

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

**DATE:** June 8, 2006

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

**PLACE:** Student Union, room 209

**PRESENT:** Kevin Berthot

Mariam Mih  
Steve Payne  
David Peter  
Basil Swalley

**ABSENT:** Neil Ford

**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  
Dean Dillard, Faculty  
Larry Anderson, Faculty  
Kent Pringle, Board Attorney  
Sarah Smith, Acting Board Clerk

The meeting was called to order by David Peter, Chairman at 5:35 p.m. in room 209 in the Student Union.

### **III: Public Comment**

There were no speakers.

### **IV. Approval of the Agenda**

Mr. Peter asked to amend the agenda by adding as item VII-B: Executive Session for Attorney-Client Privilege and changing IX-S to Administrative Assistant for Nursing and adding IX-T as Executive Session for Non-Elected Personnel.

**Upon a motion and a second, the agenda was approved as amended. Motion passed.**

### **V. Consent Agenda**

The following items are proposed to be approved by consent.

Minutes from May 11, 2006  
Claims for disbursement for May 2006  
New Course Syllabi  
Master Course List  
Personnel  
1. Resignations

**Consent Agenda Item V-C.: New Course Syllabi**

Following are syllabi for a group of new courses approved by the respective departments, the Curriculum Committee, and the Chief Academic Officer and are respectfully submitted for your approval. The courses are designed to meet specific needs

*Academic Integrity* is the course that, if successfully completed, will erase an "XF" grade from a student's transcript and replace it with an "F" for the course. The "XF" grade was passed at a previous board meeting and is given to those students who failed a particular course due to academic dishonesty. Passing this new course, *Academic Integrity*, is the only way to expunge "XF" from the student's record.

The courses *Introduction to Entrepreneurship, Business Plan* and *Opportunity Analysis* make up the 6 hour sequence for the Certificate in Entrepreneurship that will be offered at the Ottawa campus. The certificate is designed to give someone thinking of starting their own business a "tool kit" for success.

*Introduction to Industrial Trades, Industrial Math, and Industrial Internship* are part of the re-design of the 30 credit hour Industrial Trades Certificate that NCCC will be offering in the next academic year. This program is open to anyone, but was specifically designed with high school students from USD 413 and 101 in mind.

*Introduction to Human Biology* was designed for pre-nursing, medical assistant and health information technology majors who have not taken high school biology or have not taken high school biology for many years. The course will better prepare students for Anatomy and Physiology and Microbiology.

The administration supports these new courses and asks that you approve them.

**COURSE SYLLABUS****COURSE IDENTIFICATION**

Course Prefix/Number:	CURR 011
Course Title:	Academic Integrity
Division:	Liberal Arts
Credit Hours:	1
Initiation/Revision Date:	Fall 2006

**CLASSIFICATION OF INSTRUCTION**

Academic

**COURSE DESCRIPTION**

This course is designed to introduce students to major ethical perspectives on academic integrity. Students will use case studies to apply the ethical perspectives to specific situations involving integrity in the academic realm and in the business and professional realm. Students will also develop strategies for academic success within the framework of academic integrity.

**PREREQUISITES AND /OR COREQUISITES**

Students taking this course are encouraged but not required to enroll in the following courses:

CURR 101 Study Skills/Test Taking Strategies  
CURR 102 Goal Setting

TEXT

Strike, Kenneth A. and Pamela A. Moss. Ethics and College Student Life: A Case Study Approach. 2<sup>nd</sup> ed. Upper Saddle River, NJ: Prentice Hall, 2003.

COURSE OUTCOMES AND COMPETENCIES

At the end of the course, the student will demonstrate the following:

1. A basic understanding of major ethical perspectives in viewing academic integrity.
2. The ability to evaluate ethical situations using the major ethical perspectives.
3. The ability to develop strategies for academic success within the framework of academic integrity.
4. A basic understanding of perspectives on ethics in the business and professional realm.

COURSE OUTLINE

- I. Introduction
  - A. Video – Caught Cheating
  - B. Use of Case Studies
  
- II. Ethical Perspectives
  - A. Consequentialism
    1. Personal consequences
    2. Consequences for others
    3. Consequences for community
    4. Utilitarianism
  
  - Deontological Ethics
    1. Duty to self and others
    2. Immanuel Kant’s categorical imperative
  
  - Divine Command Ethics
    1. Religious views of integrity
    2. The golden rule
  
  - Virtue Ethics
    1. A person to be respected
    2. Alisdair McIntyre’s virtue ethics
  
  - Case Studies

- A. Case 2.1
- B. Case 2.2
- C. Case 2.3
- D. Case 2.4
- E. Case 2.5
- F. Case 2.6

#### IV. Strategies for Academic Success

- A. Use of available resources
- B. Time management
- C. Test-Taking strategies
- D. Use of research material without plagiarism

#### V. Integrity in the business and professional world.

### INSTRUCTIONAL METHODS

Instruction may include lecture and discussion, audio-visual materials, personal conferences, tests, and completion of a major final project.

### STUDENT REQUIREMENTS AND METHODS OF EVALUATION

Grades will be based on homework assignments, tests, the major final project, and class participation.

### GRADING SYSTEM & SCALE

This course will operate on a Pass/Fail grading system. Students must achieve 75% mastery of the material to pass.

### ASSESSMENT OF STUDENT GAIN

Assessment of student gain will be based on the final project.

### 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 or receive substitute assignments from the instructor and should 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 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 for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

### Academic Integrity

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom 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.

### Cell Phone Policy

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

**NOTE:** If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

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Neosho County Community College  
Course Syllabus

### ***COURSE IDENTIFICATION***

Course Prefix/Number: BUSO 160  
Course Title: Introduction to Entrepreneurship  
Division: Applied Science Division  
Program: Business  
Credit Hours: 2  
Initiation/Reviewed Date: Fall 2006

### ***CLASSIFICATION OF INSTRUCTION***

Vocational (Not designed for transfer)

### ***COURSE DESCRIPTION***

The student will demonstrate an understanding of the role of entrepreneurial businesses in the United States and the impact on our national and global economy. The student will evaluate the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, the student will review the challenges and rewards of entrepreneurship as a career choice as well as entrance strategies to accomplish such a choice.

### **PREREQUISITES AND/COREQUISITES**

None

### **TEXT**

*Essentials of entrepreneurship and small business management*, 4<sup>th</sup> edition, by

Zimmerer, Thomas. W., and Scarborough, Norman M., Prentice Hall, 2005.

### **OTHER REFERENCES**

Any current publication or reference on the subject of Entrepreneurship as it relates to the course outline.

### **COURSE OUTCOMES**

Identify characteristics of entrepreneurship.  
Identify the structure and forms of entrepreneurial businesses.  
Examine the marketing plan and marketing considerations for an entrepreneurial business.  
Evaluate e-commerce opportunities.  
Evaluate financial plans and financial considerations for an entrepreneurial business.  
Identify global aspects of an entrepreneurial business.

AT THE END OF THE COURSE, A STUDENT SHOULD BE ABLE TO DO THE FOLLOWING:

Define the role of the entrepreneur in business  
Describe the important role small businesses play in the nation's economy  
Describe the entrepreneurial profile and evaluate your potential as an entrepreneur  
Identify and explain the issues that are driving the growth of entrepreneurship  
Describe why creativity and innovation are such an integral part of entrepreneurship.  
Understand how entrepreneurs enhance their own creativity and that of their employees.  
Discuss the importance of continually analyzing, adapting, and improving the entrepreneurial business  
Identify methods entrepreneurs utilize to continually improve their product or service and the strategies of operating their entrepreneurial business  
Understand the importance of strategic marketing and management to a small entrepreneurial business  
Explain why and how a small business must create a competitive advantage in the market  
Explain the importance of effective financial management in developing, growing, and sustaining an entrepreneurial business venture  
Recognize and understand the importance of legal skills in the successful operation of an entrepreneurial business  
Identify the opportunity and impact of technology to entrepreneurial business ventures  
Analyze global issues and opportunities for entrepreneurial businesses  
Define a sole proprietorship, a partnership, a corporation, and a franchise  
Identify advantages and disadvantages of each form of business ownership  
Analyze the advantages and disadvantages of buying an existing business

### **COURSE OUTLINE**

I. Entrepreneurship Today

II. How Entrepreneurs Move Ideas to Reality

## III. Strategic Marketing and Management for the Entrepreneur

## IV. Forms of Business Ownership

**INSTRUCTIONAL METHODS**

Lecture and class discussion  
 Use of visual aids  
 Field trips and guest speakers  
 Student assignments  
 Unit or chapter tests  
 Oral and written student reports  
 Case studies

**STUDENT REQUIREMENTS AND METHODS OF EVALUATION**

An effort will be made to grade students on all types of his/her performance: oral, written, daily, periodic, special contribution, homework, and projects. The instructor will endeavor to arrive at the course grade in the following manner:

Exams.....	25%
Individual and Group Case Studies .....	35%
Presentation of Potential Entrepreneurial Venture.....	15%
Entrepreneurship Trends and Issues Project.....	10%
Homework Discussion Questions .....	15%

**GRADING SCALE**

A = 90%-100% B = 80-89% C = 70-79% D = 60-69% F = below 59%

**Attendance Policy**

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**Academic Integrity**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom 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.

### Cell Phone Policy

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

### ***VOCATIONAL/CAREER COURSE DOCUMENTATION***

This course is an approved vocational offering. One goal is to provide the student with an elective that can be taken as part of Neosho County Community College's Mid-Management and Marketing Education Programs. The primary focus will be to provide students with a background in entrepreneurship with the hope that economic development will be strengthened.

### ***ADVISORY COUNCIL INVOLVEMENT***

Contact is continually made with members of the business community and members of the Marketing Education Advisory Council to ensure that course content is current and conforms to the needs of the community.

### ***ASSESSMENT OF STUDENT GAIN***

INSTITUTIONAL ASSESSMENT OF GAIN. All incoming first-time full-time students are required to pre-test by using either the COMPASS or ACT test as a testing tool. All graduating sophomore students are given a post-test by using the NCCC Exit Exam testing tool. The purpose of the pre/post test is to measure the average student gain in general academic knowledge while attending Neosho County Community College. PROGRAM ASSESSMENT OF GAIN. The Marketing/Management Education Department performs follow-up contacts on program completers one year after awarding program certificates. Placement in a vocation, successfully attending a higher level of institutional learning, or military service is considered a positive placement. The minimum acceptable level of placement is 70 percent. A program assessment tool may also be used by the Marketing/Management Department to assess mastery of program

**NOTE:** If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can you in arranging any necessary accommodations.

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Neosho County Community College  
Course Syllabus

### ***COURSE IDENTIFICATION***

Course Prefix/Number: BUSO 162  
Course Title: Business Plan  
Division: Applied Science Division  
Program: Business  
Credit Hours: 2



Initiation/Reviewed Date: Fall 2006

### ***CLASSIFICATION OF INSTRUCTION***

Vocational (Not designed for transfer)

### ***COURSE DESCRIPTION***

Upon successful completion of this course, the student will be able to evaluate a business concept and write a sound business plan. In the process of doing so, students will be able to assess the strengths and weaknesses of a business concept; collect and organize market research data into a marketing plan; and prepare the financial projects for their business concept. In addition, students will be able to identify and evaluate various resources available for funding small businesses.

### **PREREQUISITES AND/COREQUISITES**

None

### **TEXT**

*Planning the Entrepreneurial Venture and CD*, 2006. Ewing Marion Kauffman Foundation. (In addition, you must have a disk or flash drive to save work done in class. Please label with your name and phone number.)

### **OTHER REFERENCES**

Any current publication or reference on the subject of Entrepreneurship as it relates to the course outline.

### **COURSE OUTCOMES**

Prepare a well defined concept statement that clearly explains the business and product (s) and/or service(s).

Develop a management plan for a business.

Develop a marketing plan for a business.

Prepare the product or service section of the business plan.

Develop a financial plan for a business.

Prepare an effective business plan presentation.

### **AT THE END OF THE COURSE, A STUDENT SHOULD BE ABLE TO DO THE FOLLOWING:**

Explain clearly and succinctly the proposed business and its products and/or services.

Evaluate the concept statement for clarity and completeness

List common entrepreneurial characteristics and behaviors.

Identify skills and expertise necessary for business success.

Assess personal strengths and weaknesses.

Identify specific areas in which additional business or technical skills are needed.

Identify personal preferences, interests and talents.

Identify at least three personal and career goals for the next 10 years.

Evaluate the compatibility of personal goals and talents with business concept.

Review criteria for the "ideal" or model business.

Evaluate business concepts against ideal business.  
 Develop strategy to address weaknesses in business concept.  
 Identify positions needed and define responsibilities.  
 Prepare the organizational chart.  
 Identify outside resources for business assistance and expertise.  
 Evaluate the advantages and disadvantages of the various forms of business ownership and determine which form is best for student types of business.  
 Investigate local restrictions (licensing, zoning, permits) relevant to business.  
 Identify the types of legal agreements that are necessary to securing proprietary rights for a business.  
 Prepare an industry study.  
 Prepare a competitive analysis and customer analysis.  
 Develop a plan for market penetration.  
 Outline how the product will be made and delivered.  
 Identify sources of materials or suppliers for product or service.  
 Evaluate traditional and non-traditional sources of capital.  
 Identify, discuss and prepare proforma income statements, balance sheets and cash flow statements for three years.  
 Explain the importance of cash management to a business.  
 Summarize critical business plan information into an effective executive summary.  
 Integrate sections of the plan into an effective whole, adding an appendix and table of contents.  
 Explain the benefits of a business plan from the perspective of the entrepreneur, a lender or an investor.

### **COURSE OUTLINE**

- I. Concept Statement
- II. Entrepreneurial Characteristics and Behaviors
- III. Evaluation of Business Concept Against Personal Criteria
- IV. Evaluate the Business Concept against the "Ideal" or Model Business Criteria
- V. Management Plan for Business
- VI. Legal Requirements for a Business
- VII. Develop a Marketing Plan
- VIII. Develop a Product or Service Plan
- IX. Develop a Financial Plan
- X. Prepare a Business Plan

### **INSTRUCTIONAL METHODS**

Lecture and class discussion  
 Use of visual aids  
 Guest speakers  
 Student assignments

### **STUDENT REQUIREMENTS AND METHODS OF EVALUATION**

An effort will be made to grade students on all types of his/her performance: oral, written, daily, periodic, special contribution, homework, and projects. The instructor will endeavor to arrive at the course grade in the following manner:

30%	Sections of the Business Plan
	Business Plan (oral presentation and written

50%	document)
20%	Assignments
<b>100%</b>	

### **GRADING SCALE**

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## COURSE SYLLABUS

### **COURSE IDENTIFICATION**

Course Prefix/Number: ETEC 102  
Course Title: Introduction to Industrial Trades  
Division: Outreach and Workforce Development  
Program: Industrial Trades  
Credit Hours: Three (3)  
Initiation/Revision Date: Spring 2006

### **CLASSIFICATION OF INSTRUCTION**

Vocational

### **COURSE DESCRIPTION**

This course introduces students to the latest techniques and technology used in light industry. Instruction will allow the students to explore the plastics, concrete, steel and building industries. This course is an introductory course which touches on safety, measurement, and blueprint reading in relationship to the industries explored.

### **PREREQUISITE**

None

### **TEXTS**

Jaeger, Joy and Amrein, Edward. *Industrial Technology: Principles of Industrial Technology*, 2001. Schoolcraft Publishing, a division of Telemedia, Inc.

## COURSE COMPETENCIES

### I. Describe the plastics industry.

- a. Discuss injection molding.
  - b. Demonstrate an understanding of plastic chemistry.
  - c. Discuss applications in industry.
- II. Describe the concrete industry.

Discuss the chemistry of concrete.  
Discuss precast as it pertains to

- a. Foundations
- b. Walls
- c. Roofs
- d. Decks

Discuss concrete as it relates to the insulated concrete form industry

### III. Demonstrate an understanding of the steel industry.

Discuss steel manufacturing.  
Demonstrate a basic understanding of metallurgy.  
Discuss fastenerless framing.  
Describe the casting industry.

### IV. Demonstrate an understanding of construction trades.

Discuss wood construction building.  
Discuss engineered wood technology.

### V. Discuss Partnership Technologies.

- a. Define PATH (public-private partnership for advancing housing technology).
- b. Describe wood/steel framing.
- c. Describe pre-engineered lumber facings and solid EPS insulation laminating.
- d. Describe polystyrene and steel forms.
- e. Describe fiber-cement siding.
- f. Describe panelized wall and floor systems.

## COURSE OUTLINE

- I. Plastics
- II. Concrete
- III. Steel

IV. Construction Trades  
V. Partnership Technologies

## **INSTRUCTIONAL METHODS**

Lecture  
Audio-Visual aids  
Example and demonstration  
Field Trips  
Guest Speakers  
Tests

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

Evaluation of student performance is determined primarily from attendance, participation, test/quizzes, and projects. Points will be assigned to each assignment and a percentage of total points will be used to determine the grade.

## **GRADING SCALE**

90-100 A; 80-89 B; 70-79 C; 60-69 D; 0-59 F

## **ASSESSMENT OF STUDENT GAIN**

Pre- and post- testing will be done. An electronic assessment matrix will be completed for each outcome in the course.

## **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 withdrawn for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been 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.

## **ACADEMIC INTEGRITY**

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

Student Conduct and Discipline.

### CELL PHONE POLICY

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### NOTE:

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## COURSE SYLLABUS

### COURSE IDENTIFICATION

Course Prefix and  
Number: MATH  
114

Course Title:  
Industrial Math

Division:  
Outreach and  
Workforce  
Development

Program:  
Industrial Trades

Credit Hours: 3

Revision Date:  
Spring 2006

### CLASSIFICATION OF INSTRUCTION

Vocational

### COURSE DESCRIPTION

Beginning with concepts as basic as the difference between numbers and numerals, this course reviews mathematics principles and operations through trigonometry. The emphasis is on understanding mathematical principles rather than on rote memorization of techniques. Students will be introduced to the three kinds of calculator logic systems, how to identify which kind of logic

any calculator uses, and how to enter problems to ensure that the answer is correct. This course also teaches direct measurements and calculated measurements (e.g., area, torque, speed, and flow rate). The course describes the basic kinds of metric measurement, the use of prefixes (kilo, centi, milli, etc.), and how and when to convert between metric and English measurement.

#### PREREQUISITES AND/OR COREQUISITES

None

#### TEXTS

Meinhard, Richard and Stewart, F.M. *Basic Foundations: Mathematics*, 2001. Schoolcraft Publishing, a division of Telemedia, Inc.

#### COURSE OUTCOMES AND/OR COMPETENCIES

A student who successfully completes the course should be able to:

Perform job-related calculations as required in an industrial work environment.

*Accurately work with whole numbers.*

Describe the difference between a number and a numeral.  
Demonstrate how to add three four-digit numbers, with carrying.  
Demonstrate how to subtract two four-digit numbers, with borrowing.  
Demonstrate how to multiply a four-digit number by a two-digit number.  
Demonstrate how to divide a four-digit number by a two-digit number.

*Accurately work with common fractions.*

State the definition of a fraction.  
Demonstrate how to reduce a fraction to its lowest terms.  
Demonstrate how to find the lowest common denominator of two fractions.  
Demonstrate how to add three common fractions having different denominators.

*Accurately work with decimal fractions.*

Describe the difference between a decimal fraction and a common fraction.  
Demonstrate how to round off a decimal fraction to a specified number of places.  
Demonstrate how to multiply one decimal fraction by another.  
Demonstrate how to round off the products and quotients of decimal fractions.  
Demonstrate how to change fractions from common form to decimal form, and vice-versa.

*Accurately work with ratios and proportions.*

Demonstrate how to calculate the ratio of two numbers.  
Demonstrate how to use a ratio to express a change.



Demonstrate how to use a ratio to solve a typical plant problem.

*Accurately work with powers and roots.*

Demonstrate how to calculate the value of a number given in exponential form.

Demonstrate how to write products and quotients of numbers given in exponential form.

Demonstrate how to calculate the value of a number raised to a fractional power.

Demonstrate how to calculate the value of a number raised to a negative power.

*Accurately work with calculators.*

Explain the importance of an algorithm in a calculator.

Describe how a calculator with arithmetic logic performs calculations.

Describe how a calculator with algebraic logic performs calculations.

Describe how a calculator with RPN logic differs from other calculators.

*Demonstrate a basic understanding of geometry.*

Explain the differences among a line, a line segment, and a ray.

Identify a radius, a chord, and a diameter of a circle.

Demonstrate how to measure an angle with a protractor.

Define a circle.

Identify a right triangle, an equilateral triangle, and an isosceles triangle in a drawing.

Demonstrate how to duplicate an angle using a straightedge and a compass.

*Demonstrate a basic understanding of algebra.*

Demonstrate how to calculate the value of an expression by performing mixed operations in the correct order.

Demonstrate how to write an algebraic equation, based on a relationship stated in words.

Demonstrate how to solve an algebraic equation for a specific variable.

*Demonstrate the use of formulas.*

Identify values as length, area, or volume, based on their units of measurement.

Demonstrate how to calculate the surface area and volume of a rectangle, a circle, a cylinder, and a sphere, given the dimensions of each and a list of formulas from which to choose.

Demonstrate how to calculate the length of one side of a right triangle, given the other two sides.

*Demonstrate a basic understanding of trigonometry.*

State the definition of the sine, cosine, and tangent of an angle.

Demonstrate how to find the value of the sine, cosine, and tangent of a given angle, using either a trig table or a calculator.

Demonstrate how to find the inverse sine, inverse cosine, and inverse

tangent of a given value, using either a trig table or a calculator.  
Demonstrate how to solve a geometric problem, using trigonometry.

Perform job-related measurements and conversions as required in an industrial work environment.

*Demonstrate an understanding of units of measurement.*

Identify various units of measurement.  
State the definition of the joule, the coulomb, and the horsepower  
Explain how to calculate pressure.  
Explain the difference between mass and weight.  
Demonstrate how to measure the volume of an object.  
Explain the difference between the Celsius scale and the Fahrenheit scale.

*Demonstrate an understanding of metric measurement.*

List the seven base units in the SI (metric) system.  
Name three derived units.  
Define work and power in SI units.  
Explain what power is and how it is measured.  
Name two metric measuring instruments and their U.S. Standard equivalents.

*Demonstrate an understanding of linear measurement.*

List five units used for making linear measurements.  
Demonstrate how to use a micrometer.  
Explain what each head of a combination square is used for.  
State the definition of parallax error.  
Define the different types of tolerance.

*Demonstrate an understanding of surface measurement.*

Explain the difference between a continuous dial and a balanced dial on a dial indicator.  
State the definition of pitch on a screw.  
Name two hardness tests.  
Explain why nondestructive testing is preferable to destructive testing on surface coatings.

*Demonstrate an understanding of bulk measurement.*

Explain why weight-density and the angle of repose are important to workers who handle and store loose bulk material.  
Name the two types of conveyors and list three specific examples of each type.  
Name the three basic measurements of bulk materials.  
Demonstrate how to find the radius of a circle, given its area, and how to find the area of a circle, given its circumference.  
Demonstrate how to convert a typical order of lumber into board feet.

*Demonstrate an understanding of motion measurement.*

Name the three measurements of motion.  
State the definition of speed.  
Explain the difference between average and instantaneous velocity.  
Demonstrate how to interpret a graph of motion.  
Explain of the velocity of an object is shown on a graph of motion.

*Demonstrate an understanding of force measurement.*

Name both the metric and the U.S. Standard units of measurement for force, mass, and acceleration.  
State the definition of force.  
Demonstrate how to calculate torque.  
State an advantage of using a balance instead of a scale.  
Demonstrate how to draw a force diagram.

*Demonstrate an understanding of temperature measurement.*

Explain the difference between heat and temperature.  
Name four different scales for measuring temperature.  
Explain the use of heat-sensitive pellets, crayons, and paints.  
Explain how Bourdon tubes work.  
Explain how a pyrometer works.

*Demonstrate an understanding of fluid measurement.*

State the definition of a fluid.  
Describe how liquids differ from gases.  
List the instruments used to measure the level of water.  
Name two instruments that measure the flow of fluids, and explain how they work.

*Demonstrate an understanding of electrical measurement.*

List the parts of an atom.  
Define potential difference.  
Identify a wattmeter.  
Describe the difference between alternating current and direct current.  
  
Describe the difference between an ohmmeter and an ammeter.

## COURSE OUTLINE

Mathematical concepts  
Measurement concepts

## INSTRUCTIONAL METHODS

1. Lecture and discussion will be used in the presentation of concepts, information and assignment requirements.
2. Demonstrations of assignments will be presented with real-life, work-related examples.
3. Outside assignments will consist of reading and completion of worksheets.
5. Audio-visuals may supplement instruction.

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

1. Concepts will be evaluated through the use of workbook, periodic tests, and practical application.

### GRADING SCALE

Grades will be determined according to the following scale:

A = 90% - 100%  
B = 80% - 89%  
C = 70% - 79%  
D = 60% - 69%  
F = 0 - 59%

### 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 withdrawn for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been 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.

### Academic Integrity

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom 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.

### ASSESSMENT OF STUDENT GAIN

In addition to pre and post testing, students will be evaluated by observation using safe practices with hand and power tools. Each student will be observed and/or interviewed and initial papers produced will be examined to determine needed competency development throughout the course. Post-assessment to determine gain in competency will be measured at the end of each unit of study.

### ADVISORY COUNCIL INVOLVEMENT

The Industrial Trades program maintains a vocational advisory board to provide input into this program. The advisory board meets twice each year.

NOTE:

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

NOTE: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **COURSE SYLLABUS**

### **COURSE IDENTIFICATION**

Course No.  
ETEC136

Course Title:  
Industrial  
Internship

Division:  
Outreach and  
Workforce  
Development

Program:  
Industrial Trades

Credit Hours: 3

Revision Date:  
Spring 2006

### **CLASSIFICATION OF INSTRUCTION**

Vocational

### **COURSE DESCRIPTION**

Industrial Internship provides credit for related work experience. One of the main goals of the internship program is for students to become aware and to think about workplace skills as needed in the job market and to have an opportunity to apply those skills. Linking formal classroom training to related work experience allows opportunity for cognitive, affective, and psychomotor skills to be developed and applied together. Students are encouraged to be more observant of their workplace environments. Students will be asked to document observations and comments in a journal. A total of 45 hours per credit hour in on-the-job/internship experience is required.

### **CO-REQUISITE**

Concurrent or previous enrollment in a related program of study.

### **TEXT**

None

### **COURSE OUTCOMES/COMPETENCIES**

At the end of this course, the student should be able to:

1. Use those skills common to all jobs, including punctuality in reporting to work, grooming properly, listening carefully, communicating effectively, and respecting supervisors and co-workers.
2. Use those skills directly related to the job, including the following of instructions, practicing both quality and quantity in job performance, and developing pride in workmanship.

In order to meet the above course objectives, the student must meet the following specific objectives:

- A. To be employed in a related occupation for a minimum of 15 clock hours per week and enrolled in related courses at the college.
- B. To complete and file with the instructor and/or coordinator the following:
  - (1) Vocational Objective Statement
  - (2) Training Plan Memorandum
  - (3) Internship Reports
- C. To ask instructor and/or coordinator for assistance or advice when needed regarding on-the-job problems or conditions.
- D. To notify instructor and/or coordinator of any foreseeable changes in employment status: leaving job, changing jobs, new position, etc.

### **LISTENING AND SPEAKING SKILLS**

3. Select an appropriate listening style for a given situation.
4. Take a telephone message.
5. Ask questions to clarify oral instructions.
6. Describe elements of the physical environment of the work space that hamper effective communication.
7. Evaluate the impact of language and appearance on a speaker's verbal and nonverbal communication.
8. Adjust personal style of communication through realistic role-play scenarios.
9. Handle criticism, disagreement, or disappointment during a conversation.

### **TIME MANAGEMENT**

10. Set priorities or the order in which several tasks will be accomplished.
11. Determine the order of the activities or step-by-step process by which a specific task can be accomplished.
12. Locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task.
13. Revise or periodically update plans and activities for accomplishing a specific task.
14. Analyze the positive and negative impacts of adapting technology to the environment and the human user.
15. Identify potential health hazards created by technology in the work place.
16. Develop a sensitivity to cultural differences.
17. Identify skills needed to maintain effective work relations with colleagues.

**NEGOTIATION SKILLS**

18. Resolve a problem/conflict through negotiation:
  - a. Establish a commonality of interest.
  - b. Propose and examine possible solutions.
  - c. Invention options for mutual gain.
  - d. Create an implementation strategy.
  - e. Evaluate the plan after implementation.

**LEARNING TO LEARN**

19. Access and evaluate resources.
20. Analyze feedback.
21. Give feedback.
22. Develop strategies for using collaborative inquiry.
23. Locate and use expert sources and peer support.

**WORK ETHICS**

24. List tangible and intangible rewards of work.
25. Describe desirable worker characteristics in terms of:

- a. Cooperation
- b. Compromise
- c. Competition
- d. Assertiveness
- e. Integrity

Honesty

- g. Friendliness
- h. Positive Attitude

26. Identify standard workplace policies related to:
  - a. Personal discipline (personal leave and absence)
  - b. Substance abuse
  - c. Employee theft
  - d. Causes for termination
27. Apply employee rules, regulations, and policies in a given occupational area, including:
  - a. Exhibit punctuality and dependability.
  - b. Accept responsibility for position.
28. Comply with safety and health rules in a given work environment.
29. Comply with company policies regarding information dissemination and related security matters.

**COURSE OUTLINE**

Meet with program coordinator and discuss requirement of the internship program.  
Complete appropriate paperwork.  
Establish internship site.  
Document 135 hours at the jobsite.  
Submit journal entries as assigned.  
Meet coordinator as scheduled.  
Submit time log as assigned.

### **INSTRUCTIONAL METHODS**

Coordinator/student meetings  
Journals  
Work at approved jobsite  
Time log

### **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

1. Conference and Reports. Dependability and punctuality in the submission of reports and quality of the reports.
2. Journal. Students will be required to keep a journal to log their observations and comments. A minimum of one journal entry is required for each week of the semester.
3. Response and Communication. From student/trainee or training station supervisor. This includes written or verbal response or communication from the job supervisor.

### **GRADING SCALE**

The student will earn a grade based on criteria of the objectives, course content, and evaluation. Forms and reports relative to the cooperative trainee are kept on file by the coordinator for support in grade determination. Grades will be determined according to the following scale:

90% to 100% = A; 80% to 89 = B; 70% to 79% = C; 60% to 69% = D; 0% to 59% = F

### **ASSESSMENT OF STUDENT GAIN**

This is a cooperative education venture between the student, employer, and college. Each individual student will have unique job tasks and learning outcomes in addition to the standard workplace skills which every student will be expected to learn. Growth of the student in the industrial specialty and in employability skills will be assessed by both the coordinator and the employer/job supervisor.

### **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 withdrawn for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been 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.

### **Academic Integrity**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework 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.

### **VOCATIONAL/CAREER COURSE DOCUMENTATION**

This course is one course from the approved program in Industrial Trades. It is taken by those who wish to further develop industrial engineering skills and by those who seek positions in the field of industrial administration.

### **ADVISORY COUNCIL INVOLVEMENT**

The Industrial Trades maintains an Advisory Board. The coordinator communicates with the Board on a regular basis concerning issues or problems that occur and meets with the group one or two times each year.

#### **NOTE:**

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**NOTE:** If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

### **Course Syllabus**

**Course Prefix/Number: BIOL 102**  
**Course Title: Introduction to Human Biology**  
**Division: Applied Science Division**  
**Program: Biological Sciences**  
**Credit Hours: 3 Hours Lecture**  
**Initiation/Revised Date: Fall 2006**

### ***CLASSIFICATION OF INSTRUCTION***

Vocational – course not designed for transfer.

**COURSE DESCRIPTION**

This introductory course is a study of the function, structure, and interrelationships of the organs and organ systems of the human body. Coursework is designed to meet the diversified needs of those interested in a prerequisite course for Human Anatomy and Physiology or the allied health sciences.

**PREREQUISITES AND/OR COREQUISITES**

None

**TEXT**

Mader, S. S. (2006). Human Biology. McGraw-Hill Higher Education Publishers. Dubuque, IA. 9<sup>th</sup> edition.

***OUTCOMES***

Upon successful completion of Introduction to Human Biology, the learners should be able to meet the following outcomes:

Identify and describe the basic descriptive language and concepts of human biology, basic concepts of chemistry, cell structure, and cellular metabolism.

Identify and describe the structure and function of the integumentary system, skeletal system and muscle system.

Describe and identify the principle structures and functions of the nervous system, senses, and endocrine system.

Describe and identify the structure of the blood, cardiovascular system and the lymphatic system.

Describe and identify the structure and function of the respiratory system, digestive system, principles of metabolism and nutrition, and urinary system.

Describe and identify the structure and function of the reproductive system and sexually transmitted diseases.

**COURSE OUTLINE**

Unit 1:

Chapter 1: A Human Perspective

Chapter 2: Chemistry of Life

Chapter 3: Cell Structure and Function

Unit 2:

Chapter 4: Organization and Regulation of Body Systems

Chapter 10: Skeletal System

Chapter 11: Muscular System

Unit 3:

Chapter 12: Nervous System

Chapter 13: Senses

Chapter 14: Endocrine System

Unit 4:

Chapter 6: Cardiovascular System: Blood

Chapter 5: Cardiovascular System: Heart and Blood Vessels

Chapter 21: Defenses Against Disease

Unit 5:

Chapter 8: Respiratory System

Chapter 7: Digestive System and Nutrition

Chapter 9: Urinary System and Excretion

Unit 6:

Chapter 15: Reproductive System

Chapter 23: Sexually Transmitted Disease

## INSTRUCTIONAL METHODS

A variety of teaching methods may be employed including: PowerPoint presentations, Internet usage, course projects, group projects, discussions, lectures, and demonstrations. Library research and internet based searches may also be used as an instructional method. A number of charts, models, handouts, films, videocassettes, and drawings are made available to the learner.

## METHODS OF EVALUATION

Evaluation measures may include: exams (between 5 and 10 major exams), quizzes, homework assignments, written assignments, a notebook and research projects. Any of these may be assigned at the discretion of the instructor. Assignments are graded using a point system. Final grades are expressed as a percentile.

## GRADING SCALE

Grade	Percentage
-------	------------

A	100-90
B	89.5-80
C	79.5-70
D	69.5-60
F	59.5-0

#### ASSESSMENT OF STUDENT GAIN

Assessment of student gain will utilize any of the above methods of evaluation.

#### Course Policies

##### **Attendance Policy:**

a. 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 or receive substitute assignments from the instructor and should 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.

b. 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 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 for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

##### **Academic Integrity.**

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

##### **Cell Phone Policy.**

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

**Make-up exams.**

- d. Make up exams may be given with the following conditions:
  - i. Prior notification of absence is given to the instructor.
  - ii. Exam must be made up by the end of the following day.
  - iii. Student will take a similar exam.

**Note:**

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

This course examines and discusses sexuality and human reproductive biology in a mature context. If you find such discussions, models, illustrations, etc., of the human reproductive system offensive you should not enroll in this course.

Following NCCC policy, children may not attend this class.

**NOTE:** If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can

**Consent Agenda Item V-D.: Master Course List**

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 finally, the College Board of Trustees, as per NCCC policy.

**Master Course List Changes for Fall 2006****Credit Hour Changes**

ETEC 136 Industrial Internship, from 2 credits to 3 credits

**New Courses**

CURR 011 Academic Integrity, 1 credit

ETEC 102 Introduction to Industrial Trades, 3 credits

MATH 114 Industrial Math, 3 credits

BIOL 102 Introduction to Human Biology, 3 credits

BUSO 160 Introduction to Entrepreneurship, 2 credits

BUSO 161 Opportunity Analysis, 2 credits

BUSO 162 Business Plan, 2 credits

### **Consent Agenda Item V-E: Resignations**

#### **1. Registration Coordinator**

It is my recommendation that the Board accept the resignation of Jill Leach, Registration Coordinator effective May 31, 2006.

#### **2. Library Assistant**

Carrie Carter, Library Assistant at Chapman Library, has submitted her letter of resignation effective May 31, 2006. It is my recommendation that the Board accept the resignation.

#### **3. Assistant Baseball Coach/Resident Hall Assistant**

It is my recommendation that the Board accept the resignation of Chuck Stegall, Assistant Baseball Coach/Resident Hall Assistant. His resignation was effective May 24, 2006.

**Upon a motion and a second, the consent agenda was approved. Motion carried unanimously.**

**Treasurer's Report:** Sandi Solander, Dean of Finance, distributed the Treasurer's report, May Changes in Fund Balance report, Cash Balance Comparison report, and an additional accounts payable check register. Dean Solander reported that revenues in the general fund were slightly up from last year with the dorm and Bookstore about the same. She stated that the College should finish with about the same cash balance as last year.

**President's Report:** Dr. Smith reported that David Smith and Ben Smith were honored with an award of excellence at the NISOD conference in May. Ben and David were selected by an institutional committee. The committee selects one faculty member and one staff member to receive the Award of Excellence award for NCCC.

NCCC submitted a proposal to receive a grant to participate in the Pathways Project (*Community College Pathways to Improved Teacher Preparation Through Technology*) The College was selected as one of 18 community colleges across the country to participate in the fall 2006 cohort.

The *Pathways Project* provides 26 hours of online and face-to-face training for faculty who teach mathematics, science, language arts, and educational technology to pre-service teachers. Each of the 18 institutions articulated a strong understanding of *Pathways Project* goals, including an institutional focus on pre-service teacher education, modeling effective pedagogy for pre-service teachers, and supporting faculty in the effective use of technology in their own teaching. The four faculty from who were chosen to participate was Marie Gardner—mathematics, Obi Pennington—science, Tosca Harris—language arts, and David Smith—educational technology.

Dr. Smith stated that she was very pleased that the four faculty worked hard on putting the proposal together. Neosho County is the smallest institution in the 2006 cohort. The Pathways Project is funded through the League for Innovation in the Community College—a nationally recognized group dedicated to innovation.

Dr. Smith indicated that 87% of the faculty, full-time and part-time, has completed the spring semester outcomes assessment reports. Dr. Inbody shared NCCC's outcomes assessment system

with the other chief academic officers at their meeting this week. Some were so impressed, particularly with the participate rate of the faculty, that they are asking him to come to their campuses to present the system to their faculty.

The insurance company made the decision to "total" the Bideau Hall Roof at a replacement cost at a little over \$53,000. After the deductible is met, the College will receive a check for \$51,300.

Dr. Smith stated that the roof had to be replaced. The College can replace it with shingles or can consider replacing it with a metal roof. Senior staff has been discussing the pros and cons of both approaches, as well as the long term cost of selecting one material over the other.

#### Shingle Roof

- o Current cost = \$53,000
- o 20 Year life on roof
- o Replace once every 20 years
- o Assuming 3% inflation—cost :

§ \$53,000 - \$51,000 = \$2,000 2006

§ \$92,936 2026

§ \$162,964 2046

- o Total cost of shingle roof over 60 years = \$257,900
- o Yearly cost of shingle roof over 60 years = \$257,900/60 years = \$4,298 per year

#### Metal Roof

- o Current Cost \$250,000
- o 60-100 year life on roof
- o Replace once every 60 years
- o Total cost of metal roof over 60 years = \$250,000 - \$51,000 (insurance settlement) = \$199,000
- o Yearly cost of metal roof over 60 years = \$199,000/ 60 years = \$3,316 per year

Because the long term costs are less on a metal roof, Dr. Smith recommended putting a bid out for a metal roof to replace the shingle roof on Bideau Hall.

How will the metal roof be paid for? When the College refinanced the dorm bonds last year, they were refinanced in such a way that the College paid less on the bonds the first two years of the refinancing situation. That was done to accumulate monies to complete major capital projects within the system, in particular roofs. At the end of June the College will have \$280,000 in that account.

Dr. Smith stated that she felt that if the roof were bid out the costs might come in 5-10% less than the \$250,000 or \$237,000 - \$225,000. The cost per year over 60 years would be \$3,100 - \$2,900. (i.e.,  $\$237,000 - \$51,000 = \$186,000 / 50 \text{ years} = \$3,100$  or  $\$225,000 - \$51,000 = \$174,000 / 60 \text{ years} = \$2,900$ )

Because funds are available, because it makes long-term financial sense, and because metal roofs are less susceptible to hail and wind, the President recommended that a metal roof be installed on Bideau and bid the project, with a recommendation for the company at the July Board meeting.

**Board members discussed traditional shingles versus a metal roof and instructed the President to seek bids to replace the Bideau Hall roof with traditional shingles.**

The brick buildings on campus were built in 1967-68. Some of the buildings are beginning to suffer deterioration on the exterior, particularly the gymnasium and the old part of the Student Union. The caulking between the aggregate panels on the gym and between brick sections of the gym are allowing water to migrate back behind the panels, compromising the metal superstructure holding the panels on the building.

Dr. Smith told the Board that she had known since she arrived at NCCC that caulking and waterproofing the buildings was needed. When information was provided to the public about the need for the capital outlay levy, pictures of the problem areas of the exteriors were shared with them. It has reached the point that something needs to be done or the deteriorating will escalate.

President Smith recommended that the Board move forward with getting bids on caulking, tuck pointing, and waterproofing the brick/stone buildings on campus.

**It was the consensus of the Board to seek bids for caulking, tuck pointing, and waterproofing the exterior of the Chanute campus buildings.**

The elevator in the Chapman Library is having problems with its controls and the vertical guides in the elevator shaft. The elevator is the only way that disabled students can get to the CAVE. It is imperative that the elevator continue to work so that the needs of our students are met and to comply with ADA statutes.

Ben Smith has been working with companies that repair and replace these items. It is estimated that the controls will run around \$20,000 and the guides around \$20,000. There will be monies in next year's budget to take care of one or both of these items. Dr. Smith recommended that the Board move forward and receive bids on the cost of repairing these items. A recommendation will be made at the July Board meeting about what can be done and how to pay for the repairs.

Last week the College received information from KBOR on how to submit a proposal for accessing funds appropriated by the 2006 legislature for nursing programs. The 2006 Legislature appropriated \$3.4 million dollars to the Kansas Board of Regents to begin addressing the state-wide nursing shortage. The Legislature authorized the Kansas Board of Regents to distribute these funds in three specific areas based upon the Nursing Shortage Report submitted by the Board to the Governor and Legislature in January. These areas are:

Nursing Faculty Scholarships \$ 200,000 with 2 for 1 matching

Nursing Faculty Salaries and Supplies \$1,200,000 with 1 for 1 matching

Nursing Equipment/Facility Upgrades \$2,000,000 with 2 for 1 matching

The Nursing Faculty Scholarship funds will be awarded to eligible public universities with graduate



programs in Nursing according to criteria outlined in the Nursing Faculty Scholarship announcement. Only public universities with graduate nursing programs will receive the Nursing Faculty Scholarship announcement.

Funds for Nursing Faculty Salaries and Supplies and Nursing Equipment and Facility Upgrades will be awarded based upon a competitive grant process available to all public nursing programs at the Associate Degree in Nursing level and above. Enclosed with this memo are requests for proposal (RFP) for each of the appropriate categories.

Dr. Inbody shared with the Board what NCCC is planning on proposing.

Dr. Inbody and Karen Gilpin have continued the discussion about the crisis the College is having in hiring and retaining nursing faculty. Last month the President shared with the Board the direction of her thoughts at that time. She reported that now they are thinking about solving the situation in a different manner.

Since it is the administration who determines where someone is placed on the salary schedule and the education, training and work experience that will influence that decision; the administration believes that, with the nursing faculty, they need to use a rubric that rewards the complexity of education and training required to be a nursing faculty. Their thoughts are to use their degree to place them in the appropriate column. The individual will move one column to the right if they are an RN and have kept up their license. The individual will move another column to the right if they have substantial certifications in the health care field that require taking classes to keep the certifications current.

Any new hires' placement on the salary schedule will use this rubric. Current nursing faculty's resumes will be assessed against the rubric and if an individual meets the column movement rubric, the individual will be moved to the appropriate step and level.

The cost of this proposal will be \$26,512 for current faculty. New faculty could cost an additional \$2,400 to use the rubric. The College will institute an additional \$200 per course fee from Nursing I and Nursing IV. This fee will generate a minimum \$36,000.

Dr. Smith reported she will be on vacation from June 23<sup>rd</sup> to July 9. Terri Dale will have the phone numbers at which she can be reached.

Dr. Smith also reminded the board that the Board's reorganization will take place at the July meeting and to be thinking about election of officers and the day and time for the monthly meetings to be held.

#### **Agenda Item VII: Executive Session-Non-Elected Personnel**

Upon a motion and a second, the Board recessed into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their rights to privacy and to include the President, Vice President, Dean of Finance, Dean of Planning and Operations and Attorney. The Board entered executive session at 6:35 p.m.

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

#### **Amended Agenda Item VII-B: Executive Session: Attorney-Client Privilege**

Upon a motion and a second, the Board entered executive session for 5 minutes to consult with the College Attorney about matters protected by attorney-client and to include the President, Vice President, Dean of Finance, and the Dean of Planning and Operations. The Board entered executive

session at 6:51 p.m.

The Board returned to open meeting at 6:56 p.m.

### **Agenda Item VIII-A: Approval of 2006-07 PEA Negotiated Agreement**

The NCCCPEA ratified the following changes for the Negotiated Agreement for 2006-07. It was the President's recommendation that the Board approve the changes also.

Mr. Larry Anderson, PEA President addressed the Board and thanked them for the cooperation and professionalism extended to the PEA negotiating team from the administrative negotiating team. Mr. Anderson reported that ballots were mailed on May 15 and that enough ballots had been returned for a legal election with a simple majority voting yes and that the PEA had ratified the agreement with the proposed changes.

Dr. Smith also thanked Mr. Anderson and the PEA negotiating team of Mr. Anderson, Sara Harris and Thomas Grady, for their professionalism during negotiations.

### **Resolution 2006-42**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Negotiated Agreement with the NCCC PEA as presented.

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

## **ARTICLE 2**

### Workload and Calendar

A. Contract Length and Calendar. The contract length shall be 180 days each contract year subject to exceptions provided elsewhere in this contract. The Professional Employees and the Administration will jointly recommend by February 1 each contract year one or more annual calendars to the Board of Trustees for approval subject to changes made by the Board, including any modifications to the calendar made by the Board to make up days lost due to an extended emergency closing of the College. The calendar will include class days, final exams, holidays, and in-service days with each day and duty specified by date. The Administration shall provide a copy of the Professional Employee calendar, as adopted by the Board, to all employees at least two weeks prior to the beginning of the fall semester.

B. Normal Professional Work Load. The professional work load shall consist of 30 credit hours of teaching (or the equivalent as determined by the Administration) per academic year. In addition, other assigned duties may include faculty workshops, in-service days, assistance with enrollment, student registration, student academic advisement, recruitment, committee assignments, **outcome assessment duties**, and sponsoring activities related to the Professional Employee's teaching assignments. Committee assignments shall be limited to two standing committees per academic year and ad hoc committees as needed. Standing Committee assignments will be announced on or before the fall semester in-service meeting subject to change of assignment due to vacancies or reorganization. The standing committee chairs shall be announced during the spring semester prior to the effective date of assignment.

C. Professional Work Days. Professional Employees shall be required to be on campus 5

days a week for 35 hours per week exclusive of meals, (or equivalent as determined by the Administration), including regular class time (other than overload class time), regular posted office hours, and other assigned duties. Professional work load schedules shall be subject to the approval of the Administration. The Administration may approve time off from regular duties for the conducting of college business, attendance at conferences, workshops, or seminars, or for other purposes which benefit the College. Overload class time is in addition to the 35 hour- per- week requirement described above.

## ARTICLE 5

### Leaves.

#### Sick Leave

A. Upon initial employment, thirty-five (35) hours of sick leave will be granted with the beginning of each semester for the first year. Seventy (70) hours of sick leave will be granted with the beginning of the contract year after at least a full year of employment. Then, seventy hours every contract year thereafter will be granted with the stipulation that unused sick leave may only accumulate to six-hundred-thirty (630) hours. All current Professional Employees will retain their accrued unused sick leave and will be granted an additional seventy (70) hours with the start of each contract period.

B. At any time during the contract year, a Professional Employees may voluntarily donate up to fourteen (14) hours of their own accumulated sick leave into a sick leave pool and will communicate in writing to the Chief Academic Officer (CAO) the number of hours donated. Whenever a full-time Professional Employee has used all his or her accumulated sick leave and is still physically, mentally, or emotionally unable to return to his or her assigned duty, the Professional Employee may submit a written request to the **Chief Academic Officer (CAO)** for a voluntary transfer of sick leave from the sick leave pool donated by Professional Employees of the College. The Chief Academic Officer (CAO) may request a doctor's verification of any Professional Employee's inability to return to assigned duties. The Chief Academic Officer (CAO) will authorize the transfer of additional sick leave to the Professional Employee who initiated the request described in this paragraph from the days donated to the sick leave pool. Any unused sick leave requested under this procedure will be returned by the Professional Employee to the sick leave pool.

C. Neosho County Community College shall provide the Professional Employee with the opportunity to request approved time away from work to resolve medical problems and/or recuperate so they may return to full productivity. Sick leave may be taken only to the extent that it is actually accrued, one cannot borrow against anticipated sick leave earned.

D. A Professional Employee may donate any part of his/her unused sick leave to the sick leave pool at the time of retirement. A Professional Employee shall be compensated for all remaining accumulated sick leave at the time of that employee's retirement. Compensation will be set at a rate of four dollars (\$4) per hour for each hour of remaining accumulated sick leave at the time of retirement....

## Article 8

....seven year period of employment, additional action may be taken including possible non-renewal of contract.

## Support

Each fiscal year the institution will establish a "Professional Development Fund" equal to the number of full-time professional employees times \$500.

During the academic year, individual Professional Employees who have received approval for units from the Chief Academic Officer may submit written application in advance for funds to be used to defray expenses for the approved academic coursework, activity. Each Professional Employee is eligible for \$500 per year. A Professional Employee may submit written application in advance for funds to be used to defray expenses for attendance of, and travel to workshops, clinic, conferences and other professional activities. Between April 15<sup>th</sup> and May 1<sup>st</sup>, Professional Employees may apply for any uncommitted funds. Applications must be submitted no later than May 1<sup>st</sup> and no funds will be committed after June 1st.

Application will be reviewed by at least three (3) members (who do not have a conflict of interest) of a five (5) member committee to be elected by the Professional Employees at large in May of each year during a scheduled Professional Employee meeting. The Committee will meet at least once a month during the academic year to review applications. The Committee will be responsible for developing all methods of implementing funding criteria including any forms they see fit to develop for application of funds.

**Compensation for mileage expenses involving the use of personal vehicles, and/or charges for use of College vehicles, shall be the same as the Board-approved rate in effect at the time the travel expense was incurred. These rates will be recorded, when appropriate, on the Application for Professional Development Credit and Funding.**

Note: All General fund line items not spent in a fiscal year must be returned to the General Fund and are considered uncommitted general funds for the next fiscal year. State budget law does not permit the Professional Development fund to carry uncommitted or unused fund balance from one fiscal year into the next fiscal year.

## **ARTICLE 9**

### Professional Attire

In classes, instructors shall wear suitable academic attire consistent with community standards of public decency.

A determination as to what constitutes a violation of public decency standards for classroom instructors shall be made by the employee's immediate supervisor in consultation with the employee. Professional Employees determined to be in violation of this standard shall work with their supervisor to address the situation in a timely, practicable manner.

In laboratory and vocational classes the College shall supply wearing and safety apparel as follows:

1. In science laboratory classes the College will initially provide two lab coats, one apron, two pair of rubber gloves and two pair of safety goggles or glasses.
2. In vocational classes, **as per OSHA requirements and/or where appropriate.**
3. Replacement of apparel and safety equipment will be provided by the College as the items are worn out, damaged or become unusable.

## Article 10

...will prepare a schedule of these evaluations so that each Professional Employee will know the academic year in which he/she is to be evaluated.

4. The evaluation process shall consist of the following:

a. Form A - Evaluation Checklist/Self Evaluation Form

Form B - Student Rating Form **(either the in-class or the on-line version, where appropriate)**

Form C - Video Tape or Classroom Observation Form

Form A, B, and C are located in appendix.

b. First, and second year Professional Employees shall be evaluated every semester using all three forms of evaluation, the evaluation check list (Form A), the student rating (Form B), and the video tape evaluation or classroom observation (Form C).

c. Third and fourth year Professional Employees will use the check list (Form A) as well as the student rating (Form B) during the first semester. If deemed necessary by the Chief Academic Officer or the Division Chair, third and fourth year Professional Employees may also have a video tape evaluation or a classroom observation (Form C).

d. All Professional Employees evaluated after the fourth year will use all three forms of evaluation (A, B, and C). Those Professional Employees being evaluated may be scheduled either the first or second semester.

e. There shall be a conference between each of the Professional Employees evaluated and the evaluator to review the results of the evaluation process. A written report of the conference shall be prepared, signed by both parties, and placed in the personnel file of each Professional Employee, along with any supportive documentation. Any item marked less than satisfactory by the evaluator will be supported by a written comment. A copy of the report will be received by the Professional Employee and may include: (a) any strengths or weaknesses noted, (b) any recommendations for improving, teaching and all other professional duties as outlined in Article II and (c) other possible comments. A copy of a reporting form is in the appendix. The Professional Employee shall have the opportunity to attach additional written comments to the reporting form within 10 working days of receiving said form.

The Professional Employee and the Chief Academic Officer and/or immediate supervisor will discuss steps that can be taken to improve teaching and all other professional duties as outlined in Article II. These steps may include the following:....

## Article 12

2006-2007 Salary Schedule BASE - \$28,455

Step	Inst.	MS	MS+15	MS+30	MS+45	DOC
1	\$27,276	\$28,455	\$29,324	\$30,348	\$31,465	\$33,078
2	\$28,339	\$29,780	\$30,698	\$31,778	\$32,958	\$34,661
3	\$28,994	\$30,631	\$31,550	\$32,630	\$33,810	\$35,512
4	\$29,650	\$31,484	\$32,401	\$33,482	\$34,661	\$36,364
5	\$30,304	\$32,139	\$33,252	\$34,334	\$35,512	\$37,217
6	\$30,960	\$32,794	\$34,104	\$35,185	\$36,364	\$38,068
7	\$31,614	\$33,450	\$34,760	\$36,036	\$37,216	\$38,919
8	\$32,270	\$34,104	\$35,414	\$36,888	\$38,068	\$39,770
9	\$32,925	\$34,760	\$36,069	\$37,543	\$38,919	\$40,622
10	\$33,579	\$35,414	\$36,725	\$38,198	\$39,770	\$41,474
11		\$36,069	\$37,379	\$38,854	\$40,622	\$42,325
12		\$36,543	\$38,035	\$39,509	\$41,277	\$42,980
13		\$37,019	\$38,689	\$40,163	\$41,933	\$43,635
14		\$37,494	\$39,345	\$40,819	\$42,587	\$44,290
15		\$37,969	\$39,820	\$41,325	\$43,243	\$44,945
16		\$38,444	\$40,295	\$41,832	\$43,897	\$45,600
17		\$38,919	\$40,771	\$42,339	\$44,553	\$46,255
18		\$39,394	\$41,245	\$42,846	\$45,208	\$46,910
19		\$39,870	\$41,721	\$43,353	\$45,714	\$47,417
20		\$40,344	\$42,195	\$43,859	\$46,220	\$47,924
21		\$40,820	\$42,671	\$44,366	\$46,728	\$48,430
22		\$41,294	\$43,145	\$44,873	\$47,234	\$48,938
23			\$43,621	\$45,380	\$47,742	\$49,444
24			\$44,096	\$45,886	\$48,248	\$49,950
25			\$44,571	\$46,393	\$48,754	\$50,458
26					\$49,262	\$50,964

27	\$49,768	\$51,472
28	\$50,275	\$51,978

Each Professional Employee will move one (1) vertical step on the salary schedule for 2006-2007. Horizontal movement is possible according to the guidelines established in the negotiated agreement.

#### **Agenda Item VIII-B: Non-Renewal of Administrators**

At the April Board meeting the Board approved notifying Laura Skillings of their intent not to renew her employment contract for 2006-07. The following resolution was adopted to finalize the Board's decision to not renew the employment contract for Ms. Skillings.

#### **Resolution 2006-43**

The employment contract for Laura Skillings is not renewed for the 2006-07 academic year. Pursuant to resolution duly adopted, the Board of Trustees of Neosho County Community College took action to give notice of the Board's intent to non-renew the employee's contract. The Director of Human Resources gave written notice to the employee prior to May 1<sup>st</sup> that it was the intent of the Board of Trustees not to renew the employment contract. After extensive consideration and thorough discussion, the Board has determined the employment contract should not be renewed. The Clerk of the Board of Trustees shall give to the employee, personally, or by certified restricted United States mail, a copy of this resolution.

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

#### **Agenda Item IX-A: Reorganization of Registration**

The resignation of the Registration Coordinator earlier this month prompted another examination of the current organizational structure of the registration area. The position of Registration Coordinator was created three years ago when our admissions staff was reduced from two positions to one position. Consequently, Jill Leach was transferred from the admissions office to the registration office. Her workload was clerical in nature, but with the transfer, she retained her status as an administrative employee. The duties performed by the Registration Coordinator are very similar to those performed by the Assistant Registrar at the Ottawa campus, which is currently classified as an "entry level" clerical position. With Jill's departure, senior staff felt that it was in the best interest of the institution to eliminate the 10-month, administrative Registration Coordinator position and add a 12 month, clerical Assistant Registrar position. Because the Assistant Registrar's job is to maintain the records of each student, verify their accuracy, and manage multiple tasks at the same time, they felt that this position should be treated as more than an "entry level" clerical position.

The current salary breakdown is as follows:

Registrar \$29,000

Registration Coordinator (10 month) \$20,417

Registration Clerk \$19,178

Assistant Registrar (Ottawa) \$16,640

TOTAL COST \$85,235

The proposed plan costs are:

Registrar \$29,000

Assistant Registrar (Chanute) \$20,280

Assistant Registrar (Ottawa) \$18,720

Registration Clerk \$16,640

TOTAL COST \$ 84,640

TOTAL SAVINGS OF \$ 595

#### **Resolution 2006-44**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the reorganization of the registration department as outlined above.

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

#### **Agenda Item IX-B: Reorganization of Financial Aid**

The resignation of the Assistant Director of Financial Aid last month prompted an examination of the current organizational structure of the financial aid department. Currently, the financial aid department consists of the Director of Financial Aid, an Assistant Director of Financial Aid, a Financial Aid Clerk at the Ottawa campus, and the Cashier/Financial Aid Specialist, who spends approximately 10% of her time working in financial aid. The current salary breakdown is as follows:

Director of Financial Aid \$32,000

Assistant Director of Financial Aid \$26,875

Financial Aid Clerk (Ottawa) \$16,640

TOTAL COST \$75,515

With the resignation of the Assistant Director, the Dean of Student Development and the Director of Financial Aid reviewed the current staffing situation, and examined the efficiency of each position and the work handled by each staff member. This review revealed that the Assistant Director and the Financial Aid Clerk were performing very similar duties, but a \$10,000 disparity in salary existed between these two individuals. It was also determined that the duties performed by both individuals were more clerical than administrative in nature. However, all financial aid positions require the individuals in those positions take responsibility for the administration of federal funds and necessitate the knowledge of numerous federal rules and regulations beyond that of an "entry level" clerical position. Currently, 83% of our full-time students receive financial aid or scholarships. 91% of our full-time students on the Chanute campus receive financial aid or scholarships. With new federal aid programs in the works for 2006-07, even more demands will be placed on financial aid staff to administer these new programs.

Therefore, it was the recommendation of the administration to:



Eliminate the Assistant Director position (administrative position).

Add a Financial Aid Specialist position at the Chanute campus (clerical position).

Upgrade the Financial Aid Clerk (Ottawa) position to Financial Aid Specialist.

See below for costs:

Director of Financial Aid \$32,000

Financial Aid Specialist (Chanute) \$18,720

Financial Aid Specialist (Ottawa) \$19,760 (\$9.25/hr)

TOTAL COST \$70,480

SAVINGS OF \$ 5,035

A position description for the Financial Aid Specialist position is attached.

#### **Resolution 2006-45**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the reorganization of the financial aid department as outlined above.

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

#### **FINANCIAL AID SPECIALIST**

**Reports to: Director of Financial Aid**

**Organizational Unit: Support Staff**

**Revision Date: March 2006**

Classification: Full-time Employee

Pay Status: Clerical, Non-exempt

Vacation/Sick Leave/Regular Holidays per Board Policy

Starting Salary Range: \$9.00-\$9.75

Full 12-month fringe benefit

This position reports to the Director of Financial Aid. This position is responsible for assisting students and parents in the financial aid process, and to complete the paperwork required to ensure a seamless financial aid process for students. Duties include, but are not limited to:

Counsel students and/or parents regarding the entire financial aid process from application through award disbursement;

Create and maintain financial aid files for each financial aid applicant on the campus;

Maintain individual student financial aid information for Chanute campus students including:

- Tracking student information and informing students of needed documentation for file completion;

- Conduct verification of student financial aid data;

- Perform incoming Satisfactory Academic Progress;

- Budget and package student financial aid;

Maintain confidentiality of student records.

Process Pell, SEOG and SSS Title IV transfers to the business office;

Process student loan claim reports for business office posting;

Project Title IV cash needs upon authorization of awards to be disbursed;

Calculate the Return of Title IV funds;

Administer Veteran's Benefits program;

Update all financial aid forms annually on the website and for paper distribution;

Remain current on all federal regulations, policies and procedures;

Attend conferences, trainings and workshops as deemed necessary;

Other duties as assigned by the Director of Financial Aid.

### **Required Knowledge, Skills and Abilities**

Excellent oral and written communication skills.

Ability to work effectively with diverse populations.

Excellent organizational skills.

Excellent computer skills.

Willingness and ability to work as a member of a team.

Attention to detail.

Ability to maintain confidentiality.

### **Education and Experience**

Associate's degree required. 1-2 years office experience dealing with complex duties.

**Working Conditions**

Work is normally performed in a typical interior/office work environment.

No or very limited physical effort required.

No or very limited exposure to physical risk.

**Agenda Item IX-C: Financial Aid Specialist**

It was the President's recommendation that the Board employ Kara Hale as the Financial Aid Specialist. Ms. Hale is a 2006 graduate of Neosho County Community College with an Associate of Science degree with a Business emphasis.

Ms. Hale was a student worker at NCCC from 2005-2006 working in the registration department. Since 2005 she has been employed as the City Treasurer for the City of Savonburg. She also worked as a companion/caregiver from 2003-2006.

Ms. Hale will be paid \$9.00 per hour starting June 12, 2006 with clerical benefits.

**Resolution 2006-46**

RESOLVED, That the Board of Trustees approves the employment of Kara Hale as Financial Aid Specialist, starting June 12, 2006 at an hourly rate of \$9.00.

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

**Agenda Item IX-D: Library Clerk Position Revision**

The NCCC library has become more of an electronic resources center than a storage facility for paper books. Staff are constantly shifting resources from "traditional" library materials to electronic materials. With the resignation of Carrie Carter as part-time library clerk, it was time to re-examine the role of the library clerk in light of the emphasis on computers. Attached is a redefined library clerk's position that highlights the need for computer support for students who use the library. The clerk's position retains all the "traditional" aspects of a library employee, but adds the ability to help students with their computer needs while using the library open computer lab.

**Resolution 2006-47**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revised library clerk position description as outlined above.

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

**Part-time Library Clerk A – Chanute Campus****Reports to: Director of Library Services****Organizational Unit -- Clerical****Salary Range -- \$9.00-\$10.00 hour**

**Revision Date: June 2006**

Classification: Part-time, 12-month Employee – 30 hours per week

Location: Chanute campus

Vacation/Sick Leave/Regular Holidays per Board Policy - Prorated

**Purpose of position:** This position is a member of the Library team who reports to the Director of Library Services. This position is responsible for assisting students with computer applications, maintaining Library computers, and regular Library functions including helping students with research, processing Library materials, and supervising the Library during specific evening hours.

**Essential Functions:**

Use Microsoft Office Programs, Microsoft Outlook and Internet interfaces, as well as help students with them.

Help students to find materials in the Library, and to use electronic databases, online Library catalog, and Inside NCCC.

Troubleshoot student computer problems.

Process and maintain periodical subscriptions, including microfilm, for Chanute and Ottawa campuses; process claims for magazines as necessary.

Oversee and maintain audiovisual equipment for the Chanute campus.

Set up satellite seminars and conferences.

Shelve videos, CDs, magazines, and Q book sections and check the shelves for the correct order.

Maintain data and compile monthly reports on equipment and periodical usage.

Make patron library cards, library books marks, and special posters as needed and assist with bulletin boards.

Work a flexible schedule, including at least one evening per week.

Answer the Library telephone and assist patrons via the telephone.

Assume responsibility for administering Library functions during day or evening while working swing shifts or in the absence of the Director, including opening and closing of the Library and supervision of student assistants.

Give Library tours and Library orientation classes to incoming students.

Set up work schedule of staff and publish work calendar.

Perform other miscellaneous duties as assigned by the Director of Library Services.

**Required Knowledge and Abilities**

Strong computer skills.

Excellent interpersonal skills.

Excellent organizational skills.

Effective oral and written communication skills.

### **Education and Experience**

Associates degree or 1-2 years experience in working in a Library preferred.

### **Working Conditions**

Work is performed in a typical interior/office work environment.

Some physical effort is required.

Limited exposure to physical risk.

4. Working at least one evening is required.

### **Agenda Item IX-E: Transfer of Personnel**

Over the last few months several employees have resigned for a myriad of reasons including promotion to another position, spouse relocation, accepting other positions outside the college, etc. Before opening up positions to the general public for application, senior staff first looked at the current available personnel and ascertained if there was someone who might be better utilized at the college in a different position. Senior staff recommended transferring several employees to fill the following open positions. Start dates and hourly rates are included.

Transfer Denise Gilmore from Administrative Assistant for the Director of Nursing to Administrative Assistant to the Vice President starting July 19, 2006 at \$11.87 per hour.

Transfer Mary Bulk from Cashier/Financial Aid Assistant to part time Library Clerk starting June 12, 2006 at \$10.00 per hour.

Transfer Susan Haddan from Receptionist/Admissions Clerk to Assistant Registrar-Chanute starting June 12, 2006 at \$9.75 per hour.

Transfer Patty Benton from Accounts Receivables Clerk to Cashier starting June 12 at \$10.00 per hour.

Transfer Mia Neely from Accounting Clerk to Accounts Receivables Clerk starting June 12 at \$9.00 per hour.

### **Resolution 2006-48**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the personnel transfers as outlined above.

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

**Agenda Item IX-F.: Development Assistant Position**

With the hiring of the new Director of Development, the President examined the status of the administrative assistant help available to Mr. Christenson. For the last few years, the administrative assistant for the Director of Development was a half-time position that was paid for by the NCCC Foundation. The President believed the position needed to be a full-time person. With a full-time person, the Development Office can move forward on more fronts in their fund raising activities. Dr. Smith recommended that the half-time position be increased to a full-time position with the College paying half the salary and all of the benefits. Dr. Smith included paying for bringing the half-time position to a full-time position in her recommendations for new staff for the coming year and placed funds in the proposed budget.

A position description is attached. Mr. Christenson requested the position be a high level hourly person who can take on responsibilities beyond answering the phone, data entry, and secretarial activities. A position description for a Development Assistant is attached. The position should be paid \$10.00-\$11.00 as a starting salary.

The President recommended the expansion of the Development Office hourly position from half-time to full-time, with the College paying one half of the salary and all of the fringe benefits.

**Resolution 2006-49**

RESOLVED, That the Board of Trustees of Neosho County Community College approves expanding the clerical position in the Development Office from half-time to full-time, with the College paying one half the salary and all of the fringe benefits.

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

**Development Assistant****Reports to: Director of Development****Organizational Unit: Support Staff****Salary range: \$10.00-\$11.00****Revision Date: June 2006**

Classification: Full-time Employee

Pay Status: Clerical

Vacation/Sick Leave/Regular Holidays per Board Policy

Full 12-month fringe benefit

**Primary Purpose of the Position:**

To provide support to development activities, including direct mail programs, special event fundraising, and individual donors. Maintain alumni database, donor database and donor records, principal contact for various institution-centered fundraising data administration and serves as a liaison to donors, community members, parents, board members, and other volunteers who support functions at the College/Foundation, including PR/Marketing and Fund Development.

**Working under the supervision of the Development Director, the Development Assistant will be responsible for:**

### **PR/Marketing**

Providing general administrative support,  
Drafting memos, letters, manage internal e-mail communications,  
Organize/implement mailings,  
Maintain/create project time-lines and work schedules,  
Prepare, maintain, send out press packages,  
Organize/edit quarterly College newsletter,  
Assist in preparation and follow-through of press releases,  
Ability to identify and respond appropriately to donors, trustees and community members,  
Assist in producing printed collateral.

### **Gift Processing and Acknowledgement**

Process all gifts from individuals, corporations, and foundations including stock gifts and in-kind donations.  
Prepare and send donor acknowledgement letters and other donor-related correspondence as directed.  
Generate reports and prepare lists for analysis, donor recognition, and direct mail appeals.  
Assist with management and maintenance of monthly giving program.  
Support volunteer solicitors with their individual prospect assignments.

### **Events**

Assist with the planning and execution of events with DOD, donors, staff, and volunteers including strategy, meeting scheduling, and coordination of volunteers.  
Track event attendance and follow-up.  
Coordinate payment received and gift acknowledgement for special events.  
Oversee the delivery of collateral materials and promotional items for various events.

### **Other**

Maintain all essential files and databases – alumni, donors, foundations, and other

institutional funders.

Assist in implementation of direct mail fundraising campaigns.

Work with and coordinate volunteers to fulfill administrative tasks.

Help with mailings of event invitations, gift acknowledgements, and other various development activities.

Assist with coding and generating of reports in donor and alumni database.

Monitor integrity of data, and perform necessary database clean-up activities.

Other duties as assigned by the Director of Development, including in-depth data analysis and foundation and prospect research.

Cultivate individual donors through appeals, fundraising events and 'friendraisers'.

Create correspondence to board, donors and prospective donors to acknowledge and cultivate gifts.

Provide administrative support to the Director of Development.

### **Required Knowledge, Skills and Qualifications**

Fluency, comfort, and familiarity with computers, and outstanding data entry skills.

Proficiency in Excel, Word, Access, PowerPoint and Outlook software programs and databases.

Ability to work in a small and friendly office environment where each employee assumes multiple responsibilities.

Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.

Exceptional attention to detail and accuracy, and excellent organizational and writing skills.

Highly entrepreneurial, resourceful, and flexible.

Experience in fundraising preferred.

Committed to and enthusiastic about the NCCC Foundation mission.

### **Education and Experience**

Associate's degree and previous office experience preferred.

### **Agenda Item IX-G.: Ten Month Contract for Medical Assistant Coordinator**

Jean Erwin, Medical Assistant Coordinator, has established the program on the Chanute and Ottawa campuses. The work of establishing the new program is nearly complete and, as a result, Mr. Erwin



is not as needed during the summer months. He has agreed to reduce this 12 month position to a 10 month position.

The following language is recommended for insertion in his 2006/2007 contract.

Ten (10) month contract with supervisor-approved dates of work.

#### **Resolution 2006-50**

RESOLVED, That the Board of Trustees of Neosho County Community College approves a ten-month employment contract for 2006-07 for the Medical Assistant Coordinator.

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

#### **Agenda Item VIII-H: Physics/Chemistry Instructor**

It was the President's recommendation that the Board employ Luka Kapkiai as the Physics/Chemistry instructor. Mr. Kapkiai earned his Masters of Science Degree in Chemistry from the University of Kansas and his Bachelor of Science in Chemistry from Abilene Christian University in Abilene, Texas.

Mr. Kapkiai was a teaching assistant at the University of Kansas in Fall 2002, teaching General Chemistry Laboratory classes. He was employed as a Clinical and Analytical Laboratory Analyst at Hill's Pet Nutrition, a subsidiary of Colgate Palmolive, from 2005 to present.

Mr. Kapkiai will be placed on the 2006-07 faculty salary schedule at Masters, step 2, starting August 15, 2006.

#### **Resolution 2006-51**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Luka Kapkiai as the Physics/Chemistry instructor. He will be placed on the 2006-07 faculty salary scheduled at MS, step 2 for the 2006-07 academic year.

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

#### **Agenda Item IX-I.: General Education Outcomes**

Several years ago the Board approved a list of general education outcomes that each student who completes an Associate in Arts or Associate in Science should possess. The list contained 11 outcomes. The Assessment Committee conducted a benchmarking exercise to ascertain whether the eleven general education outcomes were in alignment with other community colleges in the region and elsewhere. Most colleges examined had 5 or less outcomes and several "categories" within each outcome. After long debate the committee agreed to group the former 11 outcomes into 4 general areas. Those areas would then be recognized as the general education outcomes for degree holders. The styles of the outcomes were written in such a way as to mirror the style of the purposes of the college. The reconsideration of the general education outcomes was approved by the Assessment Committee and the Curriculum Committee and respectfully submitted for Board approval.

Below is the recommended general education outcomes statement:

Students who have fulfilled general education expectations at Neosho County Community

College will be prepared to:

Think analytically through:

- o Utilizing quantitative information in problem solving,
- o Utilizing the principles of systematic inquiry, and
- o Utilizing various information resources including technology for research and data collection.

Practice responsible citizenship through:

- o Identifying rights and responsibilities of citizenship,
- o Identifying how human values and perceptions affect and are affected by social diversity, and
- o Identifying and interpreting modes of artistic expression.

Live a healthy lifestyle (physical, intellectual, social) through:

- o Listing factors associated with a healthy lifestyle and lifetime fitness,
- o Identifying the importance of lifetime learning, and
- o Demonstrating self discipline, respect for others, and the ability to work collaboratively. And

Communicate effectively through:

- o Developing effective written communication skills, and
- o Developing effective oral communication and listening skills.

#### **Resolution 2006-52**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the General Education Outcomes listed above.

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

#### **Agenda Item IX-J: AA and AS Degree Revision (first reading)**

As a transfer institution, Neosho County Community College has an obligation to continually examine requirements for the Associate in Arts (AA) and Associate in Science (AS) degrees to insure that students are taking the right amounts of the right courses for seamless transferring to Kansas' Regent Universities. It is the administrations desire that the maximum number of credits transfer to the four-year institutions and transfer in such a way as to minimize the number of credits a student must take to receive their bachelor's degree. After a year-long examination of the AA and AS

degrees and the university requirements the Director of Advising, Counseling and Articulation and the Vice President for Student Learning presented to the faculty Curriculum Committee several possible considerations for changes to the transfer degrees to bring them more in alignment with KU, KSU, ESU, FHSU, PSU, WSU and Washburn. The Curriculum Committee sent those proposed changes to the departments for their consideration. After months of debate, benchmarking and compromise the Curriculum Committee passed several changes to the AA and to the AS degrees.

The following changes to the AA and AS degrees are recommended:

The universities have added additional science requirements for their degrees, so the Curriculum Committee has responded likewise.

o For the Associate of Arts, the proposal to the board is to increase the science requirement to include an additional lecture science course. With this new requirement, the student will take one science course from "life" sciences such as biology and one course from "physical" science such as chemistry. One of these two courses must have a lab component but it is highly recommended that both courses have a lab.

o For the Associate of Science, the proposal to the board is to increase the science requirement to include an additional lecture/lab science course. Like the AA degree changes described above, the AS degree candidates would have to take two science courses, one "life" science and one "physical" science. Where the two degrees differ is that the Associate of Science will require a lab component for each of the science courses while the AA degree requires only one lecture/lab course.

Computer course are no longer required of any of the majors at five of the six universities; however, the faculty of NCCC has pre-test scores that show many of our students do not yet possess the skills necessary to be considered competent with computers. This lack of ability could seriously hinder a student's success in college-level coursework and beyond in the working world. For both the AA and AS degrees, the committee directed that the computer course requirement remain on the degree sheet, but that a test-out procedure is created so that a student could elect to take an exam that, if passed, would allow the student to forgo taking the computer class.

Since the AA and AS degrees are part of board policy, any changes must be approved through board action. Below are the changes that need to be made to board policy in order to complete this proposal to change the AA and AS degrees. Please review the proposed changes for approval at the July Board meeting.

### **Proposed Changes to AA and AS degrees**

#### **Associate of Science (AS) Degree (revised 1/15/2004)**

The associate of science degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

1. Communications 9 hours English Composition I, English Composition II, speech
2. Computer Literacy Proficiency, 3 hours

*Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours*

3. Natural Science and Mathematics ~~8~~ 11 hours

~~One natural laboratory science from biology, chemistry, or physics; and~~ A. Two science courses with both having a lab component; additionally, one of the science courses must be considered a life science and the other must be considered a physical science.

One mathematics including college algebra or a higher level math course

4. Social and Behavioral Sciences 9 hours General Psychology and six credit hours from economics, geography, political science, psychology, sociology

5. Arts and Humanities 9 hours Select from three areas: art\*, foreign language, literature, music and/or theatre\*, and/or philosophy. (\*Performance/participation classes do not meet this requirement)

6. Physical Education 1 hour Lifetime Fitness recommended

6. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)

7. Appropriate Fields of Study 24 hours A program of study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies

Other Requirements: A. Pre- and post-assessments are required by NCCC B. Fifteen (15) of the last twenty-four (24) credit hours *must be* in residence at NCCC

C. Total of sixty-four (64) credit hours D. Cumulate GPA of 2.0 or higher

**Associate of Arts (AA) Degree (revised 1/5/2004) (revised 6/10/2004)**

The associate of arts degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

1. Communications 9 hours English Composition I, English Composition II, speech

2. Computer Literacy Proficiency, 3 hours

*Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours*

3. Natural Science and Mathematics ~~7-8~~ 10-11 hours ~~A. One science course from biology, chemistry, or physical science, physics, ecology, or higher level that has a lab component;~~

A. Two science courses with one course having a lab component; additionally, one of the science courses must be considered a life science and the other must be considered a physical science; and B. One mathematics course, including college algebra or a higher level math course

4. Social and Behavioral Sciences 9 hours General Psychology and six credit hours from two areas: economics, geography, political science, psychology, sociology

5. Arts and Humanities 9 hours From three areas: art\*, music & theatre\*, history, language, literature, or philosophy (\*Performance/participation classes do not meet this requirement)

6. Physical Education 1 hour Lifetime Fitness recommended

7. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)

8. Appropriate Fields of Study 24 hours A program of study in English, fine arts, education, history, humanities, language, music or social science

Other Requirements: A. Pre- and post-assessments are required by NCCC B. Fifteen (15) of the last twenty-four (24) credit hours must be in residence at NCCC

C. Total of sixty-four (64) credit hours D. Cumulate GPA of 2.0 or higher

### **Agenda Item IX-K. 2006-2007 Student Handbook Revisions**

Attached is the final draft of the 2006-07 Student Handbook. Since major revisions were made to the handbook last year, only a few changes were needed this year. All major changes are highlighted in yellow in the attached handbook copy. A few minor changes are not highlighted, such as room changes for departments and phone extension numbers. The major changes are:

Added an explanatory line explaining that unmarried students under 21 with dependents living with them are not required to live in campus housing

Added information about the new meningitis vaccination requirement for residential students.

Added the Sexual Harassment/Grievance Policy to the handbook (this is not a new policy – it was copied from the current Board Policy Handbook)

Added the Transfer and Articulation Agreement

Added Student Activities Council (Ottawa) to the Student Activities section

Added Students Helping Students (Ottawa) to the Student Activities section

Added scooters to the items students are not allowed to ride in the residence halls

Added the National Suicide Prevention Lifeline phone numbers to the resource section.

### **Resolution 2006-53**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revisions to the 2006-2007 Student Handbook as indicated.

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

### **Agenda Item IX-L. Accounts Receivable Write-Off**

Dr. Smith asked the Board for approval to write off \$92,986.47 of accounts receivables for activity from June 2003 through December 2005.

The business office will continue to keep a record of the written-off accounts, and a hold will be placed on the applicable student records. Therefore, the College can still collect the money, even though the account has been written off.

#### **Resolution 2006-54**

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to write-off \$92,986.47 in old accounts receivable, and that the College continue to attempt to collect those amounts written off.

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

#### **Agenda Item IX-M. Disposition of 14<sup>th</sup> Street Houses**

The College owns two houses at 1401 S. Allen and 105 West 14<sup>th</sup> Street. The houses are in need of repair, around \$45,000 for 1401 S. Allen and \$15,000 for 105 S. 14<sup>th</sup> Street. Dr. Smith asked the Board to make a decision about future of the houses.

Dr. Smith made the following observations:

The houses are an eye-sore

The cost of repair exceeds their value

The President does not wish to recommend selling the land, but believes the College needs to make a decision about the houses themselves

One option is to advertise and see if someone wishes to buy the houses and move them off the property.

If no one comes forward to bid on buying and moving the house, it will be the President's recommendation that they should be torn down

The President recommended that the homes be advertised for sale and removal from the property.

#### **Resolution 2006-55**

RESOLVED, That the Board of Trustees of Neosho County Community College authorizes the President to advertise the houses located at 1401 South Allen and 105 West 14<sup>th</sup> Street for sale and to be removed from the property.

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

#### **Agenda Item IX-N: Jenzabar TE to EX Upgrade Recommendation**

As reported to you previously, the College's management information and student information systems run on Jenzabar TEAMS 2000 (TE) software. In August, the 5-year maintenance agreement for the TEAMS software will expire and the College will have to renegotiate a new

agreement.

The TEAMS TE software runs on the AS 400 and is antiquated. Jenzabar would like all of its institutions that are on TEAMS TE to move to their server-based MIS/SIS system product called EX (formerly called Elite). This migration corresponds with one of the objectives in the college's technology strategic plan.

In 1999, the college reviewed several MIS/SIS software systems from various vendors, and made the decision to upgrade at that time to the Jenzabar Elite software system. The deal eventually fell through for budgetary reasons, but the reasons to upgrade (more user friendly GUI interface, single operating system platform-Windows vs. OS400, more readily accessible local expertise) still exist, and the strategy to upgrade from TE to EX still exists in the current NCCC Technology Strategic plan.

Jenzabar is currently offering a very attractive offer to entice NCCC to purchase the upgrade. In a nutshell, Jenzabar is willing to sell NCCC the EX software at a substantially reduced price (\$71,002 instead of \$316,988), while at the same time reducing the overall annual software maintenance fees from \$87,589 to \$65,405 and capping the annual software maintenance increase for 10 years at 5% per year! The decrease in software maintenance charges alone will pay for the cost of the software in 3.2 years.

The College will not actually install the software yet, but essentially just purchasing the right to install the latest release of EX when the College is ready to do so. Why would the College want to purchase the TE to EX software upgrade and not use the new software, i.e. essentially putting it on the shelf for later after spending \$71,000?

To begin with, there are additional, substantial costs associated with the process of installing and implementing the EX software, somewhere in the neighborhood of \$300,000. Secondly, because the 5-year TE software maintenance contract is expiring in August, the maintenance costs will increase dramatically on that software. As mentioned previously, the maintenance cost will go from the current \$64,105.42 per year to around \$87,589 per year. If the College takes advantage of the offer, NCCC will be paying \$65,405 per year for the maintenance contracts on the TE software. According to Jenzabar's estimates, the College would be able to save over \$700,000 in maintenance fees over the next 10 years (even if NCCC never implemented the EX software,) beginning with \$22,184 this next year (\$87,589 - \$65,405), assuming a 10% compounded annual increase in the TE maintenance fees. Jenzabar will also agree to cap the annual increase to the maintenance costs for either platform (TE or EX) at no more than 5%. (Maintenance costs for TE have risen 8%, 8% and 10% the past three years, if you weren't on a 5-year contract like we were). Finally, Jenzabar would continue to support the TE software system to NCCC at this reduced cost until the College decides to implement the EX software.

There is one small catch in that Jenzabar would require NCCC to purchase the CRM Candidate module for the JICS system (InsideNC). The cost of the CRM Candidate module is \$23,768 with implementation and training costs of \$11,000, all of which will be paid for by the \$25,000 Kan-ed Content and Services Grant and approved match from the Chanute and Ottawa technology funds.

The Technology Planning Committee and Executive Committees have discussed and approved a recommendation to purchase the TE to EX upgrade, with the additional \$71,002 funding coming equally from the Chanute and Ottawa technology funds. The senior staff and President agree with this recommendation.

#### **Resolution 2006-56**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Jenzabar TE to EX upgrade contract.

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

**Agenda Item IX-O: Stoltz Hall Carpet Bids**

The college has implemented a plan for remodeling the Stoltz Hall faculty office area to better accommodate faculty and better serve students. This remodeling project will require the removal of several walls between the existing faculty offices. The wall demolition portion for the project has already begun.

Carpeting in the remaining office areas is approximately fifteen years old and will need to be re-carpeted due to this construction. The project will be completed prior to the beginning of the Fall 2006 semester.

Specifications were developed and included the following requirements (a particular carpet was specified to match the existing carpet in the other areas of the college):

The following specifications must be met:

The carpet shall be Shaw Industries brand

Style: J0045 On Broadway 26

Color: Thoroughly Modern Millie # 45512

12% Space Dyed Nylon

Width 12', Face Weight 26 oz

Construction: Graphic Loop

Gauge: 1/10, Density: 8210

Dye Method: Solution Dyed/Space Dyed

The bid should cover all areas noted on the attached drawing labeled Stoltz Hall Carpet Project – Summer 2006. The bid shall include all labor to remove and dispose of the existing floor covering and base trim, all disposal fees, all labor to scrape the floors clean of glue, all labor and materials necessary to patch and prep the floor for the new installation, and any associated storage fees necessary to store the carpet until installation. New carpet areas must be left vacuum-clean. The successful bidder is responsible for any and all damages caused to NCCC property during the installation process.

The carpet and cove base must be stored at the vendor's location (or other vendor-controlled site) until NCCC desires installation. Installation will be installed in stages as several rooms are involved.

Bids were solicited from:

Caldwell Floor Covering, Chanute

Carpet World, Iola



Danmark Whistler Glass & Bldg Supply, Independence

Derailed Commodity, Independence

Floormart, Parsons

Floor Connection, Chanute

The Home Store, Parsons

Kansas Lumber Company, Coffeyville

Quality Floor & Wall Covering, Frontenac

Whistler Building Supply, Independence

Woods Floor Covering & Design, Independence

**Bids were received from:**

Floor Connection \$7984.22

Caldwell Floor Covering \$5898.36

It was the President's recommendation that the Board accept the bid from Caldwell Floor Covering in the amount of \$5898.36 for carpet in Stoltz Hall as specified in the bid document.

**Resolution 2006-57**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$5898.36 from Caldwell Floor Covering for carpet for Stoltz Hall as specified in the bid document.

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

# Stoltz Hall Carpet Project Summer 2006



Yellow-shaded areas to be carpet as specified in bid document.

## Agenda Item –IX-P.: Adjunct Clinical Pay

The costs for all items in the health care are on the rise. The Board is aware of what the salaries in nursing have done over the past few years. Likewise the costs of our nurse-clinical instructors need to rise to make NCCC competitive in securing instructors. Below is what other colleges are paying clinical instructors in the Ottawa/Lawrence area:

Johnson County Community College \$28.96/hr

Hutchinson Community College \$23-30/hr. depending on experience

Butler County Community College \$30/hr

Labette Community College \$26/hr

Washburn University \$32/hr

Kansas City Kansas Community College \$35/hr.

Currently NCCC pays \$23/hr for instructors with a bachelors in nursing (BSN) and \$26/hr for a masters in nursing (MSN). The Board raised the pay to these levels two years ago. Karen Gilpin, Director of Nursing, requested that this amount be raised to \$25/hr for BSN and \$28/hr for MSN.

NCCC needs about 5000 hours of clinical instruction each year. The cost will be approximately \$10,000 more per year for this increase. This increase will be factored into the 2006-2007 budget.

It was the President's recommendation that the Board approve the increase for clinical instructors.

#### **Resolution 2006-58**

RESOLVED, That the Board of Trustees of Neosho County Community College approves increasing the hourly rate for clinical instructors to \$25/hr for BSN and \$28/hr for MSN instructors.

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

#### **Agenda Item IX-Q: Health Information Technology Instructor/Coordinator**

In a recent Board meeting, the Board approved a Health Information Technology (HIT) program at NCCC. This program called for a part-time coordinator to help create the program and get it accredited through the national HIT organizations. A position description is on the following page.

It was the President's recommendation that the Board employ Wanda Jo Jurgensen as the half-time Health Information Technology Instructor/Coordinator. Ms. Jurgensen is currently enrolled in the Master's program in Technical Teaching Education at Pittsburg State University. She holds National Certification for Registered Records Administrator (now RHIA), a Bachelor of Science in Medical Record Administration from the University of Kansas and an Associate of Art degree from Allen County Community College.

Ms. Jurgensen was employed as an adjunct instructor at Fort Scott Community College for 2005-06. She has also served at the HIM Transcription Coordinator at St. John's Regional Medical Center in Joplin; Director of Health Information Management at Cox Monett Hospital in Monett, Missouri; Quality Control Coordinator at Freeman Health Systems in Joplin and Consultant/Interim Director of Health Information Management at Barton County Memorial Hospital in Lamar, Missouri.

Ms. Jurgensen will be paid \$18,000 for the half-time position starting July 1, 2006.

#### **Resolution 2006-59**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Wanda Jo Jurgensen as the half-time Health Information Technology Instructor/Coordinator, starting July 1, 2006 at a salary of \$18,000 per year.

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

**Health Information Technology Instructor/Coordinator**

**Reports to: Dean of Outreach and Workforce Development**

**Classification: Half-time, 12-month Employee**

**Pay Status: Administrative**

**Vacation/Sick Leave/Regular Holidays per Board Policy**

**Starting Salary: \$18,000**

**Purpose of position:** This position is a member of the Outreach and Workforce Development department who reports to the Dean of Outreach and Workforce Development. This position is responsible for serving as the coordinator of the health information technology program with assigned teaching duties. This position will work directly with other health occupations coordinators to implement a comprehensive health occupations career track for students of Neosho County Community College.

**Essential Functions:**

**Program Coordinator:**

Organize and implement the health information technology program.

Recruit, advise, and retain students in/into to the program.

Plan and develop curriculum updates, as needed.

Establish clinical sites for health information practicum.

Conduct continuous program review.

Review and manage budget.

Generate program reports, as needed.

Coordinate health information technology program with other health occupation programs and with general education courses.

Coordinate accreditation processes with the American Health Information Management Association.

Obtain and maintain accreditation with the American Health Information Management Association.

Perform other duties as assigned by the dean of outreach and workforce development.

**Instructor:**

Teach courses in the health information technology program – minimum 6 hours per year.

Schedule health information technology courses in sequence with other required courses.

Maintain advising files on each student in the program for reporting and tracking purposes.

Monitor student attainment of graduation requirements.

Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.

Conduct student review and evaluation through required institutional procedures.

Conduct program and course assessment following established procedures

### **Required Knowledge, Skills and Abilities**

Working experience as a health information technician or administrator.

Ability to maintain current in HIT processes/procedures.

Exceptional ability to organize and coordinate projects.

Excellent interpersonal skills.

Ability to work effectively with diverse populations.

Attention to detail.

Knowledge of American Health Information Management Association.

Ability to communicate effectively, both orally and in writing.

Excellent computer skills.

Ability to gather data, compile information and prepare reports.

Ability to plan and evaluate programs.

Ability to appropriately exercise independent initiative and judgment.

Willingness and ability to work as a member of a team.

### **Education and Experience**

Bachelor's degree required.

1-2 years current/recent experience in health information technology.

Certification as a Registered Health Information Administrator or Registered Health

Information Technician.

### Working Conditions

-

1. Work is normally performed in a typical interior/office work environment.
2. Teaching assignments may be in the late afternoons or evenings.
3. Some travel and evening hours are required.
4. No or very limited physical effort required.

### **Agenda Item IX-R: Adult Basic Education Program Restructure**

The resignation of part-time (75%) adult basic education instructor, Sandy Morgan, created the opportunity to review the structure and effectiveness of the Neosho County Community College Adult Basic Education program. Another factor indicating a need to review the ABE structure is the low student participation in the adult education program housed in Garnett Kansas. (Anderson County)

Current structure:

#### **Current Costs Part-time ABE Instructors**

ABE Instructor, Chanute (75%) \$17,117, with \$3,444 fringe benefits

ABE Instructor, Anderson Count (50%) \$13,326, with \$2,459 fringe benefits

**Total Costs: \$36,346**

The restructure eliminates the part-time (50%) instructor position in Anderson County. It replaces the part-time instructor position in Chanute with a full-time (100%) position. Two full-time instructors on the Chanute campus continues to allow the opportunity to provide adult basic education courses in outreach sites such as Anderson County, Erie, St. Paul and Altoona.

The new full-time instructor will be hired with the expectation of travel and off-campus instruction as needed. The office space in Anderson County will be maintained and utilized on Fridays by the new instructor. The full-time instructor will receive benefits. With the addition of the benefits, this restructure is cost neutral.

Proposed structure:

#### **Proposed Costs New Full-time ABE Instructor**

ABE Instructor, Chanute (100 %) NEW \$23,000, with \$6,363 fringe benefits

**Total Costs New FT Instructor: \$29,363**

**Savings of new structure: \$6,983**

It was the President's recommendation that the Board approve the new structure and establish a full-time ABE instructor for the Chanute campus.

**Resolution 2006-60**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the new structure for the Adult Basic Education program and the establishment of a full-time ABE instructor for the Chanute campus.

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

**Amended Agenda Item IX-S: Administrative Assistant for Nursing**

It was the recommendation of the President that the Board employ Rejeanne Gilkey as the Administrative Assistant for the Nursing Department in Chanute. Ms. Gilkey earned her BS in Management/Finance from Park University in 2006. She is a graduate student working on her Master's degree in Economics at Kansas State University. From 2002-2005 she worked as a personal banker for Bank of America. She also speaks fluent Spanish.

Ms. Gilkey will be paid \$9.50 per hour starting June 19<sup>th</sup>.

**Resolution 2006-61**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Rejeanne Gilkey as the administrative assistant for the nursing department in Chanute starting June 19 at \$9.50 per hour with clerical benefits.

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

**Amended Agenda Item IX-T: Executive Session: Non-Elected Personnel**

Mr. Chairman: I move that the Board recess into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate the individual's rights to privacy and to include the President and College Attorney. The Board entered executive session at 8:10 p.m.

The Board returned to open meeting at 8:25 p.m.

**Resolution 2006-62:**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the contract extension for the President as discussed in executive session.

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

**Agenda Item X : Adjournment**

The meeting adjourned at 8:26 p.m.