

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

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

PRESENT:

Charles Boaz
Kevin Berthot
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
Eric Tincher, Dean of Student Development
Dale Ernst, Dean of Ottawa
Joan LaRue, Faculty
Ruth Zollars, Faculty
Nathan Stanley, Faculty
Sarah Robb, Faculty Senate President
Melissa Smith, Chanute Tribune
Terri Dale, Board Clerk
Kent Pringle, Board Attorney

The meeting was called to order by David Peter, Chairman, at 5:35 p.m. in room 209 in the Student Union. Mr. Peter offered condolences on behalf of the Board to Dr. Smith on the death of her mother.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding the following under new business: D.-Nursing Instructor, E.-Accounts Payable/Payroll Clerk, F.-Graphic Design Artist, and G.-Executive Session for Non-Elected Personnel. Upon a motion and a second the agenda was approved as amended. Motion passed.

V. Consent Agenda

The following items were approved by consent.

- A. Minutes from October 9, 2008
- B. Claims for disbursement for October 2008
- C. Personnel
- D. Course Inventory Revisions

Consent Agenda Item V-C: Personnel

1. Administrative Assistant for Deans of Planning & Operation and Student Development

It was the President's recommendation that the Board approve the employment of Kim Ensminger as the Administrative Assistant for the Dean of Planning and Operation and the Dean of Student Development.

Ms. Ensminger earned a Bachelor of Science degree from Kansas State University. She was co-owner/operator of Lucky Stop Convenience Store in Iola from 2001-2005 and worked part-time for Farm Bureau Insurance as a secretary.

Ms. Ensminger will be paid \$10.50 per hour (Level III), starting November 14, 2008.

2. Resignation of Director of Development

It was the President's recommendation that the Board accept the resignation of Bob Christiansen, Director of Development. Mr. Christiansen's resignation will be effective November 28, 2008.

3. Nursing Instructor Request for Reinstatement

Rebecca Wolfe, nursing instructor, requested a one-year unpaid leave of absence for 2008-09 to complete her Master's Degree in Nursing. The Board approved her request at the July 10, 2008 Board meeting. The College received a letter dated October 16, 2007, in which Ms. Wolfe requested that she be reinstated into her full-time position, thereby vacating her leave of absence.

The administration recommended that the Board deny Ms. Wolfe's request to cease her leave of absence and not be allowed to return to her full-time teaching position.

4. Resignation of Nursing Instructor

It was the President's recommendation that the Board accept the resignation of Becky Wolfe, nursing instructor, effective January 1, 2009.

Consent Agenda Item D: Course Inventory List Additions/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 course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

Course Inventory Changes for Spring 2009

New Courses

TST 112 Cross Country Flight, 4 credit hours
HPER 124 Varsity Dance, 1 credit hour
HPER 125 Varsity Cheer, 1 credit hour

Credit Hour Changes

ALMT 135 Medical Transcription I, 5 credit hours to 6 credit hours
ALMT 235 Medical Transcription II, 5 credit hours to 6 credit hours
ALMT 236 Medical Transcription III, 5 credit hours to 6 credit hours
ALMT 237 Surgical Transcription (Medical Transcription IV), 5 credit hours to 6 credit hours

ALMT 238 Specialty Transcription (Medical Transcription VI), 5 credit hours to 6 credit hours

Old Courses Updated for New Aviation Program

TST 111 Private Ground School, 3 credit hours

TST 118 Private Flight, 3 credit hours

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST112

Course Title: Cross Country Flight

Division: Outreach and Workforce Development

Program: Aviation

Credit Hours: 4

Initiation/Revised Date: Fall 2008

Assessment Goal per Outcome(s): 100%

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

The student will obtain the necessary flight proficiency and aeronautical experience and meet the cross country flight prerequisites specified in FAR 61.65 (d) (1) required to begin Instrument Flight Training

PREREQUISITES AND/OR COREQUISITES

Private Ground School and Private Flight School or a Private Pilot Airplane License

TEXTS

Federal Aviation Administration. FAR/AIM 2009: Federal Aviation Regulations/Aeronautical Information Manual. Washington: US Federal Aviation Administration, 2009.

Private Pilot Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will conduct cross country flights over 50 nautical miles from the originating airport in order to acquire aeronautical experience prerequisite for beginning the Instrument Flight Course.

COURSE OUTLINE

Students will conduct cross country flights over 50 nautical miles from the originating airport using the Air Traffic Control System.

INSTRUCTIONAL METHODS

Instruction will be provided by FAA Certified Flight and Ground Instructors in individual sessions. Methods used will include Lecture, Guided Discussion, Self-Study, and Demonstration/Performance. Use of Power Point and Video will also be part of the instructional methods. Flight instruction will be provided at the Chanute Airport in Cessna 172 and Piper PA-28-140 Aircraft.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to complete necessary flight hours as well as complete any and all self study assignments.

GRADING SCALE

This is strictly a pass/fail scenario and is based on completing a specific number of flight hours in preparation for Instrument Flight.

Pass the practical Test – A

Letter of disapproval – F

Attendance Policy

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course or, in the case of on-line or other non-traditional courses, the student is inactive for one-eighth of the total course duration; the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

Academic Integrity

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

Cell Phone Policy

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

NOTE:

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.

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: HPER 124

Course Title: Varsity Dance

Division: Liberal Arts

Program: Physical Education

Credit Hours: 1
Initiation/Revised Date: Fall 2008
Assessment Goals: 70%

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

Varsity Dance is the theory and practice of dance in the styles of Jazz, Hip-Hop and Pom.

PREREQUISITES AND/OR COREQUISITES

The student must be on the dance team or have permission of the instructor.

TEXTS

None

COURSE OUTCOMES AND COMPETENCIES

1. The student will demonstrate improvement of individual skill level in dance to include the following competencies:
 - a. Rhythm
 - b. Technique including leaps and turns
 - c. Moving as a team

2. The student will increase marketability to four (4) year institutions.
 - a. Mock tryouts
 - b. Mock interviews

COURSE OUTLINE

Conditioning
Stretching
Dance Routines
Leaping
Pirouettes
Advanced Technique
Team Building Activities

INSTRUCTIONAL METHODS

Lecture
Practical

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The student will participate in all team activities.
The student will demonstrate growth as a performer and a dancer.

GRADING SCALE

A 90-100%
B 80-89%

C 70-79%
D 60-69%
F Below 60%

Attendance Policy

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course or, in the case of on-line or other non-traditional courses, the student is inactive for one-eighth of the total course duration; the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

Academic Integrity

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

ASSESSMENT OF STUDENT GAIN

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

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: HPER 125
Course Title: Varsity Cheer
Division: Liberal Arts
Program: Physical Education
Credit Hours: 1
Initiation/Revised Date: Fall 2008
Assessment Goals: 70%

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

Varsity Cheer is the theory and practice of cheerleading including yelling, jumping and stunting.

PREREQUISITES AND/OR COREQUISITES

The student must be on the cheerleading team or have permission of the instructor.

TEXTS

None

COURSE OUTCOMES AND COMPETENCIES

The student will demonstrate improvement of individual skill level in cheerleading to include the following competencies:

- a. Cheering
- b. Jumping
- c. Stunting

The student will increase marketability to four (4) year institutions.

- a. Mock tryouts
- b. Mock interviews

COURSE OUTLINE

Conditioning
Stretching
Cheers
Jumping
Stunting
Team Building Activities

INSTRUCTIONAL METHODS

Lecture
Practical

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The student will participate in all team activities.

The student will demonstrate growth as a performer and a cheerleader

GRADING SCALE

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

Attendance Policy

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and

should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

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Faculty Senate Report: Sarah Robb, Faculty Senate President, reported that it has been a busy month for faculty with classes and being involved with the administration and various committee work. She said that faculty are pleased with the level of input that they have had in regard to the idea festival for the facility master plan as well as the education master plan.

The Omega Iota Chapter of Phi Theta Kappa inducted 20 new members and 8 provisional members in a ceremony on November 2. The chapter participated in the Kansas Regional Honor's Institute at Rock Springs on November 7 and 8th with 10 members attending the conference.

Other items reported include:

- The debate/forensics team received second place in Sweeps in Debate and third Swing Sweeps at the tournament at Hutchinson Community College on November 7-9.
- The History Club visited the WWI museum on Veteran's Day.
- The SMAC Club is working with Zion Lutheran Church Saturday recycling on November 22.
- Chanute spring nursing graduates had a pass rate of 93% for state board testing.

Strategic Planning Committee Report: Ruth Zollars and Joan LaRue, co-chairs for the Strategic Planning Committee, distributed copies of the Strategic Plan document and highlighted several items on the plan. Ms. Zollars said that the committee was not happy that the academic stacking scholarships had not been funded for this year. She said overall that there was good

communication and that overall the strategic plan was effective and being implemented.

Dr. Inbody explained academic stackable scholarships and why that recommendation had not been funded for this year. He stated that the executive committee was supportive of the new scholarships and would try to find funding for those scholarships next year.

Dean of Ottawa Report: Dale Ernst, Dean of the Ottawa campus, distributed a written report to Trustees and made the following comments. He reported that the Western Civ classes taught at the Ottawa campus will be accepted by the University of Kansas as transfer credit for the same classes taught by KU. NCCC is one of only two community colleges that KU will accept the Western Civ I and II credits.

Mr. Ernst reported on two clubs, the Lunch Club and the Panther Stamper's Club, at the Ottawa campus with faculty members as club sponsors. Two other potential clubs are in the planning stages. Mr. Ernst also reported on facility updates, office space and sidewalks. His report included reports from Mark Eldridge, Executive Director of Community Relations, Brian Patrick, Assistant Dean at Ottawa, and Tiffany Griffin, Assistant Director of Admissions at Ottawa.

ACCT Conference Report: Charlie Boaz, Dave Peter and Vicky Smith attended the Association of Community College Trustees annual meeting in New York City. Mr. Boaz said that the sessions he attended were very good. He distributed a written report and discussed some of the items in the report. He attended sessions on Dual Enrollment Outcomes as a Strategic Initiative, Closing the Economic Gap, Serving the Underserved, Opportunities and Strategies to Go Green; Approaches to Developing Sustainable, Efficient Facilities, and Rural Vitality, Economic Development at its Best.

David Peter attended sessions dealing with getting our name out and dealing with the press. He also attended sessions on Diversity, Equity Gap and How Do You Close It? and Achieving The Dream. He said it was one of the best conferences he had attended.

President's Report: Senior staff reported for President Vicky Smith and distributed the following written report.

Legislative Dinner: Reminded the Board of the Legislative Dinner Tuesday night the 18th beginning at 6 p.m. in the Oak Room. Representatives from all Southeast Kansas higher education will be present as well as local legislative representatives and members of the Kansas Board of Regents and KBOR staff.

Nursing Pass Rates: Last year (2007), the Chanute nursing program RN (NCLEX) pass rates fell to 80% which was the lowest since 2000. This year (2008), that number has rebounded and the pass rate has jumped 13% to 93% passing from the Chanute cohort. Congratulations to the nursing department for this wonderful improvement.

Title III Update: This summer the College found out that the Title III grant application to create new programs at Ottawa and Chanute failed to get a high enough score to be funded. The US Department of Education has announced that there will not be a new competition in 2009. Instead they will fund grant applications from 2008 with lower scores. It would appear that NCCC has a score high enough to be funded in 2009. There is some work staff will have to do in the spring to prepare the re-application, but it looks very hopeful. Title III is a \$2 million dollar grant with no matching funds required, paid out over five years.

History Club Trip to the World War I Museum: The History Club visited the WWI Museum in Kansas City on Veteran's Day. Because they went on Veteran's Day, there were many special events and many vets present. Mindy Ayers is the club sponsor who set up the trip and Ben Smith went on the trip as additional sponsor. The students were very excited and learned a great deal.

Governor's Budget Office Recommendation: In early July 2008 the Board of Regents notified the College of a *possible* 1 to 2 percent reduction in FY 2008-09 state aid appropriations. Thus \$55,891 (2% of the \$2,794,566 FY 2009 state appropriations) was set aside in a contingency line item when the College operating budget was prepared in July. This month the governor's budget office is recommending a reduction to the FY 2009 budget by 3% and to further reduce the FY 2009-10 budget by an additional 4% (7% total). Below is a chart showing the total amount of state aid received the past three years and the recommended cuts for FY 2009 and FY 2010. Under spending of individual line items should make up the additional \$27,946 (\$55,891 + 27,946 = \$83,837) in FY 2008-09.

	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10
Total State Appropriations	\$2,391,986	\$2,839,357	\$2,729,937	\$2,794,566	\$2,794,566
Less:					
3% Reduction				(\$83,837)	
7% Reduction					(\$195,620)
Total	\$2,391,986	\$2,839,357	\$2,729,937	\$2,710,729	\$2,598,946

Neosho County Multi-Hazard Mitigation Plan: The College is part of the planning process for Neosho County's multi-jurisdictional, multi-hazard mitigation plan. Ben Smith is the College's representative to the committee that has been working on the mitigation plan with the Neosho County Multi-Hazard Mitigation Planning Committee. Our Neosho County mitigation plan also includes all the cities, the USD's and the college in our county, as well as the county itself. In order to be eligible for federal disaster mitigation funding, the College must have an FEMA-approved mitigation plan.

Most of the mitigation plan document will deal with the cities involved in the plan, but there is some planning involved for the USD's and to a lesser extent, the college. Typical projects might include levee projects, emergency notification sirens, and public awareness and education projects. In the College's case, we may participate as partners in some of the other projects that are identified, and we may also ask for special funding for electrical generator projects. The generator projects, if funded, would provide for electricity for critical emergency shelter functions for our residents, as well as powering emergency operation of our critical SIS (Student Information System) and MIS (Management Information System) functions. The College hasn't completely worked out those details yet, but we really don't have to until we have an approved plan and then apply for funding.

The county mitigation planning team has been working on the draft of the mitigation plan, which should be ready for public comment soon. Originally, we expected that public comment period to be during the December timeframe, but due to other time-sensitive FEMA projects, the county has asked the state FEMA office to allow us a six-week extension on our plan submission. We expect to hear for the state fairly soon on that request.

During that public comment period, the NCCC Board (as well as the other governing bodies) will need to review the mitigation plan and make any necessary comments. The plan will be available at the county's web site, www.neoshocountyks.org. Hard copies will also be made available to board members. After the comment period, the plan will then be submitted to FEMA for preliminary approval. After preliminary approval by FEMA, the County mitigation committee will take the final

document back to all of the Boards and the other governing bodies for final approval for submittal to FEMA for their final approval. We now expect that final approval to occur at the January or February board meeting, depending upon when the plan is available.

Disposition of Surplus Property: College policy authorizes the president to dispose of surplus property of minimal value following proper public notice. The college typically holds a surplus property sale as a part of the annual Safari Days and Expo held at the college. This year the college has accumulated an unusually large amount of surplus items to dispose of prior to that event.

Values of the various surplus items were researched on the Internet and estimated sale values were set accordingly. The value of any individual surplus item or single lot of surplus items to be sold does not exceed \$250, per board policy. The items consist mostly of old PC's, monitors, some surplus from our old electronics program, and some miscellaneous items such as sewing machines, file cabinets or an old metal desk. Ben Smith has circulated the surplus property list to the college, and several departments have claimed some of the surplus for use in their departments. Most of the items have little value, although you know the common saying...one person's trash is another person's treasure. It is the President's intent to authorize the sale of the remaining surplus property at a public sale tentatively scheduled for Saturday, 12/6/08, from 10:00 a.m. to noon. Media outlets will be appropriately notified and the college community will also be notified of the date, time and location of the sale. Ben Smith maintains the surplus property list if you have any questions.

Facilities Master Plan Meeting: Dr. Smith reminded the Board of the Facilities Master Plan meeting on Thursday, November 20th. The architects will be on campus all day and present their top preliminary concepts to the steering committee, to faculty and staff, to seniors and community members, and to the Board. The meeting format will consist of about a 30 minute presentation on the different preliminary concepts, with about an hour or so following the presentation for questions and group input. The architects will then take that input back and work on the development of a final design for our facilities master plan. Your feedback is critical to the success of the Facilities Master Plan process.

Please put on your calendars:

Thursday--November 20th

5:30 pm-6:00 pm— Buffet dinner;

6:00 pm-6:30 pm— Presentation by Architects

6:30 pm-7:30 pm— Board discussion, questions and feedback

Cyber Café Update: Dr. Smith shared a brief update on student usage of our Cyber Café. There are almost always one or more students in the Café using the computers and visiting, and students have continued to use the facility more and more during the evening and weekend hours.

Agenda Item VIII-A: Ottawa Community Center Letter of Intent

Neosho County Community College has been working with a group of non-profit entities in Ottawa, KS to investigate the feasibility of building an Ottawa Community Center that would include space for NCCC's branch campus in Ottawa. A 501 (c) 3 not-for-profit corporation was established called the Ottawa Community Partnership, Inc. NCCC is a member of the Board of Directors of the OCPI. The OCPI has reached a point in the process where they are asking each of the partners' Board to sign a letter of intent as to that organization's commitment to the project.

Senior staff has been working diligently gathering information about enrollments, costs of building a branch campus, projections on income from the new Ottawa branch campus, and various other data that will help the Board make a decision about whether NCCC wishes to sign the letter of

intent. Deliberations have as one of the base assumptions that if NCCC participated in the Ottawa Community Center that all costs for building and running the space would have to be borne by the funds raised from the Ottawa building fee (charged to students attending the Ottawa campus), the out-district fee (charged to all non-Neosho County residents attending NCCC), and the state aid generated by credit hours generated at the Ottawa campus. Another assumption is that Ottawa Campus direct revenues are sufficient to pay expenses in Ottawa for faculty, staff, building operation, maintenance and repair. (This continues past efforts to provide for payment of expenses incurred in Ottawa without using Neosho County taxpayer funds.

Materials were provided to the Board and additional, supplementary data was handed out at the Board meeting.

Following discussion between the Trustees and the administrative staff, there was a motion and a second that the item be tabled until the December meeting. Motion passed.

**OTTAWA COMMUNITY PROJECT
Letter of Intent
NCCC Conditions**

1. Donated Funds raised for the project will FIRST be used to pay for the common area construction, the site fees and the professional fees for the entire project.
2. Lease documents shall be drafted and approved which provide specifics for the space occupied by Neosho County Community College and use of the common areas, including NCCC first rights to the disposition of its space and related common area rights in the event of certain occurrences, including but not limited to dissolution of Ottawa Community Partnership, Inc.
3. Lease documents shall permit NCCC to elect in the future to add additional space onto its section of the building, and shall set parameters therefore.
4. Lease documents to be entered into by NCCC shall comply with Kansas Statutes dealing with community colleges directly or indirectly.
5. Donated funds raised for the project are estimated to be \$8 million. NCCC shall receive at a minimum \$500,000 directly, in addition to amounts designated for the common area, site cost and professional fees. If more than \$8 million is raised, disposition of those funds shall be by agreement of the members of OCPI.
6. The OCPI organizational documents including Articles of Incorporation and Bylaws shall be appropriately amended to reflect the actual active participants/members of OCPI.

Agenda Item VIII-B: Certificate of Resolution with Intrust Bank

To continue using Intrust Card Center, Wichita for the College's commercial credit account the attached certificate of resolution must be approved by the Board. This resolution authorizes Dr. Vicky R. Smith or Sondra K. Solander to designate those individuals to whom credit cards are to be issued and further authorizes them to cancel credit cards, be granted access to view transaction activity online, and make such other changes as needed by notification to Intrust Bank.

It was the President's recommendation that the Board approve the attached resolution.

Resolution 2008-85

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the

certificate of resolution with Intrust Bank, Wichita.

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

Certificate of Resolution
Neosho County Community College

This is to certify that a meeting of the Board of Directors (if a corporation), or the Members (if a limited liability company), or all the partners (if a partnership) was held on November 13, 2008, and that the following resolution was adopted, which has not been altered, amended or revoked:

BE IT RESOLVED, that it is in the best interest of the Company that INTRUST Bank, N.A. (Bank) issue a line of credit account (Account) to the Company for the purposes of overdraft protection and/or credit cards in the names of certain designated officers, employees, members, partners and agents (Cardholders) of the Company for use by Cardholders to charge Company related expenses. This resolution shall remain in full force and effect until all indebtedness from Account opened pursuant to this resolution has been paid in full and all credit cards have been returned to Bank.

BE IT FURTHER RESOLVED, that the Company agrees to pay Bank for all charges on the Account issued pursuant to this resolution even if such charges were for non-business purpose and the Company further agrees to abide by all of the terms and conditions of the Cardholder Agreements which govern the use of the Account. Bank may terminate any or all Accounts established by the Company pursuant to this resolution should any Account become delinquent or at Bank's sole discretion.

BE IT FURTHER RESOLVED, that the Company recognizes that all Account charges constitute a Company indebtedness to Bank. In the event Company has previously granted Bank a security interest, or may grant Bank a security interest in the future, in any of its assets to secure any other indebtedness to Bank, all Account charges are also secured by such security interest.

BE IT FURTHER RESOLVED, that Company will immediately advise Bank in writing of any change in management, ownership, or any material adverse change in the financial condition of the Company. If Company is a partnership, this resolution is an amendment to the partnership agreement and shall take precedence over such agreement and each partner shall be jointly and severally liable for all charges on the Account.

The Company authorizes either Dr. Vicky R. Smith or Sondra K. Solander to designate those individuals to whom credit cards are to be issued and further authorizes them to cancel credit cards, be granted access to view transaction activity online, and make such other changes as needed by providing notification to Bank.

The undersigned certify that have the authority to sign this Certification of Resolution and that the resolution constitutes a valid and enforceable act on behalf of the Company.

IN WITNESS WHEREOF, the Company officials have signed their names this 13th day of November, 2008.

CHECK TYPE OF COMPANY

Corporation (President and Secretary must sign this resolution)
Limited Liability Company (Each managing member must sign this resolution)
Partnership (All Partners must sign this resolution)
Sole Proprietorship (Owner must sign this resolution)

X Municipality
Not for Profit

Other: _____

Signature/Title Board Chairman Signature/Title Board Member

Signature/Title Board Vice-Chairman Signature/Title Board Member

Agenda Item VIII-C: Americans with Disabilities Act Policy Revision (first reading)

Due to passing of the 2008 Americans with Disabilities Act amendment, the following language needs to be included in Neosho County Community College's ADA statement. This change will keep the College in compliance with the law which will go into effect January 1, 2009. Please review the proposed policy to be considered at the December board meeting as an action item.

Current Policy: Americans with Disabilities Act

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14th Street, Chanute, Kansas 66720, 431-2820 ext. 213, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Proposed Policy: Americans with Disabilities Act

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14th Street, Chanute, Kansas 66720, 431-2820 ext. 213, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, **and the Americans with Disabilities Act Amendments Act of 2008**. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Amended Agenda Item VIII-D: Nursing Instructor-Chanute

It was the President's recommendation that the Board approve the employment of Kay Shoemaker as a nursing instructor for the Chanute campus. Ms. Shoemaker holds a BSN from Oklahoma Wesleyan University and MSN from the University of Oklahoma, Health Sciences Center in Tulsa, Oklahoma.

Ms. Shoemaker was a clinical instructor in the ADN Program at Labette Community College from 2004-2006. She worked as a staff nurse at Harry Hynes Memorial Hospice in Coffeyville, and staff nurse, ICU nurse, medical surgical, and swing bed nurse at Mercy Health Systems of

Independence, and as a charge nurse at Sedan City Hospital.

Ms. Shoemaker will be paid at MS+30, step 9 (\$39,264) on the faculty salary schedule. Her contract will be prorated beginning January 8, 2009 for the remainder of the academic year (\$19,632).

Resolution 2008-86

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Kay Shoemaker as a nursing instructor at the Chanute campus starting January 8, 2009 at MS+30, step 9 (\$39,264, prorated for the remainder of the academic year) on the faculty salary schedule.

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

Amended Agenda Item VIII-E: Accounts Payable/Payroll Clerk

It was the President's recommendation that the Board approve the employment of Amanda Keller for the Accounts Payable/Payroll Clerk position. She earned an Associate of Science in Business degree from NCCC. Her employment includes working as the office manager for Humboldt United Methodist Church, manager of Pizza Hut in Humboldt, inventory clerk at American Insulated Wire in Coffeyville and owner and director of Tiny Tots Daycare in Chanute.

Ms. Keller will be paid \$10.50 per hour (Level III) starting December 1, 2008.

Resolution 2008-87

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Amanda Keller as the Accounts Payable/Payroll Clerk at an hourly wage of \$10.50 per hour (Level III) starting December 1, 2008.

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

Amended Agenda Item F: Graphic Design Artist

It was the President's recommendation that the Board approve the employment of Derrick Bruenger as the Graphic Design Artist. Mr. Bruenger is a graduate of Pittsburg State University with a Bachelor of Science Technology degree.

Mr. Bruenger has worked for the Humboldt Union newspaper, the Erie Record newspaper, and at NuWa Industries as the Advertising/Marketing Director.

Mr. Bruenger will be paid \$33,700 (Management Support) annually starting December 1, 2008.

Resolution 2008-88

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Derrick Bruenger as the Graphic Design Artist at an annual salary of \$33,700 (Management Support) starting December 1, 2008.

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

unanimously.

Amended Agenda Item VIII-G: Executive Session-Non-Elected Personnel

Upon a motion and a second, the Board recessed into executive session for 5 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 (via phone). Motion passed. The Board entered executive session at 9:12 p.m.

The Board returned to open meeting at 9:17 p.m.

Agenda Item IX: Adjournment

Upon a motion and a second, the meeting adjourned at 9:18 p.m.