

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

**DATE:** October 14, 2004

**TIME:** 5:30 p.m.

**PLACE:** Student Union, room 209

**PRESENT:** Kevin Berthot  
Kathy Fryd  
Mariam Mih  
David Peter  
Mark Watkins

**ABSENT:** Robert Thomen

**PRESENT:** Dr. Vicky R. Smith, President  
Dr. Brian Inbody, VP of Student Learning  
Sandi Solander, Dean of Finance/Student Services  
Brenda Krumm, Dean of Outreach/Workforce Development  
Brett Bright, Dean of Student Development/AD  
Mark Eldridge, Dean of Ottawa Campus  
Ben Smith, Dean of Planning and Operations  
Karen Gilpin, Director of Nursing  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Tom Wilmoth, Chanute Tribune

**III. Public Comment**

There were no speakers.

**III. Approval of the Agenda**

Mr. Peter asked to strike the faculty senate report as requested by Dean Dillard, Faculty Senate President.

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

**IV. Consent Agenda**

The following items were proposed to be approved by consent.

- A. Minutes from September 9, 2004
- B. Claims for disbursement for September 2004
- C. Master Course List

Each semester we are required to submit any revisions to our Master Course List to the Kansas Board of

Regents. The following revisions are for Board approval prior to forwarding to KBOR.

Biology I and Biology I Lab course numbers have been revised to BIOL 251 and BIOL 252.

Pathophysiology is a course that is not required as part of our AAS in Nursing, but is required as part of the Bachelors in Science in Nursing (BSN). The nursing department advises everyone interested in getting the BSN to take the course from NCCC along with a handful of other courses to better prepare themselves for transfer. The course has been taught for a few years as an allied health course with the designation of ALI 108. This is our allied health "open curriculum" course or seminar course number that allows the college to offer various courses before making the commitment to offer the course permanently. The nursing department expressed interest in owning the course and voted to make it permanent. The curriculum committee concurred. After approval, Pathophysiology will be listed as NURS 230.

The course syllabus is on the following pages.

## **COURSE SYLLABUS**

### ***COURSE IDENTIFICATION***

Course Prefix/Number:	NURS 230
Course Title:	Pathophysiology
Division:	Nursing
Program: Nursing	
Credit Hours:	3.0
Initiation/Revised Date:	Fall 2004

### **CLASSIFICATION OF INSTRUCTION**

#### ***Academic***

### ***COURSE DESCRIPTION***

This course is designed to introduce students to altered physiologic concepts affecting individuals and the biologic basis for disease. It is designed for students or practitioners in nursing or other allied health professions who wish to increase their understanding of the changes occurring in physiology due to an abnormality.

### ***PREREQUISITES AND/OR COREQUISITES***

Evidence of successful completion of **one or more** of the following courses with a final grade of C or high BIOL 111 General Biology; BIOL 155 Biology I; BIOL 201 Human Anatomy; BIOL 208 Human Physiology; BIOL 257 Human A&P; BIOL 271 Microbiology; or NURS 110 Nursing I.

### ***TEXTS***

**Required:**

Porth, C.M. (2004). Pathophysiology: Concepts of Altered Health States, 7th Edition. Philadelphia: Lippincott Williams & Wilkins. ISBN: 0-7817-4988-3

**OR:**

Porth, C.M. (2002). Pathophysiology: Concepts of Altered Health States, 6th Edition. Philadelphia: Lippincott Williams & Wilkins. ISBN: 0-7817-2881-9

## Recommended:

Pagana, K., Pagana, T. (2002). Diagnostic and Laboratory Test Reference, 6<sup>th</sup> Edition. St.Louis : Mosby. ISBN: 0-323-02049-6

Porth, C. (2003). Essential of Pathophysiology: Concepts of Altered Health States. Philadelphia: Lippincott Williams & Wilkins. ISBN: 0-7817-4645-0

Prezbindowski, K. (2004). Study Guide to Accompany Pathophysiology: Concepts of Altered Health States, 7<sup>th</sup> ed. Philadelphia: Lippincott Williams & Wilkins. ISBN: 0-7817-5097-0

**COURSE OUTCOMES/COMPETENCIES*****The student should be able to:***

1. ***Identify environmental factors, both physiological and psychological, that may alter the homeostatic balance along the wellness-illness continuum.***
2. Describe and discuss the epidemiology, etiology, symptomatology, and Pathophysiology of specific disease processes; related these to the clinical and laboratory test manifestations of that disease.
3. Apply diagnostic reasoning to accessing and evaluating case situations.
4. Identify goals and general principles of treatment for selected disease processes.

**COURSE OUTLINE**

Unit I	Concepts of Health & Disease
Unit II	Cell Function & Growth
Unit III	Integrative Body Functions
Unit IV	Hematopoietic Function
Unit V	Infection, Inflammation, & Immunity
Unit VI	Cardiovascular Function
Unit VII	Respiratory Function
Unit VIII	Renal Function & Fluids and Electrolytes
Unit IX	Gastrointestinal Function
Unit X	Endocrine Function
Unit XI	Genitourinary & Reproductive Function
Unit XII	Neural Function
Unit XIII	Special Sensory Function
Unit XIV	Musculoskeletal & Integumentary Function

**INSTRUCTIONAL METHODS**

***Utilizes electronic media, Internet-based sources, textbook readings, case studies, and interactive discussions.***

### **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

Students will be required to complete weekly reading assignments, chapter reviews, case studies as assign participate in interactive discussions with other classmates on topics determined by instructor, and comple based examinations of knowledge. An average of one unit will be covered per week in class. The student show evidence of active participation in all activities, as well as accurate completion of assignments and examinations in order to receive a passing grade in this course. Students who are either currently in or inte enroll in the bi-level nursing program should attempt to obtain a grade of C or higher in the course.

### **GRADING SCALE**

90-100% = A

80-89% = B

70-79% = C

60-69% = D

59% or less = 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, 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. {NCCC Policy}*

### **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**

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

**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.

**Consent Agenda Item VI-D: Personnel**

**D-1: Resignation**

Edie Godinez, admission/registration administrative assistant, has resigned her position to assume the duties of administrative assistant for the Talent Search grant. It is my recommendation that the Board accept her resignation effective October 14, 2004.

**D-2: Talent Search Administrative Assistant**

It is my recommendation that the Board approve the employment of Edie Godinez as administrative assistant for the Talent Search Grant. Ms. Godinez has been employed at the College since April 2002 as student services secretary, financial aid assistant and administrative assistant for admission/registration.

Ms. Godinez is currently pursuing her associate degree at NCCC. She will move into the position at her current hourly rate of \$8.61 per hour beginning October 15, 2004.

**D-3: Assistant Track/Cross Country Coach/Resident Hall Assistant**

It is my recommendation that the Board employ Conor Holt as the assistant track/cross country coach and resident hall assistant. Mr. Holt holds a Bachelor's degree in Music Education from the University of Oklahoma. He has been a music instructor at Sequoyah Middle School in Edmond Oklahoma and Talbot Elementary School in Gainesville Florida. Since January 2003 he has completed as a full-time distance runner. Mr. Holt has won numerous events as a distance runner including six-time All-American in Track/Cross Country at the University of Oklahoma.

He would be paid \$650 per month plus room and board.

**D-4: Nursing Instructor-Ottawa**

It is my recommendation that the Board employ Mary Lisa Joslyn as nursing instructor at the Ottawa campus. Ms. Joslyn would be placed at MS-10 or \$33,555 for 9 months, her 11 month contract would be 41,011.63. Ms. Joslyn holds a Masters in Health Services Management from Webster University and a BSN from Ferris State University. She has agreed to complete a MSN before October 2011.

Ms. Joslyn has been employed as Staff Development Coordinator for Douglas County since 2003, as Intal Nurse for Douglas County from 1997-2003, and as a Patient Care Manager and Nurse manager at Deaconess

Medical Center from 1993-1997.

#### **D-5: Upward Bound Academic Advisor**

I am recommending that the Board employ Robin Zvolanek-Krenzel as the Academic Advisor for the Upward Bound project. The position is a half-time, 11 month position and grant funded. The salary would be \$12,000 per year.

Ms. Zvolanek-Krenzel has a BA degree in English from Fort Hays State University. She has taught English as a second language at the Hays Language Institute and at Seward County Community College. She is currently an executive assistant at D & S Equipment in Leoti, Kansas.

#### **D-6: Upward Bound Academic Coordinator**

At the September Board meeting Maranda Collins was approved as the Director for the Upward Bound Grant upon approval from the federal program officer. The College received notification that Ms. Collins was not approved as the new director for the program. The federal program officer instructed the College to do a national search for a new director.

I am asking that the Board reappoint Ms. Collins to her former position of Academic Coordinator for the Upward Bound Program. Her salary would be \$33,500 per year.

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

**Treasurer's Report:** Sandi Solander, Dean of Finance and Student Services, distributed the treasurer's report for the month ended September 30, 2004.

**North Central Review Committee Report:** Chairman Peter reported that Dr. Inbody, Sandi Solander, President Smith and he attended the Higher Learning Commission Review Committee meeting in Chicago September 27. He reported that Dr. Stephen Jonas, team chair for the accreditation team that visited NCCC was very positive and supportive. Mr. Peter said that the review committee asked very pointed questions about finances and assessment and that our administrative team was very well prepared.

The review committee upheld the team's recommendation that the College be taken off probation and give 3 years continued accreditation with monitoring reports. The Board of Trustees of the Higher Learning Commission will meet on October 28 -29 to validate the recommendation.

**Association of Community College Trustees Conference Report:** Kevin Berthot, Dave Peter and President Smith attended the ACCT conference in New Orleans on October 6-10.

Mr. Berthot reported that it was a very worthwhile experience and that he had gained knowledge on the role of a trustee and had good interaction with other trustees and presidents. Mr. Peter echoed his comments and agreed that some of the information that had gathered would be shared with the entire Board at the Board retreat. Mr. Peter reported that next year's conference would be held in Seattle, Washington.

**President's Report:** Dr. Smith told the Board that credit hour enrollment is up 5% over last year and headcount is up about 7% over last year and ask them to review the spreadsheet at their convenience. Dr. Smith also reported on her efforts to inform the public about the need for the capital outlay tax which will appear on the November 2 ballot. Public forums have been scheduled at St. Paul, Erie, Thayer and on campus to answer questions about the issue.

Dr. Smith reminded the Board of the retreat scheduled for November 19-20. There was discussion and it was

decided to schedule only November 19, starting at 5:30 p.m. at the Bank of Commerce board room. Dr. Smith has scheduled a representative from Piper Jaffrey to share insights into the pros and cons of refinancing the student union/dormitory bonds. The retreat will also include a self-evaluation by the Board and discussion about the Ottawa facility and if time allows information from the ACCT conference.

Dr. Smith also reviewed the latest in-service day activities which included town hall meetings to work on goals, objectives and initiatives for the strategic plan. Development of the strategic plan will include student and community input.

Dr. Smith also discussed progress on the community telecommunications network, concurrent enrollment issues between the regent's universities and community colleges, ASVAB graduation and the upcoming KBOR meeting.

#### **Agenda item VIII-A: Bids for Wrestling Mats**

For the past few years, NCCC has borrowed the Chanute HS wrestling mat for its home duals. This causes wear and tear during the transporting loading and unloading of the mat. This year, NCCC has scheduled six home duals and the need for its own competition mat was apparent. This mat is expected to be used for five years as a competition mat and then will be moved to the multipurpose building to replace aging practice mats. The bid specifications were for one 42'x42'x1.25" mat with standard NC lettering located in the upper left and lower right corners of the mat. Shipping and handling is also included in the bid. Bids were solicited from Dollamur Sport Surfaces, Middleton, WI, Resilite, Ames, IA, Pinnacle Athletic Mats Ltd, Chilliwack BC. There was money placed in this year's budget to cover the cost.

The following sealed bids were received:

Dollamur	\$7,343.00
Resilite	\$8,514.00
Pinnacle Athletic Mats	\$8,363.40

It was the President's recommendation that the Board approve the bid of \$7,343.00 from Dollamur Sport Surfaces to purchase a wrestling mat.

#### **Resolution 2004-64**

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$7,343.00 from Dollamur Sport Surfaces to purchase a competition wrestling mat, including shipping and handling.

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

#### **Agenda Item VIII-B: Sports Complex Lease Agreement**

Throughout the summer College administrators have been working with USD 413 administrators to work out an agreement that would allow NCCC to use the new community sports complex.

Attorneys for both entities have reviewed the attached contract. The USD 413 Board of Education has approved the document and it was the President's recommendation that the Board approve the document.

#### **Resolution 2004-65**

RESOLVED, that the Board of Trustees of Neosho County Community College approves entering

the Sports Complex Agreement with USD 413 as outlined in the attached agreement.

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

**Agenda Item VIII-C: Letter of Agreement with PBA Architects: CAVE Code Footprint**

During a June 2004 visit by the Kansas State Fire Marshall, Neosho County Community College was cited several deficiencies of Fire and Life Safety code regulations. The college has worked diligently to correct virtually all of the noted citations. The most serious deficiency, however, involves the remodeled library basement (known as the CAVE).

In order to satisfy the requirements of the Kansas State Fire Marshall's Office (KSFMO) as outlined in the September 23 letter to Paul Smith, NCCC must submit a Code Footprint drawing to the KSFMO no later than November 22, 2004. This Code Footprint drawing must be certified by an architect (or firm) licensed to do business in the state of Kansas.

Two architectural firms were contacted (based upon recent inquiries to the college or work for the college) PBA Architects and Hollis-Miller, Inc. Only PBA Architects submitted a proposal for the Code Footprint. The fee for the Code Footprint will be a fixed fee of \$3,250.00, plus reimbursable expenses which could include mileage, meals, lodging, reproductions, photography, postage, long distance telephone charges, fax and any structural engineering, all to be billed at 1.15 times the actual expense incurred by the architect. The reimbursable expenses have been estimated by the architect to be no more than \$750.

It was the President's recommendation that the Board enter into the Letter of Agreement with PBA Architects to do the Code Footprint for the Library/CAVE.

**Resolution 2004-66**

RESOLVED, That the Board of Neosho County Community College approves the Letter of Agreement with PBA Architects to produce a Library/CAVE Code Footprint at a cost of \$3,250, plus reimbursable expenses.

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

**Agenda Item X: Adjournment**

The meeting adjourned at 6:55 p.m.