student as single rooms are optional. In the fall, the availability of singles is reduced, but many rooms open up in the spring semester. The single room rate at Coffeyville Community College is \$600 more than the double rate. The others either do not allow single rooms or charge the same rate for double and single rooms.

Ottawa Building Fee Increase Proposal

If growth continues at its current pace, space at the Ottawa campus will become a critical issue in the next 3-7 years. Already availability of parking, storage, science and nursing labs as well as faculty offices is very limited. With the additional Allied Health offerings, expanding the cohorts of LPN and RN nursing students and the creation of the Ottawa Medical Assistant program in fall of 2006, the Ottawa campus will need to be rethought with an eye to expansion of facilities in one form or another. Taxpayers in Neosho County may not be willing to subsidize a large building or expansion project in the Ottawa area. It will be necessary for the Ottawa campus operation to bring in enough revenue to pay for this future project.

The administration is in the process of “saving” for this contingency through the Ottawa building fee fund. In a year’s time the Ottawa building fee generates approximately \$110,000 for the fund. By the end of this academic year this fund will total approximately \$300,000. However, this amount will not cover even the basic building expansion needed. The administration proposes to raise the Ottawa building fee for on-campus students by \$3 a credit hour in order to offset the future cost of space expansion sometime between 2009 and 2013.

See below:

Current

Ottawa On-campus rate for Kansas Residents per credit hour:

Tuition:	\$37
Incidental Fee	\$15
Building Fee	\$ 8
Technology Fee	\$ 5
Out District Fee	\$10

Total **\$75 per credit hour**

Proposed

Ottawa On-campus rate for Kansas Residents per credit hour:

Tuition:	\$37
Incidental Fee	\$15
Building Fee	\$11
Technology Fee	\$ 5
Out District Fee	\$10

Total **\$78 per credit hour**

This represents a 4% increase in total per credit hour expense for on-campus Ottawa students. The fee should generate an additional \$35,000 per year in the building fund.

Graduation Fee

We are raising the graduation fee from \$35.00 to \$40.00. The costs have increased and the graduation fee has not been readjusted since 1999.

Recommendations:

- Increase room and board rate by \$20 per semester, \$40 per year, due to projected increases in board contract with Great Western
- Allow for a single room rate for housing (see proposal for details)
- Increase Ottawa building fee by \$3 for on-campus students (see proposal for details)
- Increase On-line course fee from \$25 per class to \$15 per hour (approved at December Board meeting)
- Increase graduation fee from \$35 to \$40 (fee has not been raised since 1999 yet costs have risen every year)
- Approve new course fee chart -
 - a \$5 per course fee increase for Nursing courses (computerized test cost increase)
 - a \$65 fee for one Allied Health course
- Remove elective internet fee for housing and provide internet service as a normal part of room and board for every student automatically free of charge

Resolution 2006-14

RESOLVED, That the Board of Trustees of Neosho County Community College approves the tuition, fees and housing increases as recommended by the President effective Fall 2006 except the on-line fee which was approved at the December 2005 board meeting.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-H: Director of Development

It was Dr. Smith's recommendation that the Board employ Bob Christiansen as the Director of Development. Mr. Christiansen has over 25 years successful non-profit management and fundraising experience with large and small agencies. He holds a Bachelor of Science degree in Recreation Administration from California State University at Fresno and an Associate of Arts degree in Liberal Studies from Fresno City College.

Mr. Christiansen fundraising experience includes serving as the Director of Development for Aviva Family and Children's Services, National Director of Development for Hugh O'Brian Youth Leadership, Vice President of Development at ElderCare Inclusive Foundation, and Assistant Director of Gift Foundation, Interim Director at Antelope Valley Hospital.

Mr. Christiansen will be paid an annual salary of \$70,000 plus full fringe benefits beginning March 6, 2006.

Resolution 2006-15

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Bob Christiansen as Director of Development beginning March 6, 2006 at an annual salary of \$70,000.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-I: New Faculty Positions

The college has grown tremendously in the past few years and the administration is very excited to request additional full-time faculty members to handle the growth and provide the college with greater

capabilities.

Request: Chemistry/Physics Instructor – Chanute

With the departure of the half-time instructor in this area in 2003, the chemistry and physics offerings at the Chanute campus has been haphazard at best. The vice president had to move physics to a night program which impacted the enrollment further. In an effort to revitalize the physical sciences on campus, the Applied Science department is offering a new emphasis in the Associate's of Science Degree, forensic science. This program will transfer to Wichita State University's Forensic Science Bachelor's Degree program. Additionally, the curriculum committee has begun to rethink the Associate of Science and Associate of Arts degree to bring it into better alignment with regional four-year institutions. One of the changes that is being discussed is effectively doubling the amount of science hours required of AS and AA majors from 5 to 10 credit hours. The 10 hours would be split between "life" sciences, such as biology and "physical" sciences such as chemistry. With the stabilization of instructor and scheduling, an additional emphasis in forensics and proposed changes to the AA and AS degrees, demand for these science courses will rise necessitating an additional full-time instructor.

Request: Biological Science Instructor – Ottawa

With the phenomenal growth of the Ottawa campus and the expansion of the nursing cohorts from 30 to 45 students each, as well as the upcoming addition in the fall of the Medical Assistant program to the Ottawa campus, demand for biological sciences, especially Anatomy & Physiology and Microbiology, is at a near critical level. With one full-time instructor and a host of adjuncts the college offers 85+ credit hours in the sciences (Fall and Spring only). While the adjuncts do a tremendous job teaching these courses, it is getting harder and harder to find adjuncts in the sciences that meet the strict standards and that are available to teach when the students need the classes. Additionally, the administration is attempting to lower the ratio between courses taught by full-time and adjunct instructors at the Ottawa campus.

The cost of each of these positions is:

Masters Step 6	\$31,774
Fringe Benefits	\$3,917- \$8,013 (depending on insurance coverage choices)
Total (per position)	\$35,691 - \$39,787

Resolution 2006-16

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding a full-time chemistry/Physics Instructor position for the Chanute campus and a full-time Biological Science Instructor for the Ottawa campus.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-J: Attendance Policy Revision (first reading)

The addition of on-line instruction and a strict interpretation of the policy have necessitated a review of the attendance policy.

First, the added paragraph deals with an interpretation of current Board policy regarding students who miss class due to participating in a college sponsored event such as an athletic game. This paragraph insures that the instructor gives the student a reasonable opportunity to make up any missed work, but it also puts the responsibility on the student for informing the instructor of the approved absence and to

make arrangements for the missed work in advance of the event.

Secondly, the on-line instruction requested change: The current version of the policy does not allow for instructors in a fully on-line class to take action against students who essentially stop attending an on-line class by not logging in or completing assignments. The faculty requested a change what would give them the same power for on-line classes that they have in a traditional face-to-face class. In a face-to-face class, the instructor is allowed to withdraw a student that stops attending for what is essentially a two-week period in a standard sixteen-week course. The change in the second paragraph of the proposed attendance policy will allow the instructor the ability to withdraw a student that stops working on the on-line class for roughly the same time period as a face-to-face class.

These changes were approved by the academic divisions, the curriculum committee and the executive committee. The administration requested the Board to consider this policy revision for approval at the March Board meeting.

Current Attendance Policy (revised 11 13 03)

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 chief student affairs officer'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 chief student affairs officer's notification. If the student is reinstated into the class, the instructor will be notified.

Proposed Attendance Policy

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work and will not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's *unexcused* absences exceed one-hundred (100) minutes per credit hour for the course *or, in the case of on-line or other non-traditional courses, the student is inactive for one-eighth of the total course duration*, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been ~~dropped~~ *withdrawn* for excessive absences, the *registrar's* office will send a letter to the student, stating that he or she has been ~~dropped~~ *withdrawn*. 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 *registrar's* notification. If the student is reinstated into the class, the instructor *and the registrar* will be notified.

This policy revision will be presented for approval at the March meeting.

Agenda Item VIII-K: Transportation Policy Revision (first reading)

The current transportation policy has been in effect since July 1, 1999. Changes were recommended to better meet the needs of the employees and the resources of the College.

The new policy will give authorized employees a choice of using their personal vehicle with reimbursement at the IRS mileage rate or using a college-owned vehicle if available. Presently employees are required to use a college-owned vehicle unless there is no available vehicle. The age of many of our fleet vehicles has caused concern from employees who would prefer to drive their own vehicle. There are many times when a college vehicle is unavailable and employees would prefer to use a college-owned vehicle. Therefore, it was felt that the recommended policy will better satisfy employee needs and the availability of the fleet.

During the current fiscal year the college has began setting aside reserve funds for replacing the vehicle fleet on a more regular basis. This was accomplished through charging the departments mileage for the use of the College vehicles. Departments were charged 42 cents per mile for automobiles and minivans and 50 cents per mile for 15 passenger vans. Of this charge 30 cents per mile traveled was credited back to the maintenance department for upkeep on the vehicles and the remainder was set aside in the reserve fund for vehicle replacement. In the past departments were not charged for vehicle use. All costs incurred were charged to the maintenance department. This new procedure will not only set aside funds for vehicle replacement, but it will make departments accountable for their activities. It is not anticipated that employees will discontinue the use of fleet vehicles because employees will be willing to travel in college vehicles if the fleet is upgraded on a more regular basis. Currently employees that had previously preferred to use their own vehicle when traveling are requesting to uses the new minivans purchased last October.

By using, effective each July 1, the mileage IRS standard mileage reimbursement rate in effect on the preceding March 1 the college will be able to budget appropriately each year. The current mileage reimbursement rate is 30 cents per mile. The IRS standard mileage rate is 44.5 cents per mile.

The second and third paragraphs of the current policy were deleted from the new language because the administration views them as procedures rather than policy.

It was Dr. Smith's recommendation that the Board approve the proposed transportation policy at the March meeting, effective July 1, 2006 to coincide with the new fiscal year.

Current Transportation (amended 5/17/99 effective 7/1/99)

When traveling on behalf of the college, employees will be authorized to use a college-owned vehicle. If there is no available vehicle, employees may use their personal vehicles and will be reimbursed at the mileage rate determined by the board. The current rate is 30 cents per mile. No reimbursement will be made if a college vehicle was available.

College vehicles shall be returned to campus with a full tank of gas, oil checked and the inside of the vehicle clean. It shall be returned to a designated parking place for college vehicles.

College vehicles will not be available for adjunct instructors to attend their classes. Students will not be allowed to drive college vehicles with the following exceptions: a college employee is in the vehicle, prior approval is given by the chief academic officer or his/her designee, or an emergency exists.

All requests for college vehicles must be made through the vice president of academic affair's office. Anyone driving a college vehicle must have a copy of his/her driver's license on file in the vice

president's office.

Proposed Transportation Policy

When traveling on behalf of the college, authorized employees may use a college-owned vehicle if available. Authorized employees may use their personal vehicles and will be reimbursed at the currently approved IRS rate. Effective each July 1, the College will utilize the IRS standard mileage reimbursement rate in effect on the preceding March 1. Anyone driving a college vehicle must have a copy of his/her driver's license on file in the vehicle office.

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Students will not be allowed to drive college vehicles with the following exceptions: prior written approval is given by the president or his/her designee, or an emergency exists.

The President shall establish internal policies and procedures for authorizing vehicle use and transportation reimbursement.

Please consider the policy revision for approval at the March meeting.

Agenda Item VIII-L: Trustee Resignation

Kathy Fryd has submitted her resignation as a member of the Board of Trustees effective immediately. It was the President's recommendation that the Board accept resignation with regrets.

Resolution 2006-17

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Kathy Fryd from the Board effective immediately.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-M: Publication of Trustee Vacancy Notice

K.S.A. 71-201 provides that in the event of a vacancy on the Board of Trustees, the remaining Board has authority to appoint a member to fill the vacancy for the balance of the unexpired term. Prior to doing so, the Board is required to publish a Notice one (1) time in a newspaper having general circulation in the Community College district stating that the vacancy has occurred and that it will be filled by appointment by the Board not sooner than fifteen (15) days after the publication. K.S.A. 71-201(b)(15).

I am recommending that the Notice of Vacancy be published in the Chanute Tribune on Saturday, February 11, 2006.

Resolution 2006-18

Whereas, a vacancy will exist in the membership of the Board of Trustees of Neosho County Community College on and after February 9, 2006, and

Whereas, K.S.A. 71-201(b)(15) authorizes a Board of Trustees for a Community College to fill such vacancies not sooner than fifteen (15) days following publication of a Notice in newspaper having a general circulation in the Community College district,

BE IT RESOLVED, that the Clerk of the Board of Trustees of Neosho County Community College, shall cause such Notice to be published in the Chanute Tribune after the effective day of the resignation of Kathy Fryd.

Upon a motion and a second, the above resolution was approved. Motion passed unanimously.

Agenda Item VIII-N: Executive Session: Negotiations

It was moved and seconded that the Board recess into executive session for 20 minutes to discuss matters relating to employer-employee negotiations and that the President, Vice President for Student Learning, Dean of Finance and attorney be included. Motion passed. The Board entered executive session at 7:55 p.m.

The Board returned to open meeting at 8:15 p.m.

Upon a motion and a second, the Board returned to executive session for 20 minutes to continue discussions of matters relating to employer-employee negotiations and include the same personnel. Motion passed. The Board returned to executive session at 8:16 p.m.

The Board returned to open meeting at 8:26 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussions of matters relating to employer-employee negotiations and include the same personnel. Motion passed. The Board returned to executive session at 8:27 p.m.

The Board returned to open meeting at 8:37 p.m.

Agenda Item IX: Adjournment

The meeting adjourned at 8:38 p.m.