

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

**DATE:** May 10, 2007  
**TIME:** 5:30 p.m.  
**PLACE:** Student Union, Room 209

**MEMBERS PRESENT:** Kevin Berthot  
Charles Boaz  
Mariam Mih  
David Peter

**MEMBERS ABSENT:** Neil Ford  
Basil Swalley

**PRESENT:** Dr. Vicky Smith, President  
Ben Smith, Dean of Planning and Operations  
Sandi Solander, Dean of Finance  
Brenda Krumm, Dean of Outreach & Workforce Development  
Lisa Last, Dean of Student Development  
Kerry Ranabargar, Technology Services Director  
Chad DeVoe, Faculty Senate President  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Amy Cotham, Chanutte Tribune

Mr. Peter called the meeting to order at 5:45 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 resignations as new business G and moving executive session to H.

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

**Consent Agenda**

The following items were approved by consent.

- A. Minutes from April 5 and April 19, 2007
- B. Claims for Disbursement for April 2007
- C. Approval of New Courses
- D. Personnel

**COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Prefix/Number: COMM 106  
Course Title: Improvisation  
Division: Liberal Arts  
Program: Theatre/Arts/Drama  
Credit Hours: 3  
Updated: Spring 2007

**INSTRUCTOR INFORMATION**

Sarah M. Owen  
Phone: 431-2820 ext 229  
Email: [sowen@neosho.edu](mailto:sowen@neosho.edu)  
Cell: (620) 252-8992  
Home: (620) 431-0703

Home email: [smowen77@cablone.net](mailto:smowen77@cablone.net)

### **CLASSIFICATION OF INSTRUCTION**

Academic

### **COURSE DESCRIPTION**

This course is designed to provide student training in body movement, voice techniques, stage presence, spontaneity, and acting techniques. Practical application of presented theatre principles is required.

### **PREREQUISITES AND/OR COREQUISITES**

None

### **TEXT**

Journal for notebook

### **COURSE OUTCOMES/COMPETENCIES**

Recognize the basics of good improvisation

- a. List the eleven characteristics of the basics of improvisation. (Knowledge)
- b. State the four hurdles in improvisational training. (Knowledge)
- c. Identify the seven areas of improvisational training. (Analysis)

Demonstrate an understanding of the preparation involved with improvisation acting and theatre vocabulary.

- a. Identify basic preparations with improvisational acting. (Knowledge)
- b. Describe and define the thirteen different types of preparations with improvisation. (Knowledge)
- c. Describe the several terms that relate objective, obstacle and tactic. (Knowledge)

Identify the introductory exercises of improvisation for effective interpretation.

- a. Identify and explain the four introductory exercises for which the actor must find specific answers. (Knowledge and Synthesis)
- b. Use improvisation to develop group ensemble. (Application)

Discuss the concepts of trust with improvisation and acting.

- a. Define "trust" as it relates to an actor's physical and mental being. (Knowledge)
- b. Demonstrate a variety of trust exercises with improvisation. (Application)
- c. Explain how trust in improvisation is specifically designed to encourage individual and ensemble trust. (Comprehension)

Develop useful principles of working together in an ensemble for production.

- a. Define "ensemble" as it relates to working with other actors. (Knowledge)
- b. Demonstrate a variety of ensemble exercises with improvisation. (Application)
- c. Explain why ensemble is important in improvisation. (Comprehension)

Recognize the purpose and function of rehearsal warm-up exercises.

- a. Explain why warming up is essential for an actor. (Comprehension)
- b. Demonstrate a variety of warm-up exercises with improvisation. (Application)
- c. Define warm-ups as it relates to an actor's physical and mental being. (Knowledge)
- d. Explain the meaning of quick thinking, mental agility, spontaneity, and three-dimensional thinking. (Comprehension)

Discuss the technique of playwriting with improvisation

- a. Identify and explain the four "w's" for which an actor must find specific answers. (Knowledge and Synthesis)
  - b. Define "playwriting" as it relates to improvisation. (Knowledge)
  - c. List the five characteristics of playwriting. (Knowledge)

Develop useful principles of playwriting exercises in improvisation.

- a. Explain the meaning of a "neutral scene" in improvisation. (Comprehensive)
- b. Demonstrate a variety of playwriting exercises with improvisation. (Application)

Identify the use of beginning acting exercises as the foundation of inner improvisation technique.

- a. Demonstrate the beginning acting exercises of improvisation. (Application)
- b. Explain the actor's duties during production. (Comprehensive)
- c. Explain why an actor must learn to handle criticism. (Evaluation)

Demonstrate an understanding of the physical life of a character through advanced exercises in improvisation

- a. Use improvisation to develop a character. (Application)
- b. Demonstrate advanced exercises with improvisation using different characters. (Application)

### **COURSE OUTLINE**

- I. Warm-up games and Journal (1-6)
- II. Performance games and Journal (7-14)
- III. Transition on a Theme and Journal (15-20)

### **INSTRUCTIONAL METHODS**

Students will be working in classroom for upcoming shows and events. Although stage time is not guaranteed for all students, all students will be considered for performance. Students not attending class or completing their assignments will not be allowed to perform. Performance is decided upon by the instructor.

### **GRADING SCALE**

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

### **ASSESSMENT OF STUDENT GAIN**

The instructor will determine how much knowledge the student gained from taking this course through journal activities, participation and performance evaluation.

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

All work assignments are expected to be complete by the date due. Work is never accepted late. All directions must be followed. Most assignments will be in-class activities and participation exercises. If you miss class, these cannot be made up.

The final grade will be based on the following:

Class participation- 100 pts.

Attendance- 100 pts.

Journal (20 entries @ 10 pts. Each) – 200 pts.

Papers (2 @100 pts. Each)- 200 pts.

Total- 600 pts.

### **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 coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

### **Cell Phone Policy**

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

### **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 the 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* or the *Assistant 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.

## **COURSE SYLLABUS**

### **COURSE IDENTIFICATION**

**Course Prefix/Number:** HPER 219  
**Course Title:** Rules and Officiating  
**Division:** Liberal Arts  
Program: Physical Education  
Credit Hours: 1  
Initiation/Revised Date: Spring 2007

### **CLASSIFICATION OF INSTRUCTION**

Academic

### **COURSE DESCRIPTION**

These courses will cover the rules and officiating duties, responsibilities, and positioning for respective sports with the primary goal being to encourage people to enter officiating.

### **PREREQUISITES AND/OR COREQUISITES**

None

### **TEXTS**

None

### **COURSE OUTCOMES/COMPETENCIES**

The student will:

1. Outline the rules of each respective sport.
  - a. Baseball
  - b. Basketball
  - c. Softball
  - d. Volleyball
2. Demonstrate an understanding of the proper training necessary to enter officiating for each sport.
3. Obtain the proper techniques used by officials for each sport.
  - a. Voice Control
  - b. Body Posture
  - c. Hand Gestures

### **COURSE OUTLINE**

Rules  
Duties  
Responsibilities  
Positioning

### **INSTRUCTIONAL METHODS**

Film  
Participations  
Assignments  
Lectures  
Quizzes

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

Tests  
Quizzes  
Participation  
Presentations  
Assignments

### **GRADING SCALE**

A 90-100%  
B 80- 89%  
C 70- 79%  
D 60- 69%  
F Below 60%

### **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 coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

### **ASSESSMENT OF STUDENT GAIN**

Pre Test and Post Test

### **Cell Phone Policy**

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

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 Prefix/Number: **ALHT 145**  
Course Title: **Medical Coding National Exam Review**  
Division: Outreach and Workforce Development  
Program: Health Information Technology  
Credit Hours: 1.0  
Initiation/Revised Date: Spring 2007

### **CLASSIFICATION OF INSTRUCTION**

Vocational

### **COURSE DESCRIPTION**

This seminar course will provide a structured program of study which emphasizes the acquisition of knowledge/or skills in a specific area of health care. This program has been designed to prepare the student for the Certified Professional Examination administered by the American Academy of Professional Coders and/or Certified Coding Associate by the American Health Information Management Association. Topics for review include Anatomy, Terminology, CPT Coding Guidelines, ICD-9-CM (Volume 1 & 2) Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers.

### **PREREQUISITES AND/OR COREQUISITES**

The student must have successfully completed or currently enrolled in: Advanced Medical Coding, Medical Terminology, Human Body in Health and Disease (Pathology) and/or Human Anatomy. Related work experience may meet these requirements.

### **REQUIRED TEXTBOOKS**

Buck, Carol. The Certification Step, Physician Coding Exam Review Guide, Saunders  
ICD-9-CM Volumes 1, 2 & 3 current edition  
CPT, American Medical Association, current edition  
HCPCS Level 2, current edition

### **RECOMMENDED TEXTBOOKS:**

CPC Study Guide, American Academy of Professional Coders  
Professional Review Guide for the CCA Examination, American Health Information Management Association

### **COURSE OUTCOMES AND COMPETENCIES**

#### **Outcome I:**

Demonstrate an understanding of successful strategies for completion of a national coding examination.

Competencies:

- A. Utilize the official study guides available through AAPC and AHIMA organizations.
- B. Relate the date and location for taking the certification examination.
- C. Review time management techniques in preparing for national examinations.
- D. Analyze how to use review textbooks to prepare for national examinations.

**Outcome II:**

Demonstrate an understanding of anatomy and terminology related to medical coding national examinations.

Competencies:

- A. Review essential body systems and terms needed to pass a national certification exam.
- B. Review essential terms needed to pass a national certification exam.
- C. Complete anatomy and terminology practice quizzes and review responses to determine additional areas of study.

**Outcome III:**

Demonstrate an understanding of reimbursement issues related to medical coding national examinations.

Competencies:

- A. Review important insurance information to help review the connections between medical coding and insurance billing as related to national certification examinations.
- B. Review important insurance information to help review the connections between medical coding and reimbursement as related to national certification examinations.
- C. Complete reimbursement practice quizzes and review responses to determine additional areas of study.

**Outcome IV:**

Demonstrate on a course provided challenge exam an understanding of CPT, ICD-9-CM, and HCPCS coding applications related to national coding certification examinations.

Competencies:

- A. Review comprehensive coverage of different coding systems and their applications.
- B. Complete coding practice challenge exams utilizing exam time management techniques.
- C. Complete coding practice challenge exams and review responses to determine additional areas of study.

**COURSE OUTLINE**

- I. Successful strategies for completion of a national coding examination.
- II. Anatomy and terminology related to national examinations.
- III. Reimbursement issues related to national examinations.
- IV. Utilization of coding practice challenge examinations to relate CPT, ICD-9-CM, and HCPCS on national coding certification examinations.

**INSTRUCTIONAL METHODS**

Instructional methods will include review of medical coding national examination testing areas provided in an approved examination review text. Online quizzes and practice medical coding challenge exams with feedback and threaded discussion activities will provide "national examination" medical coding experiences and exam time management techniques.

**STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

Evaluation is directly related to the performance objectives. Performance is measured by examination, assignments, discussion input, and threaded discussion activities. The letter grade is based on the percentage of the total weighted points earned throughout the semester based on the following scale:

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

Assignments and threaded discussion activities will determine fifty percent of the final grade. The remaining fifty percent of the final grade is based on completion of a comprehensive, three part, challenge examination that models national medical coding examinations. To qualify for the total points on the examination, the student must successfully complete each section of the challenge examination within three attempts.

**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.

**ASSESSMENT OF STUDENT GAIN**

Student gain will be determined by student improvement in each of the areas of student competencies.

**ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

**CLASSROOM 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* or the *Assistant 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.

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.

Medical Coding Certificate

The Medical Coding Specialist – Physician Office Certificate prepares students to be proficient in their profession upon completion of certificate requirement. The program prepares students to demonstrate successful competence in the outcomes established by AHIMA and AAPC for Medical Coding. Students will be prepared to sit for the CPC-A or CCA national examinations.

Upon successful completion of this program you should have the skills required to pass the CPC-A or CCA examinations and to obtain an entry-level position as a medical billing and coding specialist. Program graduates will be required to gain a minimum of one year work experience after graduation to be successful on the CCS or CPC advanced coding exams.

#### Prerequisites

**You will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites. Prerequisites can be found on the reverse side (Guide to Completing Program Requirements) or in the college catalog.**

Program Staff Prerequisites Recommendation:

ENGL 101 English Composition I, CSIS 101 Microcomputer Applications, BIOL 102 Introduction to Human Biology, ALHE 122 Introduction to Pharmacology, ALMT 135 Medical Transcription I, ALHT 110 Introduction to Health Information, ALHT 120 Health Records Application or Permission of instructor.

#### **General Education (GE) Courses**

Certificate students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals. Students planning to work as a coder in a medical center should consider entering the Health Information Technology Associate Degree Program.

#### **Program Core Courses**

ALHE 105 Medical Terminology, ALHT 130 Introduction to Medical Coding, ALMA 110 Medical Assisting I, ALHT 140 Advanced Medical Coding, ALMA 125 Human Body in Health & Disease, ALHT 145 Medical Coding National Exam Review.

#### Course Sequence

This is the suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation. If you are a part-time student or have transferred courses from another school, you should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions.

#### **Staff Recommended Pre/Co-Requisites**

- 1) ENGL 101 English Composition I 3
- 2) CSIS 101 Microcomputer Applications I 3
- 3) BIOL 102 Introduction to Human Biology 3
- 4) ALHE 122 Introduction to Pharmacology or ALHE 104 3
- 5) ALHT 135 Medical Transcription I 3
- 6) ALHT 110 Introduction to Health Information 3
- 7) ALHT 120 Health Records Application Lab 3
- 6) Or permission of the Instructor

#### **Medical Coding Specialist Certificate Recommended Sequence of Courses**

#### **(Fall) Semester I**

ALHE 105 Medical Terminology 3  
ALMA 110 Medical Assisting I (Front Office) 3  
ALHT 130 Introduction to Medical Coding 3

#### **(Spring) Semester II**

ALHT 140 Advanced Medical Coding 3  
ALHT 145 Medical Coding National Exam Review 1  
ALMA 125 Human Body in Health & Disease 3

**Total Program Credits 16**

**OPTIONAL ADDITIONAL STUDY**

Students completing the Medical Coding Certificate are encouraged to consider continuing their education to complete the Associate of Applied Science degree in Health Information Technology.

**NEOSHO COUNTY COMMUNITY COLLEGE  
Guide to Completing Program Requirements**

Directions: **As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for certificate. You should complete a certificate graduation application in your last semester of courses.**

-	Course Prerequisite	Credits Hrs Completed/ Transferred	Semester Completed	Grade Earned
<u>PROGRAM REQUIREMENTS (16 cr)</u>				
<b>ALHE105 Medical Terminology (3cr)</b>				
<b>ALMA 110 Medical Assistant I (3cr)</b>				
<b>ALHT 130 Introduction to Medical Coding (3cr)</b>	See Recommended Co/Pre-requisite			
<b>ALHT 140 Advanced Medical Coding (3cr)</b>	ALHT 130 Introduction to Medical Coding (3cr)			
<b>ALMA 125 Human Body in Health &amp; Disease (3cr)</b>				
<b>ALHE 145 Medical Coding National Exam Review (1cr)</b>				
<u>Recommended Co/Pre-requisite Or permission of the Instructor</u>				
BIOL 102 Introduction to Human Biology (3cr)				
ENGL 101 English Composition I (3cr)				
ALHE 122 Introduction to Pharmacology (3cr) or ALHE 104				
ALHT 135 Medical Transcription I (3cr)				
ALHT 110 Introduction to Health Information (3cr)				
ALHT 120 Health Records Application Lab (3cr)				
CSIS101 Microcomputer Business Applications (3cr)				
<b>DEVELOPMENTAL COURSES (*as needed by test score)</b>				
<b>TOTAL PROGRAM CREDIT HOURS (16 CR minimum)</b>				

**HEALTH INFORMATION TECHNOLOGY COURSE SCHEDULE**

\* CSIS 130 Intro to Computer Information Systems (Students who are in need of computer skills)

#### **First Semester Courses Credit Hrs**

PSYC 100 College Orientation 1  
 CSIS 100 Microcomputer Business Applications 3  
 ALHT 110 Intro to Health Information Technology 3  
 ALHT 120 Health Information Technology Application I 1  
 ALHE 105 Medical Terminology 3  
 ENGL 101 English Composition I 3 = 14

#### **Second Semester Courses Credit Hrs**

ALHT 150 Health Information Technology II 3  
 ALHT 160 Health Information Technology Application II 1  
 BIOL 257 Human Anatomy & Physiology 3  
 BIOL 258 Human Anatomy & Physiology Lab 2  
 ALHE 135 Medical Transcription 3  
 ALHE 122 Introduction to Pharmacology 3 = 15

#### **Third Semester Courses Credit Hrs**

NURS 230 Pathophysiology 3  
 ALHT 130 Introduction to Medical Coding 3  
 ALHT 205 Healthcare Statistics 2  
 ALHT 210 Legal Aspects of Health Information 3  
 ALHT 235 Health Information Technology Application III 2  
 PSYC 155 General Psychology 3 = 16

#### **Fourth Semester Courses Credit Hrs**

COMM 213 Interpersonal Communication 3  
 MGMK 148 Introduction to Total Quality Management 3  
 MGMK 135 Human Relations & Supervision 3  
 ALHT 230 Ambulatory Coding 3  
 ALHT 245 Acute/Long Term/Specialty Coding 3  
 ALHT 240 Health Information Technology Application IV 2 = 17

#### **Fifth Semester Courses Credit Hrs**

ALHT 255 Health Information Technology Clinical Affiliation 4 = 4

**TOTAL: 66**

#### **\* Prerequisite**

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

##### **1. Coordinator of Residence Life Resignation**

It was the President's recommendation that the Board accept the resignation of Katie Gebhardt, Coordinator of Residence Life. Katie's last official day at the College will be June 13, 2007.

##### **2. Resignation of Biology Instructor-Ottawa**

It was the President's recommendation that the Board accept the resignation of Erin McLain-Rogers, Biology instructor at the Ottawa campus. Ms. Rogers's resignation is effective May 22, 2007.

##### **3. Head Cheer and Dance Coach Resignation**

It was the President's recommendation that the Board accept the resignation of Melissa Kiefer as the Head Cheer and Dance Coach, pending her appointment to the position of Director of Admissions, effective July 1, 2007.

##### **4. Resignation of Library Computer Clerk**

It was the President's recommendation that the Board accept the resignation of Mary Bulk at the library computer clerk pending her approval as the bookstore manager. Ms. Bulk's resignation from the library will be effective May 11, 2007.

##### **5. Nursing Instructor-Ottawa**

It was the President's recommendation that the Board employ Susan Rhodes for the OB/online nursing position at Ottawa.

Ms. Rhodes earned her BSN degree from Mid- America Nazarene College and her MSN degree from Fort Hays State University.

Ms. Rhodes has over 20 years clinical experience in Kansas and Colorado. Her teaching experience includes six years at Dodge City Community College as an Associate Professor of Nursing, Continuing Education Coordinator and Clinical Instructor.

Ms. Rhodes will be placed at MS+15, step 15 (\$39,820) on the faculty salary schedule starting August 2007 (9 month contract). Her salary will be adjusted when faculty negotiations are completed.

## **6. Bookstore Manager**

It was the President's recommendation that the Board approve Mary Bulk as Bookstore manager. Ms. Bulk has 14 years of experience in the purchasing and control of books and materials as the former Bookstore manager and at ANW Special Education Cooperative. Ms. Bulk has a Bachelor's degree in General Studies from Pittsburg State University.

Ms. Bulk was hired in 1999 as the Bookstore manager at NCCC and worked in that position until 2005. She worked as cashier/financial aid specialist for one year and library computer clerk for one year. Prior to coming to NCCC Ms. Bulk was instructional materials supervisor for ANW Special Education Cooperative.

Ms. Bulk will be paid \$28,000 annually starting May 11, 2007.

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

**Faculty Senate Report:** Chad DeVoe, Faculty Senate President, reported that faculty members were busy with year end activities including the Student Awards Ceremony held on May 8<sup>th</sup>. Mr. DeVoe said it was a very nice event for students and parents, as well as satisfying for faculty members to see different students receive honors. He reported that finals are the week of May 14<sup>th</sup> which will be followed by outcomes assessments and course and program assessments. As a result of the assessment process faculty will be looking at grades and ways to encourage students to attend class and participate in class. His next report will be at the August Board meeting.

**Dean of Student Development Report:** Lisa Last, Dean of Student Development, distributed a handout with pictures and highlights from her department which includes student life, admissions, advising and counseling, financial aid, registration, international students and residence life. She reported that there are about 50 Chanute High School graduates planning to attend NCCC next fall and two students from Erie High School. She reported that retention from fall semester to spring is still a concern and steps are being taken to help retain students.

**Treasurer's Report:** Sandi Solander, Dean of Finance, distributed financial information including the Treasurer's Report, Cash Balance Comparison Report, April Changes in Fund Balance Report, and Treasurer's Monthly Financial Statement. She reported that even though the cash balance was down, the College was still about \$700,000 ahead of the same time period last year.

**President's Report:** Dr. Smith reminded the Board of several year-end events including Nurses Pinning at 5:00 p.m. – May 18 at the Chanute Memorial Building. Graduation will follow at 7:00 p.m. at the Memorial Building. GED graduation will be May 19, 2007 at 3:00 p.m. in on campus, Sanders Hall Auditorium.

**70<sup>th</sup> Anniversary Gala:** Dr. Smith complimented Bob Christiansen on the 70<sup>th</sup> Anniversary Gala held on May 5<sup>th</sup>. The Gala was a huge success with income of \$52,942, expenses of \$25,780, for net proceeds of \$27,162.

**Science/Technology Grant:** Dr. Smith reported that Sarah McCoy, Biology instructor on the Chanute campus, wrote a grant proposal to the HP Technology for Teaching grant initiative that was funded for \$68,000. The grant initiative is designed to support innovative and effective uses of technology in higher education learning environments.

**Capital Improvement Plan:** Dr. Smith distributed various plans that the College has developed. The binder included the Strategic Plan, the Financial Plan and the Capital Improvement Plan. The Educational Master Plan and the Technology Plan will be added at a later date.

Dr. Smith reviewed the Capital Improvement Plan with the Board and told them it was a final "draft", pending legislative action.

**Allied Health Program in Lawrence:** Dr. Smith told the Board that the Allied Health program was outgrowing the facility they were currently using in Lawrence and turning students away. A building has been located and Dr. Smith told the Board she will be bringing a recommendation for leasing the space at the June Board meeting.

**HB2237 Deferred Maintenance:** Dr. Smith also reviewed HB 2237—Deferred Maintenance and distributed copies of the Substitute for Senate Substitute for House Bill 2237, i.e., conference report. This is the "enrolled" version of the bill and

the bill that the Governor will sign. The bill includes information on the monies for deferred maintenance at the regent's universities and for the tax credits for community and technical colleges and Washburn University, and for the bonds that community colleges will have access to. The Revenue Department is planning a workshop on tax credits (& maybe bonding) in July.

**2007 Omnibus Bill:** Below are the state aid items included in the Omnibus bill for 2007:

\$180,000 from the Economic Development Initiative Funds for the Technical Innovations and Internship Program in FY2008—it is a competitive grant program for the technical schools and colleges and community colleges that fund new equipment and internship programs.

\$3,848,656 from the State General Fund for community college operating grant increase for FY 2008.

\$817,687 from the State General Fund and 5.0 FTE positions in FY 2008 for the Postsecondary Technical Education Authority created in HB 2556. (If this bill does not pass, the funds will go back to the state general fund.)

\$4.0 million from the State General Fund for technology and equipment funding for technical schools and colleges and community colleges in FY 2008. The funding will require a 2 to 1 match from the institution and the institutions will be limited to no more than 20.0 percent of the total funding available in a given year. Funding is contingent on the passage of 2007 HB 2556, which creates the Postsecondary Technical Education Authority.

\$250,000 added from the State General Fund for Military Service Scholarships in FY2008

Adds language directing the Postsecondary Technical Education Authority to propose to the 2008 Legislature a new credit hour funding formula for postsecondary technical training programs based on rates established by the Authority. In addition, the formula should be tiered to recognize and support cost differentials in providing high demand, high technology training. This formula should target industries that are critical to the Kansas economy and should be responsive to program growth opportunities.

**Employee Survey:** Every year the College distributes and gathers information from the employees about their thoughts on various aspects of the College. The survey was done in paper form since 2003 and typically have around 65-70 individuals responds to the survey. This year the survey was on-line and received over 90 responses and included part-time and adjunct employees for the first time.

**Ottawa Community Center Architect Presentations:** On Tuesday, May 1<sup>st</sup> Dr. Smith, Sandi Solander, Mark Eldridge and Brian Inbody met in Ottawa to see presentations by three architect firms. The first presentation was by Architect One, the firm the College suggested to the Community Center Task Force. Mike Wilson did a very good job, including having a building layout and elevation of the possible center. Everyone felt he was the most creative and passionate. The concerns were that he had not built any YMCA type facilities and that his firm of 8 was very small.

The second firm, Schaefer, Johnson, Cox, Frey was from Wichita. They had the most experience in building YMCA's, colleges, and libraries. They were the largest firm with 56. The group did not care for their presentation and they were informed the next day that they were eliminated from consideration.

The third firm was from Kansas City and was recommended by the YMCA of Kansas City. WNB (Warner, Nease, Bost) made a good presentation about the projects they designed that included YMCA's. Their firm of 12 did not present how they were able to design colleges and libraries. The partner in their firm who does that design was not at the presentation. Since several of the partners expressed concern about the partner at WNB who did design colleges and libraries was not at the presentation, the task force did not choose a firm on the 1<sup>st</sup>. They decided to bring back WNB to present how they would build the 60% of the center that was not a YMCA. Some of the partners expressed concern that one of the firms was given a second chance, but Architect One was not receiving the same courtesy. Both firms will present again on May 11 to address concerns and issues cited from the first meeting.

**Men's Soccer Coach Position:** Mike Kiefer, the Athletic Director/Head Men's Soccer Coach will be resigning his position at the end of July. Dr. Smith said she will be bringing to the June Board meeting a recommendation to establish a Head Men's Soccer Coach position. At that time she will also bring her recommendation on how to handle the Athletic Director's position.

**Outdoor Track and Field Regional Champs:** After the completion of the outdoor Region VI Championships the Panthers came away with some hardware. They ended with a 3rd place conference finish for both the men and the women, being beaten by only Johnson and Cowley. They ended the championships with many school records, 7 conference champions, and 5 region champions. Below are listed the regional champions.

Sharoy Stewart destroyed two school records. She started with the finals of the 100m dash, and with an incredibly close finish, Sharoy became the regional champion with a blazing time of 11.74s. Just 40 minutes

later she lined up for the finals of the 200m dash. She smoked the competition to finish with a time of 24.94s.

The panthers went on to finish 1 and 2 in the region men's hammer throw. Jason Robbs came in first and sophomore Kyle Hancock came in second.

Will Washington lined up for the 400m hurdles and finished as the conference champion with a personal best time of 54.16s.

Josh Butler jumped 47'9" in the triple jump to take home his own conference title.

The team competes next weekend in the national championships, which will be held in Coffeyville

**Kudos to Concurrent Enrollment Program from Parent:** Below is a copy of an e-mail that Kerrie Coomes, financial aid director, received from a mom concerning how well her daughters are doing at their four-year universities after taking NCCC concurrent enrollment classes in high school.

**From:** Cindy Withers  
**Sent:** Thu 5/3/2007 6:54 PM  
**To:** Kerrie Coomes  
**Subject:** Just a note. . .

I thought you might like to hear a couple of "success stories" about kids who take the concurrent high school/college courses. Because of all the NCCC courses Samara took while in high school, she will finish up at Bethany **one whole year early!!!** She will be a senior in the fall (at the beginning of her third year at Bethany).

Sierra also took a lot of NCCC courses during high school and this second semester of her first year at K-State she has been a sophomore. Even though her major of architecture is a mandatory 5-year program, at K-State the upperclassmen get first choice in enrolling for the upcoming semester and so this has help her be able to choose the prime subjects and times over other freshmen in her class.

The courses at NCCC have been invaluable to both the girls not only for the above reasons, but in helping cut the cost of college as Bethany is \$300 per credit hour and K-State is approx \$140 per credit hour.

FYI!! THANKS!!

CINDY

Ms. Withers captures in her words exactly the impact that NCCC's concurrent enrollment program has on our communities, and why we make sure that the program provides quality programs to our high school students.

#### **Agenda Item VII-A.: Bidding Policy Revision (second reading)**

At the March meeting there was discussion regarding accepting the lowest bid for merchandise opposed to accepting a slightly higher bid from a vendor in Neosho County. That discussion prompted a recommendation to revise the Bidding Policy in the Board Policy Handbook. The added paragraph will allow the Board to accept a bid from a vendor in Neosho County if the cost is less than five percent greater than the lowest total bid price. The Board will retain the right to reject any or all bids. The revised policy was presented for a first reading at the April Board meeting.

#### Bids (revised 5/11/06)

If the estimated cost of purchase is between \$2,000 and \$10,000, quotes shall be secured (3 or more) by telephone, letter or fax, and the lowest and/or best quote shall be accepted.

If the estimated cost is \$10,000 or more, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors. Such bids shall be submitted to the board for approval. The president can supersede above procedures if the item can be purchased at state or national contract prices.

All factors of the bids shall be considered, price being one factor. ***If a bid is submitted by bidder(s) domiciled within Neosho County and the low bid is submitted by a bidder domiciled outside Neosho County, the Neosho County domiciliary which submitted the lowest bid may be deemed the preferred bidder and awarded the bid if (1) The quality suitability and usability of the materials, goods or wares are equal; (2) The amount of the bid of the Neosho County domiciliary is not more than 5% greater than the amount of the low bid; and (3) The Neosho County domiciliary agrees to meet the low bid by filing a written agreement to that effect within three (3) business days after receiving notification of being deemed the preferred bidder. The provisions of this***

***paragraph may also be applied to acceptance of quotes where Board approval is not required. The provisions of this paragraph shall not apply to expenditures for construction, re-construction or remodeling.***

The board reserves the right to reject any or all bids for items of purchase. The chief financial officer may request bids for items under \$10,000. Competitive bids are not required when the items purchased require compatibility with existing equipment, or when items are necessary to meet a specific educational objective, or when items are acquired for resale. Services of any kind are excluded from the bidding process and the acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software applications and/or hardware including network infrastructure are also excluded from the bidding process but are subject to prior Board approval.

Emergency situations that necessitate the immediate purchase of goods or services may be made according to procedures outlined by the president. Such procedures may include the delegation

of emergency purchasing procedures to appropriate college personnel. An emergency for the purposes of this paragraph shall include by way of example and not as a limitation situations such as 1) The College will suffer damage to its students, employees, physical facilities or normal operations if immediate procurement of materials, goods or wares does not occur, or 2) The College will benefit from a material discount as a result of the immediate action. Payment of purchases pursuant to this paragraph are subject to K.S.A. 12-105b.

At the Board meeting following the emergency purchase of goods, the President will report the circumstances and details of the purchase.

Mr. Pringle noted that the revisions he had suggested following the last meeting had not been incorporated in the policy. Action on approving the bidding policy was tabled until the June meeting.

#### **Agenda Item VIII-A.: Food Service Contractor Bids**

The College is completing the fifth year of a five year contract with Great Western Dining Services to provide operation and management of food services. The College decided to bid out the food service contract to insure we undertook due diligence.

Proposals were solicited from Chartwells, Charlotte, NC, Consolidated Management Co, Des Moines, IA, Great Western Dining Services, Inc., Tipton, MO, HDS Services, Farmington, MI, Taher Inc-PFM, Minnetonka, MN, Sodexo, Altamonte, FL, and Treat America Food Services, Omaha, NE.

Consolidated Management Co, Great Western Dining Services, Inc. and Treat America Food Services submitted bids:

A side-by-side comparison of the three proposals was prepared to determine which proposal provided the requested services at the lowest overall cost to the College. The analysis provided the following comparison:

The Consolidated Management Co proposal shows a lower meal cost at the upper end of the contract meal chart (210 and above) but higher cost when meals drop below 210. When computing what Fall 2006 and Spring 2007 meals would be billed at if the College accepted the Consolidated Management Co bid, we found that the College would pay about \$605 more to Consolidated Management Co. for contract meals than we would pay to Great Western Dining Services, Inc. at their proposed 2007-08 rates. The Consolidated Management Co proposal shows a 10% catering rebate and a \$3,500 per year personal meal credit.

The Great Western Dining Services, Inc. proposal met all specifications and reflected an average 2% price increase in contract meal rates when compared with their 2006-07 meal rates. The cost per meal were about \$0.20 higher for meal counts between 210-260, but lower from 210 downward, than Consolidated Management Co. The current 10% catering rebate and \$3,500 per year personal meal credit would continue. The proposal adds to the list of services currently provided to the College 1) complementary deli tray meals for Board of Trustee meetings, 2) courtesy meals for individuals attending luncheon meetings for the NCCC Development Foundation Meetings, and 3) an annual banquet meal for up to 300 guests of the NCCC Development Foundation auction.

The Treat America proposal was significantly higher in contract meal costs. The 2007-08 meals would cost about \$2.20 more per day than the College is paying for the 2006-07 meals. The catering rebate was 12% as compared to the current rebate of 10%. The current 10% rebate nets the College approximately \$200 per month. The personal meal credit was \$4,000 per year as compared to the current rebate of \$3,500 per year.

It was the President's recommendation that the College accepts the proposal submitted from Great Western Dining Services, Inc. In addition to providing the lowest overall contract meal bid to the College, Great Western Dining Services has established an ongoing positive relationship that the College would like to continue. They are familiar with the administrations expectations and strive to meet them. The contract term will begin July 1, 2007 and renewable, year-to-year for five years.

**Resolution 2007-21**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid from Great Western Dining Services, Inc. to provide food service for the college for a 5-year term as outlined in the contract, beginning July 1, 2007.

**It was moved and seconded that the above resolution be approved. Motion passed unanimously.**

**Consent Agenda Item VIII -B.: 2007-08 Fees Increase**

Every year, the administration examines projected new expenses and funding sources for the coming year. The goal is always to maintain or increase the current level of quality at Neosho County Community College with the smallest impact possible to our stakeholders.

This year, the administration recommended raising the incidental fee by \$1 per credit hour. This will generate an estimated \$37,000, which will be used to expand services to students, such as covering costs of expanding Student Union and bookstore hours and possible continuance of a further limited health clinic.

The administration also recommended a change in fee structure for on-line courses. Currently, on-line students are charged a \$5 per credit hour Student Union fee. Since many on-line students do not attend the Chanute campus at all and do not have the opportunity to utilize the student union or residence hall facilities, the administration would like to remove the Student Union fee from on-line courses, and instead increase the on-line course fee from \$15 per credit hour to \$25 per credit hour (resulting in an overall \$5 per credit hour increase to on-line students). This fee is comparable with other community college on-line course fees, and will help to cover the technology costs of administering on-line courses and to add more on-line services, such as possible on-line tutoring services and 24 help desk.

As mentioned in the Residence Life Restructuring plan presented at last month's meeting, the administration also proposed an increase of \$50 per semester in room and board for residential students. This will cover the cost of restructuring residence life, as well as the increase in food service costs for 2007-08. The administration also proposed increasing the housing application fee from \$50 to \$100 per year, which will also help pay for the restructuring plan. In addition, the administration is requesting to raise the single room rate in NeoKan Hall by \$150 a semester.

**Summary of Recommendation:**

- Increase incidental fee by \$1 per credit hour for all students.
- Remove the \$5 student union fee from on-line courses.
- Increase the on-line course fee by \$10.
- Increase room and board charges by \$50 per semester.
- Raise the single room rate by \$150 for NeoKan Hall.
- Increase the housing application fee by \$50 per year.

**Resolution 2007-22**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the fee increases for 2007 as recommended by the administration.

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

<b>Neosho County Resident On Campus</b>		
Tuition		\$40/cr. hr
Fees		
Incidental	\$12/cr. hr	(currently \$11/cr. hr)
Student Union	\$ 5/cr. hr	
Technology	\$ 5/cr. Hr	
Total Fees		\$22/cr. hr

<b>Neosho County Resident Off Campus</b>		
Tuition		\$40/cr. hr
Fees		
Incidental	\$12/cr. hr	(currently \$11/cr. Hr)
Student Union	\$ 0/cr. hr	
Technology	\$ 5/cr. Hr	
Total Fees		\$17/cr. hr
<b>Neosho County Resident On Line</b>		
Tuition		\$40/cr. hr
Fees		
On Line	\$25/cr. Hr	(currently \$15/cr hr)
Incidental	\$12/cr. hr	(currently \$11/cr hr)
Student Union	\$ 0/cr. hr	(currently \$5/cr hr)
Technology	\$ 5/cr. Hr	
Total Fees		\$42/cr. hr
<b>Kansas Resident Outside Neosho County (Chanute) On Campus</b>		
Tuition		\$40/cr. hr.
Fees		
Incidental	\$12/cr. hr.	(currently \$11/cr hr)
Student Union	\$ 5/cr. hr.	
Technology	\$ 5/cr. hr.	
Out District	\$10/cr. Hr	
Total Fees		\$32/cr. hr.

<b><u>Kansas Resident Outside Neosho County (Chanute) Off Campus</u></b>			
Tuition		\$40/cr. hr.	
Fees			
Incidental	\$12/cr. hr.		(currently \$11/cr hr)
Student Union	\$ 0/cr. hr.		
Technology	\$ 5/cr. hr.		
Out District	\$10/cr. Hr		
Total Fees		\$27/cr. hr.	
<b><u>Kansas Resident Outside Neosho County On Line</u></b>			
Tuition		\$40/cr. hr.	
Fees			
On Line	\$25/cr. Hr		(currently \$15/cr hr)
Incidental	\$12/cr. hr.		(currently \$11/cr hr)
Student Union	\$ 0/cr. hr.		(currently \$5/cr hr)
Technology	\$ 5/cr. hr.		
Out District	\$10/cr. Hr		
Total Fees		\$52/cr. hr.	
<b><u>Kansas Resident Outside Neosho County (Ottawa) On Campus</u></b>			
Tuition		\$40/cr. hr.	
Fees			
Incidental	\$ 16/cr. hr.		(currently \$15/cr hr)
Building	\$11/cr. hr.		

Technology	\$ 5/cr. hr.		
Out District	\$10/cr. hr.		
Total Fees		\$42/cr. hr.	
<b><u>Kansas Resident Outside Neosho County (Ottawa) Off Campus</u></b>			
Tuition		\$40/cr. hr.	
Fees			
Incidental	\$ 16/cr. hr.		(currently \$15/cr hr)
Building	\$ 5/cr. hr.		
Technology	\$ 5/cr. hr.		
Out District	\$10/cr. hr.		
Total Fees		\$36/cr. hr.	
<b><u>Out-of-State Resident (Chanute) On Campus</u></b>			
Tuition		\$40/cr. hr.	
Fees			
Incidental	\$12/cr. hr.		(currently \$11/cr hr)
Student Union	\$ 5/cr. hr.		
Technology	\$ 5/cr. hr.		
Out-of-State	\$25/cr. hr.		
Total Fees		\$47/cr. hr.	
<b><u>Out-of-State Resident (Chanute) Off Campus</u></b>			
Tuition		\$40/cr. hr.	

Fees			
Incidental	\$12/cr. hr.		(currently \$11/cr hr)
Student Union	\$ 0/cr. hr.		
Technology	\$ 5/cr. hr.		
Out-of-State	\$25/cr. hr.		
Total Fees		\$42/cr. hr.	
<b><u>Out-of-State Resident On Line</u></b>			
Tuition		\$40/cr. hr.	
Fees			
On Line	\$25/cr. hr.		(currently \$15/cr hr)
Incidental	\$12/cr. hr.		(currently \$11/cr hr)
Student Union	\$ 0/cr. hr.		(currently \$5/cr hr)
Technology	\$ 5/cr. hr.		
Out-of-State	\$25/cr. hr.		
Total Fees		\$67/cr. hr.	
<b><u>Out-of-State Resident (Ottawa) On Campus</u></b>			
Tuition		\$40/cr. hr.	
Fees			
Incidental	\$16/cr. hr.		(currently \$15/cr hr)
Building	\$11/cr. hr.		
Technology	\$ 5/cr. hr.		
Out-of-State	\$25/cr. hr.		
		\$57/cr.	

Total Fees		hr.	
<b><u>Out-of-State Resident (Ottawa) Off Campus</u></b>			
Tuition		\$40/cr. hr.	
Fees			
Incidental	\$16/cr. hr.		(currently \$15/cr hr)
Building	\$ 5/cr. hr.		
Technology	\$ 5/cr. hr.		
Out-of-State	\$25/cr. hr.		
Total Fees		\$51/cr. hr.	
<b><u>International (Chanute) On Campus</u></b>			
Tuition		\$113/cr. hr.	
Fees			
Incidental	\$16/cr. hr.		(currently \$15/cr hr)
Student Union	\$ 5/cr. hr.		
Technology	\$ 5/cr. hr.		
Out-of-US	\$10/cr. hr.		
Total Fees		\$36/cr. hr.	
<b><u>International (Chanute) Off Campus</u></b>			
Tuition		\$113/cr. hr.	
Fees			
Incidental	\$12/cr. hr.		(currently \$11/cr hr)
Student Union	\$ 0/cr. hr.		
	\$ 5/cr.		

Technology	hr.		
Out-of-US	\$10/cr. hr.		
Total Fees		\$27/cr. hr.	
<b><u>International On Line</u></b>			
Tuition		\$113/cr. hr.	
Fees			
On Line	\$25/cr. hr.		(currently \$15/cr hr)
Incidental	\$12/cr. hr.		(currently \$11/cr hr)
Student Union	\$ 0/cr. hr.		(currently \$5/cr hr)
Technology	\$ 5/cr. hr.		
Out-of-US	\$10/cr. hr.		
Total Fees		\$52/cr. hr.	
<b><u>International (Ottawa) On Campus</u></b>			
Tuition		\$113/cr. hr.	
Fees			
Incidental	\$16/cr. hr.		(currently \$15/cr hr)
Building	\$11/cr. hr.		
Technology	\$ 5/cr. hr.		
Out-of-US	\$10/cr. hr.		
Total Fees		\$42/cr. hr.	
<b><u>International (Ottawa) Off Campus</u></b>			
Tuition		\$113/cr. hr.	
Fees			

Incidental	\$16/cr. hr.		(currently \$15/cr hr)
Building	\$ 5/cr. hr.		
Technology	\$ 5/cr. hr.		
Out-of-US	\$10/cr. hr.		
Total Fees		\$36/cr. hr.	
<b>Semester Dorm Charges</b>			
Bideau Double		\$1,970.00	(currently \$1920.00)
Bideau Single		\$2,550.00	(currently \$2500.00)
NeoKan Double		\$1,845.00	(currently \$1795.00)
NeoKan Single		\$2,250.00	(currently \$2100.00)
<b>Graduation Fee</b>		\$40.00	
<b>Annual Dormitory Application Fee</b>		\$100.00	

**Agenda Item VIII-C.: Technical Services Reorganization**

Ben Smith, Dean of Planning and Operations, and Kerry Ranabargar, Director of Technology Services, have been evaluating the structure and organization of the Technology Services department for the past five months following the resignation of the Network Services Coordinator in November, 2006. Mr. Smith and Mr. Ranabargar wanted to evaluate the current organization and structure to ensure they met the college’s needs in the most efficient manner prior to replacing the Network Services Coordinator position. Since November, 2006, network services consulting has been provided to the college through our network service vendor (Twotrees Technologies, Wichita, KS) and a supplemental contract to Kerry Ranabargar (\$500/month).

The resulting evaluation of the technology service functions specifically related to network services revealed the following:

Support for WAN (wide area network) related technical support requires a higher level of technical expertise than is currently afforded through the existing network services positional responsibilities for the Network Services Coordinator.

High-level network services support will continue to be necessary to maintain the complexity of our network environment.

The job responsibilities of the Network Services Coordinator position were not in alignment with responsibilities of similar industry network services positions.

The educational requirements of the Network Services Coordinator position description were not in alignment with those of similar industry network services positions.

More "hands-on" server support is necessary to maintain our state-of-the-art server pool.

The Director of Technology Services cannot continue to handle the additional network services workload without assistance.

#### **Technical Services Current Staffing**

FTE

Ben Smith, Dean of Planning and Operations—Technical Services Functions 0.25  
 Kerry Ranabargar, Director of Technology Services/Webmaster 1.00  
 Vacant, Network Services Coordinator 1.00  
 James Nduati, Support Technician/Chanute campus 1.00  
 Donna Shumway, Support Technician/InsideNC/Webhelp-Ottawa campus 1.00

4.25

-

#### **Current Technical Services Organization:**

Although no change to the organizational structure of technology services is recommended, a change to the structure of the job responsibilities of the network services position is recommended. The president concurred with the recommendation of Mr. Smith and Mr. Ranabargar to rename the Network Services Coordinator position to Network Services Administrator, and change the job description to more accurately reflect a standard network administrator position. While the new position title (Network Services Administrator) may seem to imply organizational management responsibilities for the position that is not the case. The title more accurately reflects the industry standard job position responsibilities for similar positions.

The tasks dealing with WAN activities that were removed from the Network Services Coordinator position will be added to the Director of Technology Services position description. The salary range will be reduced from \$36K-\$42K down to \$28K-\$38K resulting in salary savings. Some of the tasks removed from the Network Services Coordinator position involving high-level WAN management will continue to be handled by our existing network services consultant (Twotrees) through an annual services contract. The proposed staffing and titles are listed below:

FTE

Ben Smith, Dean of Planning and Operations—Technical Services Functions 0.25  
 Kerry Ranabargar, Director of Technology Services/Webmaster 1.00  
 Vacant, Network Services Administrator 1.00  
 James Nduati, Support Technician-Chanute campus 1.00  
 Donna Shumway, Support Technician/InsideNC/Webhelp-Ottawa campus 1.00

4.25

There is no recommended increase of FTE over current staffing, and the proposed recommendations are essentially budget neutral.

#### **Proposed Technical Services Organization:**

##### Budget Considerations:

Current:

Director of Technology Services	\$38,355
Network Services Coordinator	<u>\$40,753</u>
o Total	\$79,108

Proposed:

Director of Technology Services	\$43,155
Network Services Administrator	\$28,000
Network services vendor	\$ <u>5,000</u>

o Total \$76,155

The increase to the Director of Technology Services' contract (\$4800 yearly) is less than his current supplemental contract (\$500/month; \$6000 yearly rate), which would be covered by salary savings from reclassifying the network services position. Increasing the director's salary will compensate the director for the additional job responsibilities and bring the position more in line with other technology directors across the state. The remainder of the salary savings would be used to finance the outside network services contract and should be more than adequate. Using an outside network services vendor allows us to have flexibility in reorganizing the technology services functions while maintaining a level of network technical support which we could not otherwise afford.

Job descriptions are attached for your review.

It is my recommendation that the board approve the reorganization of the Technology Services department as noted above and by reclassifying the Network Services Coordinator position to Network Services Administrator, salary range \$28,000 to \$38,000 (as attached). In addition, I recommend that after pay increases are determined for administrators for FY 2008, that Mr. Ranabargar receive a "bump" of \$4,800.

### **Resolution 2007-23**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the reorganization of the Technology Services department and reclassifying the Network Services Coordinator position to Network Services Administrator, salary range \$28,000 to \$38,000. In addition, increase the annual salary of Kerry Ranabargar by \$4,800 after raises are given.

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

### **Director of Technology Services (Webmaster)**

Reports to: Dean of Planning and Operations  
 Classification: Full-time, 12 month Employee  
 Pay Status: Regular exempt  
 20 days vacation/12 days sick leave/regular holidays/full fringe benefit  
 Starting Salary Range: \$38,000-\$48,000  
 Revised May 2007

**Purpose of position:** This position reports to the Dean of Planning and Operations and supervised duties relative to the effective and efficient operation of all technology service activities encompassing computer and telecommunications hardware, software and services. Duties include, but are not limited to:

### **Essential Functions:**

Assist the Dean with the planning, design, and development of all current and future information system and technology needs of the institution;

Implement and evaluate all technology service programs and services;

Assist with the preparation of the annual Technology Services budget and coordinate the acquisition of all Technology Services hardware, software, supplies, forms, and services;

Direct installation and testing of Technology Services hardware, software and services;

Coordinate phone system and voice mail system applications;

Coordinate telecommunications systems including WAN activities, ATM, "ITV, Telenet II, ISDN, leased digital and switched public communication lines and serve as Internet activity coordinator for all campuses, including VOIP (voice over IP) applications;

Supervise and manage the Technology Service daily operations including network services, help desk, web support, and hardware and software maintenance;

Coordinate and maintain current and new inventory control of technology hardware and software;

Coordinate management information system operations including file reorganization, creating daily backups, etc. for the AS/400;

Design, develop, test, and implement various components of the management information system;

Monitor, tune, and evaluate AS400 operations and make appropriate modifications;

Coordinate AS/400 and TEAMS software modification installation, testing, and implementation;

Coordinate installation and support of administrative and staff workstation hardware/software including g hardware upgrades, software installation, etc;

Prepare, maintain and test current disaster recovery documentation and system procedures for administrative hardware and software;

Coordinate NCCC web activity with the chief information officer and the Technology Planning Committee and consult with them to establish priorities for web-site development and to plan, review, and evaluate the NCCC web page;

Create new web pages and update existing web pages as necessary;

Provide excellent customer service to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems.

Develop web page infrastructure, utilize applications to ensure technical performance and assess new technologies for applicability to NCCC needs;

Consult with and assist NCCC staff and faculty in designing, developing, streamlining and maintaining web pages using HTML, Java Script, PHP and other required programming languages;

Coordinate departmental training of personnel in use of web update tools and web page design and maintenance;

Ensure compliance with applicable legal requirements and NCCC system policies on web site usage, security and standards;

Meet regularly with the Dean to review and establish priorities for all Technology Service operations of the college;

Assist in the recruitment and retention of NCCC students; and,

Perform other duties assigned by the Dean of Planning and Operations.

### **Education and Experience**

A Masters degree in Information Systems, Business Computer Technology, or other related field of study; AND one year experience with essential experience listed above requiring initiative and judgment; OR

A Bachelors degree in Information Systems, Business Computer Technology, or other related field of study; AND five years with essential experience listed above requiring initiative and judgment.

### **Working Conditions**

Normal office working environment.

Ability to sit in an office chair for long periods while operating a personal computer is required.

Ability to reach and work overhead on an occasional basis is required.

Occasional lifting of up to 50 pounds from the floor to waist height is required.

Some travel during normal working hours will be required.

Occasional overtime will be required.

### **Network System Administrator**

Reports to: Director of Technology Services  
Classification: Full-time, 12 month Employee  
Pay Status: Regular exempt  
20 days vacation/12 days sick leave/regular holidays/full fringe benefit  
Starting Salary Range: \$28,000-\$38,000  
Revised May 2007

**Purpose of Position** This position reports to the Director of Technology Services and is responsible for LAN system and application software and hardware, and assists with network security and all Internet activities. Duties include, but are not limited to:

**Essential Functions:**

Coordinate LAN (local area network) servers including operating system installation/tuning, server application software installations/updates, LAN server security; computer lab and workstation security;

Perform management information system operations involving LAN operations including reorganizing files, creating daily backups, permanent backups, etc. for all LAN servers and equipment;

Monitor, tune, and evaluate LAN operations and make appropriate recommendations to the Director of Technology Services;

Document and maintain appropriate network and systems procedures as applicable for job description; assist with the preparation and testing of disaster recovery procedures. Maintain the documentation as required based on policy and infrastructure changes.

Provide appropriate training on network applications to faculty and staff as necessary;

Assist with HELP Desk support including any LAN/workstation-related software/hardware question or problem;

Assist with workstation hardware and software installation as directed by the Director of Technology Services;

Assist Technology Services staff with the installation and support of workstation hardware/software including hardware upgrades, software installations, etc. as needed for the Chanute and Ottawa campuses.

Assist the Director of Technology Services with installation, coordination and problem resolution with telecommunication hardware and software;

Assist the Director of Technology Services in conducting annual software audit on all servers, network equipment and associated peripherals;

Assist the Director of Technology Services with supply inventory, purchase and maintenance of network-related items;

Meet regularly with the Director of Technology Services to review and establish priorities for network operations; and,

Perform other duties as assigned by the Director of Technology Services.

**Education and Experience**

An Associate's degree in Information Technology, Business Computer Technology or other related field of study and one year of job related experience in a network administrator role; OR

Appropriate industry certification(s) including, but not limited to, MCSA, MCSE, CCNA, or CCDA, etc. and one year experience with essential experience listed above requiring initiative and judgment.

**Working Conditions**

Normal office working environment.

Ability to sit in an office chair for long periods while operating a personal computer is required.

Ability to reach and work overhead on an occasional basis is required.

Occasional lifting of up to 50 pounds from the floor to waist height is required.

Some travel during normal working hours will be required.

Occasional overtime will be required.

#### **Agenda Item VIII-D.: Admissions Specialist/Head Cheer and Dance Coach**

It was the President's recommendation that the Board employ Lara Megan Weber as Head Cheer and Dance Coach and Admissions Specialist. Ms. Weber is a graduate of Northwest Missouri State University at Maryville, Missouri with a Bachelor of Science degree in Education Math.

Ms. Weber taught third grade in Topeka for two years and is currently a kindergarten teacher for Iola Schools. She served as varsity assistant cheerleading coach for one year at Washburn Rural High School and was a member of the dance company at Northwest Missouri State University.

Ms. Weber will be paid \$25,000 for a 10-month contract, starting August 1, 2007 through May 31, 2008. A revised position description is attached (the position was a 12 month position)

#### **Resolution 2007-24**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Lara Megan Weber as the Head Cheer and Dance Coach and Admissions Specialist beginning August 1, 2007. The Board also approves the revised job description.

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

#### **Admissions Specialist & Head Coach**

Reports to: Director of Admissions and Assistant Athletic Director  
Classification: Full-time, 10 month Employee  
Revised May, 2007

**Purpose of position:** This position is a member of the Student Development and athletic departments who reports to the Director of Admissions with coaching supervision by the Assistant Athletic Director. This position is responsible for serving as a head coach, as well as assisting with planning and executing the recruiting effort for the entire college. This position will work directly with other student development areas to implement a comprehensive student development program for the college.

#### **Essential Functions:**

##### Admissions:

Participates in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.

Coordinates, schedules and conducts high school visits and represents NCCC at college planning conferences and other recruitment functions.

Plans on-campus recruiting programs for prospective students; assists with planning enrollment days for new students.

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

Coordinates the dissemination of information to prospective traditional students.

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

Serves as advisor to the Student Ambassador program.

Head Coach (Works under supervision of Assistant Athletic Director):

- Attend performances at all home games and select away games.
- Recruit and retain team members, meeting the assigned minimal program numbers as assigned by the athletic director;
- Enroll student athletes, monitor progress, determine study-hall requirements, and check graduation requirements;
- Aid graduating student athletes in finding appropriate four-year institutions based on athletic performance;
- Monitor citizenship of student athletes and administer discipline when needed;
- Propose, plan, and administer a budget; request funds for necessary purchases including equipment, uniforms, and other items within the given budget;
- Develop schedules for practice and performances;
- Arrange and manage travel for games and competitions;
- Prescribe and supervise training programs;
- Supervise all workouts in weight room and practice site;
- Fill the assistant coaching position;
- Supervise assistant coaches, team managers, and college work-study students;
- Attend all athletic meetings called by the director of athletics or assistant director;
- Performs other miscellaneous duties as assigned by the Director of Admissions or Assistant Athletic Director.

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

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Organizing and coordinating skills.
- Knowledge of student recruitment and retention issues.
- Ability to communicate effectively, both orally and in writing.
- Excellent computer skills.
- Ability to develop and deliver presentations.
- 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 experience in admissions and/or student activities preferred.
- 1-2 years experience at the collegiate and/or high school level as a participant or coach
- Knowledge of co-ed stunting and dance techniques preferred.

**Working Conditions**

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

Some travel, occasional overnight trips, and evening hours are required.

Physical effort required for coaching.

Some exposure to physical risk when stunting.

**Agenda Item VIII-E: Director of Admissions**

Last month, the Board approved changes to the structure of residence and student life, and agreed to move the Head Cheer/Dance Coach position to a 10-month coaching/part-time admissions specialist position. Melissa Kiefer currently serves as the Coordinator of Student Life and Admissions/Head Cheer/Dance Coach. With the approval of the restructure of residence and student life last month, Melissa will now direct the admission and recruitment efforts of the College. We propose that Melissa's new title should be "Director of Admissions". The position description follows.

**Resolution 2007-25**

RESOLVED, That the Board of Trustees of Neosho County Community College approves Melissa Kiefer as the Director of Admissions as proposed.

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

**Director of Admissions**

Reports to: Dean of Student Development  
 Classification: Full-time, 12 month employee  
 Pay Status: Administrative  
 Vacation/Sick Leave/Regular Holidays, full 12 month fringe benefit  
 Start Salary Range: \$27,000-\$31,000  
 Revision Date: May 10, 2007

**Purpose of position:** This position is a member of the Student Development and athletic departments who reports to the Dean of Student Development. This position is responsible for managing, planning and implementing all admissions and recruiting efforts for the entire college. This position will work directly with other student development areas to implement a comprehensive student development program for the college.

**Essential Functions:**

Participates in the development of student recruitment and retention plans, strategies, and written materials; assists in the development and revisions to student publications and promotional materials.

Supervises admissions staff.

Admits students to the college.

Creates, implements, and evaluates admission and recruiting programs and processes, including updating the on-line admission form, and other web-based admission information.

Establishes and maintains strong relationships with area high schools.

Works with athletics and academic departments to support and assist in their recruiting efforts.

Schedules and conducts high school visits and represents NCCC at college planning conferences and other recruitment functions.

Plans on-campus recruiting programs for prospective students; assists with planning enrollment days for new students.

Oversees and manages a database of prospective students and ensures regular contact with those students through mail, phone and email correspondence.

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

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

Serves as an active member of the marketing committee.

Enters data on prospective students into student information system.

Serves as advisor to Student Senate.

Oversees the coordination of Student Ambassador program.

Performs other miscellaneous duties as assigned by the Dean of Student Development.

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

Excellent interpersonal skills.

Ability to work effectively with diverse populations.

Organizing and coordinating skills.

Knowledge of student recruitment and retention issues.

Ability to communicate effectively, both orally and in writing.

Excellent computer skills.

Ability to develop and deliver presentations.

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 experience in admissions preferred.

#### **Working Conditions**

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

Some travel, overnight trips, and evening hours are required.

No or very limited physical effort required.

#### **Agenda Item VIII-F.: Dean of Ottawa**

It was the President's recommendation that the Board employ Dale Ernst as the Dean of the Ottawa campus. Mr. Ernst has over 20 years experience in a variety of higher education settings, and is currently the assistant dean at Ottawa. He holds a Bachelor of Arts degree and Master of Arts in Education degree from the University of Northern Iowa. He earned an Education Specialist Degree from the University of Missouri at Kansas City.

Mr. Ernst's professional experience includes Assistant Dean – Ottawa campus; Assistant Dean of Student, Rockhurst University in Kansas City; Area Coordinator for Residential Life at Central Missouri State University; Area Coordinator at St. Norbert College in Wisconsin; Assistant Director of Housing at Ellsworth Community College, Iowa, and Director of

Residence Hall and Placement Services at Nebraska Western College.

Mr. Ernst will be paid \$42,500 annually starting July 1, 2007.

**Resolution 2007-26**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Dale Ernst for the position of Dean of the Ottawa Campus, at an annual salary of \$42,500.00 annually beginning July 1, 2007.

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

**Amended Agenda Item VIII-G: Resignation**

It is my recommendation that the Board accept the resignation of Thomas Grady, psychology/sociology instructor at the Ottawa campus. Mr. Grady will fulfill all remaining contractual responsibilities on his current contract which ends May 22, 2007.

**Resolution 2007-27**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Thomas Grady, psychology/sociology instructor at the Ottawa campus effective May 22, 2007.

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

Chairman Peter called for a break at 7:05p.m. The meeting resumed at 7:15 p.m.

**Agenda Item VIII-I.: Executive Session-Negotiations**

Upon a motion and a second, the Board recessed into executive session for 10 minutes to discuss employee-employer negotiations and to include the President, Dean of Finance and Board Attorney. Motion passed. The Board entered executive session at 7:15 p.m.

The Board returned to open session at 7:25 p.m.

**Agenda Item IX.: Adjournment**

Upon a motion and a second, the meeting adjourned at 7:26 p.m.