

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

**DATE:** March 9, 2006

**TIME:** 5:30 P.M.

**PLACE:** Student Union, room 209

**PRESENT:** Mariam Mih  
Steve Payne  
David Peter  
Basil Swalley

**ABSENT:** Kevin Berthot

**PRESENT:** Dr. Vicky R. Smith, President  
Dr. Brian Inbody, Vice President of Student Learning  
Ben Smith, Dean of Planning and Operations  
Sandi Solander, Dean of Finance  
Lisa Last, Dean of Student Development/Registrar  
Bob Christiansen, Director of Development  
Mike Kiefer, Athletic Director/Soccer Coach  
Dean Dillard, Faculty Senate President  
Darin Schmitz, Track/Cross Country Coach & team members  
Lindsay Sowder, Volleyball Coach & team members  
Jerry Bean, Athletic Trainer  
Larry Anderson, Faculty Member  
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**

Mike Kiefer, Director of Athletics, recognized several athletic programs at the college. He reported that the wrestling team had competed at the National Level and placed 8<sup>th</sup> as a team with 3 all-American athletes and one national champion.

He introduced track coach Darin Schmitz. Coach Schmitz reported that at the Indoor National meet NCCC won 3-All American with one athlete placing in 3 events. He introduced Alex McKinney, Dan Washburn and Janelle Cole, athletes who won the honors. The men's cross country team was voted the academic team of the year by the coaches association also.

Mr. Kiefer introduced Lindsay Sowder, volleyball coach for NCCC. The volleyball team won the

Academic Team of the Year award from the NJCAA with a GPA of 3.69. Coach Sowder introduced members of the 2005-06 volleyball team.

Jerry Bean, athletic trainer for the college presented a plaque to the Board. The Chanute City Commission had proclaimed March as National Athletic Trainer Month and presented to plaque to Mr. Bean at the March 6<sup>th</sup> meeting of the commission.

### **Approval of the Agenda**

Upon a motion and a second, the agenda was approved as presented.

Mr. Peter introduced and welcomed Mr. Bob Christiansen, director of development, to NCCC.

### **V. Consent Agenda**

The following items were approved by consent.

Minutes from February 9, 2006  
Claims for disbursement for February 2006  
Master Course List Approval  
Personnel

### **Consent Agenda V-C: Master Course List Approval**

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the master course list. Each change to the list must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and the College Board of Trustees, as per NCCC policy. Course additions shown below were approved at previous board meetings, and now will be added to the master course list.

### **Master Course List Changes for Summer 2006**

#### **Numbering change**

From COMM 202 to COMM 208 Public Speaking, 3 credits

#### **Prefix Changes**

ALHE 135 to ALMT 135 Medical Transcription I, 3 credits

ALHE 235 to ALMT 235 Medical Transcription II, 3 credits

#### **Credit Hour Changes**

PHYS 104 Engineering Physics I, from 3 to 4 credits

PHYS 105 Engineering Physics II, from 3 to 4 credits

PHYS 140 Engineering Physics I Lab, from 2 to 1 credit

PHYS 145 Engineering Physics II Lab, from 2 to 1 credit

PHYS 100 Introductory College Physics I, from 3 to 4 credits

PHYS 101 Introductory College Physics II, from 3 to 4 credits

PHYS 130 Introductory College Physics I Lab, from 2 to 1 credit

PHYS 135 Introductory College Physics II Lab, from 2 to 1 credit

### **New Courses**

EDUC 260 Introduction to Early Childhood Education, 3 credits

ETEC 170 Computer Applications in Manufacturing II, 3 credits

ALHT 110 Introduction to Health Information, 3 credits

ALHT 120 Health Records Application Lab, 3 credits

ALHT 210 Health Records Practicum, 3 credits

ALHT 240 Legal Aspects of Health Information, 3 credits

ALMA 180 Medical Assistant Externship, 4 credits

### **Consent Agenda Item V-D.: Personnel**

#### **1. Theatre Instructor Resignation**

It was the President's recommendation that the Board accept the resignation of Timothy Schaffer, theatre instructor. Mr. Schaffer's resignation will be effective May 23, 2006.

#### **2. Student Life/Admissions Specialist Resignation**

It was the President's recommendation that the Board accept the resignation of Amanda Reynolds as student life/admissions specialist. Ms. Reynolds resignation is effective February 23, 2006.

#### **3. Technology Services Support Technician – Ottawa**

It was the President's recommendation that the Board employ Donna Shumway as the Technology Services Support Technician at the Ottawa campus. Ms. Shumway would be paid \$10 per hour with full clerical benefits starting March 13, 2006.

Ms. Shumway worked for Chanute Public Schools from October 2000 to June 2005 as Technology Support. She also worked for Neosho Memorial Hospital for two years in the insurance billing department.

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

**Faculty Senate Report:** Dean Dillard, Faculty Senate President, reminded the Board that he had informed them that two NCCC athletic teams were to be nominated for the NJCAA Fall Semester Academic Team of the Year Award. The Lady Panther Volleyball Team was named the NJCAA Academic Team of the Year and the men's cross country team was runner-up for the NJCAA Men's Cross Country Team of the Year. Academic All-America awards went to cross country team members Hugo Escobar, Donnie Gardner, Jacob Kucza and Adam Wilcox. Mr. Dillard offered congratulations to members of both teams and to Volleyball Coach Lindsay Sowder and Cross Country Coach Darin Schmitz.

Mr. Dillard told the board that the following faculty had been nominated for the tenth edition of Who's Who Among America's Teachers, including Tom Grady, Ottawa Psychology Instructor; Tosca Harris, Speech Instructor; Mary Weilert, English and Speech Instructor; Ruth Zollars, English and Philosophy Instructor; and Dean Dillard, English Instructor.

Mr. Dillard reported that several faculty members hold membership in state and national organizations related to their teaching disciplines and sometimes hold leadership positions in the organizations. Currently, Tosca Harris is serving as the two-year college representative to the executive committee for the Kansas Speech Communication Association.

Dr. Dillard also reported that a faculty in-service was held on February 16. There was a faculty meeting in the morning, followed by a presentation on "Your Personal Style in the Classroom," the presenter being Helen Burnstad. In the afternoon, faculty did some group work related to the morning presentation. The in-service concluded with a Faculty Senate meeting, at which they discussed learning outcomes and concurrent credit classes.

Mr. Dillard concluded his report by inviting everyone to the theatre department's presentation of The Effect of Gamma Rays on Main-in the-Moon Marigolds, a Pulitzer Prize winning play by Paul Zindel. The performances start tonight and continue on Friday and Saturday evenings at 7:30 p.m., in the Sanders Hall Auditorium.

**Vice President for Student Learning Report:** Dr. Brian Inbody distributed the Performance Agreement Application and Report and summarized the report for the Board. The Performance Agreement is with the Kansas Board of Regents and encourages institutions to have "stretch goals" based on several goals established by KBOR. Funding is based upon achieving the goals established by each institution.

Dr. Inbody distributed a floor plan of the Ottawa campus and reported that for about \$4,000 all faculty at the Ottawa could have a private office. Currently, faculty members share office. He reviewed the proposed changes and stated that the Ottawa employees were very happy with the proposal. Since the estimated cost is under \$5,000 bids will not be called for and the remodeling will proceed.

Dr. Inbody also distributed a written report for divisions/departments reporting to him regarding activities and asked the Board to review that report at their leisure. Dr. Inbody reported he will be attending the League for Innovations conference in Atlanta, GA in a few week at which Gayle Randolph and he will give a presentation. He and the President will also attend and present at the Higher Learning Commission's annual meeting in Chicago, and in May he will present at the NISOD convention with Ben Smith and David Smith.

**Dean of Finance Report:** Sandi Solander, dean of finance, reported that the ash balances (year to year) are different because of financial aid money being drawn down. She reported that the Bookstore revenue is higher than last year because they had budgeted money for book buy back through the Bookstore this year. She also reported she is working on the monitoring report for the Higher Learning Commission which is due January 2007. She distributed and outline for the Board to review.

**President's Report:** Dr. Vicky Smith, President, told the board that as the enrollment has grown at the Ottawa campus, there is a need to address the parking issue. There is a need to expand the parking lots. Before that can be done, the Board needs to address how the Ottawa building will be expanded. The administration has been discussing preliminary issues with architects about the best way to add on to the present building. The architects are providing their input to the College at no cost at this time. Once the future physical expansion of the building is determined, the best placement for the parking areas can also be determined.

Dr. Smith asked the Board to re-instate the full-time Registrar position at the College. She reviewed the different administrative positions who had been responsible for the registrar position since 1994. Currently, the dean of student development is also the registrar. With the increased reporting requests from KBOR, IPEDs, and other entities, combining the positions of Dean of Student Development with Registrar has proved to be much more challenging. The current Dean has found it difficult to keep up with meeting the needs of students while also staying abreast of the many reports and function of registrar. Both jobs are "full-time" positions, and have proved to be too much for one person to do well. Dr. Smith outlined how the full-time registrar would be funded. A data-entry clerk position would be eliminated, the current registration coordinator position would go to a 10 month contract (at her request). With those cost savings, an additional \$10,700 would be needed to fund the registrar position.

Dr. Smith asked the Board to approve reinstating the full-time registrar position, changing the registration coordinator position to a 10-month contract and to eliminate the data entry clerk position.

Upon a motion and a second, the Board approved the request and asked that DR. Smith put the changes in position on the April Board agenda. Motion passed.

President Smith distributed a floor plan of the student union. She explained that the Student Union serves as the main entrance to the College. Currently, the athletic office and two faculty/staff offices are located in the Union, in addition to a game room, and the Bookstore. In the next few weeks, the athletic offices will be relocated to the top floor of one wing of NeoKan, the older of the two residence halls. The moves provides the College the opportunity to rethink the current use of the Student Union. One of the funding priorities for next year from the Strategic Planning Committee is the renovation of the Student Union.

To that end, the administration has developed a plan to renovate and revitalize the Union, return more space to the students, and to create a visitors center. The new plan will provide students with a friendly, resource-filled place to hang out with friends, have a cup of coffee, relax between classes, and check out what's happening on campus. The game room will be updated and moved to where the coaches' offices are currently located. A student senate lounge complex with an office, computers, comfortable seating, and TVs will be added. Pub tables and additional comfortable seating will be added to the open area to provide students with a place to eat lunch, check their email, or relax with friends.

The bookstore will be expanded and a "coffee house" area will be added. Bookstore hours will be expanded into the evening, and we will be able to provide a snack bar service to students through the bookstore.

The Student Union renovation will also provide staff with greater opportunities to interact, engage, and intervene with students on a daily basis. By placing key staff offices in the Union, (admissions, student life, switchboard and counseling), students entering campus or going to the cafeteria will have better access to student life and counseling staff. Currently, the student life and admission office is located in Room 108 in Sanders Hall. The location is difficult for new and visiting students to find. Visitors entering campus through the Student Union will immediately see a friendly face as they enter the Union from the parking lot.

Following is the estimated cost breakdown for the Student Union project:

1. Removing walls in current athletic office area to be used as the new Game Room-\$7,780.
2. Building three offices in the Welcome Center, removing and replacing the old HVAC unit with a new unit and duct work - \$14,759.
3. Removing walls and renovating the Student Senate area-\$3,805.
4. Bookstore expansion/coffee house-waiting on estimate
5. Furniture (couches, chairs, tables, rugs, plants, etc.)-\$30,000

Dr. Smith asked the Board for approval to complete items 1-3 with monies from departments under the student learning division. The bookstore will fund item 4, and the student union/dormitory fund will pay for item 5. The Board approved items 1-3 on Dr. Smith's student union remodeling list. Motion passed.

Dr. Smith also reported that the college will receive reimbursement of \$4,120 for asbestos abatement due to a request submitted by Dean Ben Smith.

Dr. Smith told the Board that as a part of the track and field sports program, a hammer throw ring needed to be installed at the Chanute Community Sports Complex. Darin Schmitz worked with USD 413 to insure that it fit into their plans for the area. Eric Methvin, AD for USD 413, gave permission to complete the hammer throw ring as requested. The cost will be about \$3,500.

Dr. Smith also told the Board that several administrators were teaching class for overload pay during the regular work day and distributed a list of those administrators and how they were making up the time that they were teaching.

Dr. Smith reminded the Board of the Casino Night and Auction on April 9<sup>th</sup> at the VFW Hall. The event is sponsored by the Foundation to raise scholarship money for student scholarships. She also reminded board members of graduation on May 19 at 7:00 p.m.

Chairman Peter called for a short break. The meeting reconvened at 7:07 p.m.

#### **Agenda Item VII-A: Attendance Policy Revision** (second 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 that 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 have been approved by the academic divisions, the curriculum committee and the executive committee. The administration respectfully requests 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.

### **Resolution 2006-19**

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

Attendance policy as stated above.

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

**Agenda Item VII-B.: Transportation Policy Revision (second reading)**

The current transportation policy has been in effect since July 1, 1999. Changes are being 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. On the other hand, there are many times when a college vehicle is unavailable and employees would prefer to use a college-owned vehicle. Therefore, it is 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 has been accomplished through charging the departments mileage for the use of the College vehicles. Departments are 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 is credited back to the maintenance department for upkeep on the vehicles and the remainder is 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 is not only setting aside funds for vehicle replacement, but it is making 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 IRS standard mileage reimbursement rate in effect on the preceding March 1, the college will be able to budget appropriately each year. The current Board policy 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 is my 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.

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.

### **Resolution 2006-20**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revised Transportation Policy as stated above.

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

### **Agenda Item VIII-A. Board Retreat Date and Topics**

Dr. Smith suggested that the spring retreat be held at the Ottawa campus. By doing so, the Board could discuss the expansion for the Ottawa campus. Dr. Smith indicated that Ben Smith, Brian Inbody, Sandi Solander, Mark Eldridge would also be asked to attend the retreat.

May 6 was the date set for the Board Retreat at the Ottawa campus.

### **Agenda Item VIII-B.: Faculty Renewals**

As Kansas statutes dictate, the Board must inform contracted full-time faculty of their intent to renew or not renew their contracts before May 1<sup>st</sup> for the next academic year. These recommendations are given by the faculty member's respective division chair or director then confirmed by the Chief Academic Officer. If a faculty member receives their fourth consecutive contract from the Board, the instructor receives additional due process rights if a request for non-renewal occurs. This year, no faculty member is receiving the fourth contract.

Additionally, some nursing faculty members receive contracts that extent longer than the traditional nine month contract due to the nursing program's unique scheduling pattern. Those extended contracts are identified below.

There are several '05-'06 faculty that are not on the list below. Here are the reasons for the omissions:

Tim Schaffer, the theatre/forensics instructor, is not seeking a 2006-2007 contract.

Linda Gable, an Ottawa nursing instructor, has resigned.

Pam Oliver was hired as an interim faculty member in biological science due to the unexpected late resignation of the former instructor and the lack of a proper search. She was hired with the understanding that the College would conduct a full search in 2006.

Anne Erickson's contract situation needs further review. Since the Board has until May 1<sup>st</sup> to notify Ms. Erickson of her renewal status, the Administration would like to postpone this matter until the April Board meeting.

The administration recommended the following faculty for contract renewal for the 2006-2007 academic year:

### **NCCC Faculty Recommended for Contract Renewal for 2006-2007**

Anderson, Larry  
Babb, Charles  
Barber, Mary Louise  
Bean, Jerry  
Boyles, Lee  
Couch, Diana  
Covault, Pamela – 11 month contract  
Devictor, Christopher  
DeVoe, Chad  
Dillard, Dean  
Fewins, David  
Gardner, Marie  
Grady, Thomas  
Harris, Sara  
Harris, Tosca  
Jones, Linda  
Joslyn, Mary Lisa – 11 month contract  
LaRue, Joan – 10 month contract  
McIntyre, John  
Murry, Steve  
Pennington, Obie  
Petterson, Wayne  
Randolph, Gayle  
Rather, Linda  
Roush, Beverly  
Schmitz, Darin  
Schoenecker, Brenda – 11 month contract  
Smith, David  
Sowder, Lindsay  
Tasler, Alisa  
Turner, Terry

Vaverka, Carol  
Watkins, Mark  
Weilert, Mary  
Wilkinson, Brad  
Wolfe, Rebecca  
Yuza, Steve  
Zollars, Ruth

### **Resolution 2006-21**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the administration's recommendation to renew the faculty as listed.

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

### **Agenda Item VIII-C: Appointment of Trustee**

The NCCC Board Policy Handbook policy for filling a vacancy on the Board of Trustees states that it will follow Kansas State Statute 71-201.

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).

The notice of vacancy was published in the Chanute Tribune on February 11, 1006. Dr. Smith indicated that Mr. Neil Ford was the only person who had expressed an interest in serving on the Board of Trustees.

### **Resolution 2006-22**

RESOLVED, That the Board of Trustees of Neosho County Community College appoints Mr. Neil Ford to fill the unexpired term of Kathy Fryd. The appointment will become effective April 13, 2006.

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

### **Agenda Item VIII-D: Request for Sabbatical Leave**

The PEA negotiated agreement allows faculty to take sabbatical leaves of absences to pursue advanced study in their respective academic disciplines, or other areas of expertise that may be of direct benefit to the College and its stakeholders. The Board of Trustees, upon the recommendation of the appropriate administrator and the President of the College, may grant sabbatical leaves of absence for advanced study or other appropriate educational activities. The request for sabbatical leaves of absences must be submitted the first working day of November, and the Board must take action on the request at the following March Board meeting.

Ms. Terry Turner, instructor in the nursing department, submitted a request for a sabbatical leave of absence. She requested a one-year sabbatical at half pay. (Cost \$18,474 salary and \$4359 in fringe, total \$22,833.). Her direct supervisor and the Vice-president of Student Learning both supported her request

and forwarded the request to my office.

Ms. Terry Turner, during her one-year sabbatical will pursue a certificate in Healthcare Informatics from the KU Medical School. In agreeing to support her request for sabbatical, the administration has outlined an agreement with Ms. Turner on how the sabbatical results will benefit the College. The major aspects of that agreement are as follows:

She will make all efforts and due diligence to complete the 16-credit hour certificate in Healthcare Informatics before fall semester 2007.

On her return to teaching status, she will provide an in-service to her fellow nursing faculty on how they can integrate Informatics techniques into their courses.

If appropriate, she will develop an Allied Health course in Healthcare Informatics.

If asked, she will teach appropriate courses in the Health Information Technology certificate program when it is implemented on the Ottawa campus in fall 2007.

I support Ms. Turner's request for a sabbatical leave of absence and the agreement outlined above and recommend the Board approve her request.

### **Resolution 2006-23**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the sabbatical leave of absence request for Terry Turner, nursing instructor, for 2006-07.

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

### **Agenda Item VIII-E.: Academic Integrity Policy Revision (first reading)**

Academic dishonesty is out of control in the academic community. The most disturbing aspect of the dishonesty trend is in the attitude shown by students toward cheating in general. There is no negative stigma attached to cheating. Many of today's students feel that cheating is justified when the subject matter of the class is not directly relevant to their major course of study, when the faculty member assigns tasks that have no apparent value to the students, or the students' schedules are too full of other things to devote to completing every assignment with their own efforts. Other students cite the pressure to maintain high GPAs, which force them to rely on cheating. Some blame the instructors or institutions for a relaxed inspection of student work and the failure to discipline students at an appropriate level to correct the behavior. The faculty of NCCC continue to be concerned with stopping academic dishonesty.

As a result of this discussion there needs to be minor changes made to the Academic Integrity policy. In the current Academic Integrity policy it outlines specific consequences. We have removed those specific consequences and indicated that the consequences will be outlined in official college documents.

The administration respectfully recommends that these changes be considered for approval at the April Board meeting.

### **Current Academic Integrity (revised 7/10/03)**

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.

### **Current Policy with Proposed Changes - 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, **and possible consequences for violations** 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.

### **Proposed Policy for Academic Integrity**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations 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.

### **Agenda Item VIII-F: Grading Policy Revision (first reading)**

The faculty of NCCC continue to be concerned with stopping academic dishonesty. At a recent in-service, the instructors became aware of a new disciplinary action that is having a positive effect on the pervasiveness of cheating on some campuses including Kansas State University: The XF grade.

The XF grade or "failure due to academic dishonesty," is a grade given by the instructor when a student is found to have committed serious acts of academic dishonesty. The College has always had the ability to fail a student for cheating, but the XF clearly declares why the student received a failing grade. A normal F can be removed through course repeats, academic fresh start or academic clemency. The XF, however, stays on the permanent transcript of the student, effectively following that student from college to college and into the workforce if the employer requires transcripts of college work before employment. The XF can only be removed and replaced with a normal F by passing a course in ethics.

The faculty of the academic departments and Curriculum Committee wish to have the "XF" tool to combat academic dishonesty. They approved this addition to the grading scale. As the grading scale is part of board policy, the Board must agree in order for this grade to be allowed. Two policies need to be adjusted. Those policies are the Academic Integrity and the Grading policies. The changes are listed on the following pages.

The administration requests that the Board consider the revised policy for approval at the April Board meeting.

### **Current Grading System (revised 11 13 03)**

Grades are issued and recorded as A, B, C, D, I and F (superior, good, average, below average, incomplete, and failure). No grades are issued with a plus or a minus.

The Pass/No Pass grade is based on class participation of the student rather than grade assessment through testing. The grade is not calculated in the student grade-point average, but the course(s) may count as college credit and be counted toward hours for graduation. Instructors may utilize this type of grading when recommended and approved by the curriculum committee and the chief academic officer.

An incomplete grade, (I), may be issued where illness and other unavoidable circumstances interfere with the student's completing coursework in the scheduled time. Every grade of (I) must be removed within the first nine weeks of the semester following the receipt of this grade; otherwise, the (I) automatically becomes the grade indicated by the instructor on the Incomplete Contract. For emergency cases, a petition for exceptions to this rule may be made to the chief academic officer.

### **Proposed Grading System** (revisions are in bold)

Grades are issued and recorded as A, B, C, D, I, F and **XF** (superior, good, average, below average, incomplete, failure and **failure due to academic dishonesty**). No grades are issued with a plus or a minus.

The Pass/No Pass grade is based on class participation of the student rather than grade assessment through testing. The grade is not calculated in the student grade-point average, but the course(s) may count as college credit and be counted toward hours for graduation. Instructors may utilize this type of grading when recommended and approved by the curriculum committee and the chief academic officer.

An incomplete grade, (I), may be issued where illness and other unavoidable circumstances interfere with the student's completing coursework in the scheduled time. Every grade of (I) must be removed within the first nine weeks of the semester following the receipt of this grade; otherwise, the (I) automatically becomes the grade indicated by the instructor on the Incomplete Contract. For emergency cases, a petition for exceptions to this rule may be made to the chief academic officer.

### **Agenda Item VIII-G: 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 7:40 p.m.

The Board returned to open session at 8:00 p.m.

### **Agenda Item IX: Adjournment**

The meeting adjourned at 8:00 p.m.