

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

DATE: December 11, 2008
TIME: 5:30 P.M.
PLACE: Student Union, room 209

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

ABSENT: Craig Bagshaw

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 Campus
Terri Dale, Board Clerk
Kent Pringle, Board Attorney

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

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

The agenda was amended to add resignation under new business. 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 November 13, 2008
- B. Claims for disbursement for November 2008
- C. Course Inventory Revisions

Consent Agenda Item C: 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
December 2008 Board Meeting
New Courses**

TST 113 Instrument Flight, 5 credit hours
 TST 114 Crew Resource Management – Single Engine, 3 credit hours
 TST 115 Crew Resource Management – Multi Engine, 3 credit hours
 TST 211 Flight Instrument Ground School, 3 credit hours
 TST 213 Certified Flight Instructor – Single-Engine Flight, 1 credit hour
 TST 215 Certified Flight Instructor Flight – Instrument, 1 credit hour
 TST 216 Instrument Ground, 3 credit hours
 TST 218 Commercial Ground School, 3 credit hours
 TST 220 Commercial Multi-Engine Flight, 2 credit hours
 TST 221 Commercial Single-Engine Flight, 1 credit hour
 TST 222 Advanced Ground Instructor, 1 credit hour
 TST 223 Certified Flight Instructor – Multi-Engine Flight, 2 credit hours
 TST 224 Instrument Ground Instructor, 1 credit hour
 ENGL 100 Pre-Composition, 3 credit hours

Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST 113
 Course Title: Instrument Flight
 Division: Outreach and Workforce Development
 Program: Aviation
 Credit Hours: 5
 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 prerequisites specified on FAR 61.65 in preparation for the Instrument Airplane Practical Test.

PREREQUISITES AND/OR COREQUISITES

Private License, Instrument Ground, and a minimum of 30 hours Pilot in Command Cross Country greater than 50NM.

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Instrument/Commercial Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

Instrument Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she

meets the prerequisites specified in FAR 61.65 and has the knowledge and flight proficiency necessary to pass the Instrument Airplane Practical Test.

2. The student obtains an Instrument Rating (Airplane Single-Engine Land) by passing the Instrument Airplane Practical Test.

COURSE OUTLINE

Students will attend classroom and individual ground and flight school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.65

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 attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the Instrument Airplane Practical Test. This test is administered by Designated Pilot Examiners, which are certified by the FAA and are independent agents not affiliated with NCCC.

The practical test will result in getting a rating or a letter of disapproval. Students will have the opportunity to retest at any time should they receive a letter of disapproval.

GRADING SCALE

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:

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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, 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: TST 114
Course Title: Crew Resource Management-Single Engine
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 3
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 61.129 (a) or (b) required to begin Commercial Flight Training.

PREREQUISITES AND/OR COREQUISITES

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

Instrument Ground and Flight School or an Instrument rating.

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 Commercial Flight Course.

COURSE OUTLINE

Students will conduct cross country flights over 50 nautical miles from the originating airport using the Air Traffic Control System. Students will learn the importance of working as a crew member in flight operations. Emphasis is placed on the use of proper procedures and aeronautical decision making, resulting in a more confident and prepared candidate in the work place.

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.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on completion of required hours in flight.

GRADING SCALE

Pass the practical test = A
Letter of disapproval = F

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST 115
Course Title: Crew Resource Management- Multi Engine
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 3
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 61.129 (a) or (b) required to begin Commercial Flight Training.

PREREQUISITES AND/OR COREQUISITES

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

Instrument Ground and Flight School or an Instrument rating.

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 Commercial Flight Course.

COURSE OUTLINE

Students will conduct cross country flights over 50 nautical miles from the originating airport using the Air Traffic Control System. Students will learn the importance of working as a crew member in flight operations. Emphasis is placed on the use of proper procedures and aeronautical decision making, resulting in a more confident and prepared candidate in the work place.

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 PA-30-160 Twin Comanche Aircraft.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on completion of required hours in flight.

GRADING SCALE

Pass the practical test= A

Letter of disapproval = F

Attendance Policy

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST211
Course Title: Flight Instructor Ground School
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 3
Initiation/Revised Date: Fall 2008
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified on FAR 61.185 in preparation for the Flight Instructor Airplane Airman Knowledge Test and The Fundamentals of Instruction Knowledge Test.

PREREQUISITES AND/OR COREQUISITES

Completed Private Ground and Private Flight Courses

Completed Instrument Ground and Instrument Flight Courses

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Flight Instructor Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

Certified Flight Instructor Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.185, and has the knowledge necessary to pass the Flight Instructor Airplane Knowledge Test and Fundamentals of Instruction Knowledge Test.
2. The student obtains a certificate of knowledge by passing Flight Instructor Airplane Knowledge Test and Fundamentals of Instruction Knowledge Tests with a scores of 70% or higher.

COURSE OUTLINE

Students will attend classroom and individual ground school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.185

INSTRUCTIONAL METHODS

Instruction will be provided by FAA Certified Flight and Ground Instructors in group and 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.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the Flight Instructor Airplane Knowledge Test and Fundamentals of Instruction Knowledge Tests. These tests are administered by Laser Grade Testing Centers, which are certified by the FAA and are independent testing centers not affiliated with NCCC.

A passing score of 70% or greater is required to successfully complete this class.

GRADING SCALE

90-100% - A
80-89% - B
70-79% - C
00-69% - F

Attendance Policy

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST213
Course Title: Certified Flight Instructor Single-Engine Flight
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 1
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 prerequisites specified on FAR 61.157 in preparation for the CFI Single-engine Practical Test.

PREREQUISITES AND/OR COREQUISITES

Private License, Instrument Rating, Commercial Multi Engine License, Flight Instructor Ground School, CFI Multi-Engine-Rating

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Instrument/Commercial Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Flight Instructor Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

CFI Single-Engine Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.157 and has the knowledge and flight proficiency necessary to pass the CFI Single-Engine Airplane Practical Test.
2. The student obtains an CFI Single Engine Instructor License (Airplane Single-Engine Land) by passing the CFI Single-Engine Practical Test.

COURSE OUTLINE

Students will attend classroom and individual ground and flight school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.157

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 PA-28-140 or Cessna 172 Aircraft.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the CFI Single-Engine Airman Practical Test. This test is administered by Designated Pilot Examiners, which are certified by the FAA and are independent agents not affiliated with NCCC.

The practical test will result in getting a rating or a letter of disapproval. Students will have the opportunity to retest at any time should they receive a letter of disapproval.

GRADING SCALE

Pass the practical Test – A
Letter of disapproval - F

Attendance Policy

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST215
Course Title: CFI Instrument Flight
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 1
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 prerequisites specified on FAR 61.157 in preparation for the CFI Instrument Practical Test.

PREREQUISITES AND/OR COREQUISITES

Private License, Instrument Rating, Commercial Multi Engine License, Flight Instructor Ground School, CFI Multi-Engine-Rating

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Instrument/Commercial Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Flight Instructor Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

CFI Instrument Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.157 and has the knowledge and flight proficiency necessary to pass the CFI Instrument Airplane Practical Test.

2. The student obtains an CFI Instrument Instructor License by passing the CFI Instrument Practical Test.

COURSE OUTLINE

Students will attend classroom and individual ground and flight school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.157

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, PA-28-14 and PA-30-160 Twin Comanche Aircraft.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

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Pass the practical Test – A
Letter of disapproval - F

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST 216
Course Title: Instrument Ground
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 3
Initiation/Revised Date: Fall 2008
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified on FAR 61.65 in preparation for the Instrument Airplane Airman Knowledge Test.

PREREQUISITES AND/OR COREQUISITES

Completed Private Ground and Private Flight Courses or Private Pilots License and 30 hours of Pilot in Command Cross Country Time greater than 50 NM.

TEXTS

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COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.65, and has the knowledge necessary to pass the Instrument Airplane Airman Knowledge Test.
2. The student obtains a certificate of knowledge by passing the Instrument Airplane Airman Knowledge Test with a score of 70% or higher.

COURSE OUTLINE

Students will attend classroom and individual ground school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.65

INSTRUCTIONAL METHODS

Instruction will be provided by FAA Certified Flight and Ground Instructors in group and 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.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the Instrument Airplane Airman Knowledge Test. This test is administered by Laser Grade Testing Centers, which are certified by the FAA and are independent testing centers not affiliated with NCCC.

A passing score of 70% or greater is required to successfully complete this class.

GRADING SCALE

90-100% - A
80-89% - B
70-79% - C
00-69% - F

Attendance Policy

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Academic Integrity

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Cell Phone Policy

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST218
Course Title: Commercial Ground School
Division: Outreach and Workforce Development
Program: Aviation

Credit Hours: 3
Initiation/Revised Date: Fall 2008
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified on FAR 61.129 in preparation for the Commercial Airplane Airman Knowledge Test.

PREREQUISITES AND/OR COREQUISITES

Completed Private Ground and Private Flight Courses
Completed Instrument Ground and Instrument Flight Courses

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Instrument Commercial Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

Commercial Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.129, and has the knowledge necessary to pass the Commercial Pilot Airman Knowledge Test.
2. The student obtains a certificate of knowledge by passing the Commercial Airman Knowledge Test with a score of 70% or higher.

COURSE OUTLINE

Students will attend classroom and individual ground school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.129

INSTRUCTIONAL METHODS

Instruction will be provided by FAA Certified Flight and Ground Instructors in group and 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.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the Commercial Pilot Airman Knowledge Test. This test is administered by Laser Grade Testing Centers, which are certified by the FAA and are independent testing centers not affiliated with NCCC.

A passing score of 70% or greater is required to successfully complete this class.

GRADING SCALE

90-100% - A

80-89% - B
70-79% - C
00-69% - F

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST 220
Course Title: Commercial Multi-engine Flight
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 2
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 prerequisites specified on FAR 61.129 in preparation for the Commercial Multi-engine Practical Test.

PREREQUISITES AND/OR COREQUISITES

Private License, Instrument Rating and One Crew Resource Management Course

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Instrument/Commercial Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

Commercial Multi-Engine Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.129 and has the knowledge and flight proficiency necessary to pass the Commercial Multi-Engine Airplane Practical Test.
2. The student obtains an Commercial License (Airplane Multi-Engine Land) by passing the Commercial Multi-Engine Practical Test.

COURSE OUTLINE

Students will attend classroom and individual ground and flight school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.65

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 PA-30-160 Twin Comanche Aircraft.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the Commercial Multi-Engine Airman Practical Test. This test is administered by Designated Pilot Examiners, which are certified by the FAA and are independent agents not affiliated with NCCC.

The practical test will result in getting a rating or a letter of disapproval. Students will have the opportunity to retest at any time should they receive a letter of disapproval.

GRADING SCALE

Pass the practical Test – A
Letter of disapproval - F

Attendance Policy

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST221
Course Title: Commercial Single-engine Flight
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 1
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 prerequisites specified on FAR 61.129 in preparation for the Commercial Single-engine Practical Test.

PREREQUISITES AND/OR COREQUISITES

Private License, Instrument Rating, and Commercial Multi-Engine License.

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Instrument/Commercial Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

Commercial Single-Engine Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.129 and has the knowledge and flight proficiency necessary to pass the Commercial Single-Engine Airplane Practical Test.
2. The student obtains an Commercial License (Airplane Single-Engine Land) by passing the Commercial Single-Engine Practical Test.

COURSE OUTLINE

Students will attend classroom and individual ground and flight school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.65

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 PA-28-140 or Cessna 172 Aircraft.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the Commercial Single-Engine Airman Practical Test. This test is administered by Designated Pilot Examiners, which are certified by the FAA and are independent agents not affiliated with NCCC.

The practical test will result in getting a rating or a letter of disapproval. Students will have the opportunity to retest at any time should they receive a letter of disapproval.

GRADING SCALE

Pass the practical Test – A
Letter of disapproval - F

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST 222
Course Title: Advanced Ground Instructor
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 1
Initiation/Revised Date: Fall 2008
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified on FAR 61.213 in preparation for the Advanced Ground Instructor Knowledge Test.

PREREQUISITES AND/OR COREQUISITES

Completed Private Ground and Private Flight Courses

Completed Instrument Ground and Instrument Flight Courses

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Flight Instructor Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

Commercial Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.213, and has the knowledge necessary to pass the Advanced Ground Instructor Knowledge Test.

2. The student obtains a certificate of knowledge by passing with a score of 70% or higher.

COURSE OUTLINE

Students will attend classroom and individual ground school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.213

INSTRUCTIONAL METHODS

Instruction will be provided by FAA Certified Flight and Ground Instructors in group and 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.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the Advanced Ground Instructor Knowledge Test. This test is administered by Laser Grade Testing Centers, which are certified by the FAA and are independent testing centers not affiliated with NCCC.

A passing score of 70% or greater is required to successfully complete this class.

GRADING SCALE

90-100% - A

80-89% - B

70-79% - C

00-69% - F

Attendance Policy

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST 223
Course Title: CFI Multi-engine Flight
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 2
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 prerequisites specified on FAR 61.157 in preparation for the CFI Multi-engine Practical Test.

PREREQUISITES AND/OR COREQUISITES

Private License, Instrument Rating, Commercial Multi Engine License, Flight Instructor Ground School

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Instrument/Commercial Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Flight Instructor Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

CFI Multi-Engine Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.157 and has the knowledge and flight proficiency necessary to pass the CFI Multi-Engine Airplane Practical Test.

2. The student obtains an Multi Engine Instructor License (Airplane Multi-Engine Land) by passing the CFI Multi-Engine Practical Test.

COURSE OUTLINE

Students will attend classroom and individual ground and flight school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.157

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 PA-30-160 Twin Comanche Aircraft.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the CFI Multi-Engine Airman Practical Test. This test is administered by Federal Aviation Administration.

The practical test will result in getting a rating or a letter of disapproval. Students will have the opportunity to retest at any time should they receive a letter of disapproval.

GRADING SCALE

Pass the practical Test – A

Letter of disapproval - F

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Course Syllabus

COURSE IDENTIFICATION

Course Prefix/Number: TST 224
Course Title: Instrument Ground Instructor
Division: Outreach and Workforce Development
Program: Aviation
Credit Hours: 1
Initiation/Revised Date: Fall 2008
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Vocational

COURSE DESCRIPTION

The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified on FAR 61.213 in preparation for the Instrument Ground Instructor Knowledge Test.

PREREQUISITES AND/OR COREQUISITES

Completed Private Ground and Private Flight Courses

Completed Instrument Ground and Instrument Flight Courses

TEXTS

Guided Flight Discovery (GFD) Team. Guided Flight Discovery: Flight Instructor Handbook. Ed. Pat Willits. Englewood, Colorado: Jeppesen Sanderson, Inc. 2004.

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

Instrument Instructor Airplane Practical Test Standards FAA-S-8081-14AS

COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will demonstrate through practical and knowledge tests and records that he/she meets the prerequisites specified in FAR 61.213, and has the knowledge necessary to pass the Instrument Ground Instructor Knowledge Test.

2. The student obtains a certificate of knowledge by passing with a score of 70% or higher.

COURSE OUTLINE

Students will attend classroom and individual ground school sessions with FAA Certified Flight and Ground Instructors covering all areas of FAR 61.213

INSTRUCTIONAL METHODS

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STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be required to attend classroom and individual instruction session as well as complete any and all self study assignments.

Students Final Grades will be determined solely on outcome of the Instrument Ground Instructor Knowledge Test. This test is administered by Laser Grade Testing Centers, which are certified by the FAA and are independent testing centers not affiliated with NCCC.

A passing score of 70% or greater is required to successfully complete this class.

GRADING SCALE

90-100% - A

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COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: ENGL100
Course Title: Pre-Composition
Division: Developmental
Credit Hours: 3
Initiation/Revision Date: Fall 2008
Assessment Goal per Outcome(s) 70%

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

This course will present an organized method for writing essays that contain sufficient support for a solid thesis, clear organization of ideas, effective sentence structure, appropriate word choice, and a strong command of the conventions of writing, including standard grammar, correct punctuation, and appropriate paragraphing.

PREREQUISITES AND/OR COREQUISITES

None

TEXTS AND MATERIALS REQUIRED

Houghton Mifflin Company. The Dolphin Writer, Book Two: Composing Paragraphs and Crafting

Essays. Boston: Houghton Mifflin, 2008.

OPTIONAL MATERIALS

Flash Drive

COURSE OUTCOMES (70%)

1. The student will write essays that support strong knowledge in these areas: ideas, organization, sentence structure, word choice, and conventions.
2. The student will identify parts of speech and sentence parts and employ standard usage of the English language.

COURSE OUTLINE

- I. Prewriting methods
 - A. Freewriting
 - B. Branching
 - C. Questioning
 - D. Narrowing the topic
- I. Sentence fluency
 - A. Types of sentences
 - B. Variety of sentence beginnings
- I. Word choice
 - A. Appropriate, specific vocabulary
 - B. Vivid verbs and descriptions
- I. Conventions
 - A. Sentence parts
 - B. Case.
 - C. Agreement
 - D. Verb tense
 - E. Paragraphing
 - F. Capitalization rules
 - G. Punctuation rules
- II. Paragraph fundamentals
 - A. Topic sentence

- B. Unity
- C. Support and ideas
- D. Cohesion and transitions

VI. Five-paragraph essay

- A. Thesis statement
- B. Introduction
- C. Body
- D. Conclusion

INSTRUCTIONAL METHODS

Instruction may include discussion, demonstrations, tests, individual conferences, workbook exercises, lectures, handouts, computer-aided instruction, writing, revising.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

1. Pre-test and COMPASS Diagnostic
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 and COMPASS

GRADING SCALE

95 – 100% = A

85 – 94% = B

70 -84% = C

Below 70% = F

ASSESSMENT OF STUDENT GAIN

All students will be given the COMPASS Diagnostic Test and submit a writing sample. At the end of the semester, students will write an essay and retake the COMPASS Diagnostic Test.

CLASS EXPECTATIONS

1. Success in college requires a commitment to work diligently and to manage one's time wisely.
2. Assignments are due on the date assigned; late assignments will not be accepted.
3. Zeros will be given for all assignments not received on the due date.
4. Excused absences such as college activities or as determined by the CAVE director will have two (2) days to complete the assignment.
5. Absences: Six (6) unexcused absences in this class will result in an F.

ATTENDANCE POLICY

Unless students are participating in a school activity, they are expected to attend class. Once the student has six (6) unexcused absences, the dean of students/registrar's office will send a letter to the student, stating that he or she has received an F. A student may petition the CAVE director for reinstatement within one week of the dean of students/registrar notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

ACADEMIC INTEGRITY

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

Specifically, violation of academic integrity includes the following:

- Cheating on an examinations
- Plagiarizing, defined as using another's written work without proper acknowledgement
- 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

Students who are in doubt as to whether or not something might be in violation of this policy should consult with his or her instructor.

CELL PHONE POLICY

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

NOTES:

Information and statements in this document are subject to change at the discretion of NCCC and/or the instructor. Changes will be published and made available to the students.

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.

Faculty Senate Report: Sarah Robb, Faculty Senate President, was giving a final exam and was unable to attend the meeting.

Dean of Student Development: Eric Tincher told the Board that Jaron Robbs, a student at the college, passed away on November 15, 2008. A memorial service was held on November 19 at the college.

Mr. Tincher also reported that the week of November 10-14th was international student week. Ann Neff, international student coordinator, assisted students from South Africa, Denmark, South Korea, UK/Jamaica, Japan, Switzerland, China and Belgium present daily programs at noon in the cafeteria. The programs were about the students' home countries.

Dean Tincher said that the admissions department had attended 20 college planning conferences this fall and talked to over 500 prospective students. The admissions department is scheduling five campus visits each week. About 300 students have applied for degree seeking admissions for fall 2009. Several Panther Preview days are scheduled during the spring and summer sessions.

KACCT/COP Report: David Peter and Dr. Smith attended the quarterly meeting of the Kansas Association of Community College Trustees/Council of President's meeting at Cloud County Community College in Concordia on December 7-8th.

Linda Fund, the new executive director of the KACCT was introduced at the meeting. Mr. Peter also distributed information from the Kansas Board of Regents 2009 Preliminary Legislative Initiatives, Community College Stimulus Proposals, a Post Election report from Larry Berg, KACCT Lobbyist, and mill levy comparisons for the community colleges in the state.

Mr. Peter said the trustee group also discussed the need to advertise community goals and missions to the legislature and starting a strategic planning process.

Dr. Smith reported that the Council of President's group discussed technical education funding and KBOR staffers requesting information from college staff without requesting the information from the president's office. Dr. Smith requires all information requests to be approved by her before they are forwarded to KBOR.

President's Report: Dr. Smith invited the Board to a work session with the architects developing the facility master plan on December 18th at 6:00 p.m. in room 209. A light deli buffet will be served at 5:30 for those attending.

President Smith reported that she had participated in a KBOR conference call on Wednesday to discuss technical education funding. She said that several misconceptions were cleared up during the call. She will keep the board informed of future developments regarding funding.

Dr. Smith told the Board she had approved a request from the Vice President of Student Learning to establish an On-line Campus Coordinator at the college. The position will be a full-time faculty member who will receive release time, an extended contract for a 10th month, and a stipend to handle the duties.

She also updated the Board on the status of the Deferred Tax Credit Campaign being conducted by the Foundation. She is working with Robert Swanson, the campaign consultant, to develop a strategy to secure the remainder of the donations needed to meet the \$130,000 target.

Agenda Item VII-A: Ottawa Community Center Letter of Commitment

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 commitment as to that organization's commitment to the project.

The 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 commitment. Staff 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 Board members and additional, supplementary data was handed out at the Board meeting.

This agenda item was tabled at the November 13 meeting.

Resolution 2008-89

RESOLVED, that the Board of Trustees of Neosho County Community College approves taking the Ottawa Community Center Letter of Commitment off the table for action.

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

Following discussion about funding and enrollment projections a motion was made to approve the letter of intent with conditions.

Resolution 2008-90

RESOLVED, that Neosho County Community College designated their intent to participate in the Ottawa Community Center project. In addition, the following conditions will be noted on the Letter of Commitment. (see next page)

**Ottawa Community Partnership, Inc.
Project Scope, Cost, Funding and Finance Plan
Commitment Document
December 11, 2008**

Overview

The OCPI Board met on Tuesday September, 23, 2008 to review the progress with the Community Center Partnership Plan. Ron Chambless presented the preliminary plan for facility scope reduction, funding and finance models and the relative implications for each member.

It was generally agreed that the OCPI Members needed to have the final cost and financing projections and review with their respective governance boards and make a formal commitment to the overall project as to their continued participation.

This commitment document has been developed for each member to secure approval based upon current information available on the Project Scope, Costs and the Funding and Finance recommendations for each member.

This is a good faith statement of intent and not a legally binding document.

Commitment Approval:

Member: Neosho County Community College

Chief Staff Officer:

Dr. Vicky Smith, President

Project Approval:

Board Approves OCPI Project as per current information available.

Board approves OCPI Project with the following conditions:

1. Donated Funds of at least \$8,000,000.00 will be raised for the project and 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 with a minimum of 4 participants. 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 and/or there are fewer than 4 participants, adjusted disposition of such donated 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.

Signature Approval:

NEOSHO COUNTY COMMUNITY COLLEGE

December 11, 2008

 David Peter Date
Chairman, Board of Trustees
 Position Title

Agenda Item VII-B: Americans with Disabilities Act Policy Revision (second reading)

The revised policy below was presented at the November meeting for a first reading. The update is needed because of the passing of the 2008 Americans with Disabilities Act amendment. 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. It is my recommendation that the Board approved the revised policy.

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.

Resolution 2008-91

RESOLVED, that the Board of Trustees of Neosho County Community College approves the revised policy for American with Disabilities Act in the Board Policy Manual.

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

Agenda Item VIII-A: Disk to Disk to Disk Backup/Disaster Recovery Solution

As part of the college's Strategic Technology Plan, NCCC has requested bids for a disk-to-disk-to-disk (D2D2D) backup solution as the first phase of moving towards a multi-site redundant disaster recovery backup environment. This disaster recovery backup solution allows for increased capacity to backup all NCCC servers to disk, rather than the aging tape solutions that are used currently. Implementing this solution will also allow us to expand to a replicated off site disaster recovery architecture in the future. Bids were solicited from the following vendors:

- Govconnection.com Rockville, MD
- Cybernetics Yorktown, VA
- Twotrees Technologies Wichita, KS
- CDW-G Vernon Hills, IL
- Speedlink Naperville, IL

The following sealed bids were received:

- CDW-G \$64,503.99
- Speedlink \$15,375.00
- Cybernetics Did not Respond
- Twotrees Technologies Did not Respond
- Govconnection.com Did not Respond

Funding for this backup/disaster recovery solution will come from the technology services budget. It was the President's recommendation that the Board accept the low bid from Speedlink for the Revinetix backup appliance solution per the bid specifications for \$15,375.00.

Resolution 2008-92

RESOLVED, that the Board of Trustees of Neosho County Community Center accepts the bid from Speedlink to purchase the Revinetix backup appliance per bid specifications for \$15,375.00

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

unanimously.

Amended Agenda Item VIII-B: Resignation

It was the President's recommendation that the Board accept the resignation of Tiffany Griffin effective January 5, 2009. Ms. Griffin is the Assistant Director of Admissions at the Ottawa campus.

Resolution 2008-93

RESOLVED, that the Board of Trustees of Neosho County Community College approves the resignation of Tiffany Griffin, Assistant Director of Admissions at the Ottawa campus, effective January 5, 2009.

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

Agenda Item IX: Adjournment

Upon a motion and a second, the meeting adjourned at 7:15 p.m.