

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

DATE: June 14, 2007
TIME: 5:30 p.m.
PLACE: Student Union, Room 209

MEMBERS PRESENT: Kevin Berthot
Charles Boaz
Neil Ford
Mariam Mih
David Peter
Basil Swalley

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
Brenda Krumm, Dean of Outreach & Workforce Development
Kerry Ranabargar, Technology Services Director
Clint Isaac, Guest
Kent Pringle, Board Attorney
Terri Dale, Board Clerk
Adam Vogler, Chanute Tribune

Mr. Peter called the meeting to order at 5:30 p.m. in room 209 in the Student Union.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Jenzabar Software under new business.

Upon a motion and a second, the agenda was approved as amended. Motion passed.

Consent Agenda

The following items were approved by consent.

- A. Minutes from May 10, 2007
- B. Claims for Disbursement for May 2007
- C. Approval of New Courses
- D. Master Course List Approval
- E. Personnel

Consent Agenda Item V-C: Approval of New Courses

Following are syllabi for a group of new courses approved by the nursing departments, the Curriculum Committee, and the Chief Academic Officer and are respectfully submitted for your approval.

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: NURS141

Course Title: Family Nursing I

Division: Health Care

Program: Nursing

Credit Hours: 6

Theory Hours: 4.5

Clinical Hours: 1.5

Initiation/Revised Date: Spring 2008

CLASSIFICATION OF INSTRUCTION

Freshman level course. This course is offered the last eight weeks of the first year of the nursing program.

COURSE DESCRIPTION

This course is designed for the student to use the nursing process in promoting the bio-psycho-social-spiritual health patterns of maternal-child patients. This course also includes functional health patterns of children attempting to maintain stability on the health/illness continuum. Emphasis is placed on the uncomplicated pregnancy and on growth and development from conception through adolescence. Complications and preventative measures in maternal/child nursing are introduced. Clinical experiences are provided in the acute and community health care settings.

PREREQUISITES AND/OR COREQUISITES

Successful completion of all previous courses of the bi-level nursing program:

NURS101 Introduction to Nursing

NURS 102 Dosage Calculations

NURS111 Foundations of Nursing

NURS121 Nursing Care of the Adult I

NURS131 Nursing Care of the Adult II

TEXTS

Ackley, Betty J. and Ladwig, Gail B. Nursing Diagnosis Handbook, 7th ed., Mosby, 2006. (Sp 2006)

Adams, Michael; Holland, Jr., Leland; and Bostwick, Paula. Pharmacology for Nurses – A Pathophysiologic Approach, 2nd ed., Pearson/Prentice Hall, Upper Saddle River, NJ, 2008. (F 2007)

Ball, Jane & Bindler, Ruth. Pediatric Nursing and Quick Reference to Pediatric Clinical Skills, 3rd ed., Appleton & Lange, Stamford, CT, 2002. (F 2003)

Burke, Karen; LeMone, Priscilla; and Mohn-Brown, Elaine. Medical-Surgical Nursing, 2nd ed., Prentice Hall, 2007. (F 2006)

Curren, Anna M. Dimensional Analysis for Meds, 3rd ed., Delmar, 2006. (F 2005)

Elkin, Martha Keene; Perry, Anne Griffin; & Potter, Patricia A. Nursing Interventions & Clinical Skills, 4th ed., Mosby, Inc., St. Louis, MO, 2007. (F 2007)

McHugh-Schuster, Pamela. Concept Mapping, F.A. Davis, Philadelphia, 2002. (F2004)

Mosby's Medical, Nursing & Allied Health Dictionary, 7th ed., Mosby-Year Book, Inc., St. Louis, MO, 2006. (Su 2002)

Mosby's Nursing Drug Cards, 2006; and/or Mosby's Nursing Drug Reference, 2006; and/or Drug Database CD-ROM, Mosby, Inc., St. Louis, MO, 2006. (F 2005)

Davidson, Michele; London, Marcia; & Ladewig, Patricia. Old's Maternal-Newborn Nursing & Women's Health Across the Lifespan, 8th ed., Prentice Hall Health, Upper Saddle River, NY, 2008. (F 2007)

Pagana, Kathleen and Pagana, Timothy. Diagnostic and Laboratory Test Reference, 7th ed., Mosby, Inc., St. Louis, MO, 2005. (F 2005)

Potter, Patricia Ann and Perry, Anne Griffin. Fundamentals of Nursing, 6th ed., Mosby-Year Book, Inc., St. Louis, 2005. (F 2004)

Weber, Janet. Nurses' Handbook of Health Assessment, 5th ed., J. B. Lippincott, Philadelphia, 2005. (F 2004)

Williams, Sue Rodwell. Essentials of Nutrition & Diet Therapy, 8th ed., Mosby, Inc., St. Louis, MO, 2003. (Sp 2003)

COURSE OUTCOMES

As a practical nursing student, objectives reflect the role of provider of care. At the completion of Family Nursing Care I, the student must pass a PN nationally normed Comprehensive Nursing Exam, Maternal-Newborn Nursing Care Exam and Nursing Care of Children Nursing Exam on the following outcomes. The student will:

Apply critical thinking skills to solve nursing problems.

Effectively apply components of the nursing process in promoting functional health patterns of the mother, child and the family when planning nursing care.

Discriminate between therapeutic and non-therapeutic communication skills when caring for patients or working with staff in the workplace.

Identify safety & infection control procedures to protect patients and staff when applying

the nursing process in the clinical setting.

Facilitate the progress of families & children through the stages of normal growth and development.

Provide for the needs of the maternal-child patient in the prevention and early detection of health problems and illness.

Identify methods to diminish the maternal-child patient's risk of developing complications and/or dysfunctional health patterns related to treatments, procedures or existing conditions.

Provide care during the acute or chronic phase of illness in the child.

Identify appropriate care related to the administration of medications.

Collaborate with health care team members to facilitate effective patient care in the maternal-child setting.

COURSE OUTLINE

UNIT I. PHYSIOLOGICAL READINESS FOR PREGNANCY, CONCEPTION AND FETAL DEVELOPMENT

UNIT II. ANTEPARTUM & INTRAPARTUM PERIOD

UNIT III. NEONATAL & POSTPARTUM PERIOD

UNIT IV. CHILDHOOD GROWTH AND DEVELOPMENT, DISORDERS OF HEALTH PERCEPTION-HEALTH MANAGEMENT PATTERN & PSYCHOSOCIAL PATTERNS

UNIT V. DISORDERS OF NUTRITIONAL-METABOLIC PATTERN: NUTRITION, FLUIDS AND ELECTROLYTES, ENDOCRINE, & SKIN

UNIT VI. DISORDERS OF ACTIVITY-EXERCISE PATTERN: RESPIRATORY, CIRCULATORY, HEMATOLOGIC, & MUSCULOSKELETAL

UNIT VII. DISORDERS OF ELIMINATION PATTERN: BOWEL & URINARY,

COGNITIVE PERCEPTUAL PATTERN: NEUROMUSCULAR & SENSORY

INSTRUCTIONAL METHODS

Classroom

Lectures and discussions

Demonstrations

Role playing

Audio-visual aids

Self-study with aids and programmed materials

Skits

Gaming

Laboratory

Scheduled classroom laboratory

Scheduled clinical laboratory

Pre and post-clinical conferences

Non-scheduled self-study laboratory
Computer laboratory

Teaching Facilities

Contracted clinical sites
Classroom
Learning Lab

Library

Visuals/Audio-Visuals/Tapes
Computer simulations
Audio-visuals
Models
Instructional Trips and Observational Experiences
Developmental activity – Cherry Street Activity Center (Chanute)
Resource Persons
Personnel of cooperating agencies

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Skill performance and oral tests in classroom lab and clinical
Attendance (both theory and clinical)
Quizzes
Unit exams and comprehensive final exam
Written assignments
ATI PN Nursing Care of Children, Maternal-Newborn Nursing Care and ATI PN
Comprehensive Predictor exams
Performance evaluation in clinical area
Final course grade based on theory and clinical performance

GRADING SCALE/REQUIREMENTS

Each nursing course has a theory and clinical component. The student must complete all course objectives to successfully pass the course. The grade will be determined at the end of the course on the basis of the work completed. All objectives must have been completed at a satisfactory level in order to receive a grade of "C" or better for the course. All grades are computed according to the following scale:

91 - 100% A Superior
83 - 90% B Good
76 - 82% C Average
67 - 75% D Poor
0 - 66% F Failure
XF Failure due to academic dishonesty
I Incomplete
W Withdrawal

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.

The nursing student MUST ACHIEVE at least 76% in theory and pass clinical to successfully complete the course. The nursing program does NOT round off grades. Cheating will NOT be tolerated in any form and will be grounds for dismissal from the program. Lecture notes, textbooks, etc. will be placed in designated areas during testing.

Any question regarding a grade received for a test, paper, etc., must be brought to the instructor's attention within seven (7) days of receiving the grade or it will be recorded as is.

In order to fulfill course requirements, all written assignments (clinical and theory) must be submitted to the instructor before the student can take the final exam, unless the student has received special permission from the instructor. If the student fails to submit required written work, the course will be considered incomplete.

THEORY GRADE

The student's theory grade will be based on unit exams, quizzes, final exam, and written assignments specific to that course. All unit exams will be averaged with the total theory grade for the course, and it is the student's responsibility to attain an average of 76% or better in order to pass the course.

Late Testing: Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. If a student is tardy or absent for any reason and unable to test at the scheduled time, an alternate test may be given and 5% will be deducted from the score for taking late then 1% will be deducted per day for each day not taken, up to a maximum of 10%. If not taken before the next test/quiz is given, then the score will be recorded as zero. Special circumstances will be subject to review and faculty discretion. Pop quizzes are to be taken at the scheduled time or the score is recorded as zero. Pop quizzes cannot be made up. Once testing has started, no one will be admitted to the testing room.

MASTERY OF THEORY CONTENT

The student is required to achieve a minimum of 62% on the comprehensive score for the ATI Practical Nurse Nursing Care of Children 2.0, 70% on the comprehensive score for the ATI Practical Nurse Maternal-Newborn Nursing Care 2.0 and 71% on the ATI Practical Nurse Comprehensive Predictor 2.0 in order to proceed into the next level of the nursing program. Should the student not achieve the required percent on the first attempt, the student should study the appropriate content areas in the review books and take the on-line non-proctored practice exams provided by ATI before retesting. The student will be allowed to retest once (to achieve the minimum required score) within one (1) week of the initial testing or before the next course begins (whichever comes first).

CLINICAL GRADE

Satisfactory clinical performance will be based on both learning lab and clinical proficiency. The nursing student must attain at least 76% on learning lab criteria and 76% or "Pass" on clinical assignments, including the weekly clinical evaluation, to successfully complete the nursing course. The student must also pass a medication calculation proficiency exam with at least 95% in order to pass the nursing course. Total clinical grade will be on a pass/fail basis.

Learning Lab

1. Evaluation of Learning Lab procedural skills will be by means of a checklist. The student will demonstrate with satisfactory performance, all procedure skills in Learning Lab for which there are performance checklist before being allowed to do the skill in the clinical area. Proficiency of

procedural skills will be ranked according to the following scale:

1st test 100%
2nd test 80%
3rd test 60%
4th test 40%
5th test 20%
6th test 0%

2. To successfully complete the clinical component of nursing courses, the procedure checklists must be completed satisfactorily regardless of the number of times attempted.

3. The student will complete all associated assignments such as audiovisuals, lab quizzes, etc. for each procedural skill before the procedure is considered to be completed.

4. The student will complete procedural skills by the dates designated by the instructor and all procedural skills must be completed at least one week before finals. In order to earn 100% proficiency, the skill must be successfully completed the first time and be done on or before the designated date.

The nursing student must average 76% on procedural skills to pass the clinical component of the course.

Clinical Assignments

Pass with a minimum of 76% average competence on concept maps and nursing care plans - see concept map and nursing care plan criteria for each nursing course.
Pass on all written clinical observation assignments as specified by criteria for clinical observations.
Pass on post conference presentations - see criteria for post conference presentations for each course.

Pass clinical evaluation - see criteria for clinical evaluation for each course.

Pass with a minimum of 95% competence on a medication calculation proficiency exam.

A pass grade for the clinical component is based on successful completion of each of the above items.

Late Papers: If a paper is not turned in at the scheduled time, 5% will be deducted from the paper's score for being turned in late then 1% will be deducted per day for each day not turned in, up to a maximum of 10%, then score recorded as zero. Special circumstances shall be subject to review and at instructor's discretion.

Concept Maps & Nursing Care Plans: A specific number of nursing concept maps and care plan modes will be required of each student in each clinical area. These will be checked for completeness during the experience and are to be turned in (to the clinical instructor) at the end of the last day of clinical the week the assignment is made. (See Grading criteria.)

Clinical Proficiency: Clinical performance will be evaluated by using a weekly clinical evaluation tool. (See weekly clinical evaluation form and criteria.) In addition, clinical assignments and post-conference presentations will be evaluated.

Pre- and Post-Conferences: Pre-conferences and post-conferences will be held as outlined in the clinical handouts.

Conduct: We are guests of the clinical facilities and strict adherence to professional ethics is expected. This includes professional conduct, punctuality, abiding by the school uniform policy, and avoidance of any substance abuse. Any suggestions of unprofessional conduct will result in the dismissal of the student from the clinical area for that day. In the event a clinical facility requests that a student not be allowed to do clinical there, the student will be dismissed from the program.

Dress: For clinical experiences, the uniform, overlay, and shoes must be clean and neat. Proper dress guidelines are outlined in the Student Nurse Handbook under the uniform section.

ASSESSMENT OF STUDENT GAIN

Assessment of student gain is based on the assumption that the student has no previous knowledge about Family Nursing. This assessment will be done via a PN nationally normed Comprehensive Nursing Exam, Maternal-Newborn Nursing Care Exam and Nursing Care of Children Nursing Exam over the stated course objectives/competencies.

ATTENDANCE POLICY

Attendance

Regular attendance and punctuality are considered essential in meeting the objectives of the nursing program and for successful completion of the course. A schedule of class and clinical hours will be given to each student and one will be posted on the Inside NC. Each student is responsible for checking the schedule and for being at the proper place at the proper time. The nursing instructor responsible for that day's student learning activity is to be notified by the student in case of absence. Notification is to take place at the beginning of the missed day. (See late quizzing and late testing policies.) If the absence involves a clinical experience, the clinical instructor should be notified in advance of the scheduled assignment. Instructors may be reached in their respective clinical areas.

Minimum time is allowed for clinical experience each day. A student may best utilize this time by coming to the clinical area prepared. All homework, studying and preparations for medications, concept maps and care plans should be done prior to arriving in the clinical area. If the instructor judges preparation for clinical to be incomplete, the student will be sent home and counted absent for that clinical period.

Frequent absences will be subject to review by the nursing faculty for purposes of counseling. After 3 times the number of credit hours absence (18 hours absence) the student will be required to meet with the nursing faculty to discuss the problem of absences and be placed on contract for the remainder of the program. Any student may be placed on contract at the discretion of the instructor. Excessive absences may result in termination from the program.

Students with excessive absences may be administratively withdrawn from the course (see College Catalog – Attendance).

Tardies

Students are expected to be in the clinical area at the appointed time. If a student has an emergency and will be late, the clinical instructor is to be notified at the clinical facility. If the student does not call the instructor and is tardy, the student will be sent home and the clinical period will be counted as a clinical absence. If the student does not have access to a phone, the decision of sending the student home will be left up to the discretion of the clinical instructor. (See late quizzing and late testing policies).

Make-Up

After missing theory, the student is personally responsible for contacting the instructor to make arrangements for make-up and securing all missed lecture materials. The student is responsible for securing missed lecture notes from another student. It is the student's responsibility to complete ALL written make-up, unit assignments, and unit videos before the scheduled unit exam.

For each absence from the clinical area, the student will attend a make-up session and submit a concept map and NCP. Clinical make up shall be hour for hour with the time, place and date to be determined by the course coordinator. The Concept Map and Nursing Care Plan will be due at the post-conference of the last clinical day of the week it was assigned. If the clinical absences are not made up, the student will receive an incomplete grade. (See nursing policy on removal of incomplete grade.)

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

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.

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: NURS131

Course Title: Nursing Care of the Adult II

Division: Nursing

Credit Hours: 5

Theory Hours: 3

Clinical Hours: 2

Initiation Date: Spring 2008

CLASSIFICATION OF INSTRUCTION

Freshman level course. This course is offered during the first half of the second semester of the first year of the nursing program.

COURSE DESCRIPTION

This course is designed for the student to use the nursing process in promoting the functional health patterns of the bio-psychosocial, spiritual state of adult patients in conditions of the sensory, respiratory, endocrine, gastrointestinal, urinary, reproductive, and integumentary systems.

Concepts of mental health nursing are introduced. The primary clinical emphasis is with the adult patient in the acute health care setting.

PREREQUISITES AND/OR COREQUISITES

Successful completion of all previous courses of the bi-level nursing program:

NURS101 Introduction to Nursing
NURS 102 Dosage Calculations
NURS111 Foundations of Nursing
NURS121 Nursing Care of the Adult I

TEXTS

Ackley, Betty J. and Ladwig, Gail B. Nursing Diagnosis Handbook, 7th ed., Mosby, 2006. (Sp 2006)

Adams, Michael; Holland, Jr., Leland; and Bostwick, Paula. Pharmacology for Nurses – A Pathophysiologic Approach, 2nd ed., Pearson/Prentice Hall, Upper Saddle River, NJ, 2008. (F 2007)

Burke, Karen; LeMone, Priscilla; and Mohn-Brown, Elaine. Medical-Surgical Nursing Care, 2nd ed., Prentice Hall, 2007. (F 2006)

Curren, Anna M. Dimensional Analysis for Meds, 3rd ed., Delmar, 2006. (F 2005)

Elkin, Martha Keene; Perry, Anne Griffin; & Potter, Patricia A. Nursing Interventions & Clinical Skills, 4th ed., Mosby, Inc., St. Louis, MO, 2007. (F 2003)

McHugh-Schuster, Pamela. Concept Mapping, F.A. Davis, Philadelphia, 2002. (F2004)

Mosby's Medical, Nursing & Allied Health Dictionary, 7th ed., Mosby-Year Book, Inc., St. Louis, MO, 2006. (Su 2006)

Mosby's Nursing Drug Cards, 2006; and/or Mosby's Nursing Drug Reference, 2006; and/or Drug Database CD-ROM, Mosby, Inc., St. Louis, MO, 2006. (F 2005)

Pagana, Kathleen and Pagana, Timothy. Diagnostic and Laboratory Test Reference, 7th ed., Mosby, Inc., St. Louis, MO, 2005. (F 2005)

Potter, Patricia Ann and Perry, Anne Griffin. Fundamentals of Nursing, 6th ed., Mosby-Year Book, Inc., St. Louis, 2005. (F 2004)

Weber, Janet. Nurses' Handbook of Health Assessment, 5th ed., J. B. Lippincott, Philadelphia, 2005. (F 2004)

Williams, Sue Rodwell. Essentials of Nutrition & Diet Therapy, 8th ed., Mosby, Inc., St. Louis, MO, 2003. (Sp 2003)

COURSE OUTCOMES

As a practical nursing student, objectives reflect the role of provider of care. At the completion of Nursing Care of the Adult I and II, the student will meet minimum requirements for a nationally-normed PN Medical-Surgical Nursing Exam on the following outcomes. The student will:

Solve problems through the use of critical thinking skills.

Effectively apply components of the nursing process in promoting functional health patterns of adult and surgical patients in conditions of the sensory, respiratory, endocrine, gastrointestinal, urinary, reproductive, and integumentary systems when planning and providing nursing care during the acute and chronic phases of illness.

Discriminate between therapeutic and non-therapeutic communication skills when caring for patients or working with staff in the clinical site.

Apply safety and infection control procedures to protect patients and staff when applying the nursing process in the workplace.

Provide for the needs of the patient in the prevention and early detection of health problems and illness.

Identify methods to diminish the patient's risk of developing complications and/or dysfunctional health patterns related to treatments, procedures or existing conditions.

Determine and report life-threatening phases of illness.

Demonstrate knowledge of medications, safe medication preparation and administration skills.

COURSE OUTLINE

UNIT I. INTRODUCTION TO PROFESSIONAL ISSUES AND PSYCHIATRIC MENTAL HEALTH

UNIT II. INTRODUCTION TO THE COGNITIVE-PERCEPTUAL PATTERN: SENSORY DISORDERS

UNIT III. INTRODUCTION TO THE ACTIVITY-EXERCISE PATTERN: RESPIRATORY DISORDERS

UNIT IV. INTRODUCTION TO THE ELIMINATION PATTERN: URINARY DISORDERS

UNIT V. INTRODUCTION TO THE ELIMINATION PATTERN: GASTROINTESTINAL DISORDERS

UNIT VI. INTRODUCTION TO THE NUTRITIONAL-METABOLIC PATTERN: ENDOCRINE DISORDERS

UNIT VII. INTRODUCTION TO THE SEXUALITY-REPRODUCTIVE PATTERN: REPRODUCTIVE DISORDERS

UNIT VIII. INTRODUCTION TO THE NUTRITIONAL-METABOLIC PATTERN: INTEGUMENTARY DISORDERS

INSTRUCTIONAL METHODS

Classroom

Lectures and discussions

Demonstrations

Audio-visual aids

Self-study with aids and programmed materials

Activities

Laboratory/Clinical

Scheduled classroom laboratory

Post-clinical conferences

Scheduled hospital clinical
 Non-scheduled self-study laboratory

Computer laboratory

Teaching Facilities
 Contracted hospitals
 Library
 Visuals/Audio-Visuals/Tapes
 Audio-visuals
 Overheads/PowerPoint presentations
 Models
 Computer simulations
 Resource Persons
 Personnel of cooperating agencies

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Skill performance and oral tests in classroom lab
 Attendance (both theory and clinical)
 Written/computerized quizzes
 Unit exams/comprehensive final exam
 Written assignments
 Performance evaluation in clinical area
 Final course grade will be based on theory and clinical performance

GRADING SCALE/REQUIREMENTS

Each nursing course has a theory and clinical component. The student must complete all course objectives to successfully pass the course. The grade will be determined at the end of the course on the basis of the work completed. All objectives must have been completed at a satisfactory level in order to receive a grade of "C" or better for the course. All grades are computed according to the following scale:

91 - 100% A Superior
 83 - 90% B Good
 76 - 82% C Average
 67 - 75% D Poor
 0 - 66% F Failure
 XF Failure due to academic dishonesty
 I Incomplete
 W Withdrawal

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.

The nursing student MUST ACHIEVE at least 76% in theory and pass clinical to successfully complete the course. The nursing program does NOT round off grades. Cheating will NOT be tolerated in any form and will be grounds for dismissal from the program. Lecture notes, textbooks, etc. will be placed in designated areas during testing.

Any question regarding a grade received for a test, paper, etc., must be brought to the instructor's

attention within seven (7) days of receiving the grade or it will be recorded as is.

In order to fulfill course requirements, all written assignments (clinical and theory) must be submitted to the instructor before the student can take the final exam, unless the student has received special permission from the instructor. If the student fails to submit required written work, the course will be considered incomplete.

Theory Grade

Students will take one exam covering the content of each unit and one comprehensive final. All unit exams (including the final), quizzes and written assignments specific to that course will be averaged for the total theory grade for the course. It is the student's responsibility to attain an average of 76% or better in order to pass the course.

Late Testing: Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. If a student is tardy or absent for any reason and unable to test at the scheduled time, an alternate test may be given and 5% will be deducted from the score for taking late then 1% will be deducted per day for each day not taken, up to a maximum of 10%. If not taken before the next test/quiz is given, then the score will be recorded as zero. Special circumstances will be subject to review and faculty discretion. Pop quizzes are to be taken at the scheduled time or the score is recorded as zero. Pop quizzes cannot be made up. Once testing has started, no one will be admitted to the testing room.

MASTERY OF THEORY CONTENT

The student is required to achieve a minimum of 64% on the comprehensive score for the ATI Practical Nurse Medical-Surgical Exam and 55% on the comprehensive score for the ATI Practical Nurse Pharmacology Exam in order to proceed onto the next course in the nursing program. A minimum of 60% on the ATI Practical Nurse Nutrition Exam is recommended but not required. Should the student not achieve the required percent on the first attempt, the student should study the appropriate content areas in the review books and take the on-line non-proctored practice exams provided by ATI before retesting. The student will be allowed to retest once (to achieve the minimum required score) within one (1) week of the initial testing or before the next course begins (whichever comes first).

Clinical Grade

Satisfactory clinical performance will be based on both learning lab and clinical proficiency. The nursing student must attain at least 76% on learning lab criteria and 76% or "pass" on clinical assignments, including the weekly clinical evaluation, to successfully complete the nursing course. Total clinical grade will be on a pass/fail basis.

Learning Lab

Evaluation of Learning Lab procedural skills will be by means of a checklist. The student will demonstrate with satisfactory performance, all procedure skills in Learning Lab for which there are performance checklists before being allowed to do the skill in the clinical area.

Proficiency of procedural skills will be ranked according to the following scale:

1st test 100%
2nd test 80%
3rd test 60%
4th test 40%
5th test 20%

6th test 0%

2. To successfully complete the clinical component, the procedure checklists must be completed satisfactorily regardless of the number of times attempted.
3. The student will complete all associated assignments such as audiovisuals, lab quizzes, etc. for each procedural skill before the procedure is considered to be completed.
4. The student will complete procedural skills by the dates designated by the instructor and all procedural skills must be completed at least one week before finals. In order to earn 100% proficiency, the skill must be successfully completed the first time and be done on or before the designated date.

The nursing student must average 76% on procedural skills in order to pass the clinical component of the nursing course.

Clinical Assignments

1. Pass with a minimum of 76% average competence on concept maps and nursing care plans. (See concept map and nursing care plan criteria.)
2. Pass on all written clinical observation assignments as specified by criteria for clinical observations.
3. Pass on post conference presentations. (See criteria for post conference presentations.)
4. Pass clinical evaluation. (See criteria for clinical evaluation.)

A pass grade for the clinical component is based on successful completion of each of the above items.

Late Papers: If a paper is not turned in at the scheduled time, 5% will be deducted from the paper's score for being turned in late then 1% will be deducted per day for each day not turned in, up to a maximum of 10%, then score recorded as zero. Special circumstances shall be subject to review and at instructor's discretion.

Concept Maps & Nursing Care Plans: A specific number of nursing concept maps and care plan modes will be required of each student in each clinical area. These will be checked for completeness during the experience and are to be turned in (to the clinical instructor) at the end of the last day of clinical the week the assignment is made. (See Grading criteria.)

Clinical Proficiency: Clinical performance will be evaluated by using a weekly clinical evaluation tool. (See weekly clinical evaluation form and criteria.) In addition, clinical assignments and post-conference presentations will be evaluated.

Pre- and Post-Conferences: Pre-conferences and post-conferences will be held as outlined in the clinical handouts.

Conduct: We are guests of the clinical facilities and strict adherence to professional ethics is expected. This includes professional conduct, punctuality, abiding by the school uniform policy, and avoidance of any substance abuse. Any suggestions of unprofessional conduct will result in the dismissal of the student from the clinical area for that day. In the event a clinical facility requests that a student not be allowed to do clinical there, the student will be dismissed from the program.

Dress: For clinical experiences, the uniform, overlay, and shoes must be clean and neat. Proper dress guidelines are outlined in the Student Nurse Handbook under the uniform section.

ASSESSMENT OF STUDENT GAIN

Assessment of student gain is based on the assumption that the student has no previous knowledge about Medical/Surgical Nursing. This assessment will be done via a PN nationally normed Medical-Surgical Exam given at the end of Nursing Care of the Adult II. An assessment of student gain in the content areas of pharmacology and nutrition will also be conducted at the completion of Nursing Care of the Adult II, using separate PN nationally normed Pharmacology and Nutrition exams.

ATTENDANCE POLICY

Attendance

Regular attendance and punctuality are considered essential in meeting the objectives of the nursing program and for successful completion of the course. A schedule of class and clinical hours will be given to each student and one will be posted on Inside NC. Each student is responsible for checking the schedule and for being at the proper place at the proper time. The nursing instructor responsible for that day's student learning activity is to be notified by the student in case of absence. Notification is to take place at the beginning of the missed day. (See late quizzing and late testing policies). If the absence involves a clinical experience, the clinical instructor should be notified in advance of the scheduled assignment. Instructors may be reached in their respective clinical areas.

Minimum time is allowed for clinical experience each day. A student may best utilize this time by coming to the clinical area prepared. All homework, studying and preparations for medications, concept maps and care plans should be done prior to arriving in the clinical area. If the instructor judges preparation for clinical to be incomplete, the student will be sent home and counted absent for that clinical period.

Frequent absences will be subject to review by the nursing faculty for purposes of counseling. After 3 times the number of credit hours absence (15 hours for this course), the student will be required to meet with the nursing faculty to discuss the problem of absences and be placed on contract for the remainder of the program. Any student may be placed on contract at the discretion of the instructor. Excessive absences may result in termination from the program.

Students with excessive absences may be administratively withdrawn from the course (see College Catalog – Attendance).

Tardies

Students are expected to be in the clinical area at the appointed time. If a student has an emergency and will be late, the clinical instructor is to be notified at the clinical facility. If the student does not call the instructor and is tardy, the student will be sent home and the clinical period will be counted as a clinical absence. If the student does not have access to a phone, the decision of sending the student home will be left up to the discretion of the clinical instructor.

See late test taking policy for information on tardies for exams.

Make-Up

After missing theory, the student is personally responsible for contacting the instructor to make arrangements for make-up and securing all missed lecture materials. The student is responsible for securing missed lecture notes from another student. It is the student's responsibility to complete

ALL written make-up, unit assignments, and unit videos before the scheduled unit exam.

For each absence from the clinical area, the student will attend a make-up session and submit a concept map and NCP. Clinical make up shall be hour for hour with the time, place and date to be determined by the course coordinator. The Concept Map and Nursing Care Plan will be due at the post-conference of the last clinical day of the week it was assigned. If the clinical absences are not made up, the student will receive an incomplete grade. (See nursing policy on removal of incomplete grade.)

NOTE: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible.

You will need to bring your documentation for review in order to determine reasonable accommodations, and then assist you in arranging any necessary accommodations.

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.

Consent Agenda Item V-D: Master Course List Approval

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the master course list. Each change to the list must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy.

Master Course List Changes for Fall 2007

New Courses

NURS131 Nursing Care of the Adult II, 5 credit hours

NURS141 Family Nursing I, 6 credit hours

Change in Credit Hours

ENGL 121 Reading in the Disciplines, 2 credit hours to 3 credit hours

Name Change

ALHT 240 Health Records Practicum to Health Information Technology Applications IV, 3 credit hours

HUM 133 Comparative Religions to World Religions, 3 credit hours

1. Resignation of Athletic Director/Men's Soccer Coach

It was the President's recommendation that the Board accept the resignation of Mike Kiefer, athletic director and men's soccer coach effective July 31, 2007. Mr. Kiefer's last day on campus will be July 5, 2007.

2. Resignation of Dean of Student Development

It was the President's recommendation that the Board accept the resignation of Lisa Last from her position of Dean of Student Development. Ms. Last's resignation will be effective July 16, 2007; her last day on campus will be June 21, 2007.

3. Resignation of STARS Math Specialist

It was the President's recommendation that the Board accept the resignation of Rita Drybread as the STARS Math Specialist, pending approval as the Developmental Math Instructor of NCCC. Ms. Drybread's resignation will be effective August 20, **2007**.

4. Developmental Math Instructor

It was the President's recommendation that the Board employ Rita Drybread as the developmental math instructor. Ms. Drybread is currently seeking her Master of Arts degree in Teaching from Friends University, with a projected graduation date of 2008. She holds a Bachelor of Science and Certification in Education from Pittsburg State University and an Associate of Arts degree from Allen County Community College.

Ms. Drybread is currently the Math Specialist for the STARS (Student Support Services grant) at NCCC, hired in September of 2006. She has also taught as an adjunct developmental math instructor, and math instructor for the Upward Bound Summer program. Prior to working at NCCC, she taught mathematics at Yates Center High School.

Ms. Drybread will be paid \$31,614 (I-step 7); that amount will be adjusted following the completion of negotiations for 2007-08.

5. Women's Basketball Coach

It was the President's recommendation that the Board approve the employment of Toby Bush as the head coach for women's basketball. Mr. Bush has coached collegiate basketball as an assistant coach for the past 6 years at Mercer University and East Central Community College. He holds a Master of Science degree and a Bachelor of Science degree from the University of Memphis. He also earned an Associate of Science degree from Northwest Mississippi Community College.

Mr. Bush will be placed on the salary schedule at MS-3 (\$30,631) starting August 14, 2007. His contract amount will be adjusted following the completion of negotiations.

6. Mathematics Instructor

It was the President's recommendation that the Board employ Nathan Stanley as the mathematics instructor for the Chanute campus. Mr. Stanley holds a Master of Arts in Mathematics from the University of Northern Iowa, and a Bachelor of Arts in History from Creighton University in Omaha. Mr. Stanley has been an adjunct instructor at Hawkeye Community College for the past year and a private tutor.

Mr. Stanley will be placed on the faculty salary schedule at MS-2 (\$29,780) starting August 14, 2007. His contract will be adjusted following the completion of negotiations.

7. Assistant Baseball Coach

It was the President's recommendation that the Board employ Craig Frydendall as the assistant coach for baseball. Mr. Frydendall earned an Associate Degree in Physical Education from Cowley County Community College. He graduated from Emporia State University with a Bachelor's degree in Integrated Studies.

Mr. Frydendall has played baseball at the college level and at the professional level for the Texas Rangers in three different leagues. He served as assistant boy's basketball coach and head coach for junior varsity basketball at Chase County High School. He will be paid \$650 per month plus room and board starting August 14, 2007.

8. Coordinator of Residence and Student Life

It was the President's recommendation that the Board employ Mark A. Nesmith, Jr. as the Coordinator of Residence and Student Life. Mr. Nesmith earned an Associate in Applied Science degree from Berkeley College in New Jersey and has 30 credit hours remaining to earn a Bachelor's degree in Business Administration from Berkeley College as well.

Mr. Nesmith has over seven years experience working in residence life, including working with physically challenged residents, international students, athletes and graduate students. He has also directly supervised adjudicating conduct cases, advising student groups, diversity experiences and emergency/crisis duty response experience.

Mr. Nesmith will be paid \$24,000 annually beginning July 1, 2007. Mr. Nesmith will complete his Bachelor's degree within three years.

9. Assistant Coordinator for Residence Life

It was the President's recommendation that the Board employ Brandon Lesovsky as the Assistant Coordinator of Resident and Student Life. Mr. Lesovsky earned a Bachelor of Arts in History and a Master of Business Administration from Kansas Wesleyan University. Mr. Lesovsky has experience as a dorm manager at Cowley County Community College and as a resident assistant at Kansas Wesleyan University. He has also worked as the assistant men's basketball coach at Cowley, head men's and women's tennis coach and assistant men's basketball coach at Kansas Wesleyan University.

Mr. Lesovsky will be paid \$18,000 on a 10-month contract, starting August 1, 2007.

10. Technology Services Network Administrator

It was the President's recommendation that the Board employ Dwight Smith as the Network Administrator for Technology Services. Mr. Smith is a 2007 graduate of NCCC with an Associate of Applied Science in Computer Support Specialist degree. For the past two years Mr. Smith has worked part-time in the Technology Services department for NCCC to provide computer support for faculty and staff, troubleshoot computer problems, provide preventative maintenance and train end users.

Mr. Smith will be paid \$28,000 annually starting July 1, 2007 with administrative benefits

11. Custodians

It was the President's recommendation that the Board employ Steve Marks and Brandi Poydack as custodians for the College. Mr. Marks has worked for the College since April, 2004 through Man Power. Ms. Poydack has worked at the College since February, 2007 also through Man Power.

Mr. Marks and Ms. Poydack will be paid \$8.00 per hour with full fringe benefits starting July 1, 2007.

Presentation: David Peter presented Neil Ford with a plaque in recognition of his service as a member of the Board of Trustees. Mr. Peter thanked Mr. Ford for his contributions to the Board.

Dean of Operations Report: Ben Smith introduced Kerry Ranabargar, Director of Technology Services, and asked him to update the Board on activity in Technology Services. Mr. Ranabargar reported on progress with the EX Software implementation and reviewed the timeline for the project. He also reported that the laser fiche document imaging systems is being used in registration and admissions and that the business office will start using the system in July followed by human resources. He also reported that a new domain controller had been installed at Ottawa; that the streaming audio/video server is being used by Nursing and that the connectivity issues with Ottawa have been solved. Mr. Ranabargar reported that 13 power supplies and three hard drives had been damaged by the storm earlier in the week and that repairs were in progress.

Ben Smith reported that the fire code footprints had been approved for NeoKan and the Student Union/gym. He also reported that all emergency lights in all buildings on the Chanute campus had been replaced and step lighting had been installed in Stoltz lecture hall. He continues to work with the city and county on pandemic flue and homeland security issues and on tornado/severe weather and active shooter scenarios should either occur.

The maintenance department has been working in Bideau Hall doing routine repair work. They are also remodeling faculty offices in Sanders Hall and working on a storage area for nursing in the Rowland building, and will be doing some sidewalk repairs this summer. The NeoKan residence bathroom remodeling project is about three weeks ahead of schedule. Mr. Smith distributed pictures of work in process in the lecture hall, the maintenance storage shed, and remodeling the bathrooms in NeoKan.

Dean of Finance Report: Sandi Solander distributed the monthly treasurer's report, cash balance comparison report, changes in fund balance report, and monthly financial statement for May 2007. She stated that the cash balance was down but still up over \$900,000 at the same time as last year.

President's Report: Dr. Smith reported that summer enrollment is up about 8% over last summer. She also distributed an income/expense report from the 70th Anniversary Gala. The event made a profit of \$28,212.40. The Foundation is planning a similar event for next year – to celebrate the 40-year anniversary of the present campus.

President Smith reported that the Student Health Clinic on the Chanute campus had been evaluated at the end of the spring semester. The executive committee recommended supporting the continuation of the health clinic this coming school year. After reviewing the number of students served the administration is recommending that the clinic be open two days per week with the possibility of increasing the days per week during the flu season. It was the consensus of the Board that the Student Health Clinic be continued for another year.

Dr Smith stated that she and senior staff will be meeting with the architect hired by the Ottawa Community Center Task Force on Monday to start the programming process. The programming process will enable to architect to develop a floor plan and design concept for the center.

Attorney General Paul Morrison has requested documents and information regarding how loans to students are handled. The request was an inquiry to "...ascertain whether institutions of higher education and/or their agents have engaged in or are engaging in any deceptive unconscionable practices as prohibited by Kansas Consumer Protection Act...Specifically this inquiry related to the institution's student loan practices and information provided to prospective and current students regarding the selection of student loan lenders." NCCC does not have "deals" with student loan lenders. Information is provided to students on how to go about obtaining a loan if they so desire. The College financial aid office provides the names of four lenders on our preferred lenders list. Students can choose another lender if they wish. The names we provide have the best repayment terms and option to students. The four lenders are Sallie Mae, Chase, Bank of America, and Commerce Bank.

Dr. Smith provided a press release from Governor Sebelius appointment five new regents to the nine-member Board of Regents. The new regents are Jill Docking, Wichita, Jarold Boettcher, Beloit, Richard Hedges, Fort Scott, Gary Sheerer, Overland Park, and William Thornton, Atchison. Donna Shank, Liberal, was reappointed to the Board.

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

At the March meeting there was discussion regarding accepting the lowest bid for merchandise opposed to accepting a slightly higher bid from a vendor in Neosho County. That discussion prompted a recommendation to revise the Bidding Policy in the Board Policy Handbook. The added paragraph will allow the Board to accept a bid from a vendor in Neosho County if the cost is less than five percent greater than the lowest total bid price. The Board will retain the right to reject any or all bids. The revised policy was presented for a first reading at the April Board meeting. The College attorney has suggested the wording of the paragraph.

Bids (revised 5/11/06)

If the estimated cost of purchase is between \$2,000 and \$10,000, quotes shall be secured (3 or more) by telephone, letter or fax, and the lowest and/or best quote shall be accepted.

If the estimated cost is \$10,000 or more, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors. Such bids shall be submitted to the board for approval. The president can supersede above procedures if the item can be purchased at state or national contract prices.

All factors of the bids shall be considered, price being one factor. *If a bid is submitted by bidder(s) domiciled within Neosho County and the low bid is submitted by a bidder domiciled outside Neosho County, any Neosho County domiciliary which submitted a bid may be deemed a preferred bidder if (1) The quality suitability and usability of the materials, goods or wares are equal; (2) The amount of the bid of the Neosho County domiciliary does not exceed the amount of the low bid by more than 5% of a bid below \$25,000.00, 3% of a bid of \$25,000.00 up to \$50,000.00, or 1% of a bid over \$50,000.00; and (3) The Neosho County domiciliary agrees to meet the low bid by filing a written agreement to that effect within three (3) business days after receiving notification of being deemed a preferred bidder. The lowest bid submitted by a bidder domiciled within Neosho County, Kansas and deemed a preferred bidder which elects in writing to meet the low bid may be accepted. The provisions of this paragraph may also be applied to acceptance of quotes where Board approval is not required. The provisions of this paragraph shall not apply to expenditures for construction, re-construction or remodeling.*

The board reserves the right to reject any or all bids for items of purchase. The chief financial officer may request bids for items under \$10,000. Competitive bids are not required when the items purchased require compatibility with existing equipment, or when items are necessary to meet a specific educational objective, or when items are acquired for resale. Services of any kind are excluded from the bidding process and the acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software applications and/or hardware including network infrastructure are also excluded from the bidding process but are subject to prior Board approval.

Emergency situations that necessitate the immediate purchase of goods or services may be made according to procedures outlined by the president. Such procedures may include the delegation

of emergency purchasing procedures to appropriate college personnel. An emergency for the purposes of this paragraph shall include by way of example and not as a limitation situations such as 1) The College will suffer damage to its students, employees, physical facilities or normal operations if immediate procurement of materials, goods or wares does not occur, or 2) The College

will benefit from a material discount as a result of the immediate action. Payment of purchases pursuant to this paragraph are subject to K.S.A. 12-105b.

At the Board meeting following the emergency purchase of goods, the President will report the circumstances and details of the purchase.

Resolution 2007-28

RESOLVED, That the Board of Trustees of Neosho County Community College approves the revised Bidding Policy as outlined above for inclusion in the Board Policy Handbook.

Agenda Item VII-B: Board Retreat

The spring Board Retreat is scheduled for Thursday, June 21, 2007. The Retreat will be held in room 209 at the College. Dinner will be served at 5:30 p.m. Dr. Smith reviewed items to be discussed at the retreat.

Agenda Item VIII-A: Establish Full-time Men's Soccer Coach Position

Mike Kiefer, Athletic Director and Head Men's Soccer Coach, resigned his position effective the end of July. Due to the timing, personnel, and resources available, it is not effective at this time to conduct a full search for a replacement to be the Athletic Director and Head Men's Soccer Coach. Employing a Head Men's Soccer Coach in a full time capacity will continue the positive growth of the soccer program that has occurred over the last four years. The addition of this position should essentially be budget neutral since the Athletic Director responsibilities will be assigned to a current staff member at the college (Steve Murry, current Assistant Athletic Director). The job description is attached.

Resolution 2007-29

RESOLVED, That the Board of Trustees of Neosho County Community College approves establishing a full-time position for the head men's soccer coach.

HEAD MEN'S SOCCER COACH

Reports to: Athletic Director

Classification: Full-time Faculty Employee

Pay Status: PEA Contract

Vacation/Sick Leave/Regular Holidays per Negotiated Contract

Full fringe benefit

Revision Date: June 2007

Position Purpose: This position is responsible for successful administration of the Men's soccer program.

Duties and Responsibilities:

Recruit and retain student athletes meeting the assigned minimal program numbers as determined by the athletic director;

Advise student athletes, monitor academic progress, determine study-hall requirements, and check graduation requirements;

Aid graduating student athletes in finding appropriate four-year institutions based on performance;

Monitor citizenship of student athletes and administer discipline when needed;

Teach the skills of soccer in practices and game situations.

Teach the tactics of soccer in practices and game situations.

Successfully manage games and practices.

Develop schedules for practice and intercollegiate competition;

Arrange and manage travel for competition;

Prescribe and supervise training programs;

Supervise all workouts in weight room and practice site;

Propose, plan, and administer a budget; request funds for necessary purchases including equipment, uniforms, and other items within the given budget;

Fill the assistant coaching position;

Supervise assistant coaches, team managers, and college work-study students;

Complete eligibility forms for competition season;

Follow proper NJCAA, KJCCC, and NCCC rules and regulations;

Attend all athletic meetings called by the director of athletics or assistant director;

Attend all region VI soccer meetings;

Coordinate fundraising activities with the director of athletics and the director of development and assist with raising money for the Panther Club;

Work with the sports information director and/or other media persons regarding press releases for the soccer program;

Perform other significant duties (approx. 20%) as assigned by Director of Athletics.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of teaching the game of soccer

Knowledge of recruiting process.

Skill in the recruiting process.

Skill in effectively organizing a team for practices and games.

Skill in effectively using a computer and the various software applications.

Ability to effectively communicate.

Ability to successfully place players at four-year colleges.

Ability to successfully fundraise.

Ability to plan and organize a soccer program including scheduling, travel planning, purchasing, recruitment, practice/game management, etc.

Education and Experience

Bachelors' degree required, Masters degree strongly preferred in, in relevant discipline.

Two years experience coaching soccer, preferably at the collegiate level.

Special Requirements:

Willing to work nights and weekends as required.

Agenda Item VIII-B.: Appointment of Head Men's Soccer Coach

It was the President's recommendation that the Board appoint Steven Harrison as the head coach for men's soccer. Mr. Harrison has a Masters degree in Media Communications from Webster University in St. Louis and a Bachelor of Arts in Communications/Public Relations from Fontbonne College also in St. Louis.

Mr. Harrison has been the assistant coach for men's and women's soccer since August 2005 and has college-level soccer playing experience. Mr. Harrison will be placed at MS-2 (\$29,780) on the faculty salary schedule. That amount will be adjusted following the completions of faculty negotiations. His start date will be August 14, 2007.

Resolution 2007-30

RESOLVED, That the Board of Trustees of Neosho County Community College approves the appointment of Steven Harrison as the head coach for men's soccer beginning August 14, 2007. He will be paid at the MS-2 level.

Agenda Item VIII-C.: Establish Full-time Graphic Design Artist Position

The college began contracting for part-time graphic design services more than two years ago. Since that time the look and feel of almost all of our publications and advertisements has greatly improved. Gone are the days of a "clip art" flier being thrown together by employees more at home with spreadsheets and databases than color choices and emotional effect. The quality level of all publications has been elevated and "professionalized" resulting in better marketing of our services to potential students.

Word of this quality improvement reached the college community, resulting in more and more departments across campus asking for more and more help from the graphic design artist, resulting in an ever increasing number of projects. The part-time contracted service graphic artist was only budgeted for 20 hours a week, causing much lag in getting projects completed. Between the many publications, improving the look and feel of the website, and greater advertising push, the part-time contract services can not continue to meet the present demand. The graphic design contract

services position hours have been expanded to the point of nearly the equivalent of a full-time employee's hours without benefits. The administration believes this situation needs to be addressed. With the greatly increased workload combined with the need to stabilize this position and achieve longevity, the administration believe we need to establish a full-time graphic design artist position in the 2007-08 school year.

Currently the contracted services graphic design artist is paid \$10 an hour and is working nearly 40 hours a week as a contract laborer. In addition, this person receives \$300 per month supplemental for web page graphic updates (total compensation \$20,400). Therefore the cost to expand the position to 40 hours a week would be negligible in terms of salary, as little as \$2,900 a year. What will add to the expense is the cost of benefits. The maximum expense for fringe benefits would be \$7,348 per year. This brings the total "new money" needed to approximately \$10,248 per year.

This position would answer to the Director of Development and would be a twelve month position. The administration is recommending that the Board approve the establishment of a full-time graphic design artist position. A job description is attached.

Resolution 2007-31

RESOLVED, That the Board of Trustees of Neosho County Community College approves adding the full-time graphic design artist position beginning July 1, 1007.

Graphic Design Artist

Reports to: Director of Development
Organizational Unit: Exempt
Salary Range: \$23,700-\$33,700
Revision Date: June 2007

The Graphic Design Artist is responsible for developing professional design graphics for printed materials, ads, layout of NCCC marketing resources and packaging that reflect the NCCC brand. Results will reflect appealing aesthetics and visual design. The position will also assist the Webmaster with NCCC website content that reflects the same professional values as above. Duties include, but are not limited to:

- a. Produce and maintain high quality and effective marketing collateral including signage, program books, power point presentations, class schedules, ads, sponsorship banners, event invitations, etc. for college activities and foundation events
- b. Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts
- c. Manage and deliver creative projects on time
- d. Design and produce direct mail projects
- e. Design and produce miscellaneous art, brochures, pamphlets, reports, etc
- f. Respond to special design requests from staff

- g. Coordinate projects with other entities such as printers, programmers or other technicians, to complete the final product
- h. Assist Webmaster with the creation of new web pages and update existing web pages with information provided by staff which will include the events calendar, news and announcements, and information on classes, facilities and other web-page needs
- i. Assist Webmaster with editing of other contributors' web submissions for accuracy, consistency, grammar, and tone
- j. Monitor other community college websites for best practices
- k. Other duties as assigned

MINIMUM JOB REQUIREMENTS:

Associates Degree required, preferably in graphic design or closely related field. Bachelors degree preferred in graphic design or closely related field. Web content and design ideal. Two year, full-time (or equivalent) graphic design experience required.

- a. Knowledge of Photoshop, Adobe Illustrator required. Knowledge of Dreamweaver, Quark Xpress, and other industry software preferred.
- b. Two plus years experience in graphic design, marketing collateral and graphically designing/updating web sites.
- c. Creativity and strong organizational skills and attention to detail.
- d. A strong working knowledge of printing, publishing, graphic arts procedures and related computer software and electronic communications tools.
- e. Proven command of editorial, grammatical, and writing skills.
- f. Excellent communication skills with the ability to work cooperatively with an exciting and diverse workforce.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Demonstrate a high level of motivation and creativity.

Strong organizational skills.

Strong graphics design computer technical skills

Agenda Item VIII-D.: Appointment of Graphic Design Artist

It was the President's recommendation that the Board appoint Laura McDonnold as the full-time graphic design artist for the College. Ms. McDonnold earned an Associate of Arts degree from Neosho County Community College and is enrolled at Friends University in a Bachelor's degree program in Organizational Management & Leadership and has 6 credit hours remaining to earn her degree.

Ms. McDonnold has been working as the graphic design artist for the College for the past two years

on a contract labor basis. She was also an adjunct instructor for a graphic design class. Other graphic design artist work includes Flying Colors/Express Designs in Wichita from 1995-97; art director at Ducuplex; Wichita from 1999-2002; designer at Method Forge in Chanute 2002-03; and photographer's assistant for Keepsake Photographer, Derby from 2006-2007.

Ms. McDonnold will be paid \$24,000 annually with administrative benefits starting July 1, 2007.

Resolution 2007-32

RESOLVED, That the Board of Trustees of Neosho County Community College approves the appointment of Laura McDonnold for the full-time position of graphic design artist beginning July 1, 2007 at an annual salary of \$24,000.

Agenda Item VIII-E: Revision to Library Computer Clerk Position

Over the past few years, the workload in the financial aid office has increased significantly. Several factors have contributed to this increased workload, including increased enrollment, a growing nursing department, increased demands for verification of student financial aid applications, implementation of the Academic Competitiveness Grant, and increased cost of tuition, fees, room and board but no increase in Pell Grant maximums, resulting in more students applying for student loans. Although the efficiency of the financial aid office has greatly improved since hiring Kerrie Coomes as director, the financial aid staff work very long hours to ensure that student aid is packaged in a timely manner.

With the transfer of Mary Bulk from the ¾ time library computer clerk position to the bookstore, the administration took a closer look at this position and the time necessary to complete the library duties. As a result of this analysis, the administration proposes changing the current ¾ time Library Computer Clerk position to a full-time Financial Aid/Library Assistant position. This position would split time between both the financial aid area and the library. The decrease in hours worked in the Library will be balanced by the higher quality candidates that a full-time position would attract. The administration feels that this will benefit both areas since the busy times of the year in financial aid are generally slower times in the library and vice versa. The position description for this new position is attached.

One problem this new arrangement will not solve is the administrations desire to provide weekend library hours. The administration proposes hiring someone (possibly an assistant coach) to work approximately four to eight hours each weekend to keep the library open for student use. This would cost between \$1,000 to \$2,000 annually. This could be paid for through money already budgeted in student development for part-time temporary clerical help.

The change is budget neutral.

Current Costs:

\$26,106 Current Library Computer Clerk salary plus benefits
\$ 7,000 Temporary on-demand clerical help in Student Development
 \$33,106

Proposed Costs:

\$25,617 Financial Aid/Library Assistant (Level II position \$9/hr-\$18,720 salary,
 plus \$6,897 fringe benefits)
\$ 1,500 Weekend Library Hours
 \$27,117
 + 5,989

Resolution 2007-33

RESOLVED, That the Board of Trustees of Neosho County Community College approves revising the part-time Library Computer Clerk position to a full-time Financial Aid/Library Assistant position.

FINANCIAL AID/LIBRARY ASSISTANT

Reports to: Director of Financial Aid & Director of Library Services
Classification: 12-month Employee
Pay Status: Hourly, Non-Exempt
Classification Level II
Starting Salary: \$8.00-\$9.00/hr
Vacation/Sick Leave/Regular Holidays per Board Policy/Full Fringe Benefit
Revision Date: 6/2007

Purpose of Position: This position is a member of both the library and financial aid teams. This position is responsible for providing support to financial aid and the library.

Essential Functions:

Financial Aid:

Create and maintain financial aid files for each financial aid applicant on the Ottawa and Chanute campuses.

Track student information and inform students of needed documentation for file completion for the Ottawa and Chanute campuses.

Perform loan default management activities including, but not limited to, contacting delinquent borrowers by mail and telephone.

Update all financial aid forms annually on the website and for paper **distribution**.

Library:

Use Microsoft Office Programs, Microsoft Outlook and Internet interfaces, as well as help students with them.

Maintain computers and software applications, and troubleshoot student computer problems.

Help students to find materials in the Library, and to use electronic databases, online Library catalog, and Inside NCCC.

Give Library tours and Library orientation classes to incoming students.

Oversee and maintain audiovisual equipment for the Chanute campus.

Set up satellite seminars and conferences.

Maintain data and compile monthly reports on equipment, computer usage, and instructional sessions.

Make patron library cards, library books marks, and special posters as needed and maintain with bulletin boards.

Work a flexible schedule, including at least one evening per week.

Answer the Library telephone and assist patrons via the telephone.

Assume responsibility for administering Library functions during day or evening in the absence of other staff or Director, including opening and closing of the Library and supervision of student assistants.

Design forms as needed and requisition copy cards.

Perform other miscellaneous duties as assigned by the Director of Financial Aid and the Director of Library Services.

Required Knowledge, Skills and Abilities:

Excellent oral and written communication skills.

Ability to work effectively with diverse populations.

Excellent organizational skills.

Excellent computer skills.

Willingness and ability to work as a member of a team.

Attention to detail.

Education and Experience:

High school diploma required; associate's degree or 1-2 years experience working in a library or financial aid office preferred.

Working Conditions:

Work is normally performed in a typical interior/office work environment.

Some physical effort is required.

No or very limited exposure to physical risk.

Working at least one evening is required.

Agenda Item VIII-F: Accounts Receivable Write-off

The President asked the Board to approve the write off \$60,708.08 of accounts receivables for activity from January 2005 through December 2006.

The business office will continue to keep a record of the written-off accounts, and a hold will be placed on the applicable student records. Therefore, the business office can still collect the money, even though the account has been written off.

Resolution 2007-34

RESOLVED, that the Board of Trustees of Neosho County Community College authorizes the administration to write-off \$60,709.08 in old accounts receivable, and that the College continue to attempt to collect those amounts written off.

Agenda Item VIII-G: Outstanding Checks Write-Off

The President asked the Board to approve canceling \$749.04 of old outstanding checks that the recipients have not cashed. K.S.A. 815 and K.S.A. 816 require outstanding checks that are two or more years old to be cancelled and restored to the fund originally charged.

After reviewing the outstanding checks it has been determined that \$749.04 should be cancelled and restored to the fund originally charged.

Resolution 2007-35

RESOLVED, That the Board of Trustees of Neosho County Community College authorizes the administration to cancel \$749.04 in old outstanding checks.

Agenda Item VIII-H: Lease Agreement for Lawrence Allied Health Facility

Occupations in the healthcare industry are on the rise. The top 30 fastest growing jobs in the U.S. predicted through 2010 are in allied health. Coincidentally, the large "baby boomer" population is on the verge of causing a spike in the ever-growing elderly population.

Neosho County Community College has met the need of its students by offering a plethora of healthcare courses and programs to choose from. The Allied Health program, responsible for the education of quality Certified Nurse Aides, Medication Aides and Home Health Aides, along with many other courses, has exceeded the capacity of the current Lawrence SRS office. Due to the increased number of allied health classes offered, the Lawrence SRS office is no longer able to accommodate the College's needs and has chosen to discontinue its partnership with NCCC as of June 30, 2007.

The allied health program wishes to occupy a permanent classroom space in Lawrence, located at 3320 Petterson Road, Suite 105. By doing so, NCCC will not only offer the classes on the current schedule but will have the ability to offer more classes. In turn the College will be providing the national workforce with employable workers to assist in the care of the ever-growing elderly population.

The College attorney suggested over 12 revisions to the lease agreement. The Leasers accepted all of the recommendations. It was the President's recommendation that Neosho County Community College takes this step forward and continue to secure its place as a leader in healthcare education.

Resolution 2007-36

RESOLVED, That the Board of Trustees of Neosho County Community College approves the 12-month lease agreement with Art Executive Office Park, LLC, for classroom space at 3320 Petterson Road, Suite 105 in Lawrence, Kansas.

Amended Agenda Item VIII-I: Jenzabar EX Non-traditional Student and Fixed Assets Software

During a recent Jenzabar training session on the EX software, college personnel became aware of

additional software functionality that was available, but not purchased, with our acquisition of the Jenzabar EX administrative software platform. These two software modules are the EX Non-traditional module and the EX Fixed Assets module. The Non-traditional module is intended to handle registration and coordination of classes and events that would normally fall outside the scope of the regular EX registration system module. The Fixed Assets module, as the name implies, handles inventory and fixed assets.

Ben Smith, Lisa Last, Sandi Solander and Kerry Ranabargar were all present for that training session and knew immediately that the college would be interested in both software modules. Because Brenda Krumm was not available for the Non-traditional software demonstration, Mr. Ranabargar was able to set up another training session where the software was demonstrated in detail to Brenda Krumm, Ben Smith and Kerry Ranabargar. Currently Brenda Krumm's operation handles the entire registration of specialized courses and events manually, and has to duplicate information in her office, and then input it on our current registration system. Brenda is excited about the possibility of being able to enter information just once and use our SIS/MIS to handle this process for her staff.

The Non-traditional software module will allow the Outreach and Workforce Development office to automate several processes that are currently done manually. Some of these processes include:

Timed confirmation letters

Timed tracking letters

Tying budget expenditures to projects

Flag classes as "must pay prior to enrolling"

Flag classes as "requires dean's approval"

Track State Identification numbers that are assigned to allied health courses

Automate the department's annual course log

Allows tracking of groups of courses within the department, such as developmental

medical assistant, health information technology, high school concurrent

The Fixed Assets software module will allow for a direct interface between the purchase order system, the general ledger system and the fixed assets system. This interface will provide additional inventory control as equipment from the purchasing system can be automatically transferred into inventory. The Fixed Assets software will also increase efficiencies processing inventory and allow for greater reporting mechanisms.

The cost of the Non-traditional software module is \$39,696, which Jenzabar has graciously discounted 50% due to the circumstances noted above, making the software cost for the Non-traditional module \$19,848. The cost of the Fixed Assets software module is \$16,517, which Jenzabar has also discounted 50%, making the software cost for the Fixed Assets \$8,259. Total cost for the two software modules after the 50% discount is \$28,107. The funding for the software acquisition will come from unused funds in Dr. Inbody's budget and the general administration budget.

Approximately \$20,100 will be necessary to cover the services necessary to implement both of the software modules. Implementation service charges will be invoiced as the charges occur. The

funding for the services will come equally from the Chanute and Ottawa technology fund. Additionally, software maintenance charges totaling approximately \$10,118 will be added to the technology services budget to cover the annual software maintenance charges for updates and support.

The Executive Committee has discussed and approved a recommendation to purchase the EX Non-traditional and Fixed Assets software modules. The senior staff and the President agreed with this recommendation.

It was the President's recommendation that the Board approve the purchase of the Jenzabar EX Non-traditional student and Fixed Assets software modules at a cost of \$28,107 plus implementation and maintenance costs.

Resolution 2007-37

RESOLVED, That the Board of Trustees of Neosho County Community College approves the purchase of the Jenzabar EX Non-traditional student and Fixed Assets software modules at a cost of \$28,107 plus implementation and maintenance costs.

Mr. Peter called for a break at 6:55 p.m. The meeting resumed at 7:00 p.m.

Amended Agenda Item VIII-J.: Executive Session-Negotiations

Upon a motion and a second, the Board entered executive session for 10 minutes to discuss matters relating to employer-employee negotiations and to include the President, Vice President for Student Learning, Dean of Finance and the college attorney. The Board entered executive session at 7:03 p.m.

The Board returned to open meeting at 7:13 p.m.

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

Upon a motion and a second, the Board entered executive session for 30 minutes to discuss personnel matters of non-elected personnel which if discussed in open session might violate their rights to privacy and to include the college attorney. The Board entered executive session at 7:15 p.m.

The Board returned to open meeting at 7:45 p.m. Upon a motion and a second, the Board returned to executive session for 20 minutes to continue discussions of personnel matters of non-elected personnel which if discussed in open session might violate their rights to privacy and to include the President for a portion of the executive session. The Board returned to executive session at 7:46 p.m.

The Board returned to open meeting at 8:06 p.m.

Agenda Item IX.: Adjournment

Upon a motion and a second, the meeting adjourned at 8:10 p.m.