**NEOSHO COUNTY COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**MINUTES**

| | |
|---|---|
| **DATE:** | December 9, 2004 |
| **TIME:** | 5:30 p.m. |
| **PLACE:** | Student Union, room 209 |
| **PRESENT:** | Kevin Berthot<br>Mariam Mih<br>David Peter<br>Robert Thomen<br>Mark Watkins |
| **ABSENT:** | Kathy Fryd |
| **PRESENT:** | Dr. Vicky R. Smith, President<br>Dr. Brian Inbody, VP of Student Learning<br>Sandi Solander, Dean of Finance/Student Services<br>Brenda Krumm, Dean of Outreach/Workforce Development<br>Brett Bright, Dean of Student Development/AD<br>Mark Eldridge, Dean of Ottawa Campus<br>Ben Smith, Dean of Planning and Operations<br>Karen Gilpin, Director of Nursing<br>Dean Dillard, Faculty<br>Linda Jones, Division Chair/Applied Science<br>Chad DeVoe, Faculty<br>Dr. Oliver Hensley, Pittsburg State University<br>Jeff Flathman, Custom Energy<br>Roy Hyslop, Custom Energy<br>Dale Worley, Kansas Corporation Commission<br>Kent Pringle, Board Attorney<br>Terri Dale, Board Clerk<br>Shanna Foster, Chanute Tribune |

Mr. Peter stated that Mark Watkins would chair the meeting as part of his course work for his education specialist degree he was pursuing at Pittsburg State University. Mr. Peter welcomed Dr. Oliver Hensley, Pittsburg State University, who was observing the meeting.

Mr. Watkins called the meeting to order at 5:35 p.m.

## III. Public Comment

Bernie Neyer, a resident of Chanute, stated that about a month ago there was a great victory for the citizens of Neosho County in defeating the capital outlay mil levy. He stated that the citizens of the county conveyed that they did not want more taxes, but that he didn't think the College "got it". He compared Allen County taxes with Neosho County taxes and commented on the time limit for public comment. He also did not like the meeting starting at 5:30 p.m. because he said many people could not get to the meeting at that time.

## IV. Approval of the Agenda

Mr. Watkins asked to amend the agenda by adding KACCT Report under reports and adding item K-Personnel under new business.

**Mr. Watkins requested that the Agenda be approved as amended. The motion was made, seconded and the agenda was approved as amended.**

## V. Consent Agenda

The following items were proposed to be approved by consent.

A. Minutes from November 11, 2004
B. Claims for disbursement for November 2004
C. Personnel

### 1. Accounts Payable Clerk

It is my recommendation that the Board employ Barbara Hanks as the accounts payable clerk. Ms. Hanks is currently the bookkeeper for Treatment Alternatives. She has also worked as bookkeeper for Community National Bank and for Dr. Scotty Bunch.

Ms. Hanks will be paid $8.00 per hour with clerical benefits. Her start date will be December 13, 2004.

### 2. Nursing Instructor-Chanute

It is my recommendation that the Board employ Mary Kathleen Danner as nursing instructor for the Chanute campus. Ms. Danner holds an associate's degree in nursing from Lincoln Trail College in Illinois, a Board of Governors Degree in Psychology from Eastern Illinois University, a Master of Science in Nursing from the University of Illinois, and Post-Masters Family Nurse Practitioner Program degree.

Ms. Danner was the Director of the Emergency Department at Mercy Hospital in Independence from August-November of this year. She has served as a nursing instructor at Lakeview College of Nursing in Illinois, Lakeland College in Illinois, and Millikin

University in Illinois. She has also served as Director of Psychiatric Services and Director of Outpatient Services.

Ms. Danner would be placed at MS-15on the faculty salary scale, or $36,048.00. She will be employed on an 11 month contract, or $44,058. Her start date will be January 2005.

**3. Administrative Assistant for Student Services**

It is my recommendation that the Board employ Mary Barr as administrative assistant for student services. Ms. Barr is currently working in the temporary, full-time position answering the switchboard and covering the front desk.

Ms. Barr has a variety of office experience and has excellent organizational and communication skills.

Ms. Barr will be paid $8.00 per hour with clerical benefits. Her start date will be December 10, 2004.

**4. Biology Instructor-Ottawa**

It is my recommendation that the Board employ Dr. Tim West as a full-time Science instructor for the spring semester at the Ottawa Campus. Dr. West was employed for the fall semester and has agreed to teach Human A & P, Micro-Biology and Environmental Science for the spring semester.

Dr. West will be placed on the faculty salary schedule at DOC, Step 13, or $20,182.50 for the spring semester.

**Mr. Watkins requested that the consent agenda be approved. The motion was made and seconded that the consent agenda be approved. Motion carried.**

**Agenda Item VI-Reports**

**Faculty Senate Report**: Dean Dillard reported that it was a busy time for the faculty with the close of the fall semester. Mr. Dillard congratulated David Smith, music instructor, and Chuck Adamson, theatre instructor, on the fine musical drama presented recently. The performances were well attended and received excellent reviews.

The forensics group, under the direction of Tosca Harris, received second-place sweepstakes at a recent tournament in Tulsa. Ms. Harris, who is also the Liberal Arts Division chair will be included in the next edition of Who's Who Among America's Teachers. It is quite an honor because instructors have to be nominated by former students who have gone on to distinguish themselves academically.

Mr. Dillard reported that the stem cell transplant for science instructor Brian Foreman was successful and that Brian has been on campus recently. The faculty forward to his return full-time as well as that of Mary Weilert, who is on maternity leave.

The Faculty Senate will meet next during the January In-Service. On behalf of the faculty, Mr. Dillard offered best wishes for the Holiday Season and thanked the Board for the opportunity to speak with them during the fall semester.

**Dean of Ottawa Report:** Mark Eldridge, Dean of the Ottawa Campus, addressed the Board regarding current events on the Ottawa Campus. His report focused on the service area of Ottawa and all of Franklin County, the northern portion of Anderson County, and the southern portion of Douglas County and how we could better serve the citizens of that area. Mr. Eldridge addressed the need to serve more people during the days, meet various training needs in area business and industry, maintain relationships in key organizations and participate in economic development.

Mr. Eldridge reported that enrollment and credit hours generated this fall were slightly higher than the previous year and that enrollment for spring looked strong. He also reminded the Board of the need to hire a full-time science instructor. With the retirement of William Furst in May 2005, the administration will need to evaluate and determine the area of greatest need in the general educations classes before formulating the teaching position that Mr. Furst currently holds.

Mr. Eldridge reported he has been working with businesses, industries and organizations in the Franklin County area to develop survey instruments to see how the College can best meet the needs of the area.

**Dean of Finance and Student Services Report:** Sandi Solander distributed a Treasurer's report and Change in Fund Balance report for the month of November 2004. She told the Board that $212,500 had been transferred to the vocational fund from the general fund and that revenues and expenditures for the first five months of the fiscal year were they had been projected.

**KACCT Report**: Mark Watkins, Kansas Association of Community College Trustees representative, attended the quarterly meeting of that group last week in Kansas City. He reported that the trustees were concerned with the Kansas Board of Regents and that concurrent enrollment was an issue that they would be watching. The group also received a draft of the NORED Report which was requested by the KBOR to study higher education funding in Kansas. One suggestion from that report was that KBOR should be a policy board for higher education and there were several items to work out.

The State Treasurer also addressed the group regarding Learning Quest to support savings for student's education and concern about credit card use by college students. Blake Flanders, Kansas First, also spoke to the group about matching industry needs with available workers.

**President's Report**: President Vicky Smith reported that she had attended the KBOR meeting last month and that the Regents had approved the college's Performance Agreement for January 1 through December 31, 2005. The report had several recommendations that would impact community colleges. The System Council of Presidents will meet with the regents next week to discuss the report.

Dr. Smith also attended the SCOCAO meeting that dealt with concurrent enrollment. The Council of Presidents has been very concerned with three recommendations contained in the report; faculty credentials, student eligibility, and data collection/tracking. The first two issues to discussed and passed to accept revised language which was acceptable to the community college presidents.

Dr. Smith reported on several moves that will take place at the college. Dr. Inbody will be moving to the offices now occupied by music, theatre and development. New furniture has been ordered for that area also. Development will relocate to Dr. Inbody's present office and the music and theatre instructors will move into vacant faculty offices.

Dr. Smith invited the Board to attend her Christmas Open House on Sunday, December 19th from 3-5 p.m.

**Agenda Item VII-A: FCIP Letter of Intent**

At the direction of the board, a committee headed by the Dean of Planning and Operations investigated the FCIP-approved ESCO companies to determine which company best suited the college's proposed energy performance project. After involved discussions and presentations from finalists, and upon the advice of the FCIP Coordinator, Dale Worley, the President recommends the board enter a letter of agreement to perform an investment grade audit with Custom Energy of Overland Park, KS. Included with your board information is a binder that contains information about Custom Energy, their preliminary audit, and financial analysis.

Mr. Worley attended the meeting and explained the FCIP program. The state developed the program to address issues that the state had with their own facilities. Since its inception, over 80 million dollars in improvements have been made throughout state agencies. To date, Mr. Worley reported good results. Mr. Worley also stated that the Kansas Energy office had announced federal dollars were available for matching grants for energy audits up to $10,000.

**Resolution 2004-70**

RESOLVED, That the Board of Neosho County Community College enter the Facility Conversation Improvement Program and execute a letter of agreement with Custom Energy of Overland Park, KS to perform an investment grade audit.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Mr. Watkins called for a short break at 6:55 p.m. The meeting resumed at 7:10 p.m.**

**Agenda Item VIII-A: Computer Support Specialist Degree**

The Applied Science Division and the Curriculum Committee is proud to offer the second new program in five years, AAS in Computer Support Specialist. A computer support specialist is a "jack of all trades" in the computer area covering all areas from networking, to PC repair, to web page creation. This person would be ideal for small business that can only support a small technical services department.

This program was first selected for development through the Kansas Occupational Outlook (2010) that cited this career as one of the 10 most needed by the state of Kansas now and in coming years. A needs analysis was conducted by sending surveys to over 400 businesses in the service area. The results proved encouraging that businesses were in favor of NCCC adding the program and that they would be more likely to hire a "degreed" computer support specialist.

If approved, this program would move forward for Kansas Board of Regents approval before the February deadline and launch in Fall 2005.

The program will cost approximately $8,000 per year, mostly in adjunct instruction, making it a very inexpensive program requiring very few majors to be viable. All of this expense could easily be absorbed in the Perkins Grant.

As a side note, the technical writing course has greater usage than this program alone. It can serve as a component to many AAS programs. The Computer Support Specialist program sheet and course outline are on the following pages.

**Resolution 2004-71**

RSOLVED, That the Board of Trustees of Neosho County Community College approves the A.A.S. Computer Support Specialist degree.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

# AAS in Computer Support Specialist

Division: Applied Science

The Associate of Applied Science is a two-year degree for students who intend to seek immediate employment upon graduation. The Computer Support Specialist installs, maintains, and repairs computer hardware, software, and networks, and provides support services to system users. Duties of a computer support specialist typically include the diagnosis of system hardware and software failures and the performance of actions necessary to correct such problems.

**Prerequisites**

YOU WILL NEED TO DEMONSTRATE PROFICIENCIES IN READING, ENGLISH, AND MATHEMATICS BASED ON THE COMPASS ASSESSMENT TEST, ACT OR SAT SCORES, OR BY TAKING THE RECOMMENDED/REQUIRED CLASSES. SOME OF THE COURSES IN THIS CURRICULUM HAVE SPECIFIC PREREQUISITES. PREREQUISITES CAN BE FOUND ON THE REVERSE SIDE (GUIDE TO COMPLETING PROGRAM REQUIREMENTS) OR IN THE COLLEGE CATALOG.

**General Education (GE) Courses**

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art & humanities, mathematics, computer systems, and social & behavioral sciences.

**Program Core Courses**

Program core courses include CSIS 100 Microcomputer Business Applications or CSIS 130 Introduction to Computer Information Systems, CSIS 101 Web Page Design, ETEC 105 Introduction to Computer Networking, ETEC 146 Microcomputer Repair – Hardware, ETEC 147 Microcomputer Repair – Software, MGMK 148, 149, and 150 Introduction to Total Quality Management, ETEC XXX Computer and Network Security, and ENGL XXX Technical Writing.

**Program Elective Courses**

Program electives should be discussed with your faculty advisor and may be selected to fit your specific goals and requirements. Program electives include Computer Programming (CSIS 102 Visual Basic, CSIS 240 C++, CSIS 235 Pascal), CSIS 101 and CSIS 102 Microcomputer Applications I and II, CSIS 102 Advanced Web Page Design, ETEC 205 and 206 CISCO Networking III and IV, MGMK 101 Intro. to Business, MGMK 135 Human Relations and Supervision, and MGMK 250 Quality Management.

**Course Sequence**

The listing that follows is the suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another school, you should generally complete the courses listed under Semester I before moving on to Semester II. Please be sure to consult the course descriptions. It is very important to select the four-year college or university to which you intent to transfer no later than by the completion of thirty credits. Knowing the college or university could make a difference in which courses you select. Many courses are offered day and evening on both campuses.

## Associate of Applied Science

**recommended Sequence of Courses**

(Fall) Semester I

| | | |
|---|---|---|
| PSYC 100 | College Orientation | 1 |
| CSIS 100 | Microcomputer Bus Appl. Or CSIS-130 Intro to CIS | 3 |
| ETEC 146 | Microcomputer Repair-Hardware | 3 |
| ETEC 105 | Intro. to Networking | 3 |
| MGMK 101 | Intro. to Business | 3 |
| Program Elective Course(s) | | 3 |
| | Total - | 16 |

*(Spring) Semester II*

| | | |
|---|---|---|
| ETEC 106 | CISCO Networking II | 3 |
| ETEC 147 | Microcomputer Repair-Software | 3 |
| MGMK 135 | Human Relations & Supervision | 3 |
| ENGL 101 | English Composition I | 3 |
| Program Elective Course | | 3 |
| Program Elective Course | | 1 |

| | | |
|---|---|---|
| | Total- | 16 |

*(Fall) Semester III*

| | | |
|---|---|---|
| CSIS 101 | Web Page Design | 1 |
| ETEC XXX | Computer and Network Security | 3 |
| MATH 113 | College Algebra | 3 |
| ENGL XXX | Technical Writing | 3 |
| General Education Elective Course | | 3 |
| Program Elective Course | | 3 |
| Program Elective Course | | 1 |
| | Total- | 17 |

*(Spring) Semester IV*

| | | |
|---|---|---|
| CSIS 102 | Advanced Web Page Design | 3 |
| MGMK 148, 149, and 150 | Introduction to Total Quality Management | 3 |
| COMM 213 | Interpersonal Communications | 3 |
| Program Elective Course | | 3 |
| Program Elective Course | | 3 |
| | Total- | 15 |

| | |
|---|---|
| Total Program Credits | 64 |


**For more information contact:**

**Chad DeVoe, (620) 431-2820, ext. 226, CDEVOE@NEOSHO.EDU or**
**Linda Jones, (620) 431-2820, ext. 227, LJONES@NEOSHO.EDU**

*NEOSHO COUNTY COMMUNITY COLLEGE*

*ASSOCIATE OF APPLIED SCIENCE IN COMPUTER SUPPORT SPECIALIST*

*Guide to Completing Program Requirements*

Directions: **As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for graduation. When you have completed 47 credits of the courses listed, start the graduation audit process by contacting your program faculty advisor. You should complete a graduation application in your last semester of courses.**

| **CORE REQUIREMENTS** (7 cr) | Course Prerequisite | Credits Hrs Completed/ Transferred | Semester Completed | Grade Earned |
|---|---|---|---|---|
| ENGL 101 (3 cr) | ENGL 021 or assessment test score | | | |
| CSIS 100 or CSIS 130 (3 cr) | | | | |
| PSYC 100 (1 cr) | For first time, full time freshmen | | | |
| GENERAL EDUCATION ELECTIVES (12-25 cr) | | | | |
| MATH 113 College Algebra (3 cr.) | | | | |
| ENGL XXX Technical Writing (3 cr.) | | | | |
| COMM 213 Interpersonal Communications (3 cr.) | | | | |
| General Education Elective (3 cr.) | | | | |
| | | | | |
| TECHNICAL KNOWLEDGE HOURS (42-47 cr. including program elective courses)) | | | | |
| CSIS 101 Web Page Design (1 cr.) | | | | |
| CSIS 102 Advanced Web Page Design (3 cr.) | | | | |
| ETEC 105 Intro. to Networking (3 cr.) | | | | |

| | | | | |
|---|---|---|---|---|
| ETEC 106 CISCO NETWORKING II (3 CR.) | | | | |
| ETEC 146 MICROCOMPUTER REPAIR – HARDWARE (3 CR.) | | | | |
| ETEC 147 MICROCOMPUTER REPAIR - SOFTWARE (3 CR.) | | | | |
| ETEC 220 COMPUTER AND NETWORK SECURITY (3 CR.) | | | | |
| MGMK 101 INTRO. TO BUSINESS (3 CR.) | | | | |
| MGMK 135 HUMAN RELATIONS AND SUPERVISION (3 CR.) | | | | |
| MGMK 148, 149, 150 INTRO. TO TQM (3 CR.) | | | | |
| | | | | |
| **PROGRAM ELECTIVE COURSES** (17 CR. HRS.) | | | | |
| CSIS 101 MICROCOMPUTER APPLICATIONS I (1-3 CR.) | | | | |
| CSIS 102 MICROCOMPUTER APPLICATIONS II (1-3 CR.) | | | | |
| CSIS 102 VISUAL BASIC (3 CR.) | | | | |
| CSIS 240 C++ PROGRAMMING (3 CR.) | | | | |
| CSIS 250 PASCAL PROGRAMMING (3 CR.) | | | | |
| ETEC 205 CISCO NETWORKING III (3 CR.) | | | | |
| ETEC 206 CISCO NETWORKING IV (3 CR.) | | | | |
| MGMK 250 QUALITY MANAGEMENT (3 CR.) | | | | |
| | | | | |
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| | | | | |
| | | | | |
| **DEVELOPMENTAL COURSES** (*as needed by test score) | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL PROGRAM CREDIT HOURS (64 CR MINIMUM) | | | | |

COMMENTS: (INCLUDING CURRICULUM VARIANCES)

**Course Syllabus**

## *COURSE IDENTIFICATION*

| | |
|---|---|
| Course Prefix/Number: | CSIS 102 |
| Course Title: | Advanced Web Page Design: FrontPage |
| Division: | Applied Science |
| Program: | Computer Support Specialist |
| Credit Hours: | 3 |
| Initiation/Revised Date: | Fall 2004 |

CLASSIFICATION OF INSTRUCTION

x Vocational

## *COURSE DESCRIPTION*

This course is designed to serve the needs of individuals who are interested in learning advanced concepts and techniques in the analysis, design, development, implementation and evaluation of Web pages and applications. Students will learn advanced concepts and techniques of tables, graphics, animation, audio/video, forms, and databases. The latest in Web, graphic, and animation design software programs will be utilized.

## *PREREQUISITES AND/OR COREQUISITES*

The student must have completed CSIS 101 Web Page Design (1 cr. hr). or have permission from the instructor.

## *TEXTS*

**The Web Warrior Guide to Web Design Technologies.** Gosselin, Sklar, Slaybaugh, Guthrie, Soe, and Lopez.
Thompson-Course Technology. 2003.

OTHER REFERENCES

Books/Textbooks
**Microsoft Office FrontPage 2003 Inside Out.** Buyens, Jim. Microsoft Press, 2003.

**HTML: Complete Concepts and Technology**. Shelly-Cashman-Dorin-Quasney. ©2000. Course Tech.

## COURSE OUTCOMES/COMPETENCIES

*At the end of this course, a student should be able to do the following:*
**Outcome 1: Analyze, Design, Develop and Implement an Advanced Web Site with advanced components.**
Competencies:

1. Create a Web page template for efficiency and consistency.
2. Design an advanced web site page layout scheme with HTML editors Microsoft Front Page 2003.

3. Create pages within the site that are XHTML compliant.
4. Create advanced graphic files typical of web pages using Adobe Photo Shop.
5. Discuss the importance of using the ADDIE model and how this model affects the web design process.
6. Create complex databases and forms using Microsoft Access and Microsoft Front Page.

**Outcome 2: Incorporate advanced multimedia within a web site.**
Competencies:
1. Create an animation using Macromedia Flash.
2. Incorporate a Flash animation into a Web page.
3. Create cascading style sheets and style rules.
4. Use Dynamic HTML to create dynamic animation and other Web page effects.
5. Create a movie clip for the Windows Media Player and Real Player.
6. Design custom animations and sound files using Windows Media Player.

**Outcome 3: Use advanced programming to create dynamic content.**
Competencies:
1. Use JavaScript to create dynamic content on a Web page.
2. Use HTML to code original scripts.
3. Understand and implement basic HTML coding principles in the web site.

**Outcome 4: Publish a website to a server.**
Competencies:
1. Publish a website in Microsoft FrontPage 2003 and upload a website to FrontPage 2003 by using the FTP transfer program.
2. Publish a website in Dreamweaver using FTP.

**Outcome 5: Explore future web design possibilities.**
Competencies:
1. Explore career opportunities in Web design and development.
2. Explore membership opportunities for professional growth.
3. Explore certification opportunities in Web design.

## *COURSE OUTLINE*

**I. XHTML: Part I**
1. Distinguish between HTML and XHTML.
2. Describe various elements and attributes.
3. Choose a web design project and implement good design skills.
4. Create a Web page using basic body elements.
5. Create Links on a Web page.
6. Validate Web pages using the W3C markup validation service.
7. Create complex databases and forms in FrontPage 2003.

**II. XHTML: Part II**
1. Format text and phrase elements.
2. Add images to Web pages.

3. Create bulleted, numbered, and definition lists.
4. Create a frames page.
5. Create simple tables.
6. Build forms that send data to an e-mail account.

**III. Photoshop & Image Ready: Part I**

1. Identify the various tools associated with the Photoshop interface.
2. Create an image using filters.
3. Create an image using layers.
4. Create an image using text.
5. Scale an image.
6. Change the dimensions of an image.
7. Fix a scanned image with poor contrast.
8. Fix a scanned image with muddy colors.
9. Fix a scanned image with blemishes.
10. Use the Dust & Scratches.
11. De-emphasize the background of an image.
12. Use the Sponge tool to saturate an image.
13. Use the Clone tool to remove unwanted image elements.
14. Optimize an image in GIF format.
15. Optimize an image in JPEG format.

**IV. Flash**

1. Work with the Flash environment including the Stage, menu bar, Toolbox, panels, and Property inspector.
2. Change the properties of a document.
3. Create shapes such as ovals and rectangles.
4. Draw lines using the line tool.
5. Draw shapes with the pencil tool.
6. Use the Pen tool to draw paths.
7. Draw strokes and paint fills.
8. Select and modify objects.
9. Create and manipulate text.

**V. Cascading Style Sheets: Part I**

1. Use the style attribute and element.
2. Link to an external style sheet.
3. Build a basic style sheet.
4. Combine style rules with your HTML code.
5. Use CSS selectors to apply style rules.
6. Use the  and  elements with CSS style rules.

**VI. Cascading Style Sheets: Part II**

1. Describe CSS measurement values.
2. Format text with the CSS font properties.
3. Use the CSS margin, padding, and border properties.
4. Add color with the CSS color properties.

**VII. JavaScript: Part I**

1. Describe how the JavaScript programming language works.
2. Add JavaScript to an HTML document.
3. Create a simple JavaScript program.
4. Create a JavaScript source file.
5. Work with and modify variables.
6. Define and call functions.
7. Create an HTML document that incorporates JavaScript handlers.

**VIII. JavaScript: Part II**

1. Identify various JavaScript data types.
2. Use expressions and arithmetic, assignment, comparison, conditional, and logical operators.
3. Create an HTML document that uses strings.

**IX. Dynamic HTML and Animation**

1. Explain the Document Object Model.
2. Work with the image object.
3. Use image caching.
4. Use JavaScript with CSS style.
5. Use CSS positioning in Netscape and Internet Explorer.

X. **Publishing website to server.**

1. Publish the website in FrontPage 2003 in FTP.
2. Implement and Evaluate Website.

## *INSTRUCTIONAL METHODS*

1. Explanation and active participation of the concepts introduced in each unit.
2. Computer demonstrations.
3. Group activities including XHTML building steps and Java Script Tag.
4. Completion of exercises and lessons from the textbook.
5. Multi-media tutorials.

## *STUDENT REQUIREMENTS AND METHOD OF EVALUATION*

1. Attendance is important for successful completion of the course.
2. Students will be responsible for reading any textbook or handout information, as well as, for completing each computer lab assignment by the deadline determined by the instructor.
3. Students are expected to access appropriate computer and software on an individual basis if class does not permit ample lab time.

GRADING SCALE

The final grade is this course will be based on activities, review questions, exams, and projects.

The grading scale is as follows:

| | |
|---|---|
| 90%-100% | A |
| 80%-89% | B |
| 70%-79% | C |
| 60%-69% | D |
| Less than 60% | F |

**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 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**

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.

## *ASSESSMENT OF STUDENT GAIN*

Pre-assessment ideally begins during the advisement and enrollment process with the advisor and/or instructor interviewing the student to determine the proper level of placement. During the first two weeks of a normal semester, students are observed and/or interviewed and assignments are examined to determine needed competency development. Post-assessment to determine gain in outcomes mastery will be measured at the end of each unit of study.

**NOTE:**

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

**NOTE:** If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need special accommodations or assistance, please notify the Dean of Students, Chanute Campus, Student Union, 620-431-2820 ext. 214, as soon as possible. As necessary, the Dean will review documentation about your disability and determine the need for the accommodations you are requesting. The Dean and the Director of Basic Skills will then assist you in planning for any necessary accommodations. The Dean will notify your instructors of the accommodation plan.

**Course Syllabus**

## *COURSE IDENTIFICATION*

Course Prefix/Number: ETEC XXX
Course Title: Computer and Network Security
Division: Applied Science
Program: Computer Support Specialist
Credit Hours: 3
Initiation/Revised Date: Fall 2004

CLASSIFICATION OF INSTRUCTION

Vocational

## *COURSE DESCRIPTION*

This course will provide an introduction to the many aspects of computer and data network security, and information assurance. The course will examine the rationale and necessity for securing computer systems and data networks, as well as methodologies for implementing security, security policies, best current practices, testing security, and incident response. Course concepts are reinforced by demonstrations and research assignments.

## *PREREQUISITES AND/OR COREQUISITES*

***CSIS 130 Introduction to Computer Information Systems or***
***CSIS 100 Microcomputer Business Applications***

## *TEXT*

*Security+ Guide to Network Security Fundamentals* by Paul Campbell, Ben Calvert, and Steven Boswell (Course Technology, 2003)

## COURSE OUTCOMES/COMPETENCIES

Upon completion of this course, students will be able to:

*Outcome 1:*

*Identify the major components of computer and network security, and information assurance.*

Competencies:

- Install Firewalls
- Install Proxy servers
- Assess Vulnerability

**Outcome 2:**

**Explain the importance of security policies and user awareness to the "secure" operation of a network and the positive impact on an organization.**

Competencies:

- Detect Intrusions
- Take Appropriate Countermeasures

**Outcome 3:**

**Describe the security vulnerabilities of common operating systems and data protocols, as well as countermeasures and other ways to mitigate the vulnerabilities.**

Competencies:

- Define Viruses
- Define Worms
- Define Trojan horses

**Outcome 4:**

**Articulate a security strategy for a given networking environment.**

Competencies:

- Assess Vulnerability
- Install Firewalls
- Install Proxy servers

**Outcome 5:**

**Identify ways in which to keep current on security events and notices.**

Competencies:

- Monitor chat rooms
- Read newsletters

**Outcome 6:**

**Describe the ethical and legal considerations associated with "attacking" computer systems and networks.**

Competencies:

- Identify types of hackers
- Define ethical hacking

**COURSE OUTLINE**

The main objective of this course is to provide the student with an understanding of the importance of security when implementing computers, servers, and networks. The course will cover a large set of topics, including:

I. Principles of computer security - Passwords, identification
II. Basic cryptography and certificates
III. Authentication
IV. Secure network protocols (Kerberos, SSL)
V. Program security
   A. Bug exploits
   B. Malicious code: viruses, worms, Trojan horses, and more
VI. Attacks and defenses on computer systems
   A. Firewalls
   B. Intrusion detection
   C. Proxy servers
   D. Vulnerability assessment
   E. Countermeasures

VII. Operating system security (Windows NT/2000 and Unix)
VIII. TCP/IP security
IX. Virtual private networks
X. Ethical and legal issues in computer security

## INSTRUCTIONAL METHODS

1. Explanation by the instructor of important concepts.
2. Class discussion of course material.
3. Using microcomputers to solve specific application problems.
4. Several forms of instructional media and class activities to show computer applications.

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The final grade in this course will be determined by homework assignments, lab exercises, major exams, and the final exam using the following percentages.

Lab Exercises ..... 40%
Major Exams ..... 40%
Final Exam ..... 20%

GRADING SCALE

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
0 - 59% = F

**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 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**

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.

ASSESSMENT OF STUDENT GAIN

Pre-assessment ideally begins during the advisement and enrollment process with the advisor and/or instructor interviewing the student to determine the proper level of placement. During the first two weeks of a normal semester, students are observed, interviewed, and/or tested to determine needed competency development. Post-assessment to determine gain in outcomes mastery will be measured at the end of each unit of study and/or at the end of the course.

**NOTE:**

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

**NOTE:** If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need special accommodations or assistance, please notify the Dean of Students, Chanute Campus, Student Union, 620-431-2820 ext. 214, as soon as possible. As necessary, the Dean will review documentation about your disability and determine the need for the accommodations you are requesting. The Dean and the Director of Basic Skills will then assist you in planning for any necessary accommodations. The Dean will notify your instructors of the accommodation plan.

**Course Syllabus Technical Writing**

## COURSE IDENTIFICATION

Course Prefix/Number:
Division:
Program:
Credit Hours: 3

## CLASSIFICATION OF INSTRUCTION

Academic

## COURSE DESCRIPTION

This course offers practice in organizing, structuring, and presenting ideas in a professional style. Emphasis is placed on developing skills for writing technical reports, instruction manuals, and business documents. Experience in designing and incorporating figures, graphs, tables, and charts into reports will be included.

## PREREQUISITES/COREQUISITES

ENGL 101 English Composition I

## TEXTS

## COURSE OUTCOMES/COMPETENCIES

**Outcome I**
Students will demonstrate an ability to apply the proper techniques for writing, proofreading, editing, and revising technical documents

**Outcome II**
Students will demonstrate an ability to design a technical document that successfully targets an audience and incorporates graphics

**Outcome III**
Students will demonstrate an ability to work collaboratively on a technical document

**Outcome IV**
Students will demonstrate an ability to document Internet and other resources in a technical document

## COURSE OUTLINE

Introduction of course: Roles of the technical writer
Differences in technical writing and other styles of writing (composition, journalism, and creative writing)
Proofreading, editing, revising
Incorporating Graphics in Technical Writing
Complete a Technical Description
Complete a Feasibility Report
Complete a Brochure
Complete an Instruction Manual

Complete a Group Recommendation Report

## INSTRUCTIONAL METHODS

Includes lectures, class discussions, text reviews, group activities, audiovisuals, library assignments, daily assignments, research, handouts, quizzes, and peer critiques

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Reading Quizzes, Exercises, & In-class participation -15%
Exams – 20%
Technical Description -10%
Feasibility Report -10%
Brochure – 15%
Instruction Manual – 15%
Group Recommendation Report -15%

## GRADING SCALE

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

## ASSESSMENT OF STUDENT GAIN

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

### 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.

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**AAS - Computer Support Specialist**
Program Outcomes:

Upon completion of the Associate in Applied Science Degree -- Computer Support Specialist, the graduate should be able to do the following:

1. Install, maintain, and repair computer hardware, software and systems.

2. Provide support services to system users.

3. Diagnose system hardware or software failures and perform remedial actions to correct these problems.

4. Communicate effectively using verbal, written, and electronic means.

5. Demonstrate knowledge of hardware installation and diagnostics with a focus on computer networking.

6. Design, install, troubleshoot, and maintain computer networks.

**Agenda Item VIII-B: Copier Equipment Bids**

The copying at the College is decentralized and non-metered. This means that there are copiers in each of the buildings as well as two high volume copiers for all-campus use in Sanders Hall. Faculty and staff (including staff from grant programs) have the convenience of using any of these copiers whenever they wish. The cost of the copies is taken out of a single College-wide account, not charged-back to the department of the person who made the copies.

A committee has been interviewing various copier vendors and asking them to make suggestions as to how we can cut costs, track who is making the copies so we can charge back costs to departments, and have a more judicious use of our dollars.

All of the vendors suggested centralizing the copying function. They felt the College should put high speed copiers in a central place and have a person operate them. In addition, they suggested "metering" the machines so that the College can track who uses them and charge back the costs to the department that makes the copies. This is particularly important since the College could recoup the costs for copies made by individuals in grant programs, i.e., let the grant pay for the copies instead of the College.

In addition to the copy center, the College would be placing in the various buildings copiers that could be used to make one or two copies. These copiers would not be very fast and would not have all of the "bells and whistles" capabilities that the copy center copies would.

Sealed bids for the College's copying needs were solicited from seven vendors. After the bids were received, the administration recommended Digital Connections, Incorporated. The other two vendors that submitted bids did not meet the bid specifications.

**Resolution 2004-72**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the bid from Digital Connection, Inc. to provide copiers for the College as outlined in their bid.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Agenda Item VIII-C: Office Services Clerk (new position)**

All of the copy machine vendors contacted in the bidding process mentioned previously indicated potential savings from centralizing all copy functions, which generally results in a significant reduction in the number of copies made. Centralizing the copy functions for the Chanute campus will require, however, an individual to continuously monitor, coordinate and maintain the centralized copy center. This new position's copy center responsibilities would not only include primary operation of the various photo copy equipment, but also routine preventative maintenance, simple problem resolution, and service call coordination for all copy center equipment. Projected savings from decreased per copy charges made possible by the new copier lease (approved in agenda item VIII-B), as well as possible decreased usage from centralized copy functions, will be used to fund the new position.

In addition to coordinating the copy center activities, the Office Services Clerk would distribute incoming mail, process outgoing mail, maintain a supply inventory for copiers, PC and technology equipment and general office supplies, and minimal technology hardware support functions. The copy center will be located in the current copier room in Sanders Hall administrative offices. It is anticipated the copy center will eventually be located in the office presently used by Noretta Lawrence.

**Resolution 2004-73**

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding a new position, office services clerk, under the supervision of the Dean of Operations and Planning.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

Offices Services Clerk
Reports to: Dean of Planning and Operations
Organizational Unit: Clerical-non-exempt
Salary Range: $7.00-$8.50 per hour
Revision Date: December 2004

This position performs a variety of office services for the college and reports to the Dean of Planning and Operations under his general supervision. Major duties consist of: coordination and implementation of general copying and printing services in the copy center, mailroom processing functions, maintaining appropriate office supply inventory including copier, PC and technology equipment supplies and general office supply, and some minimal technology hardware support functions.

Essential Functions:

1. Coordinate/perform Copy Center/Mailroom activities including (but not limited to) making and distributing copies in a timely and accurate manner, handling incoming and outgoing mail, and maintaining office supply inventories.
2. Operate various photocopy equipment in order to complete duplication orders for copy center customers; readjusts machine according to requirements of each copy order. Communicate status of order through email or voice when necessary.
3. Load machines with paper and supplies as necessary.
4. Perform related work such as collating, stapling, assembling, stuffing, cutting, punching, folding and paste-ups as job requires.
5. Fasten sheets together to prepare books, magazines, bulletins and other publications using machine stapler or inserting binding strips into punched holes as necessary.
6. Prepare and package jobs by stacking, boxing or wrapping for delivery to customer as necessary.
7. Perform routine maintenance, adjustments and minor repairs on equipment. Place calls to vendors for service problems.
8. Process, prepare, sort and distribute incoming and outgoing mail as necessary. Coordinate bulk mail processing for all departments.
9. Coordinate UPS/Fed Ex shipments with the maintenance supervisor.
10. Ensure all mail slots are up-to-date with active employees.
11. Monitor and proactively maintain appropriate levels of various office supplies including daily calculation of current inventory available using centralized database spreadsheet.
12. Order and maintain appropriate levels of copy center/technology supplies including (but not limited to) paper, toner, toner cartridges, drums, CD’s, DVD’s, batteries, and general office supplies on a weekly basis.
13. Coordinate delivery of supplies to convenience copiers on a daily basis with the maintenance supervisor.
14. Work with and train key operators of convenience copiers to check and clean platen glass, and add or change toner as necessary.
15. Coordinate and maintain copier/postage/fax security access codes, training and user lists.
16. Maintain record of copier requisitions and postage usage.

17. Prepare monthly billings for postage and copy charges and bill back to individual departments at the direction of the Dean of Finance and Dean of Planning and Operation.
18. Maintain copier/postage/fax machine user documentation, procedures, and materials.
19. Assist with miscellaneous technology support at the direction of the Dean of Planning and Operations and in conjunction with the Technology Services Support Technician.
20. Perform other miscellaneous duties as assigned by the Dean of Planning and Operations.

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 and employees.
2. Ability to appropriately exercise independent initiative and judgement.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to learn and complete routine maintenance tasks.
5. Good working knowledge of copier machine operations.
6. Some knowledge of personal computer applications and hardware would be helpful.

Education and Experience

- High school diploma or equivalent
- 2-3 years experience in either a copy center or mail center; or day-to-day experience in the copy and mail functions as part of another administrative support function
- Experience with MS Outlook and Excel preferred

Working Conditions

1. The noise level in the work environment is moderately noisy.
2. While performing the duties of this job, the employee is constantly required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Ability to occasional lift and transport boxes weighing 20-40 pounds is required.
6. Ability to reach and work overhead on an occasional basis is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

**Agenda Item VIII-D: Appointment of Human Resources Director**

One of the items mentioned by the North Central Accreditation Team was the need for a full-time Human Resources person. It was the President's recommendation that the Board approve the appointment of Brenda Rowe as Director of Human Resources. Ms. Rowe has been employed by the College since May of 1980 and is currently the comptroller in charge of accounts payable, payroll, insurance, KPERS and a variety of other tasks.

Ms. Rowe has agreed to the new position in which she would continue to process payroll and related reports, insurance, and KPERS. In addition she would handle the HR duties including placing employment ads, duties related to search committees and new hires, and oversee compliance with state and national employment law. Ms. Rowe would be paid $35,000 per year as the Human Resources Director.

**Resolution 2004-74**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the appointment of Brenda Rowe as Human Resources Director at a salary of $35,000 per year.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Agenda Item VIII-E: Appointment of Office Services Clerk**

Earlier in the agenda the Board approved the new position of Office Services Clerk. It was the President's recommendation that the Board appoint Gloria Beeman to the new position. Ms. Beeman is currently the cashier/switchboard operator and has agreed to the new position assignment under the supervision of the Dean of Operations and Planning.

Ms. Beeman's hourly rate will be increased from $7.81 per hour to $8.00 per hour.

**Resolution 2004-75**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the appointment of Gloria Beeman to the position of Office Services Clerk at an hourly rate of $8.00 per hour.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Agenda Item F.: Appointment of Cashier/Financial Aid Specialist**

It was the President's recommendation that the Board appoint Mary Bulk as the Cashier/Financial Aid Specialist. Ms. Bulk is currently the manager of the NCCC Bookstore and has agreed to the new position.

In addition to cashier responsibilities, Ms. Bulk will answer questions and telephone calls regarding general student financial aid. She will forward questions to the Financial Aid Specialist and Financial Aid Director that requires their expertise to answer. This will allow the Financial Aid department to spend more time processing aid, and students will be better served.

Ms. Bulk is currently paid $24,443.00 per year with administrative benefits. There will be no change in her compensation. A revised job description is on the following page.

**Resolution 2004-76**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the appointment of Mary Bulk as Cashier/Financial Specialist at an annual salary of $24,443.00.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**CASHIER/~~SWITCHBOARD/MAIL/~~FINANCIAL AID SPECIALIST**

Reports to: ~~Comptroller~~ Chief Financial Officer
Organizational Unit: ~~Clerical, non-exempt~~ Administrative, Exempt
Salary Range:
Revision Date:

This position reports to the ~~Comptroller~~ Chief Financial Officer. Duties include, but are not limited to:

1. Receive and receipt all revenue including student payments, automatic bank deposits, bookstore deposits, and other income;

2. Balance cash box and make bank deposits;

3. Enter all manual receipts on accounts receivable and general ledger monthly;

4. Provide petty cash moneybags for ball games, outreach enrollments, etc.;

5. Complete installment payment forms for students making payments;

6. Update student accounts when financial aid is disbursed, i.e., Pell grants, SEOG's, and loans;

7. Mail letters to people who have given insufficient fund checks;

8. Make change for students/staff as requested;

~~9. Answer the switchboard in a courteous, friendly manner and transfer calls;~~

~~10. Answer questions regarding class and faculty schedules, NCCC activities and community activities held on campus;~~

~~11. Mail catalogs and class schedules when requested;~~

~~12. Assist NCCC employees and the public with problems with the phone system, including recording voice mail prompts, retrieving messages and phone programming, and reporting unsolvable problems to telephone provider;~~

~~13. Order supplies for copier, call for service repair when necessary, help employees with fax and postage machines, train and supervise work study student to help with telephone, filing, and typing;~~

~~14. Pick up mail in library and distribute mail to boxes in administrative office;~~

15. Sort and file documents and records;

16. Provide contact point for financial aid inquiries;

17. Triage phone calls and walk-ins and coordinate their contact with Financial Aid/Director/Specialist when their assistance is needed.

18. Perform other duties as assigned by the ~~Comptroller~~ Chief Financial Officer.

**Agenda Item VIII-G: Nursing Instructor-Chanute**

The Nursing Program at Neosho County Community College continues to be the one of the most important and vital programs that the college offers. The number of students accepted to the Chanute program has risen from 38 in 2001 to 90 today. In fact, the program was authorized to increase the number of Chanute Nursing I students from 40 to 45 this year. This growth, while positive, has also resulted in some growing pains:

- The ability to find and train the 23 clinical instructors needed at various locations has been problematic, especially due to the rapid turnover in those positions.
- The college has lost four full time nursing faculty members in the last 18 months due to cited added stress in the position and noncompetitive pay with working nurses. Good nursing instructors are not easy to replace.
- The nursing program was negatively cited by the National League of Nursing for too great of work expectations on the director of the program and its faculty. This required a monitoring report by the college.

The nursing faculty asked Karen Gilpin to look into ways of adding additional full-time faculty members in order to elevate these growing pains. Due to financial constraints, simply adding another full-time instructor and its $40,000 associated cost (with benefits), was not feasible. However, Director Gilpin creatively found funds that would cover all but approximately $7,000 of this cost while raising the quality level of instruction.

This new position would replace the need for adjunct instruction for both lecture and clinicals in five classes. Additionally, the instructor could relieve necessary overloads for our current full-time instructors. This would result in a savings of $19,670, while adding the capability to offer the Pharmacology class to the Chanute campus and thereby generate more credit hours for the program.

This semester, Karen signed an agreement with Overland Park Regional Medical Center to provide a clinical instructor to the college free of charge throughout the year, which will save the college $13,249 annually in adjunct instruction.

These two savings total $32,919, leaving only $7,081 needed. With greater course efficiency and other savings the college has realize this is an attainable amount. Essentially if approved, the nursing program is getting another full time faculty member for approximately $7,000. Considering all that a full time instructor does compared to the numerous part timers, it would seem a bargain.

This nine month faculty member would be located in Chanute and would assume normal instructor duties, heavily skewed toward clinical instruction.

**Resolution 2004-77**

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding a nursing position at the Chanute campus as outlined above.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Agenda Item VIII-H.: Nursing Instructor**

It was the President's recommendation that the Board of Trustees employ Brenda Schoenecker as nursing instructor for the Chanute campus. Ms. Schoenecker holds a Master of Science in Nursing, Family Nurse Practitioner degree from Wichita State University, BS in Nursing from Pittsburg State University, Associate of Applied Science in Nursing from Neosho County Community College and is a Certified Massage Therapist.

Ms. Schoenecker is presenting employed by Treatment Alternatives as a family nurse practitioner. She has also worked for Southeast Kansas Internal Medicine Associates, Kid-Screen, Wilson County Health Department, Coffeyville Regional Medical Center, and Fredonia Regional Hospital.

Ms. Schoenecker would be placed at MS-15 on the faculty salary schedule, or $36,048.

**Resolution 2004-78**

RESOLVED, That the Board of Trustees of Neosho County Community College employ Brenda Schoenecker as a nursing instructor at MS-15 level.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Agenda Item VIII-I: Conveyance for Street Right-of-Way**

The City of Chanute has requested that the College approve two (2) separate Conveyances For Street Right-of-Way so that it can pave Allen Street south of 14th Street. The property deeded by the College would be twenty (20) feet off of the east side of the two lots owned by the College south and west of the main campus lying immediately south of 14th Street.

Mr. Pringle has reviewed the documents and recommended that the request be brought before the Board. Absent a determination that conveyance of the 20 foot strip and the resulting widening of the road would impair marketability or value of the property owned by the College, Mr. Pringle recommends approving the Conveyances.

**Resolution 2004-79**

RESOLVED, That the Board of Trustees of Neosho County Community College approves the City of Chanute's request and conveys two (2) separate Conveyances For Street Right-of-Way on Allen Street south of 14th Street.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Agenda Item VIII-J.: Proposed Policy for Military Reserves Called to Active Duty**
(first reading)

As more and more of our area military personnel are called to active duty, we found that some of those military personnel are students at NCCC. The College does not have a policy that would allow them to withdraw and receive a 100% refund of their tuition and fees. In addition, we have no policy that allows a "W", i.e., withdraw grade be assigned unless their withdrawal occurs during our official drop/add period. The policy also allows the faculty to assign an Incomplete grade and extend beyond the nine week deadline time for the student to complete their work.

There has been at least one student who has notified the registrar that he is being called to active duty. A committee worked on developing a policy to guide the institution in such situations. The recommendation came before the Executive Committee and they recommended forwarding it to the Board.

This will be the first reading of this policy.

**Military Reserves Called to Active Duty**

Neosho County Community College realizes that students who are members of the military reserves may be called to active duty. This policy is provided in order to minimize disruptions or inconveniences for students fulfilling their military responsibilities.

Any student called to active military duty may withdraw from all courses and receive a 100 percent refund of tuition and fees. Housing and board charges will be prorated. Alternatively, with the permission of the instructor(s), a student may receive an incomplete for the courses not completed, with an extended period of time to complete the course beyond the usual 9 weeks allowed. Either alternative may occur anytime during the semester through the end of final examinations. If the student chooses to withdraw from his/her courses during the designated drop/add period of the semester, no entry will be made on a student's transcript. If the student withdraws anytime after the designated add/drop period, the grade of "W" will be assigned. Students receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid. A student's request to withdraw must be made within one week of being called to active duty and may be made by either the student or other party who can provide proof of legal authorization to act upon the student's behalf.

This policy will appear on the January Board Agenda for action.

**Amended Agenda Item VIII-K: Personnel**

**1. Resignation**

Brett Bright, Dean of Student Development/Athletic Director, has submitted his resignation effective December 31, 2004. It was the President's recommendation that the Board accept Mr. Bright's resignation.

**Resolution 2004-80**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Brett Bright effective December 31, 2004.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**2. Resignation**

It was the President's recommendation that the Board accept the resignation of Oscar Sims as assistant coach for men's and women's soccer and resident hall assistant. Mr. Sims will be leaving at the end of the fall semester.

**Resolution 2004-81**

RESOLVED, That the Board of Trustees of Neosho County Community College accept the resignation of Oscar Sims effective December 17, 2004.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Amended Agenda Item VIII-K: Personnel**

**3. Athletic Director/Soccer Coach**

With the resignation of Brett Bright, Dean of Student Development/Athletic Director, it provided an opportunity to review the duties and placement in the organization of that position. In discussing the Athletic Director role with Mr. Bright and Steve Murry, the assistant AD, Dr. Inbody, Sandi Solander and Ben Smith, they recommended that the Athletic Director's position be an administrative position, to decouple it from the Dean's position, and to combine the AD position with one of the head coaches' position. The President concurred.

The next step was to identify if there was on staff a head coach who could move into this role. The consensus was that there was one person. All who were consulted recommended Michael Kiefer, the current men's and women's soccer coach as that person. Mr. Kiefer has a Masters degree in Physical Education/Sports and Exercise Science, including several graduate courses in sports administration. He is very organized, trustworthy, and has integrity. He is respected by the other coaches. When the President discussed the position with him, she was impressed with his vision of the athletic programs as important in the learning of the student. He indicated that if he was appointed by the Board, he would remain for several years, thereby providing continuity in the AD position.

Mr. Kiefer would assume the additional duties of Athletic Director January 1, 2005. He would be paid $40,480.00 on a 12-month contract as AD and men's and women's soccer coach.

**Resolution 2004-82**

RESOLVD, That the Board of Trustees of Neosho County Community College approve the appointment of Mike Kiefer as Athletic Director and Soccer Coach for men and women at an annual salary of $40,480.00.

**The motion was made and seconded that the above resolution be approved. Motion passed unanimously.**

**Agenda Item X: Adjournment**

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

| | |
|---|---|
| Mark Watkins, Co-Chair | Terri Dale, Clerk |