

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

DATE: March 13, 2008
TIME: 5:30 P.M.
PLACE: Student Union, room 209

PRESENT: Kevin Berthot
Charles Boaz
Clint Isaac
Mariam Mih
David Peter
Basil Swalley

PRESENT: Dr. Vicky Smith, President
Dr. Brian Inbody, Vice President for Student Learning
Ben Smith, Dean of Planning and Operations
Sandi Solander, Dean of Finance
Brenda Krumm, Dean of Outreach/Workforce Development
Brenda Schoenecker, Director of Nursing
Chad DeVoe, Faculty Senate President
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Adam Vogler, Chanute Tribune

The meeting was called to order by David Peter, Chairman at 5:32 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 Executive Session to consult with the college attorney. Upon a motion and a second the agenda was approved as amended. Motion passed.

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

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from February 7, 2008
- B. Claims for disbursement for February 2008
- C. Master Course List Revisions
- D. Personnel
- E. Academic Calendar Revision

Consent Agenda Item C: Master Course List Revisions

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

Master Course List Changes for Summer 2008

New Courses

MIL 100 Military Science IA, 1 credit hour
 MIL 102 Military Science IB, 1 credit hour
 MIL 200 Military Science IIA, 3 credit hours
 MIL 202 Military Science IIB, 3 credit hours

Name Change

HUM 250 Honors Leadership Studies to Leadership, 3 credit hours
 HUM 260 Honors Humanities Seminar to Humanities Seminar, 1-3 credit hours

Military Science 100 Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: MIL 100
 Course Title: Military Science IA
 Division: Liberal Arts
 Program: Military Science
 Credit Hours: 1
 Initiation/Revised Date: 20 December Fall 2008

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

MIL 100. Military Science I. 1 hour. Introduction to the issues and competencies that are central to a commissioned officer's responsibilities. Officership, leadership, Army Values, and "life skills" including fitness and time management. Includes outdoor activities including rappelling, rifle shooting, and small unit tactics. Fall semester.

PREREQUISITES AND/OR COREQUISITES

Permission of the instructor.

TEXTS

None.

COURSE OUTCOMES/COMPETENCIES (as Required)

By the end of this course, students will be able to accomplish the following:

1. Identify rank structures for the Army
2. Identify military organization
3. Recognize the Army Values
4. Demonstrate an understanding of techniques of survival training

COURSE OUTLINE

- Introduction
- Customs and Courtesies, Military Organization, Rank Structure
- Water survival training
- Rappelling
- Test #1: Customs and Courtesies, Military Organization, Rank Structure
- Leadership techniques and dimensions
- Army Values
- Paintball
- Military weapons familiarization
- Time Management
- Final Exam

(Outline subject to change based on availability of resources)

INSTRUCTIONAL METHODS

Classes will consist of lecture, group discussion, and hands on labs.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be expected to participate in all events and participation points will be awarded after each event. If a student chooses not to participate in an event, those points will not be awarded to the student.

Letter grade system will be utilized – 500 points total in class

- Keys to success: - Attendance
- Positive Attitude
- Maximum Effort
- Teamwork
- Respect for others

GRADING SCALE

- Grades will be assigned and weighted on the following:
- Examinations – 135 pts total (quiz 35 pts, Final Exam 100 pts)
- Participation – 55 pts per event; 330 total pts
- Leadership – 35 pts per position
- Leadership points will be discussed and explained during class

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.

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Academic Integrity

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

Cell Phone Policy

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

ASSESSMENT OF STUDENT GAIN

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

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, Student Union, 620-431-2820 ext 280* or the *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.

Military Science 102 Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: MIL 102
Course Title: Military Science I B
Division: Liberal Arts
Program: Military Science
Credit Hours: 1

Initiation/Revised Date: 20 December 2007 Spring 2009

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

MIL 102. Military Science I. 1 hour. Expands upon fundamentals introduced in MIL 100 by focusing on communications, leadership, and problem solving. Map reading, orienteering, First Aid, effective writing, and problem solving. Participation in outdoor activities such as team building exercises, rappelling, rifle shooting and water survival training. Broad overview of physical well-being and life in the Army. Spring semester.

PREREQUISITES AND/OR COREQUISITES

MIL 100- Military Science I A

TEXTS

None.

COURSE OUTCOMES/COMPETENCIES (as Required)

By the end of this course, students will be able to accomplish the following:

1. Demonstrate the concepts of reading a military map
 - a. Locate points on the map using the Military Grid Reference System (MGRS)
 - b. Identify terrain features on the map utilizing elevation lines
 - c. Demonstrate an ability to correctly write a 4 digit, 6 digit, 8 digit, and 10 digit grid coordinate
2. Demonstrate an understanding of the basic tenets of verbal and written military communication.

COURSE OUTLINE

- Introduction
- Rank Structure, Army Values
- First Aid
- Map Reading
- Paintball
- Test #1: Rank Structure, Army Values, First Aid, Map reading
- Rappel
- Military weapons familiarization / range
- Military writing style
- Rubber Boat training
- Final Exam

(Outline subject to change based on availability of resources)

INSTRUCTIONAL METHODS

Classes will consist of lecture, group discussion, and hands on labs.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be expected to participate in all events and participation points will be awarded after each event. If a student chooses not to participate in an event, those points will not be awarded to the student.

- . Letter grade system will be utilized – 500 points total in class
- Keys to success:
 - Attendance
 - Positive Attitude
 - Maximum Effort
 - Teamwork
 - Respect for others

GRADING SCALE

- Grades will be assigned and weighted on the following:
 - Examinations – 135 pts total (quiz 35 pts, Final Exam 100 pts)
 - Participation – 55 pts per event; 330 total pts
 - Leadership – 35 pts per position
 - Leadership points will be discussed and explained during class

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Military Science 200 Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: MIL 200
Course Title: Military Science II A
Division: Liberal Arts
Program: Military Science
Credit Hours: 3
Initiation/Revised Date: 20 December 2007 Fall 2009

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

MIL 200. Military Science II. 3 hours. Customs and traditions of military service, seminar in the Army's role in global conflict and general subjects. Advanced leadership laboratory--rifle marksmanship and care of combat casualties, includes one weekend practical exercise. Wearing of military uniform is required. Fall semester.

PREREQUISITES AND/OR COREQUISITES

MIL I A and MIL I B – Military Science I A and I B.

TEXTS

None.

COURSE OUTCOMES/COMPETENCIES (as Required)

By the end of this course, students will be able to accomplish the following:

1. Recognize the customs and courtesies that accompany military service
 - a. When to render the Hand Salute
 - b. History of the Hand Salute

- c. Courtesies for when senior officers enter / exit a room
- 2. Demonstrate an understanding of the basic role of the Army in local and global conflicts
- 3. Utilize general military leadership techniques during laboratory exercises
 - a. Communication skills
 - b. Organization skills
 - c. Decision Making skills
- 4. Demonstrate how to properly wear the military uniform
 - a. Appropriate uniform for certain occasions
 - b. Which courtesies apply to occasions, times and uniforms

COURSE OUTLINE

- Introduction
- Customs and traditions of the military
- The Army's role in local conflict
- The Army's role in global conflict
- Test #1: Customs, traditions and the Army's role in conflict
- Rappel
- Advanced First Aid
- Military weapons familiarization / range
- Squad Tactical Exercises
- Final Exam

(Outline subject to change based on availability of resources)

INSTRUCTIONAL METHODS

Classes will consist of lecture, group discussion, and hands on labs.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be expected to participate in all events and will be graded not only on classroom work, but execution of leadership positions during the lab periods.

- . Letter grade system will be utilized – 1000 points total in class
- Keys to success:
 - Attendance
 - Positive Attitude
 - Maximum Effort
 - Teamwork
 - Respect for others

GRADING SCALE

- Grades will be assigned and weighted on the following:
 - Examinations – 400 pts total (Midterm 100 pts, Final Exam 300 pts)
 - Participation – 50 pts per event; 500 total pts
 - Leadership – 100 pts per position
 - Leadership points will be discussed and explained during class

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Military Science 202 Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: MIL 202
Course Title: Military Science II B
Division: Liberal Arts
Program: Military Science

Credit Hours: 3

Initiation/Revised Date: 20 December 2007 Spring 2010

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

MIL 202. Military Science II. 3 hours. Leadership development seminar, and general military subjects. Advanced leadership laboratory-land navigation, includes one weekend practical exercise. Wearing of military uniform is required. Spring semester.

PREREQUISITES AND/OR COREQUISITES

MIL 200 – Military Science II A

TEXTS

None.

COURSE OUTCOMES/COMPETENCIES (as Required)

By the end of this course, students will be able to accomplish the following:

1. Demonstrate the different leadership levels within an Army Platoon
 - a. Platoon Leader
 - b. Platoon Sergeant
 - c. Squad Leader
2. Successfully navigate a military land navigation course, utilizing military map reading and orienteering techniques.
3. Demonstrate an understanding of the basic tenets of the Military Decision Making Process.
 - a. 7 steps to the Military Decision Making Process
 - b. When to utilize the Military Decision Making Process
4. Successfully conduct a military briefing utilizing Microsoft Power Point.
5. Demonstrate the proper techniques for safely firing a military rifle.

COURSE OUTLINE

- Introduction
- Basics of Microsoft Power Point
- Military Decision Making Process (MDMP)
- Test #1: Power Point, MDMP
- Rappel
- Land Navigation
- Military weapons familiarization / range
- Squad Tactical Exercises
- Student Briefings
- Final Exam

(Outline subject to change based on availability of resources)

INSTRUCTIONAL METHODS

Classes will consist of lecture, group discussion, and hands on labs.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be expected to participate in all events and will be graded not only on classroom work, but execution of leadership positions during the lab periods.

. Letter grade system will be utilized – 1000 points total in class

- Keys to success:
- Attendance
- Positive Attitude
- Maximum Effort
- Teamwork
- Respect for others

GRADING SCALE

- Grades will be assigned and weighted on the following:
- Examinations – 300 pts total (Midterm 100 pts, Final Exam 200 pts)
- Briefings – 100 pts total
- Participation – 50 pts per event; 500 total pts
- Leadership – 100 pts per position
- Leadership points will be discussed and explained during class

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Consent Agenda Item V-D: Personnel

1. Grant Writer

It was the President's recommendation that the Board approve the employment of Brenda Armstrong as the grant writer for the College. Ms. Armstrong holds a Master of Science in Technical Education and a Bachelor's degree in Business Administration from Pittsburg State University and an Associate of Arts degree from Allen County Community College.

Ms. Armstrong was an Office Technology and Legal Office Professional instructor for Kaw Area Technical School in Topeka from 1991-2006 and an adjunct instructor for Washburn University from 2000-2003.

Ms. Armstrong will be paid \$32,500 annually beginning March 17, 2008

2. Resignation

It was the President's recommendation that the Board accept the resignation of Jed Clark, assistant wrestling coach. Mr. Clark's last day at the College was January 31, 2008.

Consent Agenda Item V-E: Revision to Academic Calendar

An error was made in the creation of the 2008-2010 academic calendar. The date of midterm for classes for both fall semesters was miscalculated by one week. The date is important because this is when second eight-week classes begin. Below is the correct calendar for approval. The spring midterm was correct in the original calendar.

Academic Calendar 2008-2009

Fall Semester 2008

August 18 Faculty Report
August 19 Faculty In-Service
August 25 Fall Classes Begin
September 1 Labor Day (college closed)
September 5 Last Day for Refund
September 17 Constitution Day
September 22 Certification Day
October 16 Faculty In-Service (college closed)
October 17 Fall Break (college closed)
October 18-20 Mid-Term
November 25 Classes end at 4:00 p.m. (no night classes)
November 26-28 Thanksgiving Break (college closed)
December 8-12 Night Class Finals
December 15 Fall Classes End
December 16-18 Finals
December 19 Faculty Assessment Day
Dec. 24-Jan. 2 Christmas Break (college closed)

Spring Semester 2009

January 2 Intersession Classes Begin
January 8 Faculty In-Service (college closed)/Faculty Report
January 13 Intersession Classes End
January 14 Classes Begin
January 19 Martin Luther King Day (college closed)
January 27 Last Day for Refund
February 11 Certification Day
February 12 Faculty In-Service (no classes)
February 13 Winter Break (college closed)
March 16-20 Spring Break
March 23 Mid-Term
April 9 Faculty Work Day (no classes)
April 10 Good Friday (college closed)
May 5-11 Night Class Finals
May 12 Spring Classes End
May 13-15 Finals
May 15 Commencement 7:00 p.m.
May 18 Intersession Classes Begin
May 18-19 Faculty Assessment Days
May 25 Memorial Day (college closed)
May 29 Intersession Classes End

Summer I 2009

June 1 Summer I Begins (4-week & 8-week classes)
June 4 Certification Day for Summer I Classes
June 5 College Closed
June 12 College Closed
June 11 Certification Day for 8-week Summer Classes
June 19 College Closed
June 25 Summer I Ends
June 26 College Closed

Summer II 2009

June 29 Summer II Begins
July 2 Independence Day Observed (college closed)
July 3 College Closed
July 6 Certification Day for Summer II Classes
July 10 College Closed
July 17 College Closed
July 23 Summer II ends
July 24 College Closed
July 31 College Closed

Fall Semester 2009

July 27 4-Week Fall Intersession Classes Begin
July 30 Certification Day for 4-week fall Intersession Classes
August 17 Faculty Report
August 18 Faculty In-Service
August 20 Fall Intersession Classes End
August 24 Classes Begin
September 4 Last Day for Refund
September 7 Labor Day (college closed)
September 17 Constitution Day
September 21 Certification Day
October 15 Fall In-Service (no classes)
October 16 Fall Break (college closed)
October ~~12~~ 19 Mid-Term
November 24 Classes end at 4:00 p.m. (no night classes)
November 25-27 Thanksgiving Break (college closed)
December 7-11 Night Class Finals
December 14 Fall Classes End
December 15-17 Finals
December 18 Faculty Assessment Day
Dec. 24-Jan. 1 Christmas Break (college closed)

Spring Semester 2010

January 4 Intersession Classes Begin
January 7 Faculty In-Service/Faculty Report
January 13 Intersession Classes End
January 14 Classes Begin
January 18 Martin Luther King Day (college closed)
January 27 Last Day for Refund
February 11 Certification Day
February 15 President's Day (college closed)
February 16 Faculty In-Service (no classes)
March 15-19 Spring Break
March 22 Mid-Term
April 2 Good Friday (college closed)
May 11 Tuesday Classes are Wednesday Classes (day classes only)
May 5-11 Night Class Finals
May 11 Spring Classes End
May 12-14 Finals
May 14 Commencement 7:00 p.m.
May 17 Intersession Classes Begin
May 17-18 Faculty Assessment Days
May 28 Intersession Classes End

May 31 Memorial Day (college closed)

Summer I 2010

June 1 Summer I Begins (4-week & 8-week classes)
June 4 Certification Day for Summer I Classes
June 10 Certification Day for 8-week Summer Classes
June 11 College Closed
June 18 College Closed
June 24 Summer I Ends
June 25 College Closed

Summer II 2010

June 28 Summer II Begins
July 1 Certification Day for Summer II Classes
July 2 College Closed
July 5 Independence Day Observed (college closed)
July 9 College Closed
July 16 College Closed
July 22 Summer II Ends
July 23 College Closed
July 26 Fall Intersession Classes Begin
July 30 College Closed
August 19 Fall Intersession Classes End

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

The chair called for a short break at 6:25 p.m. The meeting resumed at 6:35 p.m.

Faculty Senate Report: Chad DeVoe, Faculty Senate President, reported on several professional development activities completed by faculty members including:

- Sarah McCoy attend the HP Technology for Teaching conference in California. Sarah wrote and receive the HP grant named "Moving into the Future with Environmental Science and Technology at Neosho County Community College". The grant provided computer and data collection probes to incorporate real-time data collection as a means of promoting active learning in Environmental Science lecture and lab classes. The grant also provided funding for McCoy to attend the conference and present her project.
- Luka Kapkiai, Chemistry and Physics instructor, attended a Physics workshop, sponsored by the National Science Foundation, as a part of the Advanced Technological Education program. He won \$1,000 worth of software which he will be able to utilize in his Physics courses, as well as lab manual materials that he can customize for his classes.
- Linda Jones, Applied Science division chairman, attended the Connecting Education and Employment conference in Wichita. Sponsored by the Kansas Board of Regents and the Kansas State Department of Education, the theme was "Designing the Future of CTE (Career and Technical Education)". The conference included session focusing on preparing students for employment in the 21st century, creating seamless education for students from high school to college to careers, and State requirements for reporting follow-up data on program completers.
- NCCC hosted an Academic Excellence tournament and placed first in this region; and second in the state. NCCC students Cory Peters and Stephen Crissey were two of the top five individuals.

- The Science and Mathematics Activities Club traveled to Jenks, Oklahoma to visit the Oklahoma Aquarium.
- The Science Fair is scheduled for March 29th for K-12 graders. Winners will be eligible to attend the Kansas Science and Engineering Fair at Friends University on April 11 and 12.
- Sarah McCoy has planned a day trip to Kansas City to see the Bodies Revealed exhibit at Union Station on April 6.
- Rebecca Wolfe, has been accepted into the Psychiatric Mental Health Nursing Program for Advance Practice at Wichita State University.
- The track team had 5 All-Americans this weekend and a national champion in Jason Robbs.

CAAP Test Results/Performance Agreements Report: Dr. Brian Inbody, Vice President for Student Learning, presented a Power Point on CAAP Test results. The CAAP Test is a nationally normed test and will be used in future compliance measures with performance agreements. The test was given to every student from every section of English Composition II and College Algebra in Fall 2008 including on-line classes, traditional classes, and concurrent classes.

Dr. Inbody also distributed and reviewed the institutions Performance Agreements for this year.

Treasurer's Report: Sandi Solander, Dean of Finance, reviewed the Treasurer's Report, Cash Balance Comparison, Change in Fund Balance and monthly Financial Statement. She indicated that even though the cash balance had decreased, it was the smallest decrease in the last five years. The cash balance is almost 7 million dollars. Revenue and Expenditures are in line with projections.

KACCT Meeting Report: Charlie Boaz, representative to the Kansas Association of Community College Trustees, and President Smith attended the Legislative Reception in Topeka. Legislator's Board of Regent members, administrators from technical schools, universities and colleges, and community colleges were present.

At the KACCT meeting the following day Sheila Frahm reported on fiscal matters and briefing on the status of Education funding and Legislative insight into 2008 bills and how they may affect community colleges. Ms. Frahm also reviewed key components for bills that will/may be a part of the 2009 legislation.

At the joint meeting with the Council of President the funding formula was discussed in detail with representatives from each community college giving a response to Chairman Manes questions about the proposed formula. After much discussion it was decided to reconvene the committee to develop a new resolution to include the hold harmless as a part of the proposal but have a "sunset" clause or phase out time period to ease the impact on some colleges. The new resolution must be completed by June 20th in order to be presented and made a new statute.

During the KACCT meeting the agenda items included nominations for Trustee of the year award and an evaluation of the executive director. Other business included increasing the base dues and per credit hour charge, revision the investment policy, and increasing the salaries of the executive director and the administrative assistant by 4.5%.

Following a meeting with the Board of Regents, everyone attended the Phi Theta Kappa luncheon to recognize students from all 19 community colleges. Representing NCCC was Melanie Dillmon and Joe Gerant from Chanute and Jena Hayes form the Ottawa campus.

President's Report: President Smith made the following report to the Board of Trustees.

Retention Results: During the spring of 2007, the college developed a Retention Plan. A variety of activities were initiated and funded to help retain students in the hope the activities would result in

students enrolled in the fall semester remaining and enrolling in the spring semester. The activities included the following:

- Academic oriented: raise the rigor, stress active learning techniques, improve the first year seminar, and create an emphasis on developmental education.
- Academic-support oriented: expand the P.A.S.S. to early fall and on every class, institute new advising system, utilize assistant coaches as academic coaches, focus on tutoring.
- Activities oriented: redesign bookstore, add budget line for additional wellness activities, increase the student senate budget, and create clubs, especially academic clubs. Budget additional funds for Welcome Week.
- Financial aid oriented: redesign scholarships, create sophomore scholarships, create half-time position for improved customer service, and cap indebtedness for students.
- Recruiting oriented: utilize academic scholarships more fully in recruiting, utilize stacking of scholarships, and assist coaches with recruiting students that will be a good "fit" with NCCC.

Results for this year are great! For the three years preceding fall 2007, NCCC retained first-time, full-time, no other college experience students at a rate between 59% to 68% from the fall to spring semester. This year, that retention rate rose to 78%. For Ottawa students the low was 52% last year and the retention rate rose to 85% this year. For Chanute students who are not athletes, the retention rate rose from a low of 42% last year to 69% this year. What is really great is that the total number of students this year was at the highest level, i.e., 210 first-time, full-time, never having attended college, students. Last year there were 152 in this category of student.

The President said she believed a combination of all of the above activities had something to do with the improving retention rate.

Kansas Office of Rural Opportunity: Dr. Smith reminded the Board that the Kansas Department of Commerce's Office of Rural Opportunity for eastern Kansas will be located on the Chanute campus. A memorandum of understanding for their use of an office on the Chanute campus has been developed. The college attorney has reviewed the MOU and sees no problem with the document.

The office is tentatively scheduled to be in NeoKan next to the KansasWorks office which is located on the first floor of the west wing. The contact at the Department of Commerce indicates that they held interviews for the person who will staff the office the first part of this month and anticipate that the person will be on campus the second week of April. The President state she was very pleased that the office will be on the Chanute campus.

Luka Kapkiai: As reported earlier by Mr. DeVoe, Luka Kapkiai, physics instructor, attended a workshop for new community college physics instructors to learn about innovative instructional techniques for teaching physics. The federal government paid for his travel and the cost of the workshop. When he came back he was very effusive about all he had learned. Additionally, he won a door prize of software to use in his classes worth \$1000.

NCCC Track at Nationals: NCCC did very well at the national track competitions recently. Below are comments from Darin Schmitz, the head coach.

"This weekend the panther track and field team competed at the NJCAA national championships. We had a great group of athletes go and compete and many of them walked away with some hardware. The women's team finished 21st in the country while the men had one of their highest finishes to date with a 10th place national finish. We walked away with 5 All-Americans, 4 top 3 finishes, and a national champion.

The national championships had to be topped with the performance of Jason Robbs. On day one of the championships Jason competed in the shot put. In a tough and close competition Jason had some great throws and ended up with a tough fought 3rd place only missing the national champion spot by 15 cm. In day 2 of the championships Jason went to his signature event of the weight throw. In his second throw of the competition he threw a bomb of 60'3 ¼" to seal the competition by over 2 feet. He was within of a meter of the national record. This was Jason's first national championship win and was second in the voting for the national field event athlete of the year.

Josh Butler had a great showing in the triple jump at the national competition. In an event that he came in ranking 6th in the national he popped off a huge jump in the prelims of over 15 meters. He had a great series in the finals and held on to second place to finish as the national runner-up giving the winner all he could handle throughout the competition.

Randy Johnson showed in the 60m to watch out for the outdoor national championships in the short sprints. He ran a school record of 6.81s in the prelims to make one of the fastest 60m finals in NJCAA history. In a tight race that took some time to figure out the winner Randy ended up placing 3rd to receive his fourth career All-American Award.

In the women's shot put we put up a good showing with Julia Russell and Charlene Guigui who placed 5th and 8th respectively."

Agenda Item VIII-A: Set Date for Spring Board Retreat

Mr. Peter asked to schedule a date for the spring Board Retreat. It was agreed to schedule Friday evening, May 30 and Saturday morning, May 31.

Upon a motion and a second, the Board voted to schedule the spring Board Retreat for May 30 and 31, 2008.

Agenda Item VIII-B: Bids for Chapman Library Ramp

When the ISES Corporation completed their Facility Condition Analysis of the NCCC Chanute campus in January, 2007, they reported the most serious accessibility issue on this campus was the lack of an appropriate handicapped-accessible ramp on the rear exit of the Chapman Library. The exit ramp project became a part of the NCCC Capital Improvement Plan and was listed on the 2007 Strategic Planning Committee's initiatives to be approved and funded for this fiscal year. Architect One was contracted to provide the architectural and engineering specifications for the project. A pre-bid meeting was held for contractors on Friday, February 22nd, 2008, and one addendum to the original specifications was issued by Architect One following that meeting.

A notice was placed in the local paper and bids were solicited from the following companies:

- Brown Construction Chanute, KS
- Crossland Construction Columbus, KS
- Hofer & Hofer & Associates Humboldt, KS
- Hal Jones Construction Chanute, KS
- Triangle Builders Paola, KS

The following sealed bids were received:

Base bid

- Brown Construction \$34,804
- Hofer & Hofer & Associates \$26,150
- Hal Jones Construction \$46,500
- Triangle Builders, LLC \$68,800

There were no alternates listed for the project. Hofer & Hofer & Associates was the low bid for the project at \$26,150. Funding for the project will come from the Barbee Trust fund (\$15,000 budgeted from interest only) with the remainder of the cost from the capital outlay fund.

It was the President's recommendation that the Board accept the bid for the Chapman Library Ramp project as specified for \$26,150.00 from Hofer & Hofer & Associates of Humboldt, Kansas.

Resolution 2008-7

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$26,150.00 from Hofer & Hofer & Associates to construct an exit ramp for Chapman Library.

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

Agenda Item VIII-C: Bids for Trailer for R3 Grant

A mobile laboratory was identified as one strategy to increase the training capacity of nurse aides and home health aides trained through the Rural Kansas R3 Project. This purchase will be funded 100% by a grant awarded under the President's High Growth Job Training Initiative, as implemented by the U.S. Department of Labor's Employment and Training Administration.

Bid specifications included a bumper pull-travel trailer, 38-40 ft length with a hitch weight of 1200 pounds, 11 ft height and total weight of 8150. Bedroom with twin size bed built up to hospital bed height, beside table, storage area. Bathroom with working bathroom sink and wheelchair accessible toilet. Living area open to accommodate 3 folding tables with 12 folding chairs, desk area for computer use, area for 42" plasma TV with camera input, VCR, DVD and TV satellite and large counter surface for instructional purposes. Heating and air need to be sufficient during extreme weather to accommodate 13 students/faculty.

Bid specifications were mailed to:

Dutchman Manufacturing, Goshen, IN
Adventure Manufacturing, Peru, IN
Airstream, Inc., Jackson Center, OH
Forest River, Inc., Elkhart, IN
Coachman Rec. Vehicle Co., Middlebury, IN
Adventure TV and Truck Center, Wichita, KS
Trailers and Hitches, August, KS
Anderson RV Center, Topeka, KS
Avs Camper Center, Hutchinson, KS
Olathe Ford RV Center, Inc., Gardner, KS
Roberts RV Sales, Topeka, KS
Flint Hills RV, Andover, KS
Adventure RV, Merriam, KS
Augusta RV, Inc., Andover, KS
B & B Traveland, Andover, KS

Ned Hiatt's Country Sales, Inc., Lyndon, KS
Kansas Kampers Sales & Service, McPherson, KS
H & K Camper Sales, Columbus, KS

The only bid received was from H & K Camper Sales for \$27,000.

It was the administration's recommendation that the Board accept the bid of \$27,000 from H & K Campers Sales to purchase the mobile classroom for use in the Rural Kansas R3 Project.

Resolution 2008-8

RESOLVED, That the Board of Trustee of Neosho County Community College accepts the bid of \$27,000 from H & K Campers Sales to purchase a mobile classroom for use in the Rural Kansas R3 Project.

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

Agenda Item VIII-D: Bids for Fleet Cars

The College replaced two cars in the vehicle fleet with two mini vans in October 2006, leaving only two cars in the fleet. The two remaining cars are used on an almost daily basis primarily for one or two person travel. In a continued effort to upgrade the aging vehicle fleet, the senior staff recommended these cars be traded in for two new fuel efficient cars. The cars being replaced are a 1997 Chevrolet Cavalier which has 195,000 miles, and a 1998 Pontiac Bonneville with 172,000 miles. Bids were solicited from Ewen Motor Co., Erie; Ranz Motor Co., Inc., Chanute; Shields Motor Co. Inc., Chanute; Merle Kelly Ford Inc., Chanute.

The College has sufficient funds budgeted in the Equipment Reserve for vehicle replacement. The administration recommended the new cars be used at the Chanute campus.

The following bids were received:

Ranz Motor Co., Inc.
Two 2008 Chevrolet Cobalt LT \$ 27,180
Less Trade In:
1997 Chevrolet Cavalier -\$ 1,200
1998 Pontiac Bonneville -\$ 1,800

Net Price with trade \$ 24,180

Optional Antilock Brake System (ABS) additional \$350 per vehicle

Merle Kelly Ford, Inc.
Two 2008 Ford Focus SE \$ 26,372
Less Trade In:
1997 Chevrolet Cavalier -\$ 600
1998 Pontiac Bonneville -\$ 750

Net Price with trade \$ 25,022

Optional Antilock Brake System (ABS) additional \$335 per vehicle

Shields Motor Co., Inc.
Two 2008 Dodge Avenger SE \$ 31,000
Less Trade In:
1997 Chevrolet Cavalier -\$ 700
1998 Pontiac Bonneville -\$ 700

Net Price with trade \$ 29,600

Optional Antilock Brake System (ABS) additional \$400 per vehicle

It was the President's recommendation that the Board accepts the low bid of \$24,180 from Ranz Motor Co to be paid from the Equipment Reserve Fund. It is also recommended that the Antilock Brake System (ABS) option be added at an additional cost of \$350 per vehicle. The total cost will be \$24,880.

Resolution 2008-9

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$24,180 from Ranz Motor Company to purchase two vehicles and to add the Antilock Brake System option for an additional cost of \$350 per vehicle for a total cost of \$24,880.

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

Agenda Item VIII-E: Selection of 403 (b) Third Party Provider

403(b) retirement plans are optional retirement plans available to College employees. Effective January 1, 2009, changes in IRS regulations governing 403(b) retirement plans will have added responsibility on Colleges and other employers with 403(b) plans:

- Employers with 403(b) plans will be required to maintain a written plan
- Employers will have to designate and approve product providers for their plan
- Asset transfers will be restricted to approved providers
- Employers will be responsible for greater compliance and recordkeeping

The administration did not feel that College staff has adequate time to comply with this new responsibility and desired to contract with Security Financial Resources, Inc (SFR) to perform the services as a third party administrator (TPA), through Birk Sather and Davenport (BSD) Financial, Fort Scott, represented by agents Jim Sather and Jordan Witt. The services will be provided to the College at no cost if an agreement is signed by March 31, 2008. Senior staff felt confident that SFR would provide quality services because the College has an established relationship with SFR through the College Section 125 benefit program. IMA, the current health and dental insurance broker, recommended SFR as a reputable growing service provider. The College may terminate the agreement at any time, upon sixty (60) days prior written notice to SFR. A copy of the agreement is attached.

It was the President's recommendation that the Board approve the Service and Adoption Agreement with Security Financial Resources, Inc (SFR).

Resolution 2008-10

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Service and Adoption Agreement with Security Financial Resources, Inc. to perform the services of third

party administrator with no fees attached.

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

Agenda Item VIII-F: Tuition, Fees and Residence Hall Charges Increase

The administration is recommending raising tuition and some fees for the coming academic year. Below is information providing background for the recommendation.

- The College's Financial Plan states that the college will consider raising tuition and fees every two years. Tuition was not raised in 2007. The enrollment for the college has "flattened out" over the past two years. Because of this fact, "new money" from state aid has been lessened. The administration will not know exact figures on state allocation until much later in the year, yet tuition and fees need to be determined, if possible, before fall enrollment begins April 1.
- According to the financial plan, the administration will not be considering another tuition increase until 2010-2011, meaning this increase may have to sustain us through the next two years. However, if the financial situation radically changes, the administration may approach the board for additional increases.
- In light of SB 345 and the mandate to reallocate state aid within a college's budget, the college must consider raising tuition and fees to keep pace with the rising costs associated with the operation of the college. An example of these increased costs is salary. A standard raise for all employees means an additional cost of well over \$100,000. Without new funds, cuts would need to be made to various operating budgets within departments to add to salary lines. Salary costs are just one example. Health insurance, utilities, supplies, vehicle mileage, etc. all increase in cost every year.
- As a result of a new vision for the Ottawa campus created at a Board retreat, an additional expense to the College will be coming in the next few years in the form of either an expansion of the current building or a new building altogether. In preparation for additions to the Ottawa campus and equalizations of the services between Ottawa and Chanute students, the administration must generate enough revenue to lower planned indebtedness.

Below are the specific rate increases.

- A \$4/credit hour increase in tuition for the 2008-2009 academic year, for a total of \$44 per credit hour for all students except international students, who will pay \$117 per credit hour. For the last year of complete data, 2006-2007, the college generated about 36,000 credit hours. Thus far, 2007-2008 is on pace to increase that number by 500 credit hours. If 2008-2009 is similar, the \$4.00 increase should generate \$146,000 additional revenue for the college.
- An increase of \$1 to the incidental fee. All expenditures paid by the incidental fund will see increases in 2008-2009, including increases in activity budgets and scholarships. Using that figure of 36,500 credit hours per year, the college should generate an additional \$36,500 in revenue due to the incidental fee increase.
- An additional fee of \$1 to the Ottawa building fee, for Ottawa students only. This increase will provide additional dollars to help off-set the costs of renovations or additions to the Ottawa Campus.
- The out-of-state fees will be increased by \$9 per credit hour. The College receives approximately \$85 per credit hour for each in-state student in the form of state aid. The credit hours taken by out-of-state students do not generate any state aid. Therefore it is only fitting that out-of-state students pay additional fees to compensate for this difference.
- Increase the rate of housing by \$155 per semester or \$310 per year for Bideau Hall, and \$280 per semester or \$560 per year for NeoKan Hall. The bond payment for the

residence halls will increase \$75,000 this coming year. In addition, we always figure a 3% increase in food prices from Great Western, our contracted food service company. The increase in room rates will not be enough to cover all of the increase in costs, but it was determined that raising costs too quickly could be detrimental to occupancy. With this increase NCCC should be below the median cost for housing at other community colleges in the state of Kansas.

There are several activities that should help students offset the increase in tuition and fees. They include:

- The Pell grant will be increased by the Federal government this coming year. The Pell will go up an additional \$421 for 2008-2009, and is slated to go up again in 2009-2010. These increases will help offset increases to the tuition and fees. In 2009-2010, we hope to hold tuition at the same figure as the 2008-2009 year.
- Several new scholarships to assist students are currently being considered or have already been created by the Executive Committee.
 - The first is book rental scholarships for out-of-state students who participate in an activity such as theatre or music. The scholarship would cover roughly the \$300 needed for book rental.
 - The second scholarship currently being discussed is an additional academic scholarship for those who earn a 3.5 GPA or above. This scholarship would be in addition to any other scholarship the student might have and will be for \$400 or \$500 per semester.
- Another way the college is helping students with greater costs in tuition and fees is the new book rental process starting this fall. The college will be changing from selling books to students to renting the books to them. Currently, most students must buy their books from the bookstore at an average cost of \$350 or more per semester. Beginning fall 2008, the college will be renting students their books for \$10 a credit hour, or about \$150 a semester for 15 credit hours. The students will then return the books at the end of the semester to be rented again to other students in the next semester. This change should save the students approximately \$200 a semester.

None of these requests for increases in costs have been made capriciously. Administration met with college leadership groups, the faculty, and student body government. All those consulted have reluctantly agreed to the increases to avoid budget cuts.

What follows is a breakdown of the costs and increases for each type of NCCC student. At the end of this list are the proposed rates for housing for 2008-2009.

Resolution 2008-11

RESOLVED, That the Board of Trustees of Neosho County Community College approves the administrations recommendation to increase tuition, fees, and residence hall charges for 2008-09.

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

Proposed Tuition and Fee Schedule

	\$4 increase in tuition
2008-09	\$4 increase in out-of-state tuition
	\$1 increase in Ottawa building fee
	\$1 increase in incidental fee
	\$9 increase in out-of-state fee
	\$4 increase in international tuition
	Residence hall increase
	Book rental fee

<u>Neosho County Resident On Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 5/cr hr		
Technology	\$ 5/cr hr		
Total Fees		\$23/cr hr	(currently \$22/cr hr)
<u>Neosho County Resident Off Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 0/cr hr		
Technology	\$ 5/cr hr		
Total Fees		\$18/cr hr	(currently \$17/cr hr)
<u>Neosho County Resident On Line</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
On Line	\$25/cr hr		
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 0/cr hr		
Technology	\$ 5/cr hr		
Total Fees		\$43/cr hr	(currently \$42/cr hr)
<u>Kansas Resident Outside Neosho County (Chanute) On Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			

Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 5/cr hr		
Technology	\$ 5/cr hr		
Out District	\$10/cr hr		
Total Fees		\$33/cr hr	(currently \$32/cr hr)
<u>Kansas Resident Outside Neosho County (Chanute) Off Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 0/cr hr		
Technology	\$ 5/cr hr		
Out District	\$10/cr hr		
Total Fees		\$28/cr hr	(currently \$27/cr hr)
<u>Kansas Resident Outside Neosho County On Line</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
On Line	\$25/cr hr		
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 0/cr hr		
Technology	\$ 5/cr hr		
Out District	\$10/cr hr		
Total Fees		\$53/cr hr	(currently \$52/cr hr)
<u>Kansas Resident Outside Neosho County (Ottawa) On Campus</u>			

Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$ 17/cr hr		(currently \$16/cr hr)
Building	\$12/cr hr		(currently \$11/cr hr)
Technology	\$ 5/cr hr		
Out District	\$10/cr hr		
Total Fees		\$44/cr hr	(currently \$42/cr hr)
<u>Kansas Resident Outside Neosho County (Ottawa) Off Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$ 17/cr hr		(currently \$16/cr hr)
Building	\$ 6/cr hr		(currently \$5/cr hr)
Technology	\$ 5/cr hr		
Out District	\$10/cr hr		
Total Fees		\$38/cr hr	(currently \$36/cr hr)
<u>Out-of-State Resident (Chanute) On Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 5/cr hr		
Technology	\$ 5/cr hr		
Out-of-State	\$34/cr hr		(currently \$25/cr hr)
Total Fees		\$57/cr hr	(currently \$47/cr hr)
<u>Out-of-State Resident (Chanute) Off</u>			

<u>Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 0/cr hr		
Technology	\$ 5/cr hr		
Out-of-State	\$34/cr hr		(currently \$25/cr hr)
Total Fees		\$52/cr hr	(currently \$42/cr hr)
<u>Out-of-State Resident On Line</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
On Line	\$25/cr hr		
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 0/cr hr		
Technology	\$ 5/cr hr		
Out-of-State	\$34/cr hr		(currently \$25/cr hr)
Total Fees		\$77/cr hr	(currently \$67/cr hr)
<u>Out-of-State Resident (Ottawa) On Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$17/cr hr		(currently \$16/cr hr)
Building	\$12/cr hr		(currently \$11/cr hr)
Technology	\$ 5/cr hr		
Out-of-State	\$34/cr hr		(currently \$25/cr hr)
Total Fees		\$68/cr hr	(currently \$57/cr hr)

			hr)
<u>Out-of-State Resident (Ottawa) Off Campus</u>			
Tuition		\$44/cr hr	(currently \$40/cr hr)
Fees			
Incidental	\$17/cr hr		(currently \$16/cr hr)
Building	\$ 6/cr hr		(currently \$5/cr hr)
Technology	\$ 5/cr hr		
Out-of-State	\$34/cr hr		(currently \$25/cr hr)
Total Fees		\$62/cr hr	(currently \$51/cr hr)
<u>International (Chanute) On Campus</u>			
Tuition		\$117/cr hr	(currently \$113/cr hr)
Fees			
Incidental	\$17/cr hr		(currently \$16/cr hr)
Student Union	\$ 5/cr hr		
Technology	\$ 5/cr hr		
Out-of-US	\$10/cr hr		
Total Fees		\$37/cr hr	(currently \$36/cr hr)
<u>International (Chanute) Off Campus</u>			
Tuition		\$117/cr hr	(currently \$113/cr hr)
Fees			
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 0/cr hr		
Technology	\$ 5/cr hr		
Out-of-US	\$10/cr hr		
Total Fees		\$28/cr hr	(currently \$27/cr hr)

<u>International On Line</u>			
Tuition		\$117/cr hr	(currently \$113/cr hr)
Fees			
On Line	\$25/cr hr		
Incidental	\$13/cr hr		(currently \$12/cr hr)
Student Union	\$ 0/cr hr		
Technology	\$ 5/cr hr		
Out-of-US	\$10/cr hr		
Total Fees		\$53/cr hr	(currently \$52/cr hr)
<u>International (Ottawa) On Campus</u>			
Tuition		\$117/cr hr	(currently \$113/cr hr)
Fees			
Incidental	\$17/cr hr		(currently \$16/cr hr)
Building	\$12/cr hr		(currently \$11/cr hr)
Technology	\$ 5/cr hr		
Out-of-US	\$10/cr hr		
Total Fees		\$44/cr hr	(currently \$42/cr hr)
<u>International (Ottawa) Off Campus</u>			
Tuition		\$117/cr hr	(currently \$113/cr hr)
Fees			
Incidental	\$17/cr hr		(currently \$16/cr hr)
Building	\$ 6/cr hr		(currently \$5/cr hr)
Technology	\$ 5/cr hr		
Out-of-US	\$10/cr hr		
Total Fees		\$38/cr hr	(currently \$36/cr hr)

			hr)
<u>Semester Residence Hall Charges</u>			
Bideau Double		\$2,125.00	(currently \$1,970.00)
Bideau Single		\$2,705.00	(currently \$2,550.00)
NeoKan Double		\$2,125.00	(currently \$1,845.00)
NeoKan Single		\$2,705.00	(currently \$2,250.00)
<u>Graduation Fee</u>		\$40.00	
<u>Annual Residence Hall Fee</u>		\$100.00	
<u>Book Rental Fee</u>		\$10/cr hr	

Agenda Item VIII-G: Faculty Renewals

The Board traditionally informs contracted full-time faculty/coaches of their intent to renew or not renew their contracts at the March Board meeting for the next academic year. These recommendations are given by the faculty member's respective division chair or director and coaches by the Athletic Director, then confirmed by the Chief Academic Officer.

There are two current '07-'08 faculty that are not on the list below. Here are the reasons for the omissions:

- Dean Dillard's retirement has been accepted by the Board.
- Obie Pennington has resigned.

The administration recommends the following faculty/coaches for contract renewal for the 2008-2009 academic year:

NCCC Faculty/Coaches Recommended for Contract Renewal

Alonzo, Amanda
 Anderson, Larry
 Ayers, Mindy
 Babb, Charles
 Barber, Mary Louise
 Boyles, Lee
 Brown, Deb
 Bush, Toby
 Campbell, Michael
 Coombs, Jeremy
 Covault, Pamela
 DeVoe, Chad
 Drybread, Rita
 Erickson, Anne
 Faust, Teresa
 Fewins, David
 Gardner, Marie
 Guinotte, Stephanie

Harris, Tosca
Harrison, Steven
Herman, Sonja
Jones, Linda
Kapkiai, Luka
LaRue, Joan
McCoy, Sarah
Mitchell, Janet
Murry, Steve
Owen, Sarah
Petterson, Wayne
Randolph, Gayle
Rhodes, Susan
Roush, Beverly
Schmitz, Darin
Smith, David
Smith, Jane
Solomon, Damon
Sowder, Lindsay
Stanley, Nathan
Tasler, Alisa
Turner, Terry
Watkins, Mark
Weilert, Mary
Wiley, Heidi
Wilkinson, Brad
Wolfe, Rebecca
Yuza, Steve
Zollars, Ruth

Resolution 2008-12

RESOLVED, That the Board of Trustees of Neosho County Community College approves the recommendation from the administration to renew faculty/coaches contracts for the 2008-09 academic year as presented.

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

Agenda Item VIII-H: Degree Sheet Revisions (first reading)

From time to time it is important to review the Board of Trustees manual to ensure that it is up-to-date with previous decisions and to correct any errors that may be present. The administration conducted an audit of the degree sheets found in the manual and discovered that there were several updates that needed to occur. What follows is the result of that audit. There is no real substantive change found in the updates. The changes that are requested have been previously approved by the Board through the catalog and degree sheet approval process.

The audit also allowed the administration to clarify the statements on the degree sheets. One statement has been added to all the degree sheets, which is already inserted in the college catalog. This statement informs the student all holds and obligations must be cleared before the degree is issued. Holds include books that must be returned to the library or the bookstore, and bills that must be paid.

These degree clarifications and updates have been approved by the curriculum committee and the

Chief Academic Officer. The Administration respectfully asks for your approval for these updates.

Other audits will be coming in the future, including a reexamination of many employee policies.

Please review the revisions to the degree sheets for approval at the April Board meeting.

Associate of Science (AS) Degree (revised 1/15/2004) (revised 7/13/06)

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

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

2. Computer Literacy Proficiency 3 hours

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

3. Natural Science and Mathematics ~~44~~ hours 13 -15

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

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

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

6. Physical Education 1 hour Lifetime Fitness ~~recommended~~ required

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

7. Appropriate Fields of Study ~~24~~ hours 17-19 A program of study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies

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

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

E. Must clear all holds and obligations to NCCC

Associate of Arts (AA) Degree (revised 1/5/2004) (revised 6/10/2004) (revised 7/13/06) (revised 4/5/07)

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 **11-13** 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 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 required**
7. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)
8. Appropriate Fields of Study ~~24~~ hours **16-18** A program of study in English, fine arts, education, history, humanities, language, music or social science
8. Other Requirements: A. Pre- and post-assessments are required by NCCC B. Fifteen (15) of the last twenty-four (24) credit hours must be in residence at NCCC C. Total of sixty-four (64) credit hours D. Cumulate GPA of 2.0 or higher

E. Must clear all holds and obligations to NCCC

Associate of General Studies (AGS) Degree (revised 1-15-04)

The associate of general studies degree is a terminal two-year degree designed for individuals who do not plan to transfer.

General Education Requirements

1. Communications 6 hours English Composition I – required
2. Computer Literacy Proficiency, 1-3 hours

Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours
3. Natural Sciences and Mathematics ~~6~~ **8-10** hours
4. Social and Behavioral Sciences 9 hours
5. Arts and Humanities 9 hours

6. Physical Education 1 hour Lifetime Fitness ~~recommended~~ required
7. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)
8. The remaining credits may be selected from other areas of study recommended by the student's academic advisor.
9. 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

E. Must clear all holds and obligations to NCCC

Associate of Applied Science (AAS) Degree (revised 1-15-04)

The associate of applied science degree is designed for individuals who wish to begin a career upon graduation. Students completing this program will receive an associate of applied science degree and a two-year certificate in the occupational specialty. **Individual majors have special requirements that must be met before completion of the AAS degree. Specific degree requirements are listed in the college catalog.**

General ~~Education~~ Requirements

1. Specialization and Related Courses/Competencies 42 ~~-47~~ 48 hours
 - A. Specialization courses/competencies from major technical specialty
 - B. Related courses/competencies from the following: interpersonal skills (employability skills), courses from other disciplines
2. Computer Literacy Proficiency (at the post-secondary level) 1-3 hours

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

3. General Education Courses/Competencies 12-25 hours
 - A. English Composition I & Interpersonal Communication **or approved substitute**– required
 - B. Other general education courses selected from: math and science, social or behavioral science, arts and humanities, or physical education.
4. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more).
5. 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) to seventy-two (72) credit hours **depending on major** D. Cumulative GPA of 2.0 or higher

E. Must clear all holds and obligations to NCCC

Amended Agenda Item VIII-I: Trustee Resignation

Basil Swalley submitted his resignation as a member of the Board of Trustees effective April 11, 2008. It was the President's recommendation that the Board accept his resignation with regrets.

Resolution 2008-13

RESOLVED, That the Board of Trustees of Neosho County Community College accepts, with regret, the resignation of Basil Swalley as a member of the Board effective April 11, 2008.

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

Amended Agenda Item VIII-J: Publication of Trustee Vacancy Notice

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

I was the President's recommendation that the Notice of Vacancy be published in the Chanute Tribune on Saturday, April 12, 2008.

Resolution 2008-14

Whereas, a vacancy will exist in the membership of the Board of Trustees of Neosho County Community College on and after April 11, 2008, and

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

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

Amended Agenda Item VIII-K: PSU-ROTC Memorandum of Agreement

Through a partnership with the ROTC program at Pittsburg State University, NCCC will begin to offer the first two years of ROTC at the Chanute campus. Students of all types can enroll in these courses, which were created by the standard procedure through the curriculum committee.

The ROTC program at PSU will supply the instructor and courses materials at no cost to the institution. The students will enroll in the classes through NCCC for which NCCC will receive the normal amount of tuition, fees and state aid. The program has been offered at Fort Scott Community College for the past two years. This program represents a greater recruiting effort by Pittsburg State University's ROTC to reach community college students in the area. A similar program is slated to begin at Allen County Community College.

What follows for Board approval is a memorandum of understanding between NCCC and PSU regarding this program and the specific requirements associated with offering it. The agreement was reviewed by the Board attorney and college administration and is now offered for Board approval. If approved, the program will begin in the fall semester.

Resolution 2008-15

RESOLVED, That the Board of Trustees of Neosho County approves the Memorandum of Understanding between NCCC and Pittsburg State University regarding the ROTC program.

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

MEMORANDUM OF AGREEMENT for FORMAL LINKAGE
BETWEEN

PITTSBURG STATE UNIVERSITY ARMY ROTC

AND NEOSHO COUNTY COMMUNITY COLLEGE

SUBJECT: Formal Community College Linkage Program Memorandum of Agreement

1. Purpose: The purpose of this Memorandum of Agreement is to provide an agreed basis for enrollment of students from Neosho County Community College in the Pittsburg State University Army Senior Reserve Officers Training Corps (SROTC) Program. 2. Objective: The specific objectives of this memorandum are to identify responsibilities, establish relationships, and outline procedures between the Army ROTC program at Pittsburg State University and Neosho County Community College for the accomplishment of those elements of their respective tasks which involve matters of mutual interest. 3. General: a. Under the provisions of Public Law 88-647, and Title 10, United States Code, Section 2102, an Army SROTC unit was established at the Pittsburg State University. This unit was established pursuant to an agreement between the governing authorities of Pittsburg State University signed by Dr Leonard H. Axe, President on 22 July 1965, and approved for the Secretary of the Army by Lieutenant Colonel J. Douglas Potter on 28 July 1965. Copies of this agreement are on file at Pittsburg State University and Western Region Headquarters, U.S. Army ROTC Cadet Command, and the Department of the Army. b. This Memorandum of Agreement between the Army ROTC program at Pittsburg State University and Neosho County Community College is entered into pursuant to the above authorities, and Army Regulation 145-1, which authorizes the cross-enrollment of students between host SROTC and non-host institutions.

4. Agreement:

a. Contingent upon the acceptance of this agreement by all parties, the United States Army agrees to the following: (1) To provide senior division academic instruction of the Army SROTC for students enrolled at Neosho County Community College on the same basis as for students enrolled in Army SROTC at the host institution. Such instruction will be available to all eligible students and will be nondiscriminatory with respect to admission or subsequent treatment of students on the basis of gender, race, color, religion, national origin or marital status.

(2) To issue, subject to availability of funding, at the expense of the United States government, textbooks, uniforms and military equipment required for Neosho County Community College students enrolled in Army SROTC. Ownership of these items remains with the United States government. (3) To provide grade reports in the format required by the Neosho County Community College registrar for each student enrolled in Military Science Courses.

(4) The Army SROTC courses offered by the Military Science Department will be considered as Neosho County Community College courses, and credit for such courses will be equivalent to academic credit granted at Pittsburg State University. a. Contingent upon the acceptance of this agreement by all parties, Neosho County Community College agrees to the following: (1) To authorize its students to enroll in and attend military science classes at Neosho County Community

College. The class location will be determined by the Professor of Military Science and subject to location availability at the Neosho County Community College Campus.

(2) To recognize the senior Army officer assigned to Pittsburg State University as the PMS for Neosho County Community College and all Army SROTC personnel as adjunct members of the Neosho County Community College faculty.

(3) To provide to the Pittsburg State University PMS or his/her designated Assistant Professor of Military Science (APMS) grade reports and transcripts of Neosho County Community College Army SROTC students, as required, consistent with privacy Act requirements, to monitor student academic performance per Army Regulation 145-1. Charges for such services will be on the same basis as provided other departments of Neosho County Community College.

(4) To accept grades and credits awarded by Pittsburg State University for the respective Military Science Course(s) as stated in paragraph 4.a.3 above, which shall be entered on the student's official Neosho County Community College transcript.

(5) To include Military Science courses and Army SROTC information in the Neosho County Community College campus catalog. The number of credit hours for each course will be equivalent to the credit hours offered by the host institution.

(6) To make available to the Pittsburg State University Military Science Department appropriate administrative support and, the necessary classroom space, government vehicle parking space, staff parking space, and other required facilities in the same manner and at the same levels as is provided to other programs and faculty at Neosho County Community College.

(7) To provide all items as outlined in the MOA at no expense to the Pittsburg State University Military Science Department or the United States Army.

(8) To require its students to return all government uniforms and equipment upon disenrollment or upon completion of the course. To provide for the protection of all public property used in support of the Army SROTC program when this property is at Neosho County Community College, and to take all reasonable measures within the power of Neosho County Community College to recover United States government property improperly in the hands of students or former students. This will include, a hold on students account, preventing them from registering and receiving official transcripts, withholding of grades of students or former students who fail to return government property upon disenrollment or conclusion of their Army SROTC instruction.

(9) To assist in recruiting students for the program by allowing Army SROTC instructor personnel the opportunity to communicate directly with individual students and faculty members about Army SROTC. Additionally, allow Army SROTC the opportunity to discuss Army SROTC and recruiting efforts with faculty members.

(10) To ensure representation and space for Army SROTC personnel during recruiting, enrollment, counseling, course scheduling, financial assistance, and other student-oriented actions by the administration and faculty.

5. Conclusion: The following matters are mutually understood and agreed to by all parties:

a. The final authority to conduct Army SROTC instruction for students at Neosho County Community College is vested in the Commander, Western Region Headquarters.

b. That each Neosho County Community College student enrolled in Army SROTC will meet eligibility requirements for admission to this program as stipulated in current Department of the

Army regulations.

c. That Department of the Army procedures for administration of records, reporting and training are the same for Neosho County Community College Army SROTC students as it is for Pittsburg State University Army SROTC students.

d. That Army SROTC students from Neosho County Community College shall be considered as members of the Pittsburg State University Corps of Cadets, and as such, may participate in any military function. Further, such students are eligible for participation in host battalion extracurricular activities.

e. Payment of funds received for reimbursement and subsistence to students who are enrolled at Neosho County Community College will be distributed from the department of the Army, through Pittsburg State University Army ROTC department

f. Neosho County Community College students will receive equal opportunity in competing for Army SROTC scholarships.

g. This agreement may be modified by mutual written agreement of the appropriate authorities of each institution.

h. This agreement shall become effective when approved and signed by the appropriate authorities of each institution.

i. This agreement may be terminated by the Western Region Commander or either school president with due consideration for the rights of students involved and for the proper collection of United States government property involved, by giving written notice of such intent to the others one academic semester prior to actual termination. In case of war, other national emergency, or legislation eliminating program funding, the United States Army may exercise accelerated agreement termination.

Dr Tom Bryant
Pittsburg State University

Dr Vicky R. Smith
Neosho County Community College

Agenda Item VIII-I: Executive Session-Negotiations

Upon a motion and a second, the Board recessed into executive session for 15 minutes to discuss matters relating to employer-employee negotiations and included the President, Vice President, Dean of Finance and attorney. The Board entered executive session at 7:20 p.m.

The Board returned to open session at 7:35 p.m.

IX. Adjournment