

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

DATE: March 8, 2007

TIME: 5:30 P.M.

PLACE: Student Union, room 209

PRESENT: Kevin Berthot
Neil Ford
Mariam Mih
David Peter
Basil Swalley

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
Chad DeVoe, Faculty Senate President
Dean Dillard, Faculty
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Amy Cotham, Chanute Tribune

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

IV. Approval of the Agenda

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

V. Consent Agenda

The following items were approved by consent.

Minutes from February 8, 2006
Claims for disbursement for February 2007
New Course Syllabi
Master Course List Approval
Personnel

1. Resignation of Nursing Director/Reassignment to Faculty Position
2. Appointment of Interim Nursing Director
3. Resignation of Women's Soccer Coach/Admissions Specialist
4. Resignation of Women's Basketball Coach
5. Resignation of Men's Basketball Coach
6. Math Instructor Retirement

Consent Agenda Item C: New Course Syllabi

Over the past year the nursing faculty has been in the process of re-designing the curriculum in the program to change the program from a 12-month program to a 9-month program. The attached courses are part of that redesign. These courses have been approved by the Nursing department, the Curriculum Committee and the Chief Academic Officer.

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: NURS 101
Course Title: Introduction to Nursing
Division: Nursing
Credit Hours: 2
Theory hours: 1.5
Clinical/lab hours: 0.5
Initiation/Revised Date: Summer 2007

CLASSIFICATION OF INSTRUCTION

Freshman level course. This course is offered the semester preceding NURS 111 Foundations of Nursing.

COURSE DESCRIPTION

This course is designed to validate basic nursing skills, introduce problem solving, test taking, and time management skills. Students will be introduced to basic nursing terminology and concepts in preparation for entry into Foundations of Nursing. Clinical experience will be limited to the nursing lab.

PREREQUISITES AND/OR COREQUISITES

Admission to the college and nursing program.

TEXTS

Elkin, Martha Keene; Perry, Anne Griffin; & Potter, Patricia A. Nursing Interventions & Clinical Skills, 3rd ed., Mosby, Inc., St. Louis, MO, 2004.

Potter, Patricia Ann and Perry, Anne Griffin. Fundamentals of Nursing, 6th ed., Mosby, Inc., St. Louis, 2005.

COURSE OUTCOMES

As a practical nursing student, objectives reflect the role of provider of care. At the completion of the course the student will complete the following with 76% average:

1. Identify the professional, ethical, and legal responsibilities of nursing practice.
2. Identify one effective study method for the student's predominate style of learning.
3. Apply components of the nursing process.
4. Demonstrate competency of basic nursing skills.
5. Construct a basic concept map.

COURSE OUTLINE

UNIT I. OVERVIEW OF NURSING AND EFFECTIVE STUDY HABITS**UNIT II. INTRODUCTION TO THE NURSING PROCESS****INSTRUCTIONAL METHODS****Classroom****Lectures and discussions****Demonstrations****Audio-visual aids****Self-study with aids and programmed materials****Assigned reading and reports****Laboratory****Scheduled classroom laboratory****Non-scheduled self-study laboratory****Computer laboratory****Visuals/Audio-Visuals/Tapes****Audio-visuals****Color slides****Filmstrips****Models****Computer simulations****Resource Persons****Guest lecturers****STUDENT REQUIREMENTS AND METHOD OF EVALUATION****Written quizzes and mastery of unit exams****Skill performance and oral tests in classroom lab****Final course grade will be based on theory performance****GRADING SCALE\REQUIREMENTS**

The student must complete all course objectives to successfully pass the course. The grade will be determined at the end of the course on the basis of the work completed. All grades are computed according to the following scale:

91 - 100% A Superior**83 - 90% B Good****76 - 82% C Average****67 - 75% D Poor****0 - 66% F Failure****XF Failure due to academic dishonesty****I Incomplete****W Withdraw**

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

Any question regarding a grade received for a test, paper, etc., must be brought to the instructor's attention within seven (7) days of receiving the grade or it will be recorded

as is.

Theory Grade

The student's theory grade will be based on unit exams, quizzes, final exam, and any written assignments specific to that course.

The following assignments will comprise the student's total theory grade for Introduction to Nursing:

2 Unit Exams

Quizzes

Final Exam

Total: approximately 150 points

Scheduled Tests and Quizzes: Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. If a student is tardy or absent for any reason and unable to test at the scheduled time, an alternate test may be given and 5% will be deducted from the score for taking late then 1% will be deducted per day for each day not taken, up to a maximum of 10%. If not taken before the next test/quiz is given, then the score will be recorded as zero. Special circumstances will be subject to review and faculty discretion.

Pop Quizzes: Additional pop quizzes may be given. Pop quizzes are to be taken at the scheduled time and cannot be made up.

Late Papers: If a paper is not turned in at the scheduled time, 5% will be deducted from the paper's score for being turned in late then 1% will be deducted per day for each day not turned in, up to a maximum of 10%, then score recorded as zero. Special circumstances shall be subject to review and at instructor's discretion.

All unit exams, quizzes, and theory paperwork will be averaged to comprise the total theory grade for the course, and it is the student's responsibility to attain an average of 76% or better in order to pass the course.

Clinical Grade

Satisfactory clinical performance will be based on learning lab proficiency. The nursing student must attain at least 76% on learning lab criteria. Learning lab grade will be on a pass/fail basis.

Learning Lab

1. Evaluation of Learning Lab procedural skills will be by means of a checklist. The student will demonstrate with satisfactory performance, all procedure skills in Learning Lab for which there are a performance checklist before being allowed to do the skill in the clinical area.

Proficiency of procedural skills shall be evaluated at the time the student demonstrates the skill in Learning Lab and will be ranked according to the following scale:

1st test 100%

2nd test 80%

3rd test 60%
4th test 40%
5th test 20%
6th test 0%

To successfully complete the clinical component, the procedure checklists must be completed satisfactorily regardless of the number of times attempted.

3. The student will complete all associated assignments such as videos, lab quizzes, etc. for each procedural skill before the procedure is considered to be completed.

4. The student will complete procedural skills by the dates designated by the instructor. In order to earn 100% proficiency, the skill must be successfully completed the first time and be done on or before the designated date.

The nursing student must average 76% on procedural skills in order to pass the clinical component of the nursing course. The student must achieve at least 76% in theory and pass clinical to successfully complete this course.

ASSESSMENT OF STUDENT GAIN

Assessment of student gain will be measured by comparing the student's knowledge of the subject when the class begins and at the close of the class. This measurement will be done via

pre and post tests over the stated course competencies. The student will also take a critical thinking exam and a self-assessment exam early in the course.

ATTENDANCE POLICY

Regular attendance and punctuality are considered essential in meeting the objectives of the nursing program. The nursing instructor is to be notified by the student in case of absence.

Frequent absences will be subject to review by the nursing faculty for purposes of counseling. Any nursing student, who accumulates hours of absences amounting to three times the number of credit hours for the course, will be placed on contract by the nursing faculty. Any nursing student may be placed on contract at the discretion of the instructor.

Students with excessive absences may be administratively withdrawn from the course. (See College Catalog – Attendance.)

Theory and Learning Lab

Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. (See Grading Scale/Requirements, Scheduled Tests and Quizzes above.)

After missing theory or learning lab, the student is personally responsible for contacting the instructor to make arrangements for make-up.

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 assist you in arranging any necessary accommodations.

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.

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: NURS 102

Course Title: Dosage Calculations

Division: Nursing

Program: Nursing

Credit Hours: One (1)

Initiation/Revised Date: Summer 2007

Instructor:

Email:

Office:

Phone:

CLASSIFICATION OF INSTRUCTION

Freshman level course. This course is offered the semester preceding NURS 111 Foundations of Nursing.

COURSE DESCRIPTION

This course is designed to introduce students to clinical dosage calculations for medication administration and is required prior to NURS 111 Foundations of Nursing. Beginning with a review of math basic to dosage calculations, the student utilizes dimensional analysis to progress through increasingly complex medication problems.

PREREQUISITES AND/OR COREQUISITES

Admission to NCCC and the Mary Grimes School of Nursing.

TEXTS

Curren, Anna M. Dimensional Analysis for Meds. 3rd ed. Delmar, Thomson Learning: NY 2006.

ISBN # 1-4018-7801-6

COURSE OUTCOMES

Upon the successful completion of this course the student should be able to, at 76% or greater:

Compute basic dosage calculations involving the same unit of measure.
Use equivalents to calculate dosage calculations of different units of measure for oral and parenteral medications.

COURSE OUTLINE

UNIT I. Review of decimals and fractions. Metric system, international system, units, percentages, milliequivalents, apothecary measures, and household measures.

UNIT II. Reading labels and calculating dosages of like units of measure.

UNIT III. Equivalents and calculating dosages using different units of measure.

UNIT IV. Calculating parenteral medications and reconstituting powdered drugs.

UNIT V. Calculating dosages based on body weight and body surface area. Calculating IV flow rate and IV infusion and completion times.

INSTRUCTIONAL METHODS

Instruction may include demonstrations, lectures, textbook exercises, and computer-aided instruction.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Unit quizzes, exercises from textbook as assigned, and a final comprehensive exam.

The nursing student **MUST ACHIEVE** a minimum of 76% to successfully complete the course and advance to NURS 111 Foundations of Nursing. The nursing program does **NOT** round off grades. Cheating will **NOT** be tolerated in any form. This will be grounds for dismissal from the program. Lecture notes, textbooks, etc. will be placed in designated areas during testing.

Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. If a student is tardy or absent for any reason and unable to test at the scheduled time, an alternate test may be given and 5% will be deducted from the score for taking late then 1% will be deducted per day for each day not taken, up to a maximum of 10%. If not taken before the next test/quiz is given, the score will be recorded as zero. Special circumstances will be subject to review and at instructor's discretion.

The following will comprise the student's grade for this course:

Unit Quizzes 67%

Final Exam 33%

Total 100%

GRADING SCALE

91 - 100% A Superior

83 - 90% B Good

76 - 82% C Average

67 - 75% D Poor

0 - 66% F Failure

XF Failure due to academic dishonesty

I Incomplete

W Withdraw

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in the classroom is a specific requirement. Consequences of

violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ASSESSMENT OF STUDENT GAIN

A pre-test covering the course objectives will be administered before instruction begins, and a post test covering the course objectives will be administered at the end of the course. A comparison of these two scores will measure student gain.

ATTENDANCE POLICY

Unless students are participating in a school activity or excused by the instructor, they are expected to attend class. If a student's unexcused absences exceed one-hundred (100) minutes per credit hour designation for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the Vice President of Student Learning 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 will be notified. Administrative Withdrawals (AW) cannot occur after seventy-five percent (75%) of the class has been completed.

Academic Integrity (revised 7/10/03 Board Meeting)

Notes:

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.

If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Assist Dean, Ottawa Campus, 785-242-2607 ext 312, 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.

Consent Agenda V-D: Master Course List Approval

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

Master Course List Changes for Summer 2007

New Courses

NURS 101 Intro to Nursing, 2 credit hours
NURS 102 Dosage Calculations, 1 credit hour

Consent Agenda Item V-E.: Personnel**1. Resignation of Director of Nursing/Reassignment to Faculty Position**

It was the President's recommendation that the Board of Trustees accept the resignation of Karen Gilpin as Director of Nursing and reassigns Ms. Gilpin to a nine-month, nursing faculty position at Masters + 45, Step 26 (\$49,262) effective July 1, 2007.

2. Interim Director of Nursing

It was the President's recommendation that the Board of Trustees accept the resignation of Brenda Schoenecker as a faculty member and employ her as the Interim Director of Nursing with a salary of \$57,000 per year, to become effective July 1, 2007. Ms. Schoenecker holds a Masters of Science in Nursing and a Family Nurse Practitioner degree, both from Wichita State University. She also has earned a BS in Nursing from Pittsburg State University and an AAS from Neosho County Community College. She is a Certified Massage Therapist.

Ms. Schoenecker has had administrative experience running a clinic for several years and is currently the nursing site coordinator for the Chanute campus. She has been employed by NCCC for the past two years (beginning January 2005).

3. Resignation of Women's Soccer Coach/Admissions Specialist

It was recommended by the President that the Board accept the resignation of Nathan Mason, head coach for women's soccer and admissions specialist for the College. Mr. Mason's last work day at the College was March 2, 2007, with his resignation effective March 16, 2007.

4. Resignation of Women's Basketball Coach

It was the President's recommendation that the Board accept the resignation of Diana Couch, head coach for women's basketball, effective March 30, 2007.

5. Resignation of Men's Basketball Coach

It was the President's recommendation that the Board approve the resignation of John McIntyre, head coach for men's basketball. Mr. McIntyre's resignation will be effective at the end of his current contract.

6. Retirement of Math Instructor

Carol Vaverka, mathematics instructor, submitted a letter indicating her intent to retire at the end of her 2006-07 contract. It was the President's recommendation that the Board approve her retirement.

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

Agenda Item VII-A: 70th Anniversary Gala Discussion

At the February meeting, the Board approved a resolution to apply for a temporary, one day liquor license for alcohol to be served on campus at the 70th Anniversary Celebration Gala on May 5, 2007. Bob Christiansen, Director of Development, will be at the meeting to answer any questions about the Gala.

Agenda Item VIII-A. Board Retreat Date and Topics

Please bring your calendars to the meeting so that a date can be scheduled for the semi-annual Board Retreat. We will also discuss items to be covered at the Retreat.

Agenda Item VIII-B: Summer Hours

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

Summer hours would begin June 4 and end August 3. The week of July 2-6 the college will be open regular hours since Wednesday, July 4 is a holiday.

Resolution 2007-5

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation of the President for summer hours. Non-faculty employees will work four-10 hour days beginning June 4 and ending August 3. The week of July 2-6 employees will work 8 hour days because of the July 4th holiday.

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

Agenda Item VIII-C: Bids for Maintenance Building

As reported during past Board meetings, the shed used by the college to store gasoline and petroleum products is in a dilapidated state and should be replaced (see pictures below). The 8' x 12' shed was originally constructed prior to 1980 completely of wood and combustible products and is no longer suitable for storage of gasoline and petroleum products. Although the shed has not been cited in writing as a deficiency or violation by local or state inspectors, all inspectors have mentioned that the replacement of the shed with a metal structure would be a positive move by the college to enhance safety. The ISES FCA engineers did not list the shed as a project as a part of the FCA report because college staff notified them the shed was going to be replaced this year.

The shed has been recommended for replacement by a metal structure by the strategic planning committee and executive committee the past two years. The project was bid last year for completion, but because bids came in higher than anticipated, the project was not recommended to the board for action. Replacement of the shed with expanded space for storage of gasoline-powered equipment (tractor, mowers, small equipment) was included in the 2006-2007 budget. Maintenance personnel will demolish the existing shed. Funding for the metal building will come from the maintenance budget.

A notice were place in local paper and bids were solicited for the project from:

Brown Construction Chanute, KS
 Doug Uden Construction Chanute, KS
 B & G Construction Chanute, KS
 Back to New Construction Chanute, KS
 Mission Construction St. Paul, KS
 Newberry Construction Galesburg, KS
 Ritz Construction Chanute, KS
 Roecker Construction Chanute, KS
 Perfection Builders Chanute, KS
 Hal Jones Chanute, KS
 Kraft Construction Chanute, KS

The bid specifications were divided into a base bid and one additional alternate, as described below:

Base bid—24' x 24' x 12' metal building, electro-coated structural steel, 26 gauge wall panels with Kynar500 finish or equivalent, 26 gauge roof panels Galvalume or equivalent finish, 5" concrete floor, all per code

Alternate 1—same as above, but roof to have Kynar500 or equivalent finish

Kynar500 is the industry standard for industrial coatings for colored metal panels. It is highly resistive to weather effects, film erosion and ultraviolet light. The new roofs installed by A-lert have Kynar500 finish. Galvalume is the industry standard for aluminum-zinc alloy coated steel generally used in roofing. Rowland Hall, the multi-purpose building, and the wellness center/maintenance building all have Galvalume roofs.

The following sealed bids were received:

Base bid Alternate #1 Total

Brown Construction	\$15,237.00	\$1,940.00	\$17,177.00
Hockett Construction Services	\$19,875.00	not bid	----
Newberry Construction Co., Inc.	\$20,269.00	\$520.00	\$20,789.00

The Brown Construction bid was the lowest bid for the metal building project. Because other metal buildings already exist on campus with Galvalume finish roofs, it was recommended the new equipment shed also use Galvalume finish roof panels. It was the President's recommendation that the Board accept the bid for construction of a metal building with Kynar500 finish wall panels and Galvalume finish roof panels for \$15,237.00 from Brown Construction of Chanute, Kansas.

Resolution 2007-6

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid for construction of a metal building with Kynar500 finish wall panels and Galvalume finish roof panels for \$15,237.00 from Brown Construction of Chanute, Kansas.

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

Agenda Item VIII-D.: Bids for EX Software Module Implementation Lease Purchase Financing

The College has recently been discussing the implementation of the Jenzabar EX software that was purchased in FY 2006. A current proposal on the EX implementation costs amount to \$328,075 plus estimated travel costs of \$44,000.00.

The current fund balance in the technology funds are as follows:

Ottawa Technology Fund \$ 74,766.06

Chanute Technology Fund \$ 88,786.58

The administration would like to pay for the implementation from the two Technology funds through a down payment of \$53,075 and financing \$275,000.

Bids on financing the Jenzabar EX Software Module Implementation lease-purchase were solicited from UniversityLease A Division of California First National Bank, Bank of Commerce, Commercial Bank, Community National Bank, Enterprise Bank and Home Savings Bank.

Commercial Bank, Community National Bank and UniversityLease submitted bids as follows:

<u>OPTION 1 (Annual Payments)</u>	<u>% Interest</u>	<u>Periodic Payment</u>	<u>Total Financing Cost</u>
Commercial Bank	5.305%	\$64,063.95	\$ 45,316.77
Community National Bank	5.230%	\$63,922.45	\$ 44,612.24
UniversityLease	4.740%	\$63,062.24	\$ 40,311.20

<u>OPTION 2 (Monthly Payments)</u>	<u>% Interest</u>	<u>Periodic Payment</u>	<u>Total Financing Cost</u>
Commercial Bank	5.145%	\$ 5,208.82	\$ 37,529.92
Community National Bank	5.230%	\$ 5,218.62	\$ 38,116.98
UniversityLease	4.740%	\$ 5,156.90	\$ 34,414.00

It was the President's recommendation that the College accept the low interest bid from UniversityLease for option 2 at 4.74% and enters a 60-month lease-purchase agreement for the Jenzabar EX software implementation at a total financing cost of \$34,414.00. The College will reduce the principal amount more rapidly and save \$5,897.20 in financing costs by making 60 monthly payments as opposed to 5 annual payments. If the Board would prefer to award the financing to a local lender, the President recommend that the College accept the low interest bid from Commercial Bank for option 2 at 5.145% and enters a 60-month lease-purchase agreement for the Jenzabar EX software implementation at a total financing cost of \$37,529.72. It would cost \$3,115.72 in additional financing costs to award the bid to a local lender. The monthly payments will be split equally between the Chanute and Ottawa Technology Funds.

Resolution 2007-7

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the low bid from UniversityLease for option 2 at 4.74% and enters a 60 month lease purchase agreement for the Jenzabar EX Software implementation at a total financing cost of \$34,414.00

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

Agenda Item VIII-E: Reorganization of Ottawa Administrative Staff

With the incredible growth in business and industry in the Ottawa area, coupled with the need to expand the role of the Dean of the Ottawa campus, the administration recommended reorganization at the Ottawa campus to best meet the needs of the college in that expanding market. Administration recommended reorganizing the Ottawa service area leadership in such a manner that would maximize current staff strengths while incorporating new energy and ideas into the campus.

Below is a listing of the current positions at Ottawa for comparison:

Currently:

Position Major Responsibilities

Dean of Ottawa Campus Primary leadership of the Ottawa service area, Academic Officer for the campus, creates new programs, supervises faculty, supervises Assistant Dean, creates class schedule, represents the college at business and local government affairs, keeps the college informed as to needs of business and industry as well as local governmental needs, oversees Ottawa budget.

Assistant Dean Supervises office staff, advises students, serves as campus counselor, handles day-to-day operation of the campus, oversees ADA compliance, evaluates student transcripts.

Outreach Coordinator Coordinates outreach for concurrent classes, recruits students, provides some advising of students, sponsors campus student events, initiates some data entry of applications.

Proposal for Reorganization:

The Administration recommended deletion of the position of Outreach Coordinator and creating a new position of Executive Director of Community Relations (30 hours per week). Duties of the Dean and Assistant Dean would be adjusted to compensate for the loss of the Outreach Coordinator position.

With the duties of community liaison relieved from the position of Dean, he or she could spend more time looking for new opportunities to grow the college and see those ideas to fruition. The administration believes that the campus must add new programs and services to the area to continue its growth. The new Dean would be charged with creating viable, sustainable programs for that area and increasing enrollment in our northern service area.

The Executive Director for Community Relations position would increase the Colleges' presence with local government, k-12 education, business and industry and other community groups. In addition the position has a potential to raise additional dollars for

the NCCC Foundation. That area has been largely untapped for financial gifts. The position would teach 12 hours per year of leadership classes.

The administration recommended Mark Eldridge for the position of Executive Director of Community Relations. This position change would place Mr. Eldridge in a job that truly plays to his strengths. He has been a great asset to the College over the past five years. He is excellent with members of the community and government officials and has made many, many connections with leaders of the area.

On a personal note, Mr. Eldridge has about two years left on completing a doctoral degree and this position, with less hours per week, would allow him to concentrate on his goal of a earned Doctorate in Education without having to take a leave of absence.

The Assistant Dean (Dale Ernst) would absorb the recruiting aspects of the Outreach Coordinator position. The administration has complete confidence in Mr. Ernst as counselor and as a spokesperson for the college. He is an organized, positive person who can "get it done." This revised position plays to his strengths.

The role of coordinating concurrent enrollment would move back to the Dean's position where it was originally. With the help of concurrent site coordinators and others on campus, and with the removal of the community relation aspect of the Dean's position, the Dean will be able to reincorporate concurrent enrollment into his or her job description without distracting from equally important items under his or her charge.

The position of Outreach Coordinator was created in July of 2005 with the task of increasing concurrent enrollment and increasing recruiting efforts. The administration has not seen the effect on recruitment that was hoped for. It is the administration's intention to remove this position entirely.

This reorganization is not "budget neutral" reorganization. Depending on the starting salary of the new Dean, the additional cost could be between \$11,000 and \$16,000. However, with the Executive Director's potential to raise Foundation funds and generate additional business and industry training, with the Assistant Dean's potential to increase recruitment, and with the Dean's potential to increase enrollment with greater access and programs, the administration believes that this investment will pay dividends.

Proposed Positions To Begin July 1, 2007

Position Major Responsibilities

Dean of Ottawa Campus Primary campus leadership for the Ottawa service area, provides leadership for community college higher education in the Ottawa area, envisions future direction and works with College leadership to ensure Ottawa Campus meets needs of the Ottawa service area, academic officer for the campus, creates new programs, supervises faculty (along with division chair), supervises assistant dean, creates class schedule, oversees Ottawa budget, some advising of students, handles day-to-day operation of the campus, completes transcript evaluations, and coordinates outreach for concurrent classes.

Assistant Dean Supervises campus office staff, recruits students, advises students, serves as campus counselor, sponsors campus student events, and oversees ADA compliance.

Executive Director

For Community Relations Represents the college to business and local government, keeps the college informed as to needs of business and industry as well as local governmental needs including USDs, works with NCCC foundation on fundraising in Ottawa area. Teach 12 credit hours per year.

Complete Job Descriptions follow.

Resolution 2007-8

RESOLVED, That the Board of Trustees approves the recommendation for reorganizing the Ottawa campus administrative staff and appointing Mark Eldridge as the Executive Director for Community Relations effective July 1, 2007. Appropriate notices shall be given to replace existing employment contracts with the new employment position contracts.

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

DEAN OF OTTAWA CAMPUS

**Reports to: Chief Academic Officer
Organizational Unit: Administration
Salary range: \$40,000-60,000
Revision Date: March, 2007**

This position reports to the Chief Academic Officer and is responsible for primary leadership of the Ottawa service area, serves as academic officer for the campus, creates new programs, supervises faculty, supervises Assistant Dean, creates class schedule, represents the college at business and local government affairs, keeps the college informed as to needs of business and industry as well as local governmental needs, and oversees Ottawa budget. Duties include, but are not limited to:

Under the direct supervision of the vice president and in coordination with the dean of outreach and workforce development, division chairs, and director of nursing:

- a. Oversee the development, implementation, and evaluation of academic and vocational education offerings in Franklin and Anderson counties;**
- b. Oversee the development, implementation, and evaluation of all continuing education offerings (credit and non-credit) in Franklin and Anderson counties;**

2. Under the direct supervision of the vice president and in coordination with the dean of outreach and workforce development, division chairs, and director of

nursing:

- a. Recommend the employment and renewal of faculty and staff;
- b. Improve and maintain facilities;
- c. Evaluate part-time faculty and staff and recommend professional activities;
- d. Facilitate full-time faculty evaluation;
- e. Review and coordinate development of programs and curricula;
- f. Supervise accreditation requirements;
- g. Supervise the learning resource center and library;
- h. Assure college policies and procedures are followed;

3. Under the direct supervision of the vice president and in coordination with the Chief Finance Officer:

- Develop and administer an annual budget;
- Gather, organize, analyze, and communicate all financial and accounting data;
- Coordinate areas of maintenance and bookstore;

4. Under the direct supervision of the vice president and in coordination with the dean of student development:

- a. Coordinate the implementation of a student advisement system;
- b. Supervise the recruitment, admission, and retention process;
- c. Coordinate financial aid at the Ottawa campus;

5. Under the direct supervision of the vice president and in coordination with the dean of outreach and workforce development:

- a. Oversee management and processing of all outreach enrollments, particularly those developed at the high school locations, community businesses and organizations, and those negotiated as a customized contract with the Ottawa campus.
- b. Process enrollments, monitor number of course sections, summarize and report course activity, and assure proper payment arrangements.
- c. Provide teaching materials and class rosters, coordinate ITV classes with off-campus locations, and assist with conferences and in-services.
- d. Maintain contact with high school site coordinators, business managers, adjunct instructors, and other community members in order to properly service all enrollments and course work that is contracted with the college.

6. Maintain recruiting efforts to assure participation in the educational and training programs needed in the service area. Help to recognize new areas of opportunity to which the college can respond;**7. Promote open communications among the faculty and staff on both campuses;****8. Represent the college to external community groups and at economic development functions, locally and throughout Anderson and Franklin counties;**

9. Actively solicit business and industry training opportunities in Franklin and Anderson counties;

10. Perform other duties as assigned by the Chief Academic Officer.

Required Knowledge and Abilities

Evidence of excellent oral and written communication skills.
Proven strong computer skills.
Proven leadership and supervisory skills.
Ability to work effectively with diverse populations.
Strong organizational and coordinating skills.
Willingness and ability to work as a member of a team.

Education and Experience

Masters degree, preferably in educational leadership, required. Doctorate preferred.
Minimum of 3 years supervisory experience preferred.

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.
Occasional travel required.

Assistant Dean – Ottawa Campus

Reports to: Dean Ottawa Campus

Organizational Unit: Administrative/12 month/full benefits
Salary Range: Based on education and experience
Revision Date: March 2007

This position reports to the Dean of the Ottawa Campus and is responsible for supervising office staff at the Ottawa campus, including the admissions, registration, bookstore, financial aid, and business office areas. The assistant dean will work closely with the Dean of Student Development/Registrar and the Director of Advising & Counseling in developing and implementing a comprehensive student development program on the Ottawa campus. Additionally, the Assistant Dean will spearhead recruiting of new students in the Ottawa area and coordinate concurrent enrollment efforts.

Essential Functions:

Administrative:

Supervise and train Ottawa office staff; work with Chanute campus office staff to ensure that processes and procedures are running smoothly.

Develop a strong working-knowledge of all administrative areas of the Ottawa campus, including admissions, registration, financial aid, business office and bookstore functions.

Serve as the administrator-in-charge in the absence of the Dean.

Administer and oversee the implementation of student surveys and data compilation at the Ottawa campus.

Recruit, train and supervise tutors.

Advising & Counseling:

Collaborate with the Director of Advising & Counseling (Chanute campus) in the development, implementation, maintenance and coordination a college-wide advising program at the Ottawa campus.

Serve as the advising coordinator for the Ottawa campus; assign advisors to students; review and consult on advising assignments; serve as a resource for faculty and staff advisors.

Advise new and current undecided students; serve as the primary advisor for new students during their initial orientation advisement period and assist them with registration.

Administer, interpret, and provide placement based on various NCCC assessments, such as COMPASS.

In consultation with the Dean of Student Development/Registrar, evaluate high school and college transcripts, awarding credit as necessary, and enter transfer credits on the AS400.

Collaborate with admissions and registration offices to plan, implement, and provide training for academic advisement and registration sessions for new students.

Provide resources and on-going advisor training to faculty and staff; promote counseling, advising, and student support services to students, faculty, and others.

Provide support and referral services for students with disabilities; provide personal counseling to students and refer students to mental health or other community agencies as necessary.

Develop and maintain career exploration programs and provide resources to faculty, staff and students through both print and electronic formats (ie: web pages, degree check sheets, program guides, advising newsletter);

Serve as the contact person for student employment opportunities; maintain a job opportunities bulletin board.

Provide university transfer requirement information to students and advisors.

Arrange visits for university recruiters and inform instructors and students of those visits.

Compile and report assessment results, and monitor assessment supplies and

materials.

Oversee and advise faculty on the Early Academic Warning System.

Supervise college orientation courses for the Ottawa campus, providing instructors with proper materials and requirements.

Oversee "Intent to Graduate" procedures.

Admissions/Recruiting:

Coordinate schedules and conduct high school visits and represent NCCC at college planning conferences and other recruitment functions.

Plan on-campus recruiting programs for prospective students; assist with planning enrollment days for new students.

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

Coordinate the dissemination of information to prospective traditional and non-traditional students.

Work with the International Student Coordinator in coordinating international student admissions.

Required Knowledge and Abilities

Evidence of excellent oral and written communication skills.

Proven strong computer skills.

Proven supervisory skills.

Ability to work effectively with diverse populations.

Strong organizational and coordinating skills.

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

Education and Experience

Masters degree, preferably in counseling or student personnel services, required.

Minimum of 3 years supervisory experience preferred.

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.

Occasional travel required.

Executive Director of Community Relations
Ottawa Campus

Reports to: Dean of Ottawa Campus
Organizational Unit: Administration

Salary range: 35,000 – 55,000
³/₄ time position
Revision Date: March, 2007

This position reports to the Dean of the Ottawa Campus and fosters two-way communication between the campus and the external constituency in the Ottawa service area, provides input to Dean on educational direction needing to be implemented to meet community needs, and develops financial support for the college foundation through soliciting gifts and bequests from the Ottawa service area. Duties include, but are not limited to:

Represent the college to external community groups and at economic development functions, serving on boards where it is beneficial, locally and throughout Anderson, Franklin, and surrounding counties where collaboration is needed;

Actively solicit business and industry training opportunities in Franklin and Anderson counties;

Propose college programs according to determined need, adequacy, and potential as each pertains to Franklin and Anderson counties;

Under the direct supervision of the Dean of Ottawa Campus and in coordination with the director of development;

- a. Plan and coordinate all aspects of the development, communication and public relations functions, including, strategic and tactical planning, research, cultivation and solicitation, stewardship, media relations and publications for the NCCC Foundation as it relates to the Ottawa service area;**
- b. Investigate potential donors in the Ottawa service area and maintain communication;**
- c. Manage the long-term relationship with the Foundation's constituencies in the Ottawa service area, insuring they are informed and included in special events;**
- d. Attend NCCC Foundation meetings, support its mission, and serve as its liaison to the Ottawa campus and the Ottawa service area community;**
- e. Raise funds for scholarships, special projects, and other areas as directed by the Director of Development, and in conjunction with the Foundation;**

Teach 12 credit hours of coursework or its equivalent per academic year.

Perform other duties as assigned by the Dean of Ottawa Campus.

Required Knowledge and Abilities

**Evidence of excellent oral and written communication skills.
Proven strong computer skills.**

Ability to work effectively with diverse populations.
Strong organizational and coordinating skills.
Willingness and ability to work as a member of a team.

Education and Experience

Masters degree, preferably in education, communication, or related field, required.
Minimum of 3 years experience working in higher education and/or in community relations preferred.

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.
Occasional travel required.

Agenda Item VIII-F: Head Coach for Women's Soccer Position Description Revision

The resignation of Nathan Mason as the admissions specialist/head women's soccer coach prompted a review of the viability of having these two functions combined in one position. Dr. Smith reviewed the thinking behind combining the admissions specialist position with the head women's soccer coach position last year.

Women's Soccer Coach: Previously there was one head coach who coached both the men's and the women's soccer programs. In the spring of 2003 Mike Kiefer was hired to be that coach. When Brett Bright, Dean of Student Development/Athletic Director left the college in late fall 2004, Mike Kiefer was appointed to the position of Athletic Director. He still retained his coaching duties for both soccer programs. Mr. Kiefer continued to handle all three jobs until July of 2006. During the spring of 2006, he expressed his concern about continuing to provide viable leadership for all three functions. The administration made a recommendation to the Board move the head coach of the women's soccer team to another position, leaving Mr. Kiefer as the athletic director and head men's soccer coach. The President combined the head women's soccer coaching duties with the vacant admission's specialist position because she did not want to commit the fiscal resources to a full-time coaching position. The administration wanted to see if the decision worked out and planned to review it in the spring during budget building discussions.

Admissions/Student Life: At the time the recommendation was made on the fate of the head coaching position for women's soccer, Dr. Inbody and Lisa Last were reviewing the staff in admissions and student life. During 2005-2006, there was a coordinator of admissions and student life and an admissions specialist/head cheer and dance coach. The person in the coordinator's position resigned from the college and the admissions specialist was promoted into the coordinator's position. That person, Melissa Kiefer, retained her role as head cheer and dance coach. The admission's specialist position was filled by Nathan Mason in addition to his half-time coaching duties for the women's soccer team. In essence, the admissions and student life functions at the Chanute campus went from 1.5 FTE to 1.0 FTE staff for 06-07. During late fall 2006, while analyzing why the college was down so significantly in enrollment, it became obvious that some of the reasons were because the College had less personnel in the recruitment/admissions functions.

Review Conclusions: The results of the review by Dr. Inbody and Lisa Last were that the college could not have both admissions/student life positions have coaching duties—they found there was not enough time to devote to recruiting and admissions work and coaching at the same time. They recommended that only one of the positions have coaching duties. In addition, they felt they could provide supplemental contracts to 2-3 assistant coaches to undertake addition recruiting duties for the college. Their proposal was to remove the coaching duties from the coordinator's position and retain the coaching duties for the admission's specialist position. They also recommended that the team to be coached should NOT be women's soccer, because of the size of the team and the nature of the sport. The more reasonable ½ coaching role should be for the cheer and dance team.

Mike Kiefer was part of the review and he supported removing coaching of the women's soccer team from a ½ time position to a full-time position. During the review, he noted additional concerns relating to Title IX—that one of the women's sports only had a ½ time coach—thereby not providing equitable opportunities for females at the College. Since cheer and dance is not a recognized NJCAA sport, Mr. Kiefer felt it would make sense to make the ½ time coaching position cheer and dance rather than women's soccer.

Budget Ramifications: There will be budget ramifications. In essence the recommendation establishes a full-time position—head women's soccer coach. The coach's are considered faculty and are placed on the faculty salary schedule. To hire a full-time coach the costs would be: \$31,484 (MS-Step 4 estimate) + \$7088.20 fringe benefits for a total of \$38,572.20.

If the Board approves making the head women's soccer coach a full time position, the position would be implemented in the next budget year. A search would be conducted this spring and hopefully hire someone who can still recruit this spring. Since Mr. Mason is leaving as of March 16th, we would have part of his salary to pay a supplemental salary for recruiting duties to whomever is hired as the head women's soccer coach.

Resolution 2007-9

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation to establish a full-time, head women's soccer coach position.

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

HEAD WOMEN'S SOCCER COACH

Reports to: Athletic Director
Organizational Unit: Professional Employee (Faculty)
Salary range: Faculty Salary Schedule
Revision Date: March, 2007

Position Purpose: This position is responsible for successful administration of the women's soccer program.

Duties and Responsibilities:

Recruit and retain student athletes meeting the assigned minimal program numbers as determined by the athletic director;

Advise student athletes, monitor academic progress, determine study-hall requirements, and check graduation requirements;

Aid graduating student athletes in finding appropriate four-year institutions based on performance;

Monitor citizenship of student athletes and administer discipline when needed;

Teach the skills of soccer in practices and game situations.

Teach the tactics of soccer in practices and game situations.

Successfully manage games and practices.

Develop schedules for practice and intercollegiate competition;

Arrange and manage travel for competition;

Prescribe and supervise training programs;

Supervise all workouts in weight room and practice site;

Propose, plan, and administer a budget; request funds for necessary purchases including equipment, uniforms, and other items within the given budget;

Fill the assistant coaching position;

Supervise assistant coaches, team managers, and college work-study students;

Complete eligibility forms for competition season;

Follow proper NJCAA, KJCCC, and NCCC rules and regulations;

Attend all athletic meetings called by the director of athletics or assistant director;

Attend all region VI soccer meetings;

Coordinate fundraising activities with the director of athletics and the director of development and assist with raising money for the Panther Club;

Work with the sports information director and/or other media persons regarding press releases for the soccer program;

Perform other significant duties (approx. 20%) as assigned by Director of Athletics.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of teaching the game of soccer
Knowledge of recruiting process.
Skill in the recruiting process.
Skill in effectively organizing a team for practices and games.
Skill in effectively using a computer and the various software applications.
Ability to effectively communicate.
Ability to successfully place players at four-year colleges.
Ability to successfully fundraise.
Ability to plan and organize a soccer program including scheduling, travel planning, purchasing, recruitment, practice/game management, etc.

Education and Experience

Bachelors' degree required, Masters degree strongly preferred, in relevant discipline.
Two years experience coaching soccer, preferably at the collegiate level.

Special Requirements:

Willing to work nights and weekends as required.

Agenda Item VIII-G: Faculty Renewals

As Kansas statues dictate, the Board must inform contracted full-time faculty of their intent to renew or not renew their contracts for the next academic year before May 1st. These recommendations are given by the faculty member's respective division chair or director then confirmed by the Chief Academic Officer. If a faculty member receives their fourth consecutive contract from the Board, the instructor receives additional due process rights if a recommendation for non-renewal occurs. Four faculty on the renewal list, Chad DeVoe, Marie Gardener, Darin Schmitz and Lindsay Sowder, have completed three probationary contracts. This fourth contract renewal will give them a continuing contract with full rights of due process.

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

There are several current '06-'07 faculty that are not on the list below and the reasons for the omissions:

Carol Vaverka has informed the College of her intention to retire.
John McIntyre and Diana Couch have resigned.
Brenda Schoenecker, a Chanute nursing instructor, has resigned pending Board approval of her appointment to Interim Director of Nursing.
Anne Erickson's contract situation needs further review. As the Board has until May 1st to notify Ms. Erickson of her renewal status, the Administration would like to take up this matter at the April Board meeting.

The administration recommends the following faculty for contract renewal for the 2007-2008 academic year:

NCCC Faculty Recommended for Contract Renewal

Alonzo, Amanda
Anderson, Larry
Babb, Charles
Barber, Mary Louise
Bean, Jerry
Boyles, Lee
Covault, Pamela
DeVoe, Chad
Dillard, Dean
Faust, Teresa
Fewins, David
Gardner, Marie
Grady, Thomas
Guinotte, Stephanie
Harris, Sara
Harris, Tosca
Jones, Linda
Kapkiai, Luka
LaRue, Joan
McCoy, Sarah
McLain, Erin
Mitchell, Janet
Murry, Steve
Owen, Sarah
Pennington, Obie
Petterson, Wayne
Randolph, Gayle
Rather, Linda
Roush, Beverly
Schmitz, Darin
Smith, David
Smith, Jane Ellen
Sowder, Lindsay
Tasler, Alisa
Turner, Terry
Watkins, Mark
Weilert, Mary
Wilkinson, Brad
Wolfe, Rebecca
Yuza, Steve
Zollars, Ruth

Resolution 2007-10

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation of the President to renew contracts for faculty listed above.

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

Agenda Item VIII-H: Revisions to AA Degree (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 of Science (AS) degrees to insure that students are taking the appropriate 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 finish their bachelors degree. After a year-long examination of transfer degrees and the Regents' 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.

The Curriculum Committee approved a change to the AA degree.

The change deals with the humanities requirement. The universities have added additional humanities requirements for their degrees, so the Curriculum Committee has responded to align NCCC degree requirements with the Regents universities.

For the Associate of Arts, the proposal to the Board is to increase the humanities requirement to include an additional three-hour lecture course, raising the humanities minimum from 9 to 12 credit hours. The student must take 9 hours from 3 different areas within humanities. The fourth three-hour course could be from a fourth area or an additional course from a previously taken area to insure greater concentration.

The additional humanities course requirement means three less credit hours will be needed in the student's field of study for an AA degree. The student will lose some flexibility in choosing the courses that make up their degree, but will have to retake fewer courses at the transfer institution.

The Associate of Science degree would remain unchanged.

Since the AA degree is part of board policy, it must be changed through board action. A first and second reading is required to change policy. Below are the changes that need to be made to board policy in order to accept this proposal to change the AA degree.

Associate of Arts (AA) Degree (revised 1-15-04) (revised 6/10/04)

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 10-11 hours

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 12 hours from *at least* 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~~ 21 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 in residence at NCCC C. Total of sixty-four (64) credit hours D. Cumulate GPA of 2.0 or higher

Agenda Item VIII-H: Executive Session: Negotiations

Mr. Chairman: I move that the Board recess into executive session for 10 minutes to discuss matters relating to employer-employee negotiations and that the President, Vice President for Student Learning, Dean of Finance and attorney be included.

Agenda Item IX: Adjournment