

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

DATE: May 8, 2008

TIME: 5:30 P.M.

PLACE: Student Union, room 209

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

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
Chad DeVoe, Faculty Senate President
Sonja Herman, Athletic Trainer
Kent Pringle, Board Attorney
Terri Dale, Board Clerk

The meeting was called to order by David Peter, Chairman at 5:30 p.m. in room 209 in the Student Union.

III: Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Personnel as IX-H, I, J and K and moved the executive sessions to L and M under new business.

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

V.: Executive Session-Student Matters

Upon a motion and a second, the Board recessed into executive session for 10 minutes to discuss matters affecting a person as a student which if discussed in open meeting might violate their right to privacy and to include the President, Vice President of Student Learning, Dean of Finance, Dean of Planning and Operations and attorney.

The Board entered executive session at 5:33 p.m. The Board returned to open meeting at 5:43 p.m.

VI. Consent Agenda

The following items were approved by consent.

- A. Minutes from April 10, 2008
- B. Claims for disbursement for April 2008
- C. Approval of Master Course List
- D. Personnel

Consent Agenda Item C: Approval of Master Course List

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

Master Course List Changes for Fall 2008

Name Change

ART 220 Photography I to Digital Photograph I, 3 credit hours

Course Number Changes

CHEM 125 College Chemistry I to CHEM 215, 3 credit hours
CHEM 126 College Chemistry I Lab to CHEM 216, 2 credit hours
CHEM 135 College Chemistry II to CHEM 225, 3 credit hours
CHEM 136 College Chemistry II Lab to CHEM 226, 2 credit hours

Consent Agenda Item D: Personnel

1. Resignation

Mary Louise Barber submitted a letter informing the College of her intent to retire at the end of her current contract, May 20, 2008. Ms. Barber has been a faculty member at the College since February 1976. It was the President's recommendation that the Board accept her resignation.

2. Construction Coordinator

It was the President's recommendation that the Board approve the employment of C.W. "Bud" Moore as the half-time, 9-month Construction Coordinator.

Mr. Moore is the Coordinator/Instructor for the Industrial Trades Program at NCCC since September 2005. He worked for Ford Motor Company for over 20 years as a Supervisor, Journeyman Plumber/Pipefitter, Crisis Management and Senior Analyst. He has also taught Anatomy and Biology at Parkland College in Illinois and Florida and high school Biology and Earth Science classes at Yates Center.

Mr. Moore earned a B.A. degree from Oklahoma City University and a M.A. in Science Education/Biology from the University of Northern Colorado and attended Tulsa Technology Center.

Mr. Moore will be paid \$25,000 on a half-time, 9-month contract starting August 15, 2008 through May 15, 2009. This is an administrative position with no fringe benefits.

Faculty Senate: Chad DeVoe, President of the Faculty Senate, reported that nursing students at Ottawa celebrated National Nurses Week with an open house for family and friends on May 6th.

Demonstrations were done using the simulation labs and everyone enjoyed the presentation. The new birthing simulation manikin was delivered and is being assembled. Deb Brown is assisting with technical issues.

The Ottawa campus hosted a Chamber of Commerce "After Hours" this week and the simulations labs will be open and demonstrations presented for anyone interested.

Deb Brown participated as a presenter at the Kansas Board of Regents Nursing Simulation conference in Wichita on April 17 and 18. NCCC nursing faculty are among those leading the simulation initiative in the state of Kansas.

Dr. DeVoe also reported that 50 students and 5 instructors will be visiting the "Bodies Revealed" exhibit at Union Station in Kansas City later in the month.

Mr. DeVoe reported that Coach Darin Schmitz was named the Region VI Men's Outdoor Track and Field Coach of the Year for 2008 and that the volleyball and baseball teams were named Female and Male Athletic Achievement Award recipients for their work in the classroom.

In closing Mr. DeVoe said that faculty members are busy advising students for summer and fall enrollment and that many enjoyed the Awards Ceremony held on May 5th and that adjunct and concurrent instructors have been invited to meet with full-time faculty members in their discipline to discuss outcomes assessment and ways to improve learning. These meetings provide an opportunity to receive feedback from the adjunct and concurrent instructors and for full-time faculty to provide support and guidance to them.

Mr. DeVoe thanked the administration and the Board for their support during the year and announced that Sarah McCoy would be attending meetings as the newly elected Faculty Senate President.

Dean of Outreach and Workforce Development: Brenda Krumm, Dean of Outreach and Workforce Development, distributed pictures, newsletters and items of interest from her department including the Career Fair, the 2nd Annual "Take Me Out to the Ballgame" sponsored by the Vision Chanute Multi-generational Team, and the EXPO sponsored by the Chamber of Commerce. Her update included information on Adult Basic Education program, Medical Assistant program, Health Information Technology, Lifetime Learning, Kids College, Allied Health, Construction Technology, and the TRIO grants.

Treasurer: Sandi Solander, Dean of Finance, reported that the cash balance was down, but in line with the last three years and that the cash balance was 1.1 million higher than last year.

President: Dr. Vicky Smith, President, reminded the board of graduation, nurses' pinning and GED graduation on May 15th and 17th and the Board Retreat scheduled for May 30 and 31st.

Dr. Smith told that Board that Shelia Frahm, Executive Director of the Kansas Association of Community College Trustees, had submitted her resignation. Dr. Smith also reported on the following issues:

Funding for KBOR Sectors

This was the first year that KBOR requested funding for the various higher education sectors (i.e., universities, community colleges, technical schools and colleges, and Washburn University) as a block grant. Once the legislature decides how many total dollars they will give KBOR in a block grant, KBOR will have to determine how big a piece of the pie each sector will receive of the block grant. That "piece of the pie" had

not been determined when KBOR submitted the request to the legislature.

To determine how to divvy up the block grant, the System Council of Chief Business Officers have been meeting to come up with a recommendation for KBOR. Shelia Frahm was at the meetings and provided the information about deliberations and recommendations. In essence, the block grant, excluding salary raises for university faculty, will be divvied up with each sector receiving the same percentage increase in base aid. It means that the community college sector will get around a 3% raise. Discussions are in progress about how the 3% will be distributed to each community college.

Darin Schmitz Coach of the Year

Darin Schmitz, NCCC Track and Field head coach, was named the Region VI Men's Outdoor Track and Field Coach of the Year for 2008. This is Darin's fourth year as the team's head coach. He has coached an excellent team this year, with several all-Americans.

NCCC Theater Students Nominated to Compete for National Scholarship

At last week's theater production of The Laramie Project, judges from the American College Theater Festival were present to judge the students who were performing. Three of the students, April Jackson, Haley Lively and Cory Peter, were selected to compete in the Regional Festival in January. If they win, they are eligible for the Irene Ryan Scholarship, which provides funds to students to pursue a theater bachelors degree.

Title III

Dr. Inbody, grant writer Brenda Armstrong, and the Munsell Group has been working on submitting a Title III grant to the US Department of Education. The grant will be submitted next week. The proposal requests \$2 million to develop academic programs in allied health.

Agenda Item VII-E: Discussion of RFP for Facility Master Plan

Dr Smith distributed a proposed RFP to be used to obtain bids for a Facility Master Plan. Ben Smith answered several questions and summarized the document. The Board gave approval for the document to be used as the RFP for the Facility Master Plan.

Agenda Item VIII-A: Funding Formula Recommendation

Dr. Smith presented information on the proposed funding formula which will phase out the hold harmless clause in five years. The Board agreed to support the proposal.

Mr. Peter called for a short beat at 6:30 p.m. The meeting reconvened at 6:40 p.m.

Agenda Item IX-A: Sprinkler Bids for NeoKan

When the ISES Corporation completed their Facility Condition Analysis of the Chanute campus in January, 2007, the most serious life/safety issue on campus was the lack of a sprinkler system in NeoKan Residence Hall. This sprinkler 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 of Topeka, KS was contracted to provide the engineering specifications for the project. Because of the very specific nature of the project, Architect One created the engineering specs, bid invitations and contacted appropriate vendors for the bid process. Bid documents were mailed to:

American Sprinkler of Kansas City, KS
Jayhawk Sprinkler of Topeka, KS
Marmic Sprinkler of Joplin, MO
National Sprinkler of Mission, KS

The bid specifications call for the installation of a new fire sprinkler system with (by alternate) architectural improvements and associated site utility work as defined by and in accordance with the bid documents and drawings. Following addenda issued by the architect, there were four alternates listed for the project:

Alternate #1 – Provide framing enclosures of all exposed sprinkler pipe including gypsum board, metal studs, finish and paint as indicated in the architectural plans.

Alternate #2 – Substitute PVC piping instead of steel

Alternate #3 – Provide DecoShield enclosure system instead of gypsum board soffit with steel piping

Alternate #4 – Provide DecoShield enclosure system instead of gypsum board soffit with PVC piping

Bid responses were due Tuesday, May 6th. Following the bid opening, senior staff held a phone conference with the architect to discuss the bids and request confirmation and clarification from the low bidder. Senior staff also visited via phone with the American Fire Sprinkler representative to verify American's lack of the inclusion of a bid bond with their bid, as well as American's scope of work, which did not include any outside work. American Fire Sprinkler's bid was rejected for the reasons stated above. Marmic Sprinkler did not bid because they could not meet the time constraints specified in the project specifications.

The fire sprinkler project is composed of two separate projects—one which involves the installation of the actual sprinklers by a sprinkler company, and another which involves that attachment of appropriate monitoring equipment to that sprinkler system for notification per fire code. Funding in the amount of \$40,885.00 was included in the Capital Improvement Plan and the 2007-2008 budget for the sprinkler project based upon a hard quote from Marmic Sprinkler from last budget year. Funding in the amount of \$15,221.00 was included in the Capital Improvement Plan and the 2007-2008 budget for the alarm detection installation based upon an architect's 2005 estimate. The alarm detection company has indicated that the \$15,221.00 projected cost for the alarm detection installation is quite excessive, as the project should probably be only in the \$2,000 range. Total funding budgeted for both of the sprinkler project and the associated alarm detection project available in the current dormitory/student union budget is \$56,406. If the board accepts the \$53,577.00 bid from Jayhawk Fire Sprinkler, this would leave approximately \$2,829.00 to fund the alarm detection installation.

It was the administrations recommendation that the Board accept the bid for the NeoKan Sprinkler project as specified with Alternate #2 PVC piping for \$53,577.00 from Jayhawk Fire Sprinkler of Topeka, KS.

Resolution 2008-25

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$53,577.00 (with alternate #2 PVC piping) from Jayhawk Fire Sprinkler of Topeka for the NeoKan Sprinkler project as specified.

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

Agenda Item IX-B: Approval of Monitoring Report for Higher Learning Commission

When NCCC earned its full ten-year accreditation the Higher Learning Commission required two monitoring reports. A monitoring report provides a means of communication and assures commission follow-up on specific issues of concern found by the visiting team of consultant-evaluators. In the case of NCCC, the visiting team assigned two monitoring reports, one on finances completed last year that was accepted by the commission and one on outcomes assessment due June 1, 2008. In the assurance section of the evaluation team's report, the exact items to be addressed were listed.

What follows is the monitoring report on outcomes assessment. It documents a tremendous amount of work by the faculty and staff over the past five years in the area of assessment and how outcomes assessment permeates NCCC in many ways. The administration wishes to publically thank the employees for this excellent work and taking Neosho County Community College to the forefront of outcomes assessment movement.

The report is divided into sections determined by the requirements of the visiting team. If viewed electronically, the reader can access hundreds of pages of supporting materials via the internet simply by clicking a link within the document. It is now offered for the Board of Trustee's approval.

Resolution 2008-26

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Monitoring Report on Outcomes Assessment prepared by Dr. Brian Inbody.

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

Agenda Item IX-C: Approval of Drug Testing Policy

The Athletic Drug-Testing Policy has been developed by NCCC's Athletic Department in its efforts to promote physical, mental, social, and behavioral health among student-athletes recruited to and enrolled at Neosho County Community College. Student-athletes not only represent themselves, but represent their teammates, coaches, parents, and more importantly NCCC and the community it embraces. NCCC student-athletes are not only athletically and academically able, but we want to ensure that they also possess high moral and ethical standards for themselves and their team.

Use of illegal drugs has become an issue among some student-athletes. It is the College's goal to address the problem, partly through implementing the proposed drug testing policy. The athletic director, assistant athletic director, head athletic trainer, and all coaches have unanimously passed the written policy. The sanctions listed will be enforced by all involved in the process, in an effort to minimize this unacceptable problem. The College Attorney has reviewed the policy and suggested changes have been incorporated into the document.

The policy is just one more step in Neosho County Community College's efforts to make the institution as safe and secure as possible while respecting the rights of the students. It was the President's recommendtion that the Athletic Drug-Testing Policy be approved by the Board.

Resolution 2008-27

RESOLVED, That the Board of Trustees of Neosho County Community College approves the Athletic Drug Testing policy as presented.

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

Neosho County Community College

Athletic Drug Testing Policy

Introduction

Neosho County Community College (the "College") has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The provisions of this policy including prescribed penalties, shall be subject to NJCAA rules and regulations.

In meeting with this commitment, the College provides educational opportunities and assistance through support services. The following policy is established to meet this intent and to ensure compliance with both the "Drug-Free Work Place Act of 1988" and the "Drug Free Schools and Communities Act amendments of 1989" (P.L. 101-226). For complete details on local, state, and federal laws, and rules and regulations concerning the use of drug and alcohol use and other controlled substances refer to the Student Handbook.

The College promotes fair and equitable athletic competition without the use of or need for chemical substances. The College's Athletic Department prohibits the use by student-athletes of all drugs and substances outlined below.

The College's Drug Testing Program (the "Program") is established to promote the physical health, mental health, and personal safety of student-athletes competing for and against the College in intercollegiate athletic events. The Program authorizes the testing of the Athletic Department's student-athletes for prohibited drug or substance use. The Program also emphasizes education and counseling to reduce actual or perceived pressure on student-athletes to take drugs and to prevent or correct drug use problems.

At the beginning of each academic year, a copy of the College's Program will be given to and discussed with the student-athlete. A second copy may be provided for the athlete's parents, legal guardian(s) or spouse upon the student-athletes request. All new and returning student-athletes must sign a form acknowledging receipt and understanding of the Program and granting consent to participate in the Program. Failure to sign the consent form prior to practice and competition shall result in the student-athlete's ineligibility for participation in practices, competitions or other team activities until the student-athlete has signed consent to participate in the Program.

Screening and Selection Process

"Official" and "unofficial" drug screening tests will be administered throughout the year. "Official" shall mean the head athletic trainer administers the test following the drug screening protocol and subjects the athlete to appropriate sanctions. "Unofficial" shall mean all athletes in all sports will be tested prior to initiation of their season and sanctions will not be enforced. If the unofficial test results in a positive test, the student-athlete shall NOT participate in any athletic-related activities until they re-test with a negative result. The amount of time allowed between tests will be determined by the following: 1) the American Bio Medica Corporation Rapid One Single Dip Stick

Quick Reference Guide guidelines, 2) the drug tested positive for and, 3) whether the individual is an infrequent, moderate, or chronic user. Given this test is negative, the athlete will resume activity with his/her team; given the test is positive, sanctions for a First Positive will apply.

All student-athletes will be subject to unannounced official drug screenings throughout the academic year on either a "random" or a "reasonable suspicion" basis. For purposes of this policy, "random" shall mean a process in which the probability of any student-athlete being selected is the same as the probability of any other student-athlete being selected and in which the selection is made without the identity or characteristics of the individual being known. A "reasonable suspicion" screening will be based on personal, physical, or performance changes, which are characteristic of drug use. A test based on a reasonable suspicion can be requested by a coach or member of the athletic training room staff. The head athletic trainer will develop a process for random selection for official drug screenings and shall submit the same for approval by the College President or the President's designee. The decision whether to proceed with a test based upon a reasonable suspicion shall be made by the head athletic trainer based upon requests and information from a coach or member of the athletic training room staff or other documented sources. Two independent sources of information shall be required.

The drug screening shall consist of the collection of a urine sample from the student-athlete under the supervision of a clinical laboratory technician. Each urine sample shall be analyzed for the presence of banned drugs (Appendix A). The head athletic trainer will review the results to determine which, if any, of the screenings are considered positive.

Specimen Collection Procedures

1. The Head Athletic Trainer will provide written notification through email to the head coach of the athlete's sport of their selection for testing a maximum of 24 hours before the test. Notification may take place immediately prior to the test.
2. The student-athlete will report to the head athletic trainer for administration of the test at the specified testing site at the specified time. Failure to appear without valid justification and/or permission by the Head Athletic Trainer will result in a missed test. All missed tests will be treated as a positive.
3. This is an observed collection. When the student-athlete is ready to provide a specimen, a validator or designee of the same sex will monitor the furnishing of the specimen in order to assure the integrity of the specimen.
4. The student-athlete will be issued a collection cup. The student-athlete will then provide a minimum specimen of 45ml to complete the urine testing. Student-athletes who are unable to provide 45ml of specimen will consume fluids, supplied at the testing site, to facilitate the collection. All fluids will be consumed at the collection site only and will be alcohol- and caffeine-free. The student-athlete will repeat this process until an adequate sample is provided.

Positive Results

A positive test is defined as a urine sample revealing the presence of one or more of the banned drugs or metabolites listed in Appendix A. Each positive test will be reassessed using the same urine sample. An American Bio Medica Corporation Rapid One Single Dip Stick will be used to verify the positive test. If the result of the second test indicates a negative test, a third test will be administered and used as the deciding test. In addition, failure to arrive at the collection station at the designated time without justification, or failure to provide a urine sample of adequate temperature and specific gravity as determined by the athletic trainer, will result in a positive test.

Positive test may also result from leaving the collection station or holding area without the permission of the test site administrator or failing to produce a sample within a reasonable amount of time no greater than 90 minutes.

Penalties

Student-athletes who test positive are subject to the following education/rehabilitation sanctions. It should be noted that any sanctions due to positive tests, and any removal or reduction of sanctions due to subsequent negative tests, and other actions shall be applicable only as they relate to results obtained through the College's program.

First Positive

Athletic Director, Assistant Athletic Trainer, and Head Coach of the sport are notified
Completion of Drug Education Course
20 hours Community Service
Notification of Parents if student-athlete is a minor
Monthly retest for remainder of the academic year or until two consecutive negatives*
Suspension from all athletically related activities (i.e., conditioning, weightlifting, practice, games, fundraising, etc) until able to produce two consecutive negative tests*
Chief Student Affairs Officer is notified; additional sanctions may be imposed

Second Positive

Same as First Positive, plus
Suspension for remainder of the academic year from all athletically related activities (i.e., conditioning, weightlifting, practice, games, fundraising, etc.)
Loss of athletic scholarship for one year
Chief Student Affairs Officer is notified; additional sanctions may be imposed

* The amount of time allowed between tests will be determined by the following 1) the American Bio Medica Corporation Rapid One single dip stick Quick Reference Guide Guidelines, 2) the drug tested positive for and, 3) whether the individual is an infrequent, moderate, or chronic user.

Student-athletes who test positive shall be subjected to random monthly re-tests for the remainder of the academic year to determine continued abuse or non-use.

Prohibited Substances

The college expressly prohibits the use by student-athletes of the following medically harmful or performance-enhancing drugs and substances:

Amphetamines
Barbiturates
Marijuana metabolites
Cocaine metabolites
Methaqualone
Opiates

Reasonable Suspicion

The Program is designed to identify student-athletes who may be using banned substances and, if warranted by reasonable suspicion, to verify such suspected use through medical examination, laboratory testing and/or other available evidence.

Reasonable suspicion may be based on (1) Direct observation of drug use by a reliable informant; (2) Direct observation by coaches, athletic trainers, or team physicians of physical or mental deficiency or of medically indicated symptomology of drug use, or aberrant conduct of unexplained absenteeism; (3) Common sense conclusions about observed or reliably described human behavior upon which practical people ordinarily rely (e.g., significant changes in behavioral patterns, academic or athletic performance; significant weight gain and unusually aggressive behavior; (4) Police or court determination that the student-athlete has used or possessed prohibited drugs; or (5) demonstrated history of use of prohibited drugs, either prior legal convictions or prior positive tests for prohibited drugs through the College.

All Athletic Department personnel are required, and other persons are encouraged, to report to a student-athlete's respective head coach, head athletic trainer, team physician, athletic director, or associate athletic director, specific facts or observable behaviors which may indicate that the particular student-athlete is in violation of the policies expressed in this Program.

The head athletic trainer shall evaluate the information presented to him or her under the definition of reasonable suspicion. The student-athlete's respective head coach will immediately notify the student-athlete of the reported reasonable suspicion and shall inform the student-athlete that he or she must submit to a urinalysis test. The head athletic trainer shall be the only person to authorize drug testing. If the student-athlete admits to use of prohibited substances at any time during the investigation, the head athletic trainer may elect to not require urine testing of the student-athlete and proceed to a determination of sanctions.

Reasonable Suspicion Indicators:

Emotional

- Aggressive/fights
- Negative/refusal to comply
- Appears depressed/sad
- Moody
- Resistant
- Seeks attention
- Evasive/refusal to accept responsibility
- Anxious
- Defensive
- Withdrawn
- Quarrelsome/Argumentative
- Inappropriate reaction to poor performance

Physical

- Significant weight loss or gain
- Appearance change
- Eyes bloodshot, puffy, or red
- Pupils dilated
- Unexplained marks or bruising on arms/legs
- Unsteady gait
- Slurred speech
- Fatigued/sleepy
- Loss of inhibitions
- Vomiting

Testing and Appeals

The College's procedures for testing student-athletes are designed to minimize the chances of accidental error or cheating and shall utilize the least intrusive means for testing. In order to maximize the value of the test results, all procedural steps should take place within 24 hours of the reported reasonable suspicion, if possible.

A student-athlete's refusal to provide a urine specimen shall be subject to the same sanctions as a positive test. The student-athlete shall report to a College designated testing facility for testing at the specified time and shall provide two pieces of identification containing his or her photograph.

A student-athlete may appeal the head athletic trainer's, the athletic director's, the assistant athletic director's, or the head coach's determination of positive test or proposed sanction. Refer to Student Grievance Procedure located in the Student Handbook.

Appendix A

NCAA Banned-Drug Classes 2007-08

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example. Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

Banned Drugs A complete list of banned drugs can be obtained from the athletic trainer.

Agenda Item IX-D: Housing Rate Increase for 2008-09

When the Board of Trustees passed the tuition, fees and housing rates for 2008-2009 the narrative did stipulate that if the situation changed the administration may request additional increases.

The administration's recommendation to the Board of Trustees regarding housing costs for the 2008-2009 academic year at the April board meeting was based upon a 3% anticipated increase in board costs from Great Western Dining. In the weeks following that board meeting, senior staff met with Rob Krumm regarding the board contract and possible increases. NCCC's contract with Great Western specifies that Great Western can pass on increases based upon the Consumer Price Index "Food Away From Home" inflation rate for the Kansas City region. These rate increases for this past year are 3-4% for this region. Great Western has proposed an increase in the board rates based upon this CPI factor at 4%. In addition, the contract with Great Western specifies that they can pass on federally-mandated increases in the minimum wage, and Great Western has requested that this cost for the 2008-2009 year would be approximately 5%. Therefore, the total board rates will go up approximately 9-10%, depending upon occupancy. Great Western also increased a few other items such as the senior's lunch and the casual meal rates, but those increases were minimal.

The administration recommends increasing the housing contract costs as stated below:

Bideau and NeoKan double-

from \$2125 to \$2200 per semester (\$75 increase), or

from \$4250 to \$4400 per year (\$150 increase)

Bideau and NeoKan single-

from \$2705 to \$2780 per semester (\$75 increase), or

from \$5410 to \$5560 per year (\$150 increase)

These rate increases were based upon an average occupancy of 210.

Resolution 2008-28

RESOLVED, That the Board of Trustees of Neosho County Community College approves increasing housing contracts by \$150.00 per year.

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

Agenda Item IX-E: Welding and Construction Program Revisions

The Kansas Department of Education approved NCCC's Construction and Welding programs in 1994. Kansas Board of Regents has requested that the College update the curriculum by submitting an "Application for Revision of Existing Educational Program" document.

For several years, the two certificate programs were housed under NCCC's Industrial Engineering Technology Program. The revised curriculum allows each program (Welding and Construction) to be considered independent certificate programs that can be taken as stand-alone certificates or as part of the Industrial Engineering Technology Associate of Applied Science Degree.

There are two reasons for the revision to the program:

Welding and Construction each have CIP codes that are different from our Industrial Engineering Technology program. Therefore, they each need to be approved separately for us to say we have official welding and construction programs.

KBOR has requested that curriculum in career and technical education be aligned with independent third-party testing/credentialing organizations. The College needed to revise the program outcomes to match credentialing agency outcomes. NCCC is using the following credentialing agencies:

National Center for Construction Education & Research (NCCER)
American Welding Society (AWS)

Resolution 2008-29

RESOLVED, That the Board of Trustees of Neosho County Community College approves revisions to the Welding and Construction programs offered at NCCC.

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

Agenda Item IX-F: Trustee Vacancy

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

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

The notice of vacancy was published in the Chanute Tribune on April 12, 2008. One individual has indicated interest in filling the position. If other phone calls or letters are received the President will have them at the meeting on Thursday.

Resolution 2008-30

RESOLVED, That the Board of Trustees of Neosho County Community College appoints Craig Bagshaw to fill the unexpired term of Basil Swalley. The appointment will become effective upon taking the oath of office.

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

Agenda Item IX-G: Dean of Student Development

It was the President's recommendation that the Board employ Eric Tincher as the Dean of Student Development. Mr. Tincher holds a Masters of Science in Counselor Education with an emphasis in higher education from Emporia State University.

Since July 1998 Mr. Tincher was employed by Flint Hills Technical College as Director of Enrollment Management and Placement. He has also been employed by Southwestern College, Fort Hays State University and Garden City Community College. Mr. Tincher is a member of the United States Air Force and served overseas in Operation Enduring Freedom.

Mr. Tincher will be paid \$56,000 starting July 1, 2008.

Resolution 2008-31

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Eric Tincher as the Dean of Student Development at an annual salary of \$56,000 starting July 1, 2008.

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

Amended Agenda Item IX-H: Assistant Dean-Ottawa Campus Resignation

Sara Harris, Assistant Dean of the Ottawa Campus, has submitted her resignation effective June 12, 2008. Her last working day will be May 30, 2008. Ms. Harris' resignation is pending approval of her employment at Labette Community College. It was the recommendation of the President that the Board accept her resignation under the circumstances noted.

Resolution 2008-32

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Sara Harris, Assistant Dean of the Ottawa campus, effective June 12, 2008 pending her employment approval at Labette Community College.

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

Amended Agenda Item IX-I: Women's Basketball Coach Resignation

It was the President's recommendation that the Board accept the resignation of Toby Bush, head coach for the women's basketball program. His resignation is effective at the end of his current contract, May 20, 2008.

Resolution 2008-33

RESOLVED, That the Board of Trustees accepts the resignation of Toby Bush, head women's basketball coach, effective May 20, 2008.

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

Amended Agenda Item IX-J: Assistant Coaches Resignations

It was the President's recommendation that the Board accept the resignations of the following assistant coaches effective May 20, 2008.

Kayla Niday, volleyball assistant coach
Suzette Kramer, cheer/dance assistant coach
Tony Jones, assistant athletic trainer

Resolution 2008-34

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignations of Kaylee Niday, Suzette Kramer and Tony Jones effective May 20, 2008.

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

Amended Agenda Item IX-K: Resignation of STARS Counselor

It was the President's recommendation that the Board accept the resignation of Steve Kramer, counselor in the Student Support Services STARS grant. Mr. Kramer's resignation will be effective June 23, 2008.

Resolution 2008-35

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Steve Kramer effective June 23, 2008 from his position as counselor with the STARS program.

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

Amended Agenda Item IX-H: Executive Session: Non-elected Personnel

It was moved and seconded that the Board recess into executive session for 10 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President for Student Learning and attorney. Motion passed. The Board entered executive session at 7:21 p.m. The Board returned to open meeting at 7:31 p.m.

Upon a motion and a second the Board returned to executive session for 5 minutes to continue discussions of personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President, Vice President of Student Learning and attorney. Motion passed. The Board returned to executive session at 7:32 p.m.

The Board returned to open meeting at 7:37 p.m.

Amended Agenda Item IX-I: Executive Session-Negotiations

Upon a motion and second the Board recess into executive session for 20 to minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Dean of Finance and attorney. Motion passed. The Board entered executive session at 7:40 p.m. The Board returned to open meeting at 8:00 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussing matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Dean of Finance and attorney. The Board returned to executive session at 8:01 p.m. The Board returned to open meeting at 8:11 p.m.

Upon a motion and a second, the Board returned to executive session for 10 minutes to continue discussing matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Dean of Finance and attorney. The Board returned to executive session at 8:12 p.m. The Board returned to open meeting at 8:22 p.m.

X. Adjournment

Upon a motion and a second the meeting adjourned at 8:22 p.m.