

NEOSHO COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

MINUTES

DATE: October 13, 2005

TIME: 5:30 P.M.

PLACE: Student Union, room 209

PRESENT: Kathy Fryd
Mariam Mih
Steve Payne
David Peter
Basil Swalley

ABSENT: Kevin Berthot

PRESENT: Dr. Vicky R. Smith, President
Dr. Brian Inbody, Vice President of Student Learning
Sandi Solander, Dean of Finance
Ben Smith, Dean of Planning and Operations
Brenda Krumm, Dean of Outreach/Workforce Development
Lisa Last, Dean of Student Development/Registrar
Mark Eldridge, Dean of Ottawa campus
Dean Dillard, Faculty Senate President
Jeff Flathman, Custom Energy
Lee Strickler, Custom Energy
Roy Hyslop, Custom Energy
Paul Smith, Maintenance Supervisor
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Shanna Foster, Chanute Tribune

Trustees met at 5:30 p.m. to tour the projects completed by the Energy Performance Contract.

Mr. Peter called the meeting to order at 6:30 p.m. in room 209 in the Student Union.

Agenda Item III: Public Comment

There were no speakers.

Agenda Item IV: Approval of the Agenda

Mr. Peter asked to amend the agenda by adding item 8-J: Personnel as new business.

Mr. Peter asked that the agenda be approved as amended. The motion was made and seconded that the amended agenda be approved. Motion carried.

V. Consent Agenda

The following items are proposed to be approved by consent.

- A. Minutes from September 1, 2005
- B. Claims for disbursement for September 2005
- C. New Courses
- D. Master Course List
- E. Personnel

Consent Agenda Item V-C: New Courses

Last year the college began offering a preparation program for people interested in taking the Armed Forces Vocational Aptitude Battery or ASVAB test. The ASVAB is an entry exam that qualifies individuals to not only join the US armed service but can determine what "special" areas in the military the prospective service personnel could serve. A higher score could not only qualify a person for Special Forces the Navy SEALs., etc. and other elite duty positions but also qualify him or her for signing bonuses and other recruiting features.

NCCC offered 15 credit hours of prep work in a much shortened semester where students took courses from 8am-5pm. The courses were offered under our "open" curriculum number. This number allows us to offer a class as a trial for one or two semesters to judge its ability to meet stated goals and to perfect its outcomes without going through the formal process of creating the course permanently. However, we do not allow a course to be taught a third time without the approval process.

The following are the courses that make up the 15 credit hours of ASVAB prep work. They have gone through the campus approval process and, with your permission will be added to the Master Course List so that we may offer these courses in the future.

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: CURR 145
Course Title: Math Preparation for the ASVAB
Division: Outreach and Workforce Development
Credit Hours: 5
Initiation/Revision Date: Fall 2005

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course is designed for students who want, need, or are recommended for a "refresher" course in preparation for the ASAB examination. This course covers the four operations on whole numbers, fractions and decimals, calculating percentages, solving ratios and proportions, measurements, geometry, basic algebra, and statistics. In addition, it covers signed numbers and operations, manipulation of simple algebraic expressions, equations and inequalities, polynomials, and rational expressions. Students will be expected to have access to at least a scientific calculator. A graphing calculator such as a TI-83 is acceptable. This course is designed as a preparation course for the ASVAB and is not designed to fulfill a general education requirement or for transfer to another university, other than as elective credit.

PREREQUISITES AND/OR COREQUISITES

None

TEXT

John Toby and Feffery Slater. Basic College Mathematics, 4th Edition, Printice Hall Publisher, 2002.

Hutchinson, Bergman, and Hoelzle. Elementary and Intermediate Algebra, A Unified Approach. McGraw-Hill, 2004.

COURSE OUTCOMES/COMPETENCIES

- I. Demonstrate the ability to Add, subtract, multiply, and divide whole numbers, fractions, and decimals.
- II. Calculate percentages.
- III. Solve word problems involving whole numbers, fractions, decimals, and percents.
- IV. Round when using whole numbers, fractions, decimals, and percents.
- V. Solve problems involving ratios and proportions.
- VI. Convert between English and metric systems of measure.

- VII. Recognize and use basic geometry terms and calculate problems using basic geometry.
- VIII. Recognize and use basic algebra terms and calculate basic algebraic problems.
- IX. Recognize and use basic statistical terms and calculate basic problems dealing with statistics.
- X. Arithmetic and Algebraic Manipulation
 - A. Evaluate arithmetic expressions using the order of operations, including absolute value, and properties of real numbers.
 - B. Evaluate algebraic expressions.
 - C. Apply the laws of exponents to simplify expressions containing integer exponents.
 - D. Perform addition, subtraction, multiplication, and division on polynomial expressions.
 - E. Factor expressions with common factors that require grouping, simple trinomial expressions, and difference of square expressions.
 - F. Perform addition, subtraction, multiplication, and division on rational expressions.
 - G. Evaluate radicals, approximating those that are irrational.
- XI. Equations and inequalities.
 - A. Solve linear equations in one variable.
 - B. Solve literal equations that do not require factoring.
 - C. Solve a simple quadratic equation by factoring.
 - D. Develop and solve mathematical models including number, geometry, proportion, and percent applications.
- XII. Graphs on a Coordinate Plane
 - A. Plot points on a coordinate plane.
 - B. Graph linear equations by plotting points.
- XIII. Analysis of Equations and Graphs
 - A. Identify the x-intercept, y-intercept, and slope of a line given its graph.
 - B. Construct the equation of both a vertical and a horizontal line.

INSTRUCTIONAL METHODS

Instruction may include demonstrations, lectures, textbook exercises, and computer-aided instruction. Students will be expected to sometimes use a calculator in class on homework assignments and on tests. An informal lecture/discussion presentation of textbook material will be used. Presentations will be enhanced through the use of a chalkboard, overhead projector, and TI-82 or TI-83 graphing calculators. Students will be responsible to discuss any assigned problem. This discussion may utilize written problems, written or oral reports, or blackboard demonstrations of student abilities during any class session. Students will be responsible for assigned reading in the textbook and for learning various calculator techniques. Students may work in groups on some assignments and quizzes.

STUDENT REQUIREMENTS AND METHODS OF EVALUATION

Students are expected to be in class. Attendance and participation will be assessed at each class meeting. All assigned homework is expected to be completed and turned in on the following class day--NO EXCUSES. An in class test will be administered at the conclusion of each unit of study. Failure to complete all the unit tests or the final exam could result in a failing grade for the course. The assigned problem assignment scores will constitute approximately 20% to 35% of the course grade with the remaining portion divided among the unit tests, quizzes, and the final examination.

GRADING SCALE

The grade at any time, including the final course grade, will be based on the accumulated point totals of daily work, assigned homework problems, unit tests, and the final exam. Grades will be assigned by straight percentage of the accumulated point totals relative to points available as in the following scale:
A: above 90% B: 80-89.9% C: 70-79.9% F: below 70%

ASSESSMENT OF STUDENT GAIN

A pre-test covering the competencies of the course will be given at the first of the semester, and a post-test covering those same competencies will be given at the end of the semester. A comparison of these two tests will be the measure of student gain.

Attendance Policy: Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's unexcused absences exceed one-hundred (100) minutes per credit hour for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/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 dean of student services/registrar's notification. If the student is reinstated into the class, the instructor 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. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as

well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

Cell Phone Policy

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

Notes:

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NOTE: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	CURR 146
Course Title:	Reading Preparation for the ASVAB
Division:	Outreach and Workforce Development
Credit Hours:	3
Initiation/ Revision Date:	Fall 2005

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course is designed to improve skills in reading comprehension, vocabulary building, study and reference skills, spelling, and critical thinking. This reading preparation is designed to prepare the student for the reading comprehension required for the ASVAB examination. This course is not intended as a general education requirement nor is it intended for transfer, other than as an elective.

PREREQUISITES AND/OR COREQUISITES

None.

TEXT

Henry, D.J. The Effective Reader. Pearson/Longman, Publisher, 2004.

COURSE OUTCOMES AND COMPETENCIES

At the end of the course, the student will demonstrate the following with 75% accuracy:

- 1. Increased vocabulary;**
- 2. Increased comprehension skills;**
- 3. Increased interpretation/ evaluation skills; and**
- 4. Increased study skills.**

COURSE OUTLINE

- I. Vocabulary
 - A. Using context clues to determine word meaning.
 - B. Using word parts to determine word meaning.
 - C. Using dictionary skills.
- II. Comprehension
 - A. Using prereading/ previewing techniques.
 - B. Interpreting visual aids.
 - C. Recognizing the topic and main idea.
 - D. Locating facts and details.
 - E. Recognizing paragraph organization.
- III. Interpretation/Evaluation
 - A. Recognizing and separating fact and opinion.
 - B. Making inferences.
 - C. Determining purpose and tone.
 - D. Identifying argument, argument supports, and logic of argument.
- IV. Study Skills
 - A. Underlining, outlining, notetaking, and summarizing.
 - B. Understanding test questions.

INSTRUCTIONAL METHODS

Instruction may include individual conferences, lectures, textbook exercises, videotapes, and computer-aided instruction.

STUDENT REQUIREMENTS AND METHODS OF EVALUATION

1. Pretest to determine extent of student's background and knowledge.
2. Regular class attendance and participation.
3. Successful completion of assignments and tests with a 75% average.
4. Mid-term test to determine learning gain from pretest.
5. Post-test to determine learning gain from mid-term.

6. Achievement of 11th grade reading level on post-test.

GRADING SYSTEM & SCALE

A = 95-100% average on tests and assignments.

B = 85-94% average on tests and assignments.

C = 75-84% average on tests and assignments.

F = less than 75% Retake; did not meet all of the criteria.

ASSESSMENT OF STUDENT GAIN

The Nelson-Denny Reading Test (Forms E and F) or a comparable reading test will serve as the pretest to determine placement and as the mid-term and post-test to determine student gain. Other objectives will be assessed through unit tests.

STUDENT REQUIREMENTS

Success in college requires a commitment to work diligently and to manage one's time wisely. Regular attendance, participation in class, and timely completion of assignments are expected. Homework will not be accepted late unless the student has contacted the instructor prior to being absent. Please call your instructor at 316-431-2820 or 1-800-729-6222 if you cannot attend. Make-up tests must be taken within one calendar week after the regular tests. For those of you whose activities--athletic, music, etc.--conflict with class, it is your responsibility to inform your instructor of the time and date of such activities well in advance so homework can be assigned and tests can be re-scheduled.

Attendance Policy: Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's unexcused absences exceed one-hundred (100) minutes per credit hour for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/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 dean of student services/registrar's notification. If the student is reinstated into the class, the instructor will be notified. Administrative Withdrawals (AW) cannot occur after seventy-five percent (75%) of the class has been completed.

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

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

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	CURR 147
Course Title:	Writing Preparation for the ASVAB
Division:	Outreach and Workforce Development
Credit Hours:	3
Initiation/ Revision Date:	Fall 2005

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This course will prepare the student for the ASVAB examination by presenting an organized method for understanding and using correct grammar in sentences and paragraphs. This refresher course will utilize workbook exercises, instructor-assigned paragraphs, and computer-aided instruction. The course will also present an organized method of paragraph development that emphasizes unity, support, and coherence. A formal essay will also be written. Major areas of instruction include pre-writing, topic sentences, transitions, support of main idea, and paragraph logic. This course is not intended to meet general education requirement nor is it intended for transfer, except as an elective.

PREREQUISITES AND/OR COREQUISITES

None.

TEXT AND MATERIALS REQUIRED

Wong, Linda. Paragraph Essentials: A Writing Guide. Houghton Mifflin Company, 2002.

ISBN 0-618-00039-9

Floppy disk, teacher prepared materials, selected Web sites.

COURSE OUTCOMES AND COMPETENCIES

At the end of the course, students will be able to do the following at a minimum 70% level:

- 1. Identify the simple subject(s) of simple and complex sentences.**
 - 1.1 Identify nouns, pronouns, infinitives, and gerunds in a sentence.
 - 1.2 Identify prepositional phrases in a sentence.
 - 1.3 Recognize dependent and independent clauses in a sentence.

- 2. Identify simple predicates of simple and complex sentences.**
 - 2.1 Recognize main verbs in a sentence.
 - 2.2 Recognize helping verbs in a sentence.
 - 2.3 Identify adverbs in a sentence.

- 3. Identify and correct subject-verb agreement problems.**
 - 3.1 Differentiate between singular and plural nouns.
 - 3.2 Determine the person of a noun and pronoun.
 - 3.3 Differentiate between singular and plural verbs.
 - 3.4 Know the difference and significance between an "and", an "or", and a "nor" conjunction.

- 4. Identify and correct incorrect verb tenses.**
 - 4.1 Recognize present tense, past tense, and future tense verbs.
 - 4.2 Change verb tenses into present, past, and future tense.
 - 4.3 Recognize helping verbs.

- 5. Identify dependent and independent clauses in sentences.**
 - 5.1 Recognize dependent conjunctions.
 - 5.2 Recognize relative pronouns.
 - 5.3 Connect verbs to their subjects.
 - 5.4 Recognize noun, adverb, and adjective functions in a sentence.

- 6. Identify and correct problems involving pronoun case.**
 - 6.1 Recognize subjects and subjective nouns.
 - 6.2 Recognize linking verbs.
 - 6.3 Recognize subjective, objective, and possessive case pronouns.
 - 6.4 Determine possessive case.

7. Identify and correct problems involving pronoun-antecedent agreement.

- 7.1 Recognize pronoun number and person.
- 7.2 Determine antecedent of pronoun.

8. Recognize and correct fused sentences and sentence fragments.

- 8.1 Recognize independent clauses.
- 8.2 Know methods of joining independent clauses.
- 8.3 Recognize coordinating conjunctions
- 8.4 Apply sentence definition to correct fragments.
- 8.5 Use sentence-combining techniques to correct fragments.

9. Properly use commas, apostrophes, hyphens, quotation marks, and rules of capitalization.

- 9.1 Know and apply appropriate punctuation rules.
- 9.2 Know and apply capitalization rules.

10. Correctly write simple, compound, complex, and compound-complex sentences.

- 10.1 Form compound subjects and compound verbs in simple sentences.
- 10.2 Connect ideas of equal importance through coordination.
- 10.3 Connect unequal ideas through subordination.
- 10.4 Apply both coordination and subordination techniques in the same sentence.

11. Write in complete, grammatically correct sentences.

- 11.1 Recognize and correct run-on sentences, sentence fragments, and spelling errors.
- 11.2 Use proper punctuation and capitalization.
- 11.3 Use appropriate pronoun case and antecedent agreement.
- 11.4 Use correct verb tense and subject-verb agreement.
- 11.5 Demonstrate sentence-combining skills.

12. Use the four stages of writing.

- 12.1 Demonstrate and use at least two types of pre-writing.
- 12.2 Write a first draft for paragraphs.
- 12.3 Write a revision based on a first draft.
- 12.4 Use proofreading techniques to correct the revised paragraph.
- 12.5 Use expert and/ or peer review to improve paragraphs.

13. Write unified paragraphs.

- 13.1 Develop a topic sentence for each paragraph.
- 13.2 Remove sentences unrelated to the paragraph topic.

14. Write coherent paragraphs.

- 14.1 Use transitions to connect sentences or supporting material.
- 14.2 Use pronouns to link details and ideas.

14.3 Restate main points by repeating phrases or using synonyms.

15. Support a paragraph's idea or topic.

15.1 Use details to support a topic sentence.

15.2 Use examples to support a topic sentence.

16. Write different types of paragraphs.

16.1 Description

16.2 Narration

16.3 Definition

16.4 Contrast and comparison (2)

16.5 Process (2)

16.6 Classification

16.7 Persuasion

COURSE OUTLINE

I. The Sentence

A. Identifying a complete sentence and its parts.

B. Writing complete sentences.

C. Using coordination and subordination in sentences.

D. Identifying and writing the four types of sentences.

E. Identifying and correcting sentence fragments and run-ons.

F. Using sentence combination techniques.

II. Usage and Style

A. Verb usage.

B. Pronoun usage.

C. Subject-verb agreement.

D. Correct usage of modifiers and parallelism.

III. Punctuation

A. Use in separating ideas.

B. Use in setting off ideas.

C. Use in showing omission.

IV. Pre-writing methods

A. Free-writing

B. Branching

C. Questioning

D. Narrowing topic

V. Paragraph fundamentals

A. Topic sentence

B. Unity

C. Support

D. Cohesion

VI. Types of paragraphs

A. Description

- B. Narration
- C. Definition
- D. Contrast and comparison
- E. Process
- F. Classification
- G. Persuasion

INSTRUCTIONAL METHODS

Instruction may include individual conferences, demonstrations, videotapes, workbook exercises, lectures, and computer-aided instruction.

STUDENT REQUIREMENTS AND METHODS OF EVALUATION

1. Pre-test.
2. Successful completion of assignments: computer and workbook exercises, paragraphs, and tests.
3. Mid-term test.
4. Regular class attendance and participation.
5. Post-test.
6. Comprehensive final.

GRADING SYSTEM

GRADING SCALE

Chapter tests	40% of grade.	
95-100% = A		
Paragraph assignments	40% of grade.	85-94%
= B		
Daily assignments	10% of grade	70-84%
= C		
Final examination	10% of grade.	Below
70% = F		

ASSESSMENT OF STUDENT GAIN

All students will be given a pre-test to determine their knowledge of grammar and sentence completeness. They will be post-tested to determine the gain of knowledge in grammar and sentence completeness. Other objectives will be assessed through unit tests, exercises, and student writings.

STUDENT REQUIREMENTS

Success in college requires a commitment to work diligently and to manage one's time wisely. Regular attendance, participation in class, and timely

completion of assignments are expected. Please call your instructor at 620-431-2820 or 1-800-729-6222 if you cannot attend. Make-up tests must be taken within one calendar week after the regular tests. Unless arrangements are made prior to class meeting time, all writing assignments are due on the day they are assigned. Ten (10) percentage points will be deducted from all writing assignments received after that time. For those of you whose activities--athletic, music, etc.--conflict with class, it is your responsibility to inform your instructor of the time and date of such activities well in advance so homework can be assigned and tests can be re-scheduled.

Attendance Policy: Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's unexcused absences exceed one-hundred (100) minutes per credit hour for the course, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the dean of student services/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 dean of student services/registrar's notification. If the student is reinstated into the class, the instructor will be notified. Administrative Withdrawals (AW) cannot occur after seventy-five percent (75%) of the class has been completed.

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

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- Cheating on examinations.
- Plagiarizing, defined as using another's written work without proper acknowledgment. Purchasing or using a paper prepared by another; borrowing, paraphrasing, or summarizing of an idea without proper credit and documentation.
- Giving unauthorized assistance to another during an examination.
- Falsifying of an academic record.
- Obtaining or attempting to obtain copies of non-circulated or unauthorized examinations or examination questions.

If you are in doubt as to whether or not something might be in violation of this policy, it is recommended that you consult with your advisor, your instructor, or the student services office.

Cell Phone Policy

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number:	CURR 148
Course Title:	ASVAB Preparation Seminar
Division:	Outreach and Workforce
Development	
Credit Hours:	1
Initiation/Revised Date:	Fall 2005

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

This repeatable seminar is a course designed to help the college assemble course offerings based on surveyed educational needs of the citizens in the college's service area. This course is offered under an umbrella syllabus, which allows the college to respond quickly to the educational needs of its students. Once the subject is chosen a statement of the course objectives/outcomes will be attached to this general syllabus.

The subject, description, and stated outcomes/objectives will need to be approved by the appropriate college authority.

This course, ASVAB Seminar, is designed to teach students to succeed on the Armed Forces Qualifying Test (AFQT) section of the Armed Services Vocational Aptitude Battery (ASVAB). Students will be familiarized with the ASVAB and its eight subtests, its purposes for the armed forces and the enlistee. The class

will include some discussion of military careers and includes strategies for taking the test.

PREREQUISITES AND/OR COREQUISITES

None

TEXT

Barron's How To Prepare for the ASVAB, 7th Edition. Barron's Educational Services, Inc. 2003.

Handout materials prepared by the instructor.

Handout Materials

COURSE OUTCOMES

At the end of the course, the student will demonstrate the following with 70% accuracy:

1. Discuss uses of the ASVAB test and military career opportunities.
2. Evaluate rules for studying more effectively and strategies for test taking.
3. Demonstrate arithmetic reasoning and mathematics knowledge.
4. Demonstrate word knowledge and paragraph comprehension.

COURSE OUTLINE

- I. Overview of ASVAB and its use.
 - A. The ASVAB and the AFQT
 - B. Confidentiality and the ASVAB
 - C. Test-taking Techniques
 - D. Taking Model Examination One
- II. Diagnosing the Problem: Model Examination One
 - A. Reviewing Results from Taking Model Examination One
 - B. Working on Weaknesses and Explaining the Answers of Model Examination One
- III. Model Examination Two
- IV. Learning from Model Examination Two and Discussion of Careers
 - A. Working on Weaknesses and Explaining the Answers of Model Examination Two
 - B. Discuss military career occupations and Review the ASVAB Career Exploration Guide.

INSTRUCTIONAL METHODS

Use of materials compiled from the textbook, lecture, and demonstrations.

Class discussion of the materials studied.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The success of the learning experience is dependent upon the preparation of the student and instructor for the seminar and the participation in the discussion.

Attendance and participation.....20%
Successful completion of assignments.....50%
Post-test/Final30%

GRADING PROCEDURE AND SCALE

A = 90-100% B = 80-89% C = 70-79% D = <70%

ATTENDANCE POLICY

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ASSESSMENT OF STUDENT GAIN

Student gain will be measured by using pre and post-test. Final test questions will measure course outcomes.

ACADEMIC INTEGRITY (revised 7/10/03 Board Meeting)

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The addition of the Medical Assistant program and with changes in the Bachelor of Science in Nursing (BSN), it has become necessary to add a new course, Pharmacology for Nursing. We currently have an Introduction to Pharmacology course that nurses take, however, we have been asked to enhance the syllabi of that course and move the class to sophomore level in order to insure transfer for students who wish to pursue the BSN. The new Medical Assistant program does not require these changes to Introduction to Pharmacology, nor is it advisable to do so. Hence, a new course was created for Nursing and the original course remains for the Medical Assistant program.

The course has been approved by the Nursing Department, the Curriculum Committee and by the Administration. It is our recommendation that you approve this course for addition to the Master Course List.

The course description is on the following pages.

COURSE SYLLABUS

Course Identification

Course prefix/number:	NURS 122
Course title:	Pharmacology for Nursing
Division/program:	Nursing
Credit hours:	3
Initiation Date:	Fall 2005

Classification of instruction

Vocational

Course Description

This course is designed as a basic foundation to the study of pharmacology. Basic pharmacological concepts, terminology, administration, drug classifications, pharmacokinetics and pharmacodynamics, throughout the lifespan, will be covered. A pathophysiologic approach, incorporating the nursing process, will provide the student with the tools necessary to enter a medical or health-related field of study.

Course Prerequisites

- Permission of instructor
- Working knowledge of basic mathematics
- Interest in nursing or the health care field

Textbooks

Required: Adams, M. P., Josephson, D. L., & Holland, Jr., L. N..
Pharmacology for Nurses: A Pathophysiologic Approach, 1st Edition, Prentice Hall, 2005.

Supplemental: medical/nursing drug reference book, medical dictionary, drug calculation resource.

Computer access is required with E-Mail capabilities. Internet access may be obtained at NCCC if required. E-mail address may be accessed through several internet providers, such as Yahoo.com for free.

Course Outcomes/Competencies

At the completion of the course the student will be able to:

1. Discuss drug administration as a component of safe, effective nursing care, utilizing the nursing process.
2. Identify and categorize each of the drug classes.
3. Explain the mechanism of drug action and adverse effects for each drug class.
4. Discuss drug implications for nursing care throughout the lifespan.
5. Apply principles of pharmacodynamics and pharmacokinetics in comparing nonpharmacologic therapies with traditional medications.

Course Outline

Unit 1 – Core Concepts in Pharmacology
Unit 2 – Pharmacology and the Nurse-Patient Relationship
Unit 3 – The Nervous System
Unit 4 – The Cardiovascular & Respiratory Systems
Unit 5 – The Immune System
Unit 6 – The Gastrointestinal system
Unit 7 – The Endocrine & Genitourinary Systems
Unit 8 – The Integumentary System, Musculoskeletal System, & Eyes/Ears

Instructional Methods

Classroom

Lectures and discussions
Demonstrations
Audio-visual aids
Self-study with aids and programmed materials
Assigned reading and reports

Web-enhanced

Inside NC
Companion website
Internet accessed search

Student Requirements and Method of Evaluation

Unit exams as scheduled in computer lab
Weekly review questions (Textbook) and Media link questions for each chapter (E-mailed to instructor)
Written medication folder to be turned in at mid-term and final
All exams will include information from text readings, assigned review questions, media link information, student CD-ROM, and Critical Thinking questions
Final course grade will be based on Unit exams, weekly chapter questions, classroom participation, and medication folder as defined in handouts

Grading Scale

The grade will be determined at the end of the course on the basis of the work completed. All grades are computed according to the following scale:

A =	90-100%
B =	80-89%
C =	70-79%
D =	60-69%
F =	< 59%
I =	incomplete

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

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

Late Papers: If a paper or assignment is not turned in at the scheduled time, 5% will be deducted from the paper's score for being late, then an additional 1% will be deducted per day for each day the paper is late, including Saturday and Sunday, up to seven days. After seven days the score will be recorded as zero. Special circumstances will be subject to review and faculty discretion.

Assessment of Student Gain

Assessment of student gain will be measured by comparing the student's knowledge of the subject when the class begins and then by using the same measurement at the close of the class. This measurement will be done via pre and post tests over the stated course competencies.

All policies and guidelines stated in the NCCC handbook will be followed . Regular attendance and punctuality are considered essential in meeting the objectives of this course. The instructor is to be notified by the student in case of absence. Frequent absences will be subject to review by the instructor and administration for purposes of counseling. Students with excessive absences may be administratively withdrawn from the course. (See College Catalog – Attendance)

Note: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then assist you in arranging any necessary accommodations.

Information in this syllabus and schedule is subject to change based on course requirements, instructional methods, needs, class size, or discretion of NCCC. Changes will be published in writing and made available to students.

Consent Agenda Item V-D: Master Course List Approval

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

Revisions to Master Course List:

Name Change from CRIM 126 Criminal Procedures to CRIM 126 Interviewing and Report Writing
Addition of NURS 122 Pharmacology for Nursing—3 credit hours
Addition of CURR 145 Math Preparation for the ASVAB—5 credit hours
Addition of CURR 146 Reading Preparation for the ASVAB—3 credit hours
Addition of CURR 147 Writing Preparation for the ASVAB—3 credit hours
Addition of CURR 148 ASVAB Preparation Seminar—1 credit hours

Consent Agenda Item V-E: Personnel

1. Administrative Assistant to the Director of Development

It was the President's recommendation that the Board employ Cynthia "Sue" Jobe as the administrative assistant for the director of development. This is a half-time position, 20 hours per week, at an hourly rate of \$8.00.

Ms. Jobe worked for the Erie Record newspaper from January 1993-April 2002, and was the managing editor of that paper from August 2004-July 2005. She was the office manager for Beachner Grain for three years and a legal secretary for Hines, Ahlquist & Creitz, and secretary to the Neosho County Sheriff.

2. Student Life and Admissions Specialist

It was the President's recommendation that the Board employ Amada Reynolds as the Student Life and Admissions Specialist. Ms. Reynolds earned a Bachelor of Arts degree in Mass Communication from Southwestern College of Kansas at Winfield.

Ms. Reynolds worked in the Admissions Office at Southwestern College for two years as a student ambassador. She was also the department recruiter for the Mass Communications department for three years, and worked as a public relations assistant. Ms. Reynolds will be paid \$21,000 per year.

3. Workforce Development Trainer

It was recommended by the President that the Board employ Sandy Redburn as the Workforce Development Trainer. Ms. Redburn attended Neosho County Community College, Allen County Community College and Labette Community College and completed the program for Interpreting for Hearing Impaired.

Ms. Redburn worked a case manager for The Farm, Inc. for three years and ANW Coop for eight years. This is a 12 month position, 32 hours per week at a salary of \$20,500. Ms. Redburn will start Monday, October 17th, pending Board approval.

4. Assistant Softball Coach/Resident Hall Assistant

It was the President's recommendation that the Board approve the employment of Lori Lorenzen as the assistant softball coach and resident hall assistant. Ms. Lorenzen earned a Bachelor of Science degree in Accounting from Kentucky Wesleyan College, and a Bachelor of Science Degree in Health and Human Performance from Austin Peay State University, Clarksville, Tennessee. She anticipates completing her Master's of Education degree from Lakeland College in May 2006.

Prior to coming to NCCC, Ms. Lorenzen worked as the assistant softball coach at Alverno College in Wisconsin, and was a graduate assistant softball coach at Lakeland College from 2002-2004. She has taught physical education for one year at the high school level. She will be paid \$4,707 starting October 9, 2005 plus room and board.

5. Resignation-Maintenance Assistant

Mike Reeves, maintenance assistant, submitted his resignation letter effective September 30, 2005. The President recommended that the Board approve his resignation.

6. Accounting Clerk Resignation

Robyn Koester, accounting clerk, submitted her letter of resignation. Her last day of employment was September 29, 2005. It was recommended by the President that the Board approve her resignation.

7. Tech Services Technician Resignation

Janice Erickson, tech services support technician, has resigned her position effective September 16, 2005. It was the President's recommendation that the Board approve her resignation.

REPORTS

Performance Contracting Lessons Learned Report: Jeff Flathman, representing Custom Energy, addressed the Board regarding the completion of the energy performance contracting project at the College. Mr. Flathman credited Roy Hyslop, project manager; Lee Strickler, construction manager, Ben Smith and Paul Smith, for the success of the project.

Mr. Flathman summarized the objectives and goals of the project which included improving the environment for students and staff, addressing critical infrastructure needs, optimizing energy and operational efficiencies, and completing the project prior to the beginning of the fall semester.

In a written report distributed to Trustees prior to the meeting, the project was described in detail and a list of identified maintenance and facility needs was included for future consideration.

Mr. Flathman presented Mr. Peter with a plaque and thanked the Board for the opportunity to work with NCCC.

KACCT Report: Kathy Fryd attended the quarterly Kansas Association of Community College Trustees in Garden City and reported that discussions

included funding for the coming year and a review of policies. She commented that NCCC was in line with the policies, including the Code of Ethics. The group is also studying funding for infrastructure and deferred maintenance, and looking at designating a permanent location for an annual meeting which could provide a board education activity. The next meeting will be at Fort Scott Community College in December.

ACCT Report: The Association of Community College Trustees annual meeting was held in Seattle, Washington in September. Trustees Peter, Swalley, Berthot and President Smith attended the meeting. Mr. Swalley commented that he had learned from other trustees and was interested to hear what other boards were doing and what problems they had overcome. He said he felt it was a very good experience and worthwhile.

Mr. Peter commented that he also felt it was a good experience and he attended sessions on Board-CEO relations, term limits for board chairs, board policy and governance and the importance of marketing the college.

Faculty Senate Report: Dean Dillard, Faculty Senate President, reported that a number of faculty traveled to Wichita to participate in the Kansas Core Outcome Project. The purpose of the project is to bring together faculty representatives from the community colleges and Regents universities to establish common outcomes in core courses with the intent of providing consistency in expectations and aiding students in the transfer process. Other concerns discussed included adjunct faculty qualifications and concurrent credit classes offered in high schools.

Mr. Dillard reported that a group of three nursing instructors and twenty-three nursing students traveled to Houston to participate in hurricane relief efforts. Other activities involving faculty included Karen Gilpin and Mary Lisa Joslyn attending the National League of Nurses Nursing Education Summit, Pam Covault and Brenda Schoenecker attended computer training in Houston, Linda Jones attended the Association of Collegiate Business Schools and Programs Region 5 Conference in Kansas City, and the Honors/Leadership Program attended the 2005 Gordon Parks Celebration of Culture and Diversity in Fort Scott.

Mr. Dillard reported that the Faculty Senate did not meet as scheduled on September 6 and that the in-service presenter, Dr. Karen Bleeker from Temple College in Texas, provided an excellent presentation on academic integrity.

Dean of Ottawa Campus Report: Mark Eldridge reported that enrollment at the Ottawa campus for the fall semester increased over last fall by 14% in headcount and 15% in credit hours. Mr. Eldridge stated that the growth was predicted due to more college courses being offered in the high schools, both concurrently and for college credit only, and steady growth in students taking classes on and off campus.

Mr. Eldridge stated that new staff members are being trained and that new student activities are being planned for the fall semester.

Treasurer's Report: Sandi Solander distributed the treasurer's report, a cash balance comparison for 2004 and 2005, and change in fund balance reports for August and September.

President's Report: President Smith reminded Trustees of the Legislative dinner on November 3, starting at 6:00 p.m.

Dr. Smith reported that the baseball dugouts are almost complete. Except for the blocks, lumber for the benches, sand/mortar, bolts, and the installation of the blocks, the rest of the materials and labor was donated. The donated items included concrete, steel I-beam, paint and painting, and the seamed metal roofs. The insurance settlement of \$9,600 has been spent and the baseball program auxiliary account will cover the balance of the cost of about \$7,000.

Dr. Smith distributed a copy of the official notification that the code footprint of the CAVE had been approved. She also told the board that there were several administrators who were teaching classes and being paid overload during the normal workday. Krista Clay, Rita Drybread, Lisa Last and Laura Skillings are making up the time by not taking lunch breaks or working in the evenings or weekends.

Dr. Smith also distributed a copy of an efficiencies report that she will be forwarding to the Kansas Board of Regents. Regent universities are making similar reports to the Board of Regents and the community colleges decided they should submit a similar report.

Dr. Smith informed the board that she will be attending the Academic and Student Affairs Commission meeting in Washington DC on November 2-3.

Agenda Item VII-A: Retirement Policy Revision (second reading)

Current Board policy allows, upon retirement, that the employee, the employee's spouse, or an employee's dependent may continue to maintain at their expense single or family plan coverage in the college's insurance programs in accordance with insurance company and college policy in effect at the time of an employee's retirement.

I am recommending changes to the policy for the following reasons. Currently in the policy there are no criteria to indicate the number of years an employee would need to be employed before they can receive the benefit, that they need to be receiving KEPRS retirement, or if they are truly retired and not just moving on to another job. It is possible, under the current policy, to work for

the College for a very short time, retire and then be eligible for retiree health insurance.

The changes recommended include:

- A requirement that the employee has retired from KPERS and has not accepted another employment at another KPERS institution;
- A requirement that the employee must have completed 10 or more years of full-time employment at NCCC;
- A requirement that the employee must have been enrolled in the College's health plan for at least two consecutive years of employment immediately preceding retirement; and
- A requirement that the employee has not reached the age of Medicare eligibility.

President Smith recommend that the policy be revised as written on the following page.

Current Policy: Retirement

In compliance with K. S. A. 44-1118 nothing shall be construed to mean that an employer shall be forced to hire incompetent or unqualified personnel or discharge qualified or competent personnel.

Upon an employee's retirement, an employee, an employee's spouse, or an employee's dependent(s) may continue to maintain at their expense single or family plan coverage in the college's insurance programs in accordance with insurance company and college policy in effect at the time of an employee's retirement. Employee premiums must be submitted to the business office by the 25th of the month preceding the date of coverage. If payment is not received in a timely fashion, coverage may be terminated.

Proposed Policy: Retirement

In compliance with K.S.A. 44-1118 nothing shall be construed to mean that an employer shall be forced to hire incompetent or unqualified personnel or discharge qualified or competent personnel.

Upon retirement and thereafter, if an employee has met all of the following requirements:

1. The employee has retired from KPERS and has not accepted employment at another KPERS institution; and
2. The employee has completed ten (10) or more years of full time employment with Neosho County Community College; and
3. The employee has been enrolled in the college's health insurance program for at least two full consecutive years of employment immediately preceding retirement; and
4. The employee has not reached the age of Medicare eligibility,

then the employee, an employee's spouse, or an employee's dependent(s) may continue to maintain at their expense single or family plan coverage in the college's insurance program in accordance with and subject to insurance company policy conditions, until the employee reaches the age of Medicare eligibility. Employee premiums must be direct deposited into the college's bank account on the first working day of each month of coverage. If required payment arrangements are not made and/or payment is not received in a timely fashion, coverage may be terminated.

This policy, as amended, shall be applicable to employees retiring after October 13, 2005.

Resolution 2005-78

RESOLVED, That the Board of Trustees of Neosho County Community College approves revisions to the policy for Retirement as printed above.

Agenda Item VIII-A: City Utility Easement Approval

The city of Chanute has requested general utility and right of way easements for the East and North property lines for the main campus grounds located at 800 W. 14th Street. After discussion with Mr. Smith and Mr. Pringle regarding concerns over any college improvements which may already exist within the proposed easement, appropriate language was drafted to address those concerns. President Smith recommend the board approve the General Utility and Right of Way Easement as presented.

Resolution 2005-79

RESOLVED, That the Board of Trustees of Neosho County Community College approves the general utility and right of way easements for the East and North property lines of the main campus grounds located at 800 W. 14th Street as requested.

Agenda Item VIII-B: Vehicle Bids

The last time mini vans were purchased by the college was in 1999. The two cars being traded in have well over 200,000 miles and are in need of replacement. It was the administrations recommendation to replace the cars with mini vans. Bids were solicited from Ewen Motor Co., Erie; Ranz Motor Co., Inc., Chanute; Shields Motor Co. Inc., Chanute; Merle Kelly Ford Inc., Chanute; Twin Motors Ford Inc., Iola; Larry Allen Motor Car Co., Parsons and Mayse Automotive Group II, Parsons.

The following bids were received:

Ranz Motor Co., Inc.

2/ 2006 Chevrolet Uplanders

\$ 39,392.00

Less Trade In:		
1994 Ford Tempo	- \$ 350.00	
1998 Buick Skylark	- \$ 350.00	
Net Price with trade		\$ 38,692.00

Merle Kelly Ford, Inc.		
2/ 2006 Ford Freestar Wagons	\$ 37,224.00	
Less Trade In:		
1994 Ford Tempo	- \$ 350.00	
1998 Buick Skylark	- \$ 350.00	
Net Price with trade		\$36,524.00

Shields Motor Co., Inc.		
2/ SE Grand Caravan with trade in of 1994 Tempo and 1998 Buick Skylark	\$ 37,950.00	
Or		
2 SXT Grand Caravan with trade of 1994 Tempo and 1998 Buick Skylark	\$ 42,670.00	

It was the President's recommendation that the Board accept the low bid of \$36,524.00.00 from Merle Kelly Ford, Inc.

Resolution 2005-80

RESOLVED, That the Board of Trustees of Neosho County Community College approves the bid of \$36,524.00 from Merle Kelly Ford to purchase two 2004 Ford Freestar Wagons (includes trade-ins of 1994 Tempo and 1998 Skylark).

Agenda Item VIII-C: Classroom Furniture for Sanders Hall Approval

Previously the Board decided as funds were available to replace the old student desks purchased in 1968 with KI student tables and chairs and to standardize the choice so that the furniture would be interchangeable. This academic year money was allocated to replace the folding student desks used in the music appreciation classroom with KI furniture. Additionally, furniture in Sanders room 104, which was used as the "Partners in Change" classroom, has been moved to one of the newly created classrooms in the CAVE. Sanders room 104 is now empty and will be returned to regular classroom status by installing KI tables and chairs.

The administration would also like to create a business and industry training room in Rowland. Steve Kessler, business and industry trainer, has been quite successful in signing large training contracts, but requires a dedicated room in which to conduct the training. There is a separate narrative in this agenda that contains a recommendation to purchase tables for the room. However, it is a good deal less expensive if the college includes the number of chairs purchased

for the Rowland classroom as part of this bid for the classroom furniture. Here is the breakdown:

- 25 KI Intellect Tables and Chairs for Sanders 102 (music lecture room)
- 20 KI Intellect Tables and Chairs for Sanders 104 (former partners in change classroom)
- 20 KI Intellect Chairs only for Roland 327 (business and industry training room)

This is a "sole source" bid as we have named KI our standard student desk provider and this design is not available from other companies. The cost of the bid for the 45 tables and 65 chairs is \$6,780.00.

Resolution 2005-81

RESOLVED, That the Board of Trustees of Neosho County Community College approves purchasing classroom tables and chairs for Sanders Hall rooms 102 and 104, and chairs for Rowland room 327 for a total cost of \$6,780.00 from KI Furniture.

Agenda Item VIII-D: Library Furniture/Circulation Desk Approval

At a previous meeting the Board approved up to \$50,000 to be spent on improvements to the Chapman Library with the funds coming from the Barbee bequest. Thus far funds have been spent on new carpet for the facility. The next "phase" of the improvements involves new furniture for the library. The current furniture was purchased when the building first opened in 1968 and has become well-used and very dated. Please note that at this time we are only replacing the "lobby" type furniture, not the many large tables and chairs.

After consulting with an interior design firm and after months of discussion of furniture type, style, fabrics and patterns, the administration has chosen the KI line of lobby furniture. The chairs and love seats will feature a swivel "tablet arm" for student use as a writing surface. The bid also includes side tables and coffee tables. Specifically the administration asked to purchase:

- 12 Lounge Chairs
- 3 Love Seats
- 3 "club" or side tables
- 3 "coffee" tables

The cost of the KI furniture is \$17, 335.51. As the furniture is "sole source" there is no competing bid.

The circulation desk is another expenditure the administration researched extensively. The desk serves as the work-station for one librarian and as material check-out and the reception/information center. After examining "pre-fabricated" desk components it became clear that these would not meet our specific needs and match the color and styling of the renovated library while

considering ADA requirements. After contacting many custom cabinet makers in the area, Gary Stevenson was willing to bid the job to specifications. The bid for this desk is \$10,225.00.

A mechanical drawing of the proposed desk is attached.

Resolution 2005-82

RESOLVED, That the Board of Trustees of Neosho County Community College approves purchasing library lobby furniture from KI Furniture for \$17,333.51 and purchasing a custom circulation desk from Gary Stevenson for \$10,225.00. Both purchases will be funded from the Barbee Trust.

Mr. Peter called for a short break at 8:00 p.m. The meeting resumed at 8:10 p.m.

Agenda Item VIII-E: Business & Industry Training Room Furniture Approval

The Business and Industry trainer has secured two large contracts with local employers, both requiring daytime classroom space. As this training may be scheduled at times that conflict with our class schedule, it was determined that the business and industry trainer required a designated space. After analyzing existing space on campus, the location identified to house this training is room 327 in Rowland. This room contains a variety of old, mismatched tables and chairs.

The college received two quotes for tables for the workforce training room. Specifically the administration asked for the following:

- 2 Crescent Tables
- 1 72" or 96" Table
- 6 60" Tables

Shipping and installation

Most tables needed to fold and all needed to be on casters.

The vendors who quoted were:

KI (Southern and Associates, Wichita, KS)- \$4,043
Service Office (Chanute, KS) - \$3,301.38

It was the administration's recommendation that the Board approve the quote from Service Office at \$3,301.38.

Resolution 2005-83

RESOLVED, That the Board of Trustees of Neosho County Community College approves the purchase of tables for Rowland room 327 from Service Office Supply for \$3,301.38

Agenda Item VIII-F: Baseball Apparel Bids

One of the recruiting tools that the baseball team uses is providing gear for each member of the baseball team. The apparel package that the baseball program orders includes practice t-shirts, sweats for outdoor practices, shoes for games and practices, undershirts that are worn under the uniform and equipment bags.

Sealed bids were solicited for Adidas equipment that included Adidas stocking caps, Adidas sweat bands, black soccer socks, orange soccer socks, black belts, orange belts, Adidas Turf Shoes, Adidas equipment bags, Adidas camp t-shirts, Adidas Excelsior cleats, Adidas Hooded sweat pants and hooded sweatshirts, Adidas long sleeve shirts, Adidas baseball jerseys and Majestic Fleece Pullovers.

The following bids were received:

Jock's Nitch, Independence	\$ 8,729.70
Jock's Nitch Sporting Goods, Parsons	\$ 9,259.80
Jock's Nitch Sporting Goods, Pittsburg	\$10,030.00

It was the President's recommendation that the Board accept the bid of \$8,729.70 from Jock's Nitch, Independence.

Resolution 2005-84

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$8,729.70 to purchase baseball apparel from Jock's Nitch in Independence.

Agenda Item VIII-G: Wrestling Mat Bids

The aging wrestling practice mats in the multipurpose building have become both a safety and sanitary hazard. Excessive cracking and splitting in the existing mat covers have made it impossible to sanitize the mats properly on a regular basis to protect student-athletes from communicable or infectious diseases. In addition, due to the single-piece construction of the existing mats, it is nearly impossible to clean and sanitize under the mats, which has resulted in persistent mold and mildew problems. Finally, the resiliency and elasticity of the existing practice mats is virtually zero, resulting in unsafe practice conditions. Therefore, replacement of the mats has become necessary.

The bid specifications were for one 42'x42'x1.25" mat with standard NC lettering located in the upper left and lower right corners of the mat. This mat is an exact duplicate of the competition wrestling mat purchased last year. When purchased, this new mat along with the existing competition mat will be placed in the multi-purpose building for practice and one or both can be easily moved to the gym for competitions.

Bids were solicited from Dollamur Sport Surfaces, Middleton, WI, Resilite, Ames, IA, Pinnacle Athletic Mats Ltd., Chilliwack, BC. Shipping and handling are also included in the bid. There is money in this year's athletic budget to cover the cost.

The following bids were received:

Dollamur	\$7,395
Resilite	8,817
Pinnacle Athletic Mats	9,123

It was the President's recommendation that the Board approve the bid of \$7,395 from Dollamur Sport Surfaces to purchase a wrestling mat.

Resolution 2005-85

RESOLVED, That the Board of Trustees of Neosho County Community College approves the bid of \$7,395.00 from Dollamur Sport Surfaces to purchase a wrestling mat.

Agenda Item VIII-H: Postage Machine Bids

The lease on the current postage meter expires 11-30-05. Due to changing postal regulations and technical equipment needs of the college, it is necessary to lease a new more-advanced mailing system. The system consists of a scale, feeder, moistener, a meter, and a stacker. Minimum bid specifications for the equipment included the capability of feeding mail media either automatically or hand feeding. The bid also included any one-time installation or conversion charges and covers equipment maintenance for the life of the contract.

Bids were solicited from Robinett Business Solutions, Springfield Mo, Pitney Bowes, Lenexa, KS, and Addtronics, Springfield, MO.

The following bids were received:

Robinett	\$ 519.39 monthly
Pitney Bowes	\$ 434.00 monthly

It was the President's recommendation that the Board accept the low bid of \$434.00 monthly from Pitney Bowes for a lease term of 60 months subject to the Kansas Cash Basis Law.

Resolution 2005-86

RESOLVED, That the Board of Trustees of Neosho County Community College, approves the bid of \$434.00 per month from Pitney Bowes for a lease term of 60 months subject to the Kansas Cash Basis Law.

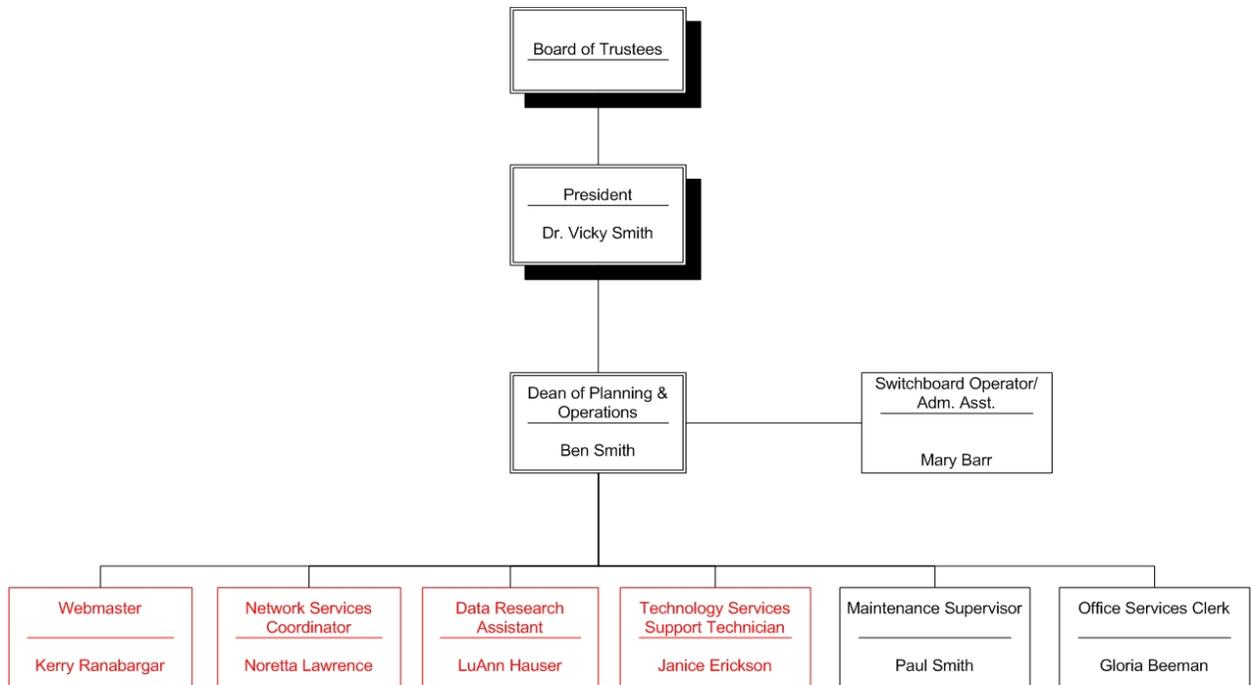
Agenda Item VIII-I.: Technology Services Reorganization

It has become increasingly evident that Technology Services needs additional staffing to appropriately support the technology-related functions of the college. Strategic planning committee recommendations, town-hall meeting suggestions, and results from the Noel-Levitz survey all indicate an increasing need for more technology support for faculty, staff and students.

Technical Services Current Staffing

- FTE
- Ben Smith, Dean of Planning and Operations—Technical Services Functions
0.50
 - Kerry Ranabargar, Webmaster
1.00
 - Noretta Lawrence, Network Services Coordinator
1.00
 - Vacant, Support Technician/Chanute campus
0.75
 - Marie Gardner supplemental for "help" desk functions-Ottawa campus.
3.25

Current Technical Services Organization:



Technology Services

Technical Services Issues

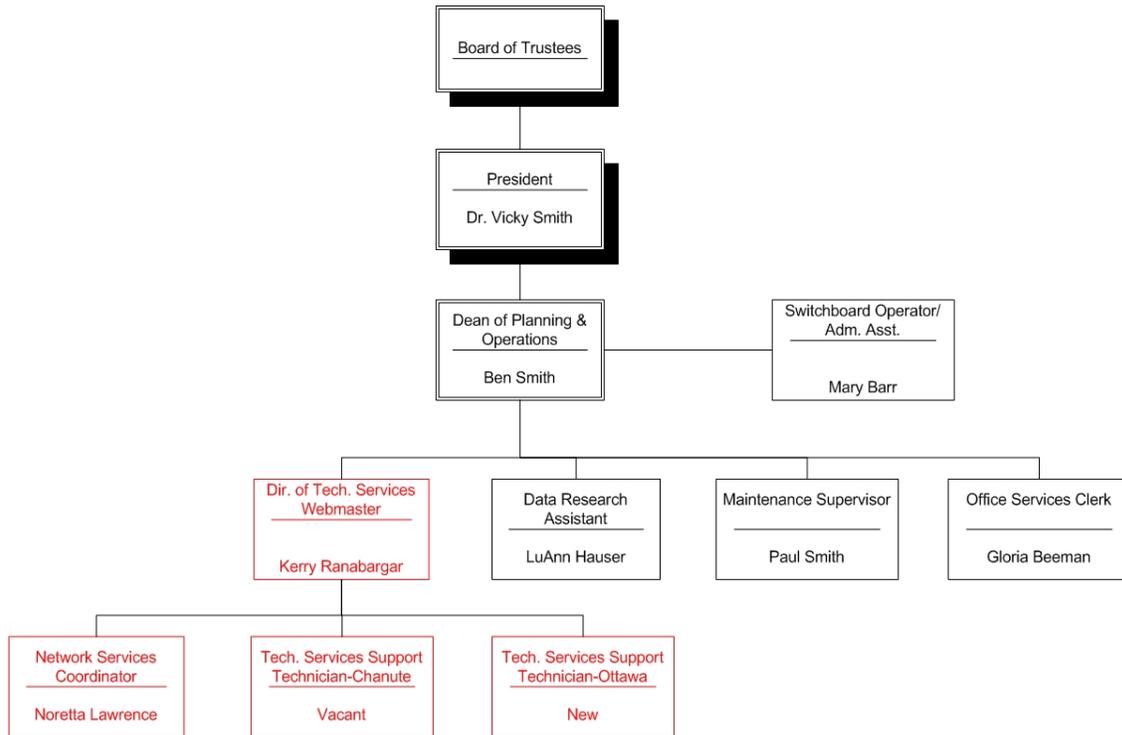
- Technical needs are growing along with the growth of on-line courses with increases in students and staff.
- InsideNC and the Webhelp function are taking an increasing amount of tech services time.
- Ottawa campus' needs are also increasing as well as demand for technical support on that campus.
- Ben Smith is the only technical support we have for the AS400, the main MIS/SIS system. (NCCC needs to have someone on staff who can serve as technical backup for Mr. Smith.)

The President concurred with the recommendation of the Executive Committee to reorganize Technology Services with staffing as follows:

- FTE
- Dean of Planning and Operations—Technical Services Functions
0.33
 - Director of Technical Services/(Webmaster/AS400 Backup)
1.00
 - Network Services Coordinator
1.00
 - Support Technician/Chanute campus
1.00
 - Support Technician Ottawa campus/InsideNC/Webhelp
1.00

Increase of 1.08 FTE over current staffing. A proposed organizational chart is one the following page.

Proposed Technical Services Organization:



Technology Services

Budget Impact:

New

- Director Technical Services (additional compensation) \$2,400
- Support Technician/Chanute (9 month to 12 month)
\$5,806
- Support Technician Ottawa/InsideNC/Webhelp(NEW)
\$25,000-27,000
(includes fringe)

Position descriptions are attached for your review.

Resolution 2005-88

RESOLVED, That the Board of Trustees of Neosho County Community College approves the reorganization of Technology Services including the addition of the Support Technician Ottawa/InsideNC/Webhelp position, and the revisions positions of Support Technician/Chanute, and Director of Technical Services.

Technology Services Support Technician (Ottawa)

Reports to: Director of Technology Services

Classification: Full-time *12-month* Employee

Pay Status: Regular non-exempt

10 days vacation/12 days sick leave/regular holiday

Starting Salary range \$10.00-\$12.00 per hour

Full 12-month fringe benefit

Purpose of position: This position provides responsible and complex technical support which requires some use of judgment and initiative and reports to the Director of Technology Services under his general supervision. Major duties consist of: InsideNC and web help support, coordination of HELP desk activities for the Ottawa campus, hardware and software troubleshooting, and software installation and security.

Essential Functions:

1. Coordinate day-to-day update activities and other technical activities for the InsideNC web portal, including, but not limited to, new user assistance and support, technical support triage for JICS problem resolution, continuous monitoring or JICS data transfer process and problem resolution, and JICS new release installation and training.
2. Coordinate and provide direct assistance to existing web help functions. Monitor web help email and ensure timely and accurate web help responses.
3. Coordinate HELP Desk activities and assists with problem resolution in conjunction with the Technology Services staff for Ottawa.
4. Perform new PC workstation setup and installation and provide support of workstation hardware/software including hardware upgrades, software installation, etc.
5. Perform non-network installed computer lab software installation and security.
6. Maintain user documentation, procedures, and new user orientation and materials.
7. Assist with physical access security systems training and user lists.
8. Assist with the coordination of telephone system installation, access, and security.
9. Maintain current and new inventory control of hardware on Ottawa campus.
10. Assist Director of Technology Services in conducting annual software audit on computer workstations, network equipment and associated peripherals.

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

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students, applicants and employees.
2. Ability to appropriately exercise independent initiative and judgement.
3. Ability to learn and implement complex technical procedures.
4. Ability to maintain the confidentiality of Technology Services operations, passwords, etc..
5. Good working knowledge of personal computer operations.
6. Some knowledge of local area networks would be helpful.

Education and Experience

A minimum of an Associate degree or two-year certificate in Information Systems, Business Computer Technology, or other related field of study; OR

A minimum of a one-year certificate in Information Systems, Business Computer Technology, or other related field of study; AND technical experience which involved responsible and complex technical duties requiring initiative and judgment; OR

One (1) year of technical experience which involved responsible and complex technical duties requiring initiative and judgment, and the equivalent of graduation from high school; OR

Any equivalent combination of training and experience.

Previous personal computer experience is preferred.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. Ability to stand, bend at the waist and stoop or squat while working on computers on a regular daily basis is required.
4. Ability to reach and work overhead on an occasional basis is required.
5. Occasional lifting of up to 50 pounds from the floor to waist height is required.
6. Some travel during normal working hours will be required.
7. Occasional overtime will be required.

Director of Technology Services (Webmaster)

Reports to: Dean of Planning and Operations
Classification: Full-time 12-month Employee
Pay Status: Regular exempt
20 days vacation/12 days sick leave/regular holiday
Starting Salary range \$38,000-\$48,000
Full 12-month fringe benefit
Revised: October, 2005

Purpose of position: This position reports to the dean of planning and operations and supervises duties relative to the effective and efficient operation of all technology service activities encompassing computer and telecommunications hardware, software and services. Duties include, but are not limited to:

Essential Functions:

1. Assist the dean with the planning, design, and development of all current and future information system and technology needs of the institution;
2. Implement and evaluate all technology service programs and services;
3. Assist with the preparation of the annual Technology Services budget and coordinate the acquisition of all Technology Service hardware, software, supplies, forms, and services;
4. Direct installation and testing of Technology Services hardware, software and services;
5. Coordinate phone system and voice mail system applications; coordinate telecommunications systems including ATM, ITV, Telenet II, ISDN, leased digital and switched public communication lines;
6. Supervise and manage the Technology Service daily operation including network services, help desk, web support, and hardware and software maintenance;
7. Coordinate and maintain current and new inventory control of technology hardware and software;
8. Coordinate management information system operations including file reorganization, creating daily backups, etc. for the AS/400;
9. Design, develop, test, and implement various components of the management information system;
10. Monitor, tune, and evaluate AS400 operations and make appropriate modifications;

11. Coordinate AS/400 and TEAMS software modification installation, testing, and implementation;
12. Coordinate installation and support of administrative and staff workstation hardware/software including hardware upgrades, software installations, etc.;
13. Prepare, maintain and test current disaster recovery documentation and system procedures for administrative hardware and software;
14. Coordinate NCCC web activity with the chief information officer and the Technology Planning Committee and consult with them to establish priorities for web-site development and to plan, review, and evaluate the NCCC web page.
15. Create new web pages and update existing web pages as necessary.
16. Provide excellent customer service to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems.
17. Develop web page infrastructure, utilize applications to ensure technical performance and assess new technologies for applicability to NCCC needs.
18. Consult with and assist NCCC staff and faculty in designing, developing, streamlining and maintaining web pages using HTML, Java Script, PHP and other required programming languages.
19. Coordinate departmental training of personnel in use of web update tools and web page design and maintenance.
20. Ensure compliance with applicable legal requirements and NCCC system policies on web site usage, security and standards.
21. Meet regularly with the dean to review and establish priorities for all Technology Service operations of the college;
22. Assist in the recruitment and retention of NCCC students; and,
23. Perform other duties assigned by the dean.

Education and Experience

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

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

Working Conditions

- Normal office working environment.
- Ability to sit in an office chair for long periods while operating a personal computer is required.
- Ability to reach and work overhead on an occasional basis is required.
- Occasional lifting of up to 50 pounds from the floor to waist height is required.
- Some travel during normal working hours will be required.
- Occasional overtime will be required.

Technology Services Support Technician (Chanute)

Reports to: Director of Technology Services

Classification: Full-time *12-month* Employee

Pay Status: Regular non-exempt

10 days vacation/12 days sick leave/regular holiday

Starting Salary range \$9.00-\$11.00 per hour

Full 12-month fringe benefit

Revised: October, 2005

Purpose of position: This position provides responsible and complex technical support which requires some use of judgment and initiative and reports to the Director of Technology Services under his general supervision. Major duties consist of: coordination of HELP desk activities, hardware and software troubleshooting, software installation and security, and telephone and communications system support.

Essential Functions:

1. Coordinate HELP Desk activities and assists with problem resolution in conjunction with the Technology Services staff.
2. Perform new PC workstation setup and installation and provide support of workstation hardware/software including hardware upgrades, software installation, etc.
3. Perform non-network installed computer lab software installation and security.
4. Maintain user documentation, procedures, and new user orientation and materials.
5. Assist with the coordination of telephone system installation, access, and security.
6. Maintain current and new inventory control of hardware on Chanute campus.

7. Assist Director of Technology Services in conducting annual software audit on computer workstations, network equipment and associated peripherals.
8. Coordinate installation of Internet connections for resident students.
9. Perform other duties as assigned by the Director of Technology Services.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, above average communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students, applicants and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Ability to learn and implement complex technical procedures.
4. Ability to maintain the confidentiality of Technology Services operations, passwords, etc..
5. Good working knowledge of personal computer operations.
6. Some knowledge of local area networks would be helpful.

Education and Experience

A minimum of an Associate degree or two-year certificate in Information Systems, Business Computer Technology, or other related field of study; OR

A minimum of a one-year certificate in Information Systems, Business Computer Technology, or other related field of study; AND technical experience which involved responsible and complex technical duties requiring initiative and judgment; OR

One (1) year of technical experience which involved responsible and complex technical duties requiring initiative and judgment, and the equivalent of graduation from high school; OR

Any equivalent combination of training and experience.

Previous personal computer experience is preferred.

Working Conditions

- Normal office working environment.
- Ability to sit in an office chair for long periods while operating a personal computer is required.
- Ability to stand, bend at the waist and stoop or squat while working on computers on a regular daily basis is required.
- Ability to reach and work overhead on an occasional basis is required.
- Occasional lifting of up to 50 pounds from the floor to waist height is required.
- Some travel during normal working hours will be required.

- Occasional overtime will be required.

Amended Agenda Item VIII-J.: Personnel

It was the recommendation of the President that the Board employ Susan Greve as the Director for the Gear Up grant. Ms. Greve has a bachelor's degree in elementary education from Washburn, a masters degree in education and counseling from Kansas State University, and is certified for elementary counseling.

Her career includes serving as an elementary counselor for the past two years and teaching 5th and 6th grades from 1975-2000. She established and coordinated the Youth Friends program in Iola. In addition, she served as the Director of Placement and Career Counseling at Marymount College in Salina in the mid 70's.

Ms. Greve will be paid \$33,000 per year with full-time fringe benefits starting October 17, 2005.

Resolution 2005-88

RESOLVED, That the Board of Trustees of Neosho County Community College approves the employment of Susan Greve as the director of the Gear Up grant, at an annual salary of \$33,000 starting October 17, 2005.

Agenda Item IX: Adjournment

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

David Peter, Chair

Terri Dale, Clerk