

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

**DATE:** April 10, 2008  
**TIME:** 5:30 P.M.  
**PLACE:** Student Union, room 209

**PRESENT:** Charles Boaz  
Clint Isaac  
Mariam Mih  
David Peter  
Basil Swalley

**ABSENT:** Kevin Berthot

**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  
Dale Ernst, Dean Ottawa Campus  
Chad DeVoe, Faculty Senate President  
Mary Bulk, Bookstore Manager  
Tosca Harris, Liberal Arts Division Chair  
Mindy Ayers, Instructor  
Gayle Randolph, Instructor  
Sarah McCoy, Instructor  
Academic Excellence Challenge Team  
Kent Pringle, Board Attorney  
Terri Dale, Board Clerk  
Adam Vogler, Chanute Tribune

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

### **III: Public Comment**

Chanute Tribune reporter Adam Vogler said that he had accepted a position with the Emporia newspaper and that this would be his last meeting.

### **IV. Approval of the Agenda**

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

### **V. Consent Agenda**

The following items were approved by consent.

- A. Minutes from March 13, 2008
- B. Claims for disbursement for March 2008
- C. Master Course List

### **Consent Agenda Item C: Master Course List**

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 Summer 2008**

#### **New Courses**

TST 130 Motorcycle Training, 2 credit hours  
NURS 251 Family Nursing II, 4 credit hours  
NURS 261 Mental Health Nursing, 4 credit hours

#### **Credit Hour Changes**

ENGL 018 Reading Proficiency I, 3 credit hours to 4 credit hours  
MATH 011 Beginning Algebra, 3 credit hours to 4 credit hours  
MATH 112 Intermediate Algebra, 3 credit hours to 4 credit hours

### **NEW COURSES**

#### **COURSE IDENTIFICATION**

Course Prefix/Number: TST 130  
Course Title: Motorcycle Training  
Division: Outreach & Workforce Dev  
Program: Lifetime Learning  
Credit Hours: 2  
Initiation/Revised Date: Spring 2008

#### **CLASSIFICATION OF INSTRUCTION**

Academic

#### **COURSE DESCRIPTION**

This course provides a combination of classroom, range, and on-street instruction. To participate in the on-street riding, each student must pass the Kansas Motorcycle License skill test administered by the instructor. All students will wear orange vests identifying them as "Student Drivers" when riding on-street. Students must participate in a minimum of 480 minutes of classroom instruction, 360 minutes of range instruction, and 60 minutes of on-street instruction.

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

Students must be a resident of Kansas. To obtain the motorcycle endorsement on their license students must have a Kansas drivers' license.

#### **TEXTS**

Provided by the Motorcycle Safety Foundation

#### **COURSE OUTCOMES**

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

1. Describe state licensing laws including permits, restricted licenses, and licenses.
2. Recognize signs, signals, and pavement markings.
3. Identify the parts of the motorcycle.
4. Demonstrate basic motorcycle operation.
5. Demonstrate safe vehicle interaction.

### **COURSE OUTLINE**

- I. Classroom instruction/evaluation.
- II. Range instruction/evaluation.
- III. On-street instruction/evaluation.

### **INSTRUCTIONAL METHODS**

Audio visual presentations, brief lectures, discussions, demonstrations, and practice sessions.

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

1. Attend class.
2. Pass written tests at 80% or higher.
3. Participate in the discussion in a respectful and cooperative manner.
4. Pass state license exam including on-cycle activities without prompt by staff.

### **GRADING PROCEDURE AND SCALE**

This course will be graded on a pass/no pass basis. Students must have an 80% mastery of written Test I and II to successfully pass the course.

### **Attendance Policy**

Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-hundred (100) minutes per credit hour for the course or, in the case of on-line or other non-traditional courses, the student is inactive for one-eighth of the total course duration, the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified.

### **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits.

Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

### **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**

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 will measure assessment of student gain. This measurement will be done via pre and post essay 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 are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please notify the *Director of Advising and Counseling, Chanute Campus, Student Union, 620-431-2820 ext 280* or the *Dean, Ottawa Campus, 785-242-2607 ext 312*, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## ***COURSE IDENTIFICATION***

Course Prefix/Number: NURS251  
Course Title: Family Nursing II  
Division: Health Care  
Program: Nursing  
Credit Hours: 4  
Theory Hours: 3  
Clinical Hours: 1  
Initiation Date: Fall 2008

### **CLASSIFICATION OF INSTRUCTION**

Sophomore level course. This course is offered first semester of the second 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 the high-risk perinatal client and the high-risk neonate. The primary clinical emphasis is with the childbearing family experiencing deviations from normal in the acute health care setting. Women's health care issues will also be discussed.

### **PREREQUISITES**

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

NURS101 Introduction to Nursing  
NURS102 Dosage Calculations  
NURS111 Foundations of Nursing  
NURS121 Nursing Care of the Adult I  
NURS131 Nursing Care of the Adult II  
NURS141 Family Nursing I

### **COREQUISITES**

NURS261 Mental Health

Successful completion of the NCLEX-PN and proof of LPN licensure during the first session and prior to entering the 2<sup>nd</sup> session. The student who does not pass the NCLEX-PN during the first session may complete that session before being dismissed from the nursing program. The student who does not pass the NCLEX-PN prior to entering the 2<sup>nd</sup> session will be withdrawn from the course and dismissed from the nursing program.

### **REQUIRED TEXTS**

Ackley, Betty J. and Ladwig, Gail B. Nursing Diagnosis Handbook, 8<sup>th</sup> ed., Mosby, 2008.

Adams, Michael; Jeseophson, Dianne L.; and Holland, Jr., Leland. Pharmacology for Nurses – A Pathophysiologic Approach, 2<sup>nd</sup> edition, Pearson/Prentice Hall, Upper Saddle River, NJ, 2008.

Ball, Jane & Bindler, Ruth. Pediatric Nursing: Caring for Children and Quick Reference to Pediatric Clinical Skills, 4<sup>th</sup> ed., Pearson Prentice Hall, Upper Saddle River, NJ, 2008. (Su 2007)

Burke, Karen; LeMone, Priscilla; and Mohn-Brown, Elaine. Medical-Surgical Nursing, 2<sup>nd</sup> ed., Prentice Hall, 2007.

Curren, Anna M. Dimensional Analysis for Meds, 3<sup>rd</sup> ed., Delmar, Albany, NY, 2005.

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

Elkin, Martha Keene; Perry, Anne Griffin; & Potter, Patricia A. Nursing Interventions & Clinical Skills, 4<sup>rd</sup> ed., Mosby, Inc., St. Louis, MO, 2007.

McHugh-Schuster, Pamela. Concept Mapping, F.A. Davis, Philadelphia, PA, 2002.

Mosby's Dictionary of Medicine, Nursing and Health Professions, 7<sup>th</sup> ed., Mosby-Year Book, Inc., St. Louis, MO, 2006.

Mosby's Nursing Drug Cards, Mosby, Inc., St. Louis, MO, 2008, and/or Mosby's Nursing Drug Reference, Mosby, Inc., St. Louis, MO, 2008.

Pagana, Kathleen and Pagana, Timothy. Diagnostic and Laboratory Test Reference, 8<sup>th</sup> ed., Mosby, Inc., St. Louis, MO, 2007.

Potter, Patricia Ann and Perry, Anne Griffin. Fundamentals of Nursing, 6<sup>th</sup> ed., Mosby, Inc., St. Louis, 2005.

Schlenker, Eleanor D and Long, Sara. Williams' Essentials of Nutrition & Diet Therapy, 9<sup>th</sup> ed., Mosby, Inc., St. Louis, MO, 2007.

Weber, Janet. Nurses' Handbook of Health Assessment, 6<sup>th</sup> ed., J. B. Lippincott, Philadelphia, 2008.

## **COURSE OUTCOMES**

At the completion of Family Nursing II, the student must pass a RN nationally normed Maternal-Newborn Nursing Exam on the following outcomes. The student will :

1. Apply critical thinking skills to solve nursing problems when caring for the childbearing family including high-risk situations.
2. Effectively apply all components of the nursing process in promoting functional health patterns of the child-bearing family including high-risk situations.
3. Discriminate between therapeutic and non-therapeutic communication skills when caring for the child-bearing family in high-risk situations or working with staff in the workplace.
4. Determine safe, effective technique when completing technical skills.
5. Formulate priorities using sound nursing judgment when completing assessments and nursing care.
6. Determine appropriate nursing care related to the administration of medications

and parenteral therapies.

## **COURSE OUTLINE**

UNIT I. OBSTETRICAL AND NEONATAL NURSING PROCEDURES

UNIT II. WOMEN'S HEALTH CONCERNS THROUGHOUT THE LIFESPAN

AND THE HIGH-RISK ANTEPARTUM PATIENT

UNIT III. THE HIGH-RISK INTRAPARTUM AND POSTPARTUM PATIENT

UNIT IV. THE HIGH-RISK NEONATE/INFANT

## **INSTRUCTIONAL METHODS**

Classroom  
 Lectures and discussions  
 Audio-visual aids  
 Group activities  
 Self-study with aids and programmed materials  
 Laboratory  
 Scheduled classroom laboratory  
 Scheduled clinical laboratory  
 Article presentation  
 Non-scheduled self-study laboratory  
 Computer laboratory  
 Teaching Facilities  
 Contracted hospitals  
 Classroom

Learning Lab  
 Library  
 Visuals/Audio-Visuals/Tapes  
 Audio-visuals  
 Computer simulations  
 Internet sites  
 Models  
 Resource Persons  
 Personnel of cooperating agencies  
 Clinical Facilities  
 Chanute – NMRMC  
 Ottawa -

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

Skill performance and oral tests in classroom lab and clinical  
 Attendance (both theory and clinical)  
 Quizzes  
 Unit and comprehensive final examinations  
 Written assignments  
 ATI Registered Nurse Maternal-Newborn Nursing Exam  
 Performance evaluation in clinical areas  
 Math Proficiency Exam  
 Final course grade will be based on theory and clinical performance

### **CRITERIA FOR DETERMINATION OF COURSE GRADE**

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 Withdraw

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. This 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**

Unit exams, quizzes, the first math proficiency exam, final exam and written assignments will be averaged according to total points to determine the 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 68% (Level 2 Cut Score) on the comprehensive score for the ATI Registered Nurse Maternal-Newborn Nursing Exam (Version 2.1) in order to proceed into the next course in the nursing program. Should the student not achieve at least 68% on the first attempt, the student should study the appropriate content areas in the review books provided by ATI before retesting. The student will be allowed to retest once (to achieve the minimum score required) 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. In Nursing V, the student must also pass a medication calculation proficiency exam with at least 95% in order to pass the nursing course. The student may test no more than three (3) times in order to achieve a minimum score of 95%. 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 is a performance checklist before being allowed to do the skill in the clinical area. Proficiency of procedural skills shall be evaluated at the time the student demonstrates the skill in Learning Lab and 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 nursing course.

### **Clinical Assignments**

1. Pass with a minimum of 76% average competence on written client assignments - see concept map/NCP criteria. Family Nursing II students will complete a total of two (2) concept maps/nursing care plans. If unsatisfactory, one additional concept map/nursing care plan is the maximum number which may be assigned. Concept maps & care plans will be given to the instructor during post-conference of the day they are assigned.

2. Family Nursing II students will present one OB/GYN/Neonatal nursing article during post-conference. Completion of the presentation will result in a pass for the journal article.

3. Pass clinical evaluation - see criteria for clinical evaluation. Clinical performance will be evaluated using the Level II Clinical Evaluation Form as found in the Student Nurse Handbook.

4. Pass with a minimum of 95% competence a medication calculation proficiency exam in Family Nursing II. The student will have a maximum of three attempts to master the exam with a 95% or higher score. Failure to pass the exam will result in a clinical failure and the course grade will be recorded as a "D."

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.

### **Professional Conduct:**

Strict adherence to professional ethics is expected at all times. This includes professional conduct, punctuality, adherence to the school uniform policy (see the student nurse handbook) and the patient confidentiality policy, and avoidance of any substance abuse. Any suggestions of

unprofessional conduct will result in the dismissal of the student from the theory or the clinical area for the day and may result in a student behavior contract or, depending on the situation, dismissal from the program. In the event a clinical facility requests that a student not be permitted to attend clinical there, the student will be dismissed from the program. See the NCCC Student Code of Conduct and Discipline.

### **ASSESSMENT OF STUDENT GAIN**

Assessment of student gain is based on the assumption that the student has no previous knowledge about Family Nursing II content (high-risk versus normal learned in Family Nursing I). This assessment will be done via a RN nationally normed Comprehensive Nursing Exam, Maternal-Newborn 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 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. Notifications is to take place at the beginning of the missed day. (See late quizzing and testing policy.) 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.

Frequent absences will be subject to review by the nursing faculty for purposes of counseling. After 3 times the number of credit hours absence (12 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 realizes he/she 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.

#### ***Make-Up***

After missing theory, the student is personally responsible for contacting the instructor to make arrangements for make-up and for securing all lecture handouts. 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 written assignment as deemed necessary at the discretion of the instructor. Clinical make up shall be hour for hour with the time, place and date to be determined by the course coordinator. 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, Student Union, 620-431-2820 ext 280* or the *Assistant Dean, Ottawa Campus, 785-242-2607 ext 305*, 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 IDENTIFICATION**

Course Prefix/Number: NURS 261  
Course Title: Mental Health Nursing...8 Week Semester  
Division: Health Care  
Program: Nursing  
Credit Hours: 4  
Theory Hours 3  
Clinical/Lab Hours 1  
Initiation/Revised Date: Fall 2008

### **CLASSIFICATION OF INSTRUCTION**

Sophomore level course. This course is offered all semesters of the nursing program on the Chanute and Ottawa campus sites. Both in-class and on-line versions are available.

### **COURSE DESCRIPTION**

This course is designed for the student to utilize the nursing process in promoting and eclectic approach to the mental health/mental health continuum. The student will appraise the elements of bio/psycho/social and spirituality to achieve client outcomes, and to differentiate between adaptive and maladaptive responses encountered in mental health nursing. Concepts of professional ethics, exposure to life stressors, communication techniques, pharmacology, and pathology will be explored and applied to clients of all age groups within acute, chronic, and community mental health care settings. Therapeutic communication and intervention is the common thread throughout this course.

### **PREREQUISITES**

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

NURS101 Introduction to Nursing  
NURS102 Dosage Calculations  
NURS111 Foundations of Nursing  
NURS121 Nursing Care of the Adult I  
NURS131 Nursing Care of the Adult II  
NURS141 Family Nursing I

**COREQUISITES**

NURS 251 Family Nursing II

Successful completion of the NCLEX-PN and proof of LPN license during the first session and prior to entering Level II nursing. The student who does not pass the NCLEX-PN during the first session may complete that session before being dismissed from the nursing program. The student who does not pass the NCLEX-PN prior to entering Level II nursing will be withdrawn from the course and dismissed from the nursing program.

\*The instructor reserves the right to change course policies and methods of instruction as circumstances require .

**REQUIRED COURSE TEXTS**

Ackley, Betty J. and Ladwig, Gail B. Nursing Diagnosis Handbook, 8<sup>th</sup> ed., Mosby, 2008

Adams, Michael; Jesephson, Dianne L.; and Holland, Jr., Leland. Pharmacology for Nurses - A Pathophysiologic Approach, 2<sup>nd</sup> ed., Pearson/Prentice Hall, Upper Saddle River, NJ, 2008.

ATI Mental Health Nursing: RN Edition, 6<sup>th</sup>.ed. Assessment Technologies, 2006.

Burke, Karen; LeMone, Priscilla; and Mohn-Brown, Elaine. Medical-Surgical Nursing, 2<sup>nd</sup> ed. Pearson/Prentice Hall, Upper saddle River, NJ, 2007

Curren, Anna M. Dimensional Analysis for Meds, 3<sup>rd</sup> ed., Delmar, Albany, NY, 2005.

Elkin, Martha Keene; Perry, Anne Griffin; and Potter, Patricia A. Nursing Interventions and Clinical Skills, 4<sup>th</sup> ed., Mosby, Inc., St Louis, MO, 2007

Mosby's Dictionary of Medicine, Nursing and Health Professions, 7<sup>th</sup> ed., Mosby-Year Book, Inc., St. Louis, MO, 2006

Pagana, Kathleen and Pagana, Timothy. Diagnostic and Laboratory Test Reference, 8<sup>th</sup> ed., Mosby, Inc., St. Louis, MO, 2007

Potter, Patricia Ann and Perry, Anne Griffin. Fundamentals of Nursing, 6<sup>th</sup> d., Mosby, Inc., St. Louis, MO, 2005

Schlenker, Eleanor D. and Long, Sara. Williams' Essentials of Nutrition and Diet Therapy, 9<sup>th</sup> ed., Mosby, Inc., St. Louis, MO, 2007

Townsend, Mary C. Psychiatric Mental Health Nursing, 5<sup>th</sup>. ed., F. A. Davis, Philadelphia, 2006

Weber, Janet. Nurses' Handbook of Health Assessment, 6<sup>th</sup> ed., J. B. Lippincott, Philadelphia, 2008.

**COURSE OUTCOMES**

At the completion of Nursing 261/ Mental Health Nursing, the student will pass the ATI exit exam at 68%. The student will achieve the following outcomes in Nurs 261:

1. Apply basic concepts of nursing care relating to a psychiatric diagnosis, pathophysiology, non-pharmacological treatments, pharmacologic treatments, and related bio/psycho/social influences on the mental health disease process.
  2. Utilize critical thinking skills based on knowledge, comprehension, application, analysis, and self evaluation when caring for clients in a mental health care setting.
  3. Demonstrate therapeutic communication skills and interventions with clients in verbal, nonverbal, and written modalities.
  4. Apply all components of the nursing process in a priority manner to promote functional health patterns when caring for clients in a mental health care setting.
  5. Prioritize and apply technical skills and techniques necessary for safe and effective client care.
  6. Demonstrate proper procedure for communication, documentation, and exchange of client healthcare information in a formal and informal manner with the health care team and the health care institution.
  7. Demonstrate legal, safe, and ethical nursing practice based on the Nursing Standards of Practice, institutional policies and procedures, and the Patient Bill of Rights.
- \*The instructor reserves the right to change course policies and methods of instruction as circumstances require.

### **COURSE OUTLINE**

UNIT I. BASIC CONCEPTS IN PSYCHIATRIC NURSING:

MALADAPTATIONS OF THE PSYCHOSOCIAL MODES AS IT

PERTAINS TO MENTAL HEALTH NURSING

UNIT II. THERAPEUTIC APPROACHES IN PSYCHIATRIC CARE: CONCEPTS BASIC TO PSYCHIATRIC/MENTAL HEALTH NURSING

UNIT III. THERAPEUTIC APPROACHES IN PSYCHIATRIC CARE:

CLINICAL SYNDROME IN MALADAPTATION OF THE

PSYCHOSOCIAL MODES (PART I)

UNIT IV. THERAPEUTIC APPROACHES IN PSYCHIATRIC CARE: CLINICAL SYNDROME IN MALADAPTATION OF THE PSYCHOSOCIAL MODES (PART II)

UNIT V. NURSING CARE OF CLIENTS WITH ALTERATIONS IN BIOPSYCHOSOCIAL ADAPTATION: MALADAPTATIONS OF THE PSYCHOSOCIAL MODES WITH SPECIAL POPULATIONS (PART I)

UNIT VI. NURSING CARE OF CLIENTS WITH ALTERATIONS IN BIOPSYCHOSOCIAL ADAPTATION: PSYCHOSEXUAL DISORDERS IN MALADAPTATION OF THE PSYCHOSOCIAL MODES (PART II)

UNIT VII. NURSING CARE OF CLIENTS WITH ALTERATIONS IN BIOPSYCHOSOCIAL ADAPTATION: MALADAPTATIONS OF THE PHYSIOLOGICAL/PSYCHOSOCIAL MODE WITH SOCIAL PROBLEMS (PART III)

UNIT VIII. NURSING CARE OF CLIENTS WITH ALTERATIONS IN BIOPSYCHOSOCIAL ADAPTATION: ADJUNCTIVE MODALITIES IN TREATMENT IN MENTAL HEALTH NURSING (PART IV)

UNIT IX. ATI...ENTIRE TEXT...COMPREHENSIVE TOPICS IN PSYCHIATRIC MENTAL HEALTH NURSING: ADJUNCTIVE MODALITIES IN TREATMENT IN MENTAL HEALTH NURSING

### INSTRUCTIONAL METHODS

#### *Classroom*

Lectures and discussion

Group activities

Audio-visual technology

Self-study

Guest speakers

#### *Laboratory*

Group therapeutic communication role playing

Sensitivity training

Pre and post-clinical conference topic reports, open topic discussion, and pharmacology remediation

Computer training modules

Field trip visits

Teaching Facilities

Contracted hospitals and clinics

classroom

Learning lab

College and clinical libraries

Visuals/Audio-Visuals/Tapes/Internet

Audio-visuals, pathology films

Computer simulations

PowerPoint

Student learning modules from textbook publisher

Brain model

Resource Persons

Theory and clinical instructorsClinical Facilities

- Osawatome State Hospital: Osawatome, Kansas
- Medicalodge of Paola: Paola, Kansas
- Life Care Center: Osawatome, Kansas
- Miami County Mental Health Center: Paola, Kansas

Guest speaker

Personnel of clinical agencies

### STUDENT REQUIREMENTS AND METHODS OF EVALUATION

Attendance in theory and clinical

Pre/Post testing

Written examinations

Quizzes

Panel Staffing Paper

Weekly journal entries  
Process Recordings  
Nursing care plans  
Weekly journal entry  
Written pre-conference  
Oral post-conference  
Written and oral clinical evaluation of student progress  
Clinical evaluation exam  
Addictions Paper  
Topic reports  
Sensitivity Training  
Computer Modules and lab  
Role Playing  
Comprehensive ATI exit exam @ 68%

\*The instructor reserves the right to change course policies and methods of instruction as circumstances require.

#### CRITERIA FOR DETERMINATION OF COURSE GRADE

All theory and clinical components of this course must be passed separately at a 76%. No graded clinical component will be averaged to the theory grade until theory reaches a 76% level of proficiency. At the end of this course each student must take the ATI exit exam. The minimal passing score for the ATI exam is 68%. The grade will be determined at the end of the course based on course requirements completed. All theory and clinical objectives must be completed at a satisfactory level in order to receive a passing grade of "C" or better. 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 Withdraw

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 a minimal score of 76% on all course work (graded/pass-fail) to successfully complete this course. Grade fractions are not rounded up. Cheating will not be tolerated to any degree. Cheating on course work will lead to dismissal from the nursing course and/or nursing program. All assignment grades are final in (7) days.

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. All clinical time must be made up hour for hour. If the student fails to submit required written work or make up the clinical time, 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 this course. A 76% minimal score is required to pass theory. All course points will be averaged.

Scheduled Exams and Quizzes: 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, and alternate exam/quiz will be given minus 5% for the first day, plus 1% daily thereafter up to a maximum of 10%. If an exam or quiz is not taken before the next scheduled exam day a score of zero will be recorded. Circumstances will be subject to the course coordinators discrimination.

Unannounced exams and quizzes must be taken at the scheduled time or the score is recorded as zero and cannot be made up.

Late Papers: Course paper work will receive a 5% reduction for the first day, plus 1% daily up to 10% if not turned in by the due date. After this time the assignment will receive a zero grade.

**MASTERY OF THEORY CONTENT**

The student is expected to complete all reading assignments from their primary textbook, power points, handouts, and ATI text throughout the semester and master the content. A comprehensive exit ATI exam will be administered at the end of the semester in which the student is required to achieve a passing proficiency of 68%. The student will be allowed one retake on the ATI comprehensive exit exam.

**CLINICAL GRADE**

The clinical grade will be based on graded and pass-fail assignments, attendance, student clinical performance, and professional conduct. A minimum of 76% is required on all assignments.

**CLINICAL ASSIGNMENTS**

Pass with a minimum of 76% average competence on all written clinical assignments:

- .Addiction Paper
- .Panel Staffing Paper
- .Process Recordings
- .Pre and Post Conferences
- .Journal Entries
- .Clinical Evaluation Exit Exam
- .Topic Reports
- .Lab Assignments
- .Field Trip and Reaction Paper
- .Clinical Observation Critique

**LEARNING LAB**

Nursing 261/Mental Health Nursing the students may be required to complete a list of computerized learning modules and view recommended films as the semester progresses. Each student is graded on a pass-fail basis utilizing a check off. A check list of learning modules and films is included in the course packet and on the Internet. Student lab time is measured as (1) one hour weekly and counted as clinical time.



**ASSESSMENT OF STUDENT GAIN**

Student gain is based on the assumption that the student has no previous knowledge about Mental Health Nursing content. Assessment of student gain will be measured by analysis of a student's knowledge of Mental Health Nursing through the administration of a pre and post test and the ATI comprehensive exit exam. The passing grade for this course is 76%. The following page is a breakdown of requirements for clinical course work.

\*The instructor reserves the right to change course policies and methods of instruction as circumstances require.

<b>PAPERWORK</b>	<b>GRADE</b>	<b>MINIMUM #</b>	<b>+</b>	<b>MAXIMUM #</b>
<b>CLINICAL EVAL</b>	<b>C/PF</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>TOPIC PAPER, REACTION CRITIQUE, SPEAKER, or FIELD TRIP</b>	<b>C/PF</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>PANEL STAFFING PAPER</b>	<b>C/GRADE</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>PROCESS RECORDING</b>	<b>C/PF</b>	<b>2</b>	<b>+1 For each clinical absence</b>	<b>2 @ 84% AVG.</b>
<b>ADDICTIONS PAPER</b>	<b>C/GRADE</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>TOPIC REPORT</b>	<b>C/PF</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>NURSING CARE PLAN, PROCESS RECORDING, TOPIC PAPER, OR VIDEO - COUNSELING SESSION</b>	<b>C/PF</b>	<b>0</b>	<b>May be used for clinical make-up + time missed</b>	<b>May be used for clinical make-up + time missed</b>
<b>PRE CONFERENCE</b>	<b>C/PF</b>	<b>8</b>	<b>0</b>	<b>8</b>
<b>POST CONFERENCE</b>	<b>C/PF</b>	<b>8</b>	<b>0</b>	<b>8</b>

<b>JOURNAL ENTRIES</b>	<b>C/PF</b>	<b>8</b>	<b>0</b>	<b>8</b>
<b>EXAMS</b>	<b>T/GRADE</b>	<b>8</b>	<b>0</b>	<b>9</b>
<b>QUIZZES</b>	<b>T/GRADE</b>	<b>PRN</b>	.....	.....
<b>ATI EXIT EXAM</b>	<b>T\PF</b> <b><u>68% PASS REQUIRED</u></b>	<b>1</b>	<b>1</b>	<b>2</b>

To receive a passing score in Nursing 261/Mental Health Nursing, both theory and clinical requirements must receive a passing score separately. You must also pass theory @76% before a clinical grade is added to your overall course grade.

All course work and checked out materials must be completed and handed in before a semester grade will be given.

If the ATI exam is not passed at a 68% level the student will not move onto the next courses and must repeat Nursing 261/Mental Health Nursing.

CODE: T=THEORY C=CLINICAL PF=PASS FAIL

**ATTENDANCE POLICY**

Regular attendance and punctuality are considered essential in meeting the objectives of the nursing program. If an absence involves a theory or clinical experience, that instructor expects to be notified per professional conduct.

The policy of NCCC, State of Kansas, and the Kansas State Board of Nursing requires that you attend a minimal number of hours for each nursing theory and clinical course you are enrolled, otherwise course credit hours will not be granted. A student who exceeds these hours (3 times course credit hours) will be placed on an attendance contract, probation, faculty review, or withdrawn from the nursing class...see your Nursing Handbook. The Nursing 260 coordinator will initiate an administrative withdrawal for absenteeism.

Overall, theory and clinical class begins and is in session when the instructor is in the classroom, otherwise you will be considered late or absent. This results in a 5% point deduction for each occurrence from your unit exam for that week. Make-up time and extra assignments may be required in addition to the point deduction.

**THEORY**

Specifically, being late, absent or leaving theory early = 5% point deduction each time from a scheduled unit exam for the week. All and any assignments must be made up prior to the next scheduled class period or the total assignment points are forfeited. If you are absent from a lecture quiz at the end of class you cannot make it up.

**CLINICAL**

Being late, absent, or leaving clinical early = 5% point deduction each time from a graded clinical assignment during the semester. Clinical hours must be made up hour for hour, plus an additional paper assignment will be required.

### **ASSIGNMENTS/GRADE POLICY**

All theory and clinical assignments, graded and pass-fail are due at the beginning of class or 5% will be deducted from the assignment.

The theory instructor maintains a mailbox for late assignment drop off...the office staff will need to date and time the drop off.

Clinical assignments/papers that are not turned in to the instructor when due will be hand delivered to that clinical instructor...no faxing, electronic transfer, or delivery services.

All grades are considered final in (7) days from the due date.

No graded clinical points will be added to theory points until theory is at a 76% level at semesters end.

\*The instructor reserves the right to change course policies and methods of instruction as circumstances require.

### **EXAMINATION POLICY**

Weekly unit exams will be administered at the beginning of class. Lecture quizzes will be administered at the end of lecture.

Exams are mostly multiple choice or matching...approximately 65 questions to each exam. Exam information will be derived from your text, lectures, PowerPoint, handouts, discussion, and other sources.

Exams will be administered electronically unless there is a technology deficit...a paper/pencil exam will be administered. Each student is responsible for looking up and critically thinking through the missed exam question...no exam question will be litigated during theory time. No exam question will be thrown out to achieve a passing grade.

Once the examination time begins you are not to leave the room except for emergencies. Personal activities need to be addressed prior to testing. No books, pencils, supplies, electronics, extra paper, or drink containers are allowed in the testing environment. NO TALKING IN THE EXAMINATION ROOM!

Examinations are timed as state boards...if you run out of time you forfeit the remaining questions.

Exam scores will be posted by your password for pc access. If need be, scores will be sent to your clinical site or posted on Inside NCCC.

At the end of the semester, each student will be administered the comprehensive ATI exit exam. The passing grade for ATI is 68%.

If you are an on-line student, your computer must be up to date to take exams on-line, and you are required to maintain a proctor to monitor examinations. Should your home pc not perform for testing and continues to break down you have (2) two hours to come to campus for exam

administration. If this criteria is not met then you must attend class on examination day.

### **CLASSROOM POLICY: THEORY and CLINICAL**

**Professional Conduct:** Students are required to prepare mentally, emotionally, and physically for theory and clinical. Strict adherence to professional ethics and integrity is expected at all times. This includes but is not limited to; conduct, punctuality, adherence to the school uniform policy, program policy, clinical site policy and procedures, patient confidentiality, patient safety, attitude, breach in assignment integrity, classroom preparation, clinical preparation, deficits in clinical practice, and/or substance abuse issues. You may be required to obtain a drug test at your expense. Substantiated reports of unprofessional conduct will result in the dismissal of the student from the theory or the clinical setting for the day until issues are rectified. Unprofessional conduct may require placement on a behavior contract or lead to dismissal from the nursing program pending faculty review. In the event a clinical facility requests that a student not be permitted to attend clinical at the facility, the student will be dismissed from the nursing program. See the NCCC Student Code of Conduct and Discipline.

All theory and clinical course work, assignments, hours in attendance, and make-up must be completed and finalized before the student passes Nurs 261/Mental Health Nursing and receives credit.

Personal life circumstances that interfere with classroom work and attendance will be handled on a case by case basis. All emergency issues must be verified with the course coordinator. The student is personally responsible for contacting the instructor to make arrangements for all make-up and complete the make-up per instructor's requirements.

### **NOTE:**

If you are a student with a disability who may need accommodations(s) under the Americans with Disabilities Act (ADA), please notify the Director of Advising and Counseling, Chanute Campus, Student Union, 620.431.2820, ext 280 or Assistant Dean, Ottawa Campus, 785.242.2607, ext 305, as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

**Faculty Senate:** Chad DeVoe, Faculty Senate President, reported that the Science Fair was held March 29<sup>th</sup> with five entries. He reported that all entries were impressive, and all five qualified to go to the State Science Fair. He also announced that Charles Babb would be a judge at the state Academic Excellence Challenge tournament and that the volleyball team placed 7<sup>th</sup> in the country in GPA earning 3.6 GPA overall.

**Academic Excellence Challenge Team Presentation:** David Peter asked Mindy Ayers, Academic Excellence Challenge Team sponsor, to introduce the members of the team which was undefeated at the regional meet. They are ranked second in the state and will compete at state next weekend. Mr. Peter presented Ms. Ayers with a plaque on behalf of the Board of Trustees recognizing the team's accomplishments.

**Hewlett-Packard Grant:** Sarah McCoy, biology instructor at the Chanute campus, gave a presentation on the outcomes generated by the Hewlett Packard grant of \$68,000 which she wrote and received last year. She demonstrated the computer and probes and said the project has brought essential technology into the hands of Environmental Science students. Though the use of applicable hand-on projects and activities using the mobile technology and other materials on-site data is gathered and then analyzed and discussed in classroom presentations.

**Dean of Planning and Operations:** Ben Smith, Dean of Planning and Operations, reported on technology services, safety and security, facilities/maintenance and planning. Mr. Smith also reported on activities in the student development of which is acting dean of student development. His report included:

#### Technology Services

- Completed copier swap and installation
- Completed major software upgrades to the EX and JICS database platforms
- Implemented Powerfaids financial aid software platform for 2008-09
- Continued EX system migration
- Preparing to install additional cooling capacity and UPS system at ICANOC
- Preparing to bid Internet contract this summer (additional bandwidth needed)

#### Safety and Security

- Remediated mold issue in NeoKan
- Additional landscaping is still needed as well as weep holes
- Installed additional touch-less type dispensers for paper towels-soap, water as budget allows
- Continue to implement Emergency Action Plan with individual departments
- Continue to implement Capital Improvement Plan ADA/accessibility issues
- Working with city and Chanute Fire and Police Departments on upcoming mock disaster
- Installed additional security cameras
- Working on specifications for NeoKan sprinkler project

#### Facilities/Maintenance/Planning

- Facility Master Planning committee has created the first request for proposal draft
- Completed Cyber Café project, now tweaking the design with student input
- Installed new shut-off valves and bleeder valves for Sanders loop
- Installed auto-bleeders in main heating/cooling loop
- Addressed additional drainage issues
- Planted several replacement trees on Hudson Drive
- Installed new dugout signage donated by Chanute Manufacturing
- Completed minor bookstore renovation
- Summer projects will include sprinklers in NeoKan, Chapman Library rear exit ramp, training room renovation, Sanders NW side heat/cooling loop replacement, boiler stack rebuild, HVAC header 3-way valve rebuilt, and outdoor campus signage

#### Student Development

- Increased major activities for students
- Increased community service involvement
- Increased student participation on college committees
- Increased funding and created new clubs
- Working on increasing student and wellness activities for next year
- Revising Student and Resident handbooks
- Student Senate currently investigating how to get a smoke-free or tobacco free campus

**Treasurer's Report:** Sandi Solander, Dean of Finance, distributed her monthly reports and said that the cash balance is over one million dollars more than last year and that revenue and disbursements are consistent with projections.

**President's Report:** Dr. Smith made the following report:

Academic Excellence Challenge Team The Neosho County Community College Academic Excellence Challenge Team won the Regional Competition at Highland Community College on Saturday, March 29<sup>th</sup>. The team went 6-0 on the day defeating Allen County, Cloud County, Coffeyville, Highland, Johnson County, and KCK (they also defeated a team in the bye round that did not count in the official totals). The team had the top individual scorer (Cory Peter) and number four scorer (Stephen Crissey) in average per round. This is the first Regional Championship for NCCC since the team returned to AEC competition. The team earned a bye for the State meet in Colby. Mindy Ayers, first-year history/government instructor, is the advisor for the team. The team will have a first round bye in the state meet to be held in Colby on April 26<sup>th</sup>.

National Council of Instructional Administrators Award Gayle Randolph, Sociology instructor and Assessment Coordinator, and Dr. Inbody attended the National Council of Instructional Administrators meeting in Philadelphia, where they presented a program on the College's award-winning student outcomes assessment process. After their presentation, the Council presented the Exemplary Program award to them for our outcomes assessment system. They presented the plaque to the Board and requested that the award be installed in the Oak **Room**.

Dr. Inbody and Dr. Smith were also honored at the Phi Theta Kappa convention in Philadelphia. Dr. Inbody won the Distinguished Administrator Award and Dr. Smith won the Shirley B. Gordon Award of Distinction. Both were nominated by Charles Babb, PTK advisor.

Fall 2007 Emporia State University Transfer Student Performance Report Every fall and spring semester, Emporia State University provides information on students who previously attended NCCC and are now attending Emporia State. The information includes the student's classification and compares the academic performance of NCCC students with the performance of all community college transfer students enrolled at EIU. Comparisons are made on the basis of grades earned for the semester just ended and the cumulative grade point averages. (For fall 2007 only, there is only a comparison with other community college transfers. Starting with spring 2008, the ESU registrar indicated they would be returning to providing comparisons not only with other community college transfer students, but with native ESU students as well.)

Below are the numbers.

	<b>NCCC Students</b>	<b>Other CC Transfer Students</b>
Fall 2007 GPA	2.83	2.84
Cum GPA	3.08	3.01

There were 93 NCCC transfer students included in the numbers and 4.231 other community college transfer students.

Surplus Materials Notification and Sale On a periodic basis the College identifies items that are no longer of use to the College. Board policy requires the President inform the Board of which surplus items need to be disposed. For items over \$250 the President can determine to 1) donate the items to not-for-profit organizations, 2) sell the items as surplus, or 3) accept bids on surplus items. Below are the lists of surplus items on which bids will be requested.

- A. Exercise machines (sealed bid): applicable board policy - If the estimated sale value of any individual item or items to be sold as a single lot does exceed \$250, the president is authorized to conduct the sale of such property after the public notice of such sale to the general public and acceptance of the best bid.

Mostly Universal brand purchased in 1991:

- Vertical chest
- Chest press
- Shoulder press
- Double triceps
- Seated back
- Leg press
- Leg curl
- Upper arm pull
- 2 crunch bars
- Hanging crunch

A. Photo Equipment at Chapman and Photo Lab (sealed bid):

Photo lab:

- 3 35mm Pentax program Plus Cameras
- 1 Pentax auto-winder
- 2 Minolta Auto-focus
- 2 Flashes
- 1 Focal 60/300 mm zoom lenses one touch
- 1 Beseler Cadet enlarger
- 2 Beseler 67 CP Enlarger
- 1 Omega C-700 Enlarger
- 6 timers
- Assorted developer pans

Library:

- 2 flashes
- 1 35mm lenses
- 1 Ricco 35mm camera
- 2 Pentax 35mm camera
- 1 exposing meter
- 1 f-stop meter

A. Surplus in Boiler house (regular surplus sale items): applicable board policy - *Provided that the estimated sale value of any individual item or items to be sold as a single lot does not exceed \$250, the president may choose to either set the fair market value of the items and sell as is, or use an auction method and accept the best bid, whichever the president feels will yield the most net income from the sale.*

- 4 round tables, wood
- 3 overhead projectors
- credenza
- a few odd chairs
- security camera system with 4 cameras, monitor and recorder
- old Honda three wheeler
- 5 sections of lockers for a total of sixteen lockers

The President recommended that the board authorize her to provide public notice and to accept bids on the exercise machines and photography equipment, and to also authorize her to conduct the standard sale of the other surplus items (to be will be held at the Business Expo on Saturday, April 26th.)

Ottawa Community Center Update The President attended the second meeting of the Ottawa Community Partnership, Inc. board. The purpose of the meeting was to go over the incorporation papers and the bylaws of the OCPI. Kent Pringle reviewed the By-laws and had several comments and observations. Dr. Smith shared those with the OCPI Board. After a lengthy discussion, a decision was made to have the lawyer who drafted the By-laws meet with the Board on April 18<sup>th</sup> to answer questions from the OCPI.

The President also attended a session of several members of the OCPI and the Task Force with the fundraising campaign consultant hired by the Task Force. The purpose of the session was to go over the "stories" that each of the attendees would share during interviews with potential donors. The interviews were held on Monday, Tuesday, and Wednesday of this week. The feedback is that they went very well. (The OCPI and the Ottawa Community Center Task Force is going to be holding a "silent" phase of the fundraising. During this silent phase they are hoping to receive a substantial (\$2-3 million) lead gift. They wish to have 70% of the funds raised during the silent phase.)

The feedback from Ed York is that the interviews seemed to go very well. A lot of very good feedback about Neosho County Community College and all that the College doing in Ottawa. NCCC's reputation is excellent among community members. Many wanted to see the college get new and better quarters.

Funding Distribution Committee Update On April 8 the Funding Distribution Committee met in El Dorado and discussed the next step in trying to devise a fair and equitable system of distributing the state aid to community colleges. Sandi Solander represented the College in the President's absence and a consensus was reached.

It was agreed to a phase-out of the hold harmless. The phase out will take place over a six year period. Years 1 and 2, there will be no phase-out; years 3, 4, 5, and 6, there will be a 25% per year phase out. After year six, there will be no hold harmless. All institutions will be participating in the "allocation of the remainder." Such a phase out would be beneficial.

Trustee Vacancy Candidates The process the Board has followed in the past to fill a vacant trustee position is as follows:

1. Publish the notice of the vacancy in the Chanute Tribune with the directions to submit in writing the person's wish to be considered for the Board vacancy.
2. When written requests are received, the President will respond with acknowledgment of the receipt and ask that they respond in writing to the following three questions.
  - a. Why do you wish to fill the unexpired term on the Neosho County Community College Board of Trustees?
  - b. What do you see as your qualifications for filling the vacancy?
  - c. How do you think you will help the College if you are a member of the Board of Trustees?
3. The President will bring all written requests/responses to the Board meeting following the receipt of the request(s).
4. Board makes a decision.

The Board agreed to follow the process above for filling the vacant trustee seat.



**Recognition of Trustee:** Chairman Peter thanked Basil Swalley for his willingness to serve on the NCCC Board of Trustees and for the contributions he made to the Board. He presented him with the portrait that hung in the Oak room during his tenure of the Board of Trustees and wished him well in his retirement.

**Mr. Peter called for a short break. The meeting reconvened at 6:30 p.m.**

**Agenda Item VII-A: Degree Sheet Revisions (second reading)**

From time to time it is important to review the Board of Trustees Handbook to ensure that it is up-to-date with previous decisions and to correct any errors that may be present. The administration conducted an audit of the degree sheets found in the handbook and discovered that there were several updates that needed to occur. What follows is the result of that audit. There is no real substantive change found in the updates. The changes that are requested have been previously approved by the Board through the catalog and degree sheet approval process.

The audit also allowed the administration to clarify the statements on the degree sheets. One statement has been added to all the degree sheets, which is already inserted in the college catalog. This statement informs the student all holds and obligations must be cleared before the degree is issued. Holds include books that must be returned to the library or the bookstore, and bills that must be paid.

These degree clarifications and updates have been approved by the curriculum committee and the Chief Academic Officer. Other audits will be coming in the future, including a reexamination of many employee policies.

The degree sheets on the following pages were presented for a first reading at the March Board meeting. The administration recommended the Board approve the revisions.

**Resolution 2008-16**

RESOLVED, That the Board of Trustees of Neosho County Community College approved revisions to the degree sheets as recommended.

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

Associate of Science (AS) Degree (revised 1/15/2004) (revised 7/13/06)

The associate of science degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

1. Communications 9 hours English Composition I, English Composition II, Speech
2. Computer Literacy Proficiency 3 hours

Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours

3. Natural Science and Mathematics hours 13 -15

- A. Two science courses with both having a lab component; additionally, one of the science courses must be considered a life science and the other must be considered a physical

science.

- B. One mathematics including college algebra or a higher level math course
  - 4. Social and Behavioral Sciences 9 hours General Psychology and six credit hours from economics, geography, political science, psychology, sociology
  - 5. Arts and Humanities 9 hours Select from three areas: art\*, foreign language, literature, music and/or theatre\*, history, and/or philosophy.  
(\*Performance/participation classes do not meet this requirement)
  - 6. Physical Education 1 hour Lifetime Fitness required
  - 6. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)
  - 7. Appropriate Fields of Study hours 17-19 A program of study in business, education, engineering, mathematics, social or behavioral science, natural science, or related technologies
- 8. Other Requirements: A. Pre- and post-assessments are required by NCCC B. Fifteen (15) of the last twenty-four (24) credit hours must be in residence at NCCC
  - A. Total of sixty-four (64) credit hours
  - B. Cumulate GPA of 2.0 or higher
  - E. Must clear all holds and obligations to NCCC

**Associate of Arts (AA) Degree (revised 1/5/2004) (revised 6/10/2004) (revised 7/13/06) (revised 4/5/07)**

The associate of arts degree is designed for students planning to transfer to a four-year college or university to pursue a bachelor's degree.

- 1. Communications 9 hours English Composition I, English Composition II, Speech
- 2. Computer Literacy Proficiency, 3 hours  
*Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours.*
- 3. Natural Science and Mathematics hours 11-13 A. *Two science courses with one course having a lab component; additionally, one of the science courses must be considered a life science and the other must be considered a physical science; and B. One mathematics course, including college algebra or a higher level math course*
- 4. Social and Behavioral Sciences 9 hours General Psychology and six credit hours from two areas: economics, geography, political science, psychology, sociology
- 5. Arts and Humanities 12 hours from at least three areas: art\*, music & theatre\*, history, language, literature, or philosophy (\*Performance/participation classes do not meet this requirement)
- 6. Physical Education 1 hour Lifetime Fitness required

7. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)

8. Appropriate Fields of Study hours 16-18

A program of study in English, fine arts, education, history, humanities, language, music or social science

8. Other Requirements: A. Pre- and post-assessments are required by NCCC B. Fifteen (15) of the last twenty-four (24) credit hours must be in residence at NCCC  
C. Total of sixty-four (64) credit hours  
D. Cumulate GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

### **Associate of General Studies (AGS) Degree (revised 1-15-04)**

The associate of general studies degree is a terminal two-year degree designed for individuals who do not plan to transfer.

#### General Education Requirements

1. Communications 6 hours English Composition I – required
2. Computer Literacy Proficiency, 1-3 hours

Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours

3. Natural Sciences and Mathematics 8-10 hours
  4. Social and Behavioral Sciences 9 hours
  5. Arts and Humanities 9 hours
  6. Physical Education 1 hour Lifetime Fitness required
  7. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more)
  8. The remaining credits may be selected from other areas of study recommended by the student's academic advisor.
  9. Other Requirements: A. Pre- and post-assessments are required by NCCC  
B. Fifteen (15) of the last twenty-four (24) credit hours in residence at NCCC  
C. Total of sixty-four (64) credit hours  
D. Cumulate GPA of 2.0 or higher
- E. Must clear all holds and obligations to NCCC

### **Associate of Applied Science (AAS) Degree (revised 1-15-04)**

The associate of applied science degree is designed for individuals who wish to begin a career upon graduation. Students completing this program will receive an associate of applied science degree and a two-year certificate in the occupational specialty. Individual majors have special

requirements that must be met before completion of the AAS degree. Specific degree requirements are listed in the college catalog.

#### General Requirements

1. Specialization and Related Courses/Competencies 42 -48 hours
  - A. Specialization courses/competencies from major technical specialty
  - B. Related courses/competencies from the following: interpersonal skills (employability skills), courses from other disciplines
2. Computer Literacy Proficiency (at the post-secondary level) 1-3 hours

Note: a test-out option is available which forgives the requirement but does NOT replace the needed credit hours

3. General Education Courses/Competencies 12-25 hours
  - A. English Composition I & Interpersonal Communication or approved substitute–required
  - B. Other general education courses selected from: math and science, social or behavioral science, arts and humanities, or physical education.
4. Personal and Career Development 1 hour Orientation or approved substitute (may be waived for transfers with 15 credit hours or more).
5. Other Requirements:
  - A. Pre- and post-assessments are required by NCCC
  - B. Fifteen (15) of the last twenty-four (24) credit hours in residence at NCCC
  - C. Total of sixty-four (64) to seventy-two (72) credit hours depending on major
  - D. Cumulative GPA of 2.0 or higher
  - E. Must clear all holds and obligations to NCCC

#### **Agenda Item VIII-A: STARS Administrative Assistant Position**

STARS Student Support Services requested adding a full time Administrative Support person to their team. This would be a full time, 12 month, position. With the addition of this team member they would be able to improve the quality of services now offered and expand the range of services to student participants. Points to consider about this new position:

1. This is a completely federal grant funded position
2. The USDE Grant Officer is aware of this request
3. The purpose of the position is to allow specialized team members increased time to work directly with students, relieve specialized staff from office management tasks (i.e. data entry, processing mailings, equipment check-in/out) allow time for the creation and implementation of expanded services to students

#### **Resolution 2008-17**

RESOLVED, That the Board of Trustees of Neosho County Community College approved the administrative assistant position for the STARS Student Support Services program.

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

unanimously.

**Administrative Assistant - STARS Student Support Services**  
**Reports to: Director STARS Student Support Services**  
**Organizational Unit: Student Support Services TRIO Grant**  
**Hourly- Non-exempt; Level III \$9.00 - \$10.00**  
**Revision Date: 04/2008**

**Purpose of Position:** This position is a member of the STARS Student Support Services (SSS) program who reports to the Director of STARS SSS with direct supervision from the same. The position is responsible for the day to day office duties of supporting the Director in serving STARS SSS participants by managing records, processing correspondence, preparing for workshops and events and interacting with students in a supportive manner.

**Essential Functions:**

1. Type correspondence, maintain participant and program files, route mail and answer telephone as necessary;
2. Maintain accurate, up-to-date, records and database of participants including demographic, transfer, GPA, status, financial aid, staff contacts and other information using the BLUMEN software;
3. Assist in developing Annual Performance Report for submission to Federal Department of Education;
4. Maintain participant and staff confidentiality;
5. Assist with Newsletter and activity calendar;
6. Maintain inventory of program supplies and order as necessary;
7. Assist in planning, scheduling and chaperoning program events (i.e. workshops, campus visits, cultural events);
8. Assist in monitoring program budget and event budget analysis, process requisitions, travel requests, and expense reports as requested;
9. Record and distribute minutes of program meetings;
10. Assist in hiring and supervising work study positions in the STARS program;
11. Assist with event set-up and tear-down;
12. Perform other duties as assigned by the STARS program Director.

**Education and Experience:**

1. Associates required;
2. 2-4 years experience in basic office procedures required;
3. Competent with office technology applications such as Microsoft Word and Excel required;
4. Organized able to manage multiple responsibilities required;
5. Excellent communication skills required;
6. Ability to relate well to students required;
7. Freedom from racial/ethnic biases required;
8. Two years successful college classes preferred;
9. Background similar to that of participants preferred.

**Working Conditions:**

1. Work is normally performed in open office surroundings;
2. Some travel and overnight trips and evening hours are required;
3. Very limited physical effort required.

**Agenda Item VIII-B: Bids for Bookstore Point of Sale**

Point of sale (POS) can mean a [retail shop](#), a checkout counter in a shop, or the location where a [transaction](#) occurs. More specifically, the point of sale often refers to the [hardware](#) and [software](#) used for checkouts -- the equivalent of an electronic cash register.

Most retail POS systems do much more than just "point of sale". Many POS systems can include fully integrated accounting, inventory management, open-to-buy forecasting, customer relation management (CRM), service management, rental, and payroll modules. One of the unique situations that a college bookstore faces is the textbook management operation.

In 1999 the Neosho County Community College Board of Trustees approved the purchase of a point of sale system for the College bookstore; however there was no money for such a purchase. In the 2004-2005 fiscal year \$20,000.00 was budgeted toward the purchase a point of sale (POS) system to be used by the bookstore. There are currently sufficient funds available in the bookstore fund to purchase a POS system.

The Neosho County Community College Bookstore has been working to provide the best customer service it can possibly deliver, however at this time the bookstore staff is hand writing receipts to students and also hand writing book buy back receipts. If a student misplaces their receipt, it is not easily possible for the bookstore staff to look up a receipt for the student, whether the student needs that receipt for book buy back or for tax purposes.

Another problem with the current system used by the NCCC bookstore is that the inventory cannot be looked up on the computer. To view how many books are available for each class or at either the Chanute or Ottawa location is a visual look up by bookstore staff. This makes it very difficult to know if a store is getting low on books before completely running out of a title. With better inventory control, books can be transferred from one store to another before completely running out and new stock can be ordered in a timely fashion.

A computerized point of sale system would also provide better customer service because all transactions would be stored in the computer, so that receipts could be printed at future dates to provide parents and student's information for tax purposes or for book buyback on books that can be sold back to the store.

Inventory for each store can be viewed in real time through the POS, so books can be transferred from one location to another before depleting the entire supply of a title. A report can be ran from the POS that would report titles or products that are running low and a purchase order would be generated to reorder those items.

RFPs were sent to four vendors for a POS system that would satisfy the needs and growth of the NCCC Bookstore at both locations, while handling one inventory system. Several items were requested that the system meet the needs of textbooks and inventory management with a textbook rental application, general merchandise sales, E-commerce, student financial aid application that can interface the Jenzabar EX program that will be implemented this summer at NCCC. Other criterion that was requested was the automatic preparation of price-look-up files and credit authorization files and the capability of transmitting these files to the POS system.

The companies that responded to the RFP were Booklog/Courseworks (that is a product of the Follett Book Company), Chicago II, LogiText (which is a product of SE Book Company), Murry, KY, MBS (Missouri Book Service), Columbia, Mo, and Win Prism (produced by the Nebraska Book Company), Lincoln, NE. The companies selected were those that have textbook warehouses and have been selling their POS products for many years with good customer satisfaction. All four of these systems have been viewed in live demonstrations in bookstore that use them by Sandi Solander and Mary Bulk. LogiText and MBS bookstores that were visited also have a textbook rental program.

MBS System. MBS POS system would provide the most up to date text book information not only to the bookstore but also to the faculty to keep current with textbook editions and provide information as to what books other colleges are using. The TA Online product from MBS is available to the faculty to use online to update their textbooks and make any information changes available to the bookstore. The students will be able to access textbook information online concerning any textbooks being used by the instructors and make those textbooks available for order either through the bookstore for the rental program or if the textbook is to be purchased, it can be purchased and shipped directly to the student.

TA Online not only tracks textbooks that are used by the instructors but it also is an inventory management program in which purchase orders are generated to order the books, receive the books, and sell them. It will tell the bookstore the exact number of books for each title that are available to rent or sell and can be set to generate purchase orders for reorders when certain minimums are reached.

GM Online is the MBS system of managing general merchandise that is sold through the bookstore. It works the same way that TA Online for book inventory works. It too will generate a purchase order to reorder merchandise when the inventory reaches a minimum level.

Currently to do an end of the year inventory bookstore staff must gather all goods together, close the store, physically count each item in each store and record that information on a spreadsheet that contains the information of what the item is, when and where it was ordered, the cost of the product and the ISBN# for textbooks or product number for miscellaneous items. The POS will track all of the information for the bookstore and at any given time during the year, a partial or complete inventory can be taken.

With the POS system each rental textbook will be given a distinct identification number so that each book can be identified as unique. Rental textbooks may be checked out the each student and a report ran to let the bookstore staff know exactly which books was checked out and to whom. Reports will be able to be ran to know how much to charge each student for rental textbooks. At the current time, textbooks checked out for the rental program must be done on a hand written receipt with the book's number and this must be entered into the computer. Bookstore staff must enter rental fees on each student's account.

The POS system will allow a student to charge rental books and purchased books and supplies to their account and the charges will be uploaded to the student's account on a daily basis. At this time, books that students charge must be hand entered on the student's account by bookstore staff. This is a time consuming procedure and staff tries to do this on a daily basis however during rush this is done a day or longer later than the transaction.

A web site for the bookstore can be developed through the MSB POS system that will allow the bookstore to accept credit cards through the internet with complete security. Orders can be placed by customers and the bookstore will ship those orders on a daily basis.

Why MBS vs. LogiText:

MBS provides *both* the hardware and the software as well as updates the software at their Chicago, IL location. The College would not have to add an additional server for the point of sale system, on which we would have to back up the data daily and update the software monthly. The LogiText point of sale system requires the College to purchase and maintain a separate server for the point of sale system and the College would have to back up the data daily and update the software monthly. If the College were to purchase the hardware needed for this service, the cost to NCCC for the hardware would be between \$8,000 and \$9,000, plus additional costs of the heating and cooling the space where the server is located. The technology department must take the time to install, update, and backup the software on the server, which would involve labor on the part of

NCCC. Backups must be done on a daily basis with updates required on a monthly basis, if not more frequently.

Implementation of the POS system can begin as soon as the board of trustees approves the purchase with MBS because the activation process can begin as soon as the next day. The bookstore manager will be able to begin entering information for the POS as soon as the activation has been accomplished. With other providers, hardware must go through the bid process, have board approval for purchase, be ordered, and installed before the POS system can be installed on the server. This process can add another 4 to 6 weeks to the implementation process.

The bookstore is currently doing business with MBS in several areas, and we had an established relationship with the company and the various representative and customer service department. LogiText is relative new to the bookstore industry and a relationship has not been established with this company and Neosho County Community College.

POS System and how it relates to the Strategic Plan goals of 2007-2008 at Neosho County Community College:

Goal A. Ensuring the opportunity for student success, satisfaction and enrichment.

Objective A.1.3 Maintain and promote student center

A.1.3.2 Expand technical help for on-line students

With the POS the student will be able to order textbooks for rent or purchase and miscellaneous items such as college logo merchandise from the bookstore web site. These items will be shipped directly to the student instead of the student having to make a trip to the bookstore site.

Objective A.2 To increase the number of students who achieve educational goal in preferred time frame.

A.2.3 Improve campus life.

A.2.3.5 Student Bookstore Renovation

The POS is a vital part of the bookstore renovation. It will provide better customer service to the student by providing counter service in a more timely fashion. With the current system of hand writing receipts during rush time 12 to 15 students are served each hour. Each student's sale must be hand written on a sales receipt and each sale manually rung up on the cash register. Each cash register at the two campuses must be hand programmed for sales prices. Clerks must know the program codes for each textbook so that the correct information can be rung up for each sale.

A Point Of Sale system would allow all information for sales to be programmed on a central controller and each cash register would have the exact same information concerning the sale price of merchandise. Sales reports for each campus could be obtained daily as a completed report. A daily inventory could be maintained of all stock and orders could be done on an as needed basis thus reducing cash invested in products.

Currently the NCCC Bookstore has no computerized method of ordering, inventory management, inventory control, or technology assistance for textbook adoption and usage. All phases of textbook adoption, ordering, sales, and buy back are done manually. Information may be entered on the computer station located in the bookstore but must be done manually. With this system after a text has been adopted then ordering information can be done via the computer with a historical record maintained of past ordering. Inventory can be tracked throughout the process to help reduce



human errors and inventory control errors that occurred at the end of the fiscal year.

The following bids were received:

	Booklog	LogiText	MBS	Win Prism
	Chicago, IL	Murry, KY	Columbia, MO	Lincoln, NE
Application Software	21,450	10,000	6,997	24,230
Point-of-Sale Software	2,000	0	13,034	12,934
Discount on Software	0	0	(6,386)	0
POS Hardware	6,192	6,730	18,338	3,930
Server Hardware	7,150	1,799	0	4,510
Credit Card Processing Software	1,690	700	0	0
Interface to Jenzabar Software	3,750	0	1,500	7,500
Misc Hardware and Supplies	1,256	0	0	658
Training and Installation	3,000	3,200	6,900	8,100
Textbook Management Software	2,900	0	0	7,761
E-commerce Software	0	5,000	5,999	0
Financial Aid Module	3,750	0	0	0
Shipping & Handling	593	0	0	788
TOTAL	53,731	27,429	46,382	70,411
Annual Maintenance Agreements & Training	8,224	3,500	6,647	8,922
Annual e-Commerce Charges				4,200

It was the President's recommendation that the Board accepts the MBS system bid of \$46,382

plus annual maintenance of \$6,647 because it was the only bid that met *or exceeded* all of the specifications requested in the Request for Proposal. The College will *not* have to house and maintain the server. The customer support and service that is provided by the company is outstanding in the field. It is felt that this POS system would help Neosho County Community College become the premiere community college in Southeast Kansas.

#### Resolution 2008-18

RESOLVED, That the Board of Trustees of Neosho County Community College accepted the MBS system bid of \$13,645 for software, \$18,338 for hardware, \$1,500 interface with Jenzabar software, \$6,900 training and installation, \$5,999 e-commerce software, plus annual maintenance of \$6,647 to purchase Point of Sale software for the bookstore.

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

### **Agenda Item VIII-C: Administrator Contract Renewals**

It was the President's recommendation that employment contracts be renewed for 2008-09 for the following administrative personnel.

Armstrong, Brenda Grant Writer  
 Bulk, Mary Bookstore Manager  
 Christiansen, Bob Director Development  
 Coomes, Kerrie Director of Financial Aid  
 Eldridge, Mark Exec Director for Community Relations-Ottawa (3/4 time)  
 Ernst, Dale Dean of Ottawa Campus  
 Jurgensen, Jo Health Information Technology Coordinator/Instructor  
 Harris, Sara Assistant Dean-Ottawa Campus  
 Inbody, Brian Vice President for Student Learning  
 Jurgensen, Jo Health Information Technology Coordinator/Instructor  
 Kettler, Randy Director of CAVE  
 Kiefer, Melissa Director of Admissions  
 Krumm, Brenda Dean of Outreach and Workforce Development  
 Lesovsky, Brandon Assistant Coordinator of Residence & Student Life  
 Loring, Julie Director of Advising and Counseling  
 McDonnold, Laura Graphic Design Artist  
 Neff, Ann International Student Coordinator  
 Nesmith, Mark Coordinator of Residence & Student Life  
 Ranabargar, Kerry Director of Technology Services  
 Rhine, Tracy Allied Health Coordinator  
 Robb, Sandra Lifetime Learning Coordinator (1/2 time)  
 Rowe, Brenda Human Resources Director  
 Schoenecker, Brenda Interim Director of Nursing  
 Smith, Ben Dean of Planning and Operations  
 Smith, Dwight Network Administrator for Technology Services  
 Smith, Paul Maintenance Supervisor  
 Smith, Sarah Registrar  
 Solander, Sandi Dean of Finance  
 Vanatta, Kim Developmental Lab Coordinator  
 Weber, Megan Head Cheer/Dance Coach/Admissions Coordinator  
 Weisenberger, Susan Director of Library Services

### **The following contracts were recommended for renewal pending renewal of the ABE grant:**

Clay, Krista ABE Coordinator  
 Garrett, Heather ABE Instructor  
 Page, Vonda ABE Instructor  
 Jones, Ella ABE Instructor-Fort Scott

### **The following contract was recommended for renewal pending renewal of the R<sup>3</sup> Nursing Grant.**

Vail, Amber Health Occupation Coordinator-Chanute

**Pending continued TRIO funding/grant approval, the following contracts were recommended for renewal:**

Bell, Tonya STARS English Specialist  
Bertels, Karen CBC GEAR-UP Project Director  
Chaney, Bart STARS Director  
Collins, Maranda Upward Bound Director  
Collins, Wade Talent Search Academic Advisor  
Doty, Jacqueline CBC GEAR-UP Project Advisor  
Kerns, Laurie Upward Bound Academic Coordinator  
Kramer, Steve STARS Counselor  
Moore, Marie Talent Search Director  
Rose, Michael Talent Search Academic Advisor

**Resolution 2008-19**

RESOLVED, That the Board of Trustees of Neosho County Community College approved the recommendation of the President for employment contract renewals for 2008-2009 for the administrators as outlined.

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

**Agenda Item VIII-D: Clerical/Maintenance Contract Renewals**

Based upon the recommendation of administrative supervisors, the President recommended that the Board of Trustees renew the following clerical and maintenance employees.

Barr, Mary Switchboard/Administrative Assistant  
Beddo, Susan Financial Aid Assistant-Ottawa  
Beeman, Gloria Office Services Clerk  
Benton, Patty Cashier  
Cadwallader, Sarah Receptionist/Registration Clerk  
Crawford, Steve Maintenance A  
Daisy, Jennifer Cashier-Ottawa  
Dale, Terri Administrative Assistant to the President  
Dent, Vicki Custodian  
Dix, Marcy Assistant Registrar-Ottawa  
Gill, Joan Library Assistant  
Gilmore, Denise Administrative Assist to the Vice President for Student Learning  
Godinez, Edie Administrative Assistant for Nursing  
Haddan, Susan Assistant Registrar  
Hale, Kara Financial Aid Specialist  
Hamm, Kelly Administrative Assistant for Nursing-Ottawa  
Hanks, Barbara Accounts Payable Clerk  
Hauser, LuAnn Data Research Assistant  
Howell, Diane Maintenance-Ottawa  
Johnson, Teddy Library Clerk (part-time)  
Kinzer, Jackie Administrative Assistant for Outreach/Workforce Development  
Marks, Steve Custodian  
McAdoo, Karen Bookstore-Ottawa (part-time)  
Ndauti, James Technology Services Support Technician-Chanute  
Neely, Mia Accounts Receivable Clerk

Parriott, Paulette Receptionist-Ottawa  
 Ponce, Michelle Development Assistant  
 Brandi Poydack Administrative Assistant for Allied Health  
 Recoy, Pat Accounting Clerk  
 Schommer, Debra Administrative Assistant for Faculty  
 Shumway, Donna Technology Service Support Technician-Ottawa  
 Snyder, Rena Financial Aid/Library Clerk  
 Ward, Joe Maintenance B

**The following employees will be renewed pending renewal of the TRIO grants that they are employed under.**

Berger, Gayla Administrative Assistant for Upward Bound  
 Wiltse, Nicci Administrative Assistant for Talent Search

#### **Resolution 2008-20**

RESOLVED, That the Board of Trustees of Neosho County Community College approved the President's renewal recommendation for clerical and maintenance staff as listed above for 2008-09, subject to continued satisfactory job performance.

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

#### **Agenda Item VIII-E: Summer Hours**

For the last five years the Board has approved a 10-hour, four day work week for the summer. The President recommended the same schedule for this summer and that the summer hours for non-faculty personnel be Monday through Thursday. All non-faculty personnel will be expected to work the required 40 hours per week. Work schedules could vary, as long as offices are covered. With the approval of their supervisor employees could flex their forty hour work week or opt to utilize earned vacation during the summer.

Summer hours would begin June 2 and end July 31.

#### **Resolution 2008-21**

RESOLVED, That the Board of Trustees of Neosho County Community College approved the recommendation of the President for summer hours. Non-faculty employees will work four-10 hour days beginning June 2 and ending July 31.

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

#### **Agenda Item VIII-F: Transfer Memorial Funds to Foundation**

The following memorial funds are currently administered by the College:

##### Name Current Balance

Graham Trust \$ 3,274.52  
 Goodard Memorial 1,222.60  
 Grimes Memorial 67,905.23  
 Heminger Memorial 28,604.02

Olson Memorial 5,775.86  
Rowland Memorial 3,302.58

Records of how and when the College received most of these memorial funds have been destroyed. It is believed that the gifts were received prior to the establishment of the Neosho County Community College Endowment Foundation. It was the President's recommendation that these funds be transferred to the NCCC Endowment Foundation to be invested and expended, per the applicable donor restrictions, in the same manner as they have been by the College. The Endowment Foundation will seek legal counsel prior to making administrative changes relating to them. Jarred, Gilmore and Phillips, the firm that audits both the College and the Endowment Foundation, approved this transfer of funds.

### **Resolution 2008-22**

RESOLVED, That the Board of Trustees of Neosho County Community College, approved transferring the following memorial funds from the College to the NCCC Endowment Foundation.

Graham Trust \$ 3,274.52  
Goodard Memorial 1,222.60  
Grimes Memorial 67,905.23  
Heminger Memorial 28,604.02  
Olson Memorial 5,775.86  
Rowland Memorial 3,302.58

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

### **Agenda Item VIII-G: Automated External Defibrillator (AED) Policy**

Cardiovascular disease is the single greatest cause of death in the United States. Nearly half of those deaths are due to sudden cardiac arrest (SCA) in out-of-hospital settings, including the workplace. Prompt application of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation provide victims of SCA with the greatest chance of survival. Therefore, the Safety and Security Committee recommends AED deployment provided appropriately trained personnel are available.

An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims, who are unconscious, not breathing normally and show no signs of circulation such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

The 2007-2008 Strategic Planning Committee funding initiatives included a recommendation from the Safety and Security Committee regarding the deployment of automated external defibrillator (AED) devices for both campuses. Six (6) AED devices were funded in the 2007-2008 budget and have been purchased by the college. These devices are awaiting deployment until the college has an approved set of AED policy and procedures and appropriately trained personnel are available to operate the devices. College personnel have recently been trained and certified in the proper use of the AED devices. Therefore, the final step necessary before deployment of the AED devices can take place is the approval of the AED policy and procedures.

The attached proposed AED policy and procedures were developed by Ben Smith with assistance from Sonja Herman, NCCC Head Athletic Trainer, and oversight by Dr. Mark Wendt. The draft AED policy and procedures have been approved by the NCCC Safety and Security Committee and the

NCCC Executive Committee for submission to the board for approval. The AED policy and procedures will need to be continually updated and modified, however, as federal and state guidelines require or the college's needs change.

Funding for additional AED devices has been included with the 2008-2009 Strategic Planning Committee initiatives and will be recommended in the 2008-2009 budget to complete the phased implementation of the AED devices for both the Chanute and Ottawa campuses.

It was the President's recommendation that the Board approve the NCCC Automated External Defibrillator (AED) policy and procedures with the understanding the procedures will be modified as necessary and appropriate.

### **Resolution 2008-23**

RESOLVED, That the Board of Trustees of Neosho County Community College approved the NCCC Automated External Defibrillator (AED) policy with the provision to modify as necessary and appropriate.

**Upon a motion and a second the resolution was approved unanimously.**

Neosho County Community College  
Automated External Defibrillator (AED)  
Policy and Procedures  
Addendum to the NCCC Emergency Action Plan (AEP)

### NCCC Automated External Defibrillator (AED) Policy

#### Statement of Purpose

Cardiovascular disease is the single greatest cause of death in the United States. Nearly half of those deaths are due to sudden cardiac arrest (SCA) in out-of-hospital settings, including the workplace. Prompt application of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation provide victims of SCA with the greatest chance of survival. Therefore, the college recommends AED deployment provided appropriately trained personnel are available.

An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims, who are unconscious, not breathing normally and show no signs of circulation such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

#### Applicable documents

- NCCC Emergency Action Plan
- NCCC AED Policy and Procedures
- Kansas Board of Emergency Medical Services Statutes on AED

#### Program Coordinator

Sonja Herman, Head Athletic Trainer  
Ben Smith, Dean of Planning and Operation (backup)  
Dale Ernst, Dean of the Ottawa Campus (backup)

### Coordinator Responsibilities

- Communication with Dr. Mark Wendt, medical advisor for the Chanute campus, on issues related to medical emergency response program including post event reviews
- Coordination of the medical emergency response team (MERT) members and distribution of medical emergency response team (MERT) member lists as required
- Coordination of training for the medical emergency response team MERT members—including First Aid/CPR and AED certifications
- Coordination of equipment and accessory maintenance
- Review of this policy with all members involved on an annual basis

### Medical Control

Dr. Mark Wendt, DO is the medical advisor of the AED program at NCCC's Chanute campus. The medical advisor is responsible for:

- Providing medical direction for the use of the AED
- Writing a prescription for the AED as necessary
- Reviewing and approving guidelines for emergency procedures related to the use of the AED and CPR
- Evaluation of post-event review forms and digital files downloaded from the AED

### Medical Emergency Response Team (MERT) Member Responsibilities

- Provide prompt emergency care including administration of the AED and of CPR
- Understand and comply with the requirements of NCCC's AED policy
- Follow the more detailed NCCC AED policy/procedures
- Direct Emergency Medical Service (EMS) personnel to the site of the medical emergency

### Switchboard Responsibilities

- Receiving emergency medical calls from internal NCCC locations
- Contacting EMS if required (DIAL 911)
- Deploying the NCCC the medical emergency response team (MERT) members to the location of the emergency
- Directing EMS personnel to the site of the medical emergency
- Having a list of team members and their phone numbers available at the switchboard desk at all time

### Volunteer Responder Responsibilities

The extent to which individuals, at their discretion, respond with voluntary assistance to victims of medical emergencies shall be appropriate to their training and experience. The emergency medical response may include:

- Activating NCCC's emergency response system by calling the switchboard and giving the location of the medical emergency
- Providing First Aid and/or CPR
- Activating the AED (but only MERT members or other individuals who also are health care providers legally certified for defibrillator use may administer the AED)

### Equipment

The AED should be brought to all medical emergencies. The AED should be used on any person who is at least eight years of age and displays ALL the symptoms of cardiac arrest. The AED will be administered only after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement

### Activation of EMS System

The first responder will notify 911 unless the Switchboard has already done so. If after 5:00 pm, the first on the scene (or designee) will have to activate the Neosho County EMS by calling 911.

### Location of the AED's

- The NCCC AED's are located throughout the NCCC campus and are marked with white AED signs with red hearts. An alarm will sound when the cabinet door is opened and will silence when the cabinet door is closed
- There will be one AED installed at each of the following seven sites on the Chanute campus:
  - Gym/Athletic Training Room
  - Student Union—Next to ATM
  - Sanders Hall—Northwest hallway
  - Stoltz Hall—Hallway next to Lecture Hall across from Room 1
  - Bideau Hall—Security Office
  - Rowland Hall—Nursing Hallway
  - The CAVE
- The AED will have one set of defibrillation electrodes which are connected to the device and one spare set of electrodes with the AED; these are located inside the lid of the AED case. A resuscitation kit including two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device

### Coordination of Medical Emergency Response Team (MERT) members:

MERT members are volunteers and will be included in MERT if they are willing to respond to medical emergencies at NCCC and go through the CPR/AED training.

#### Medical Emergency Response Team (MERT) Members – AED Authority

All members must successfully complete an AED training course approved by the state department of health in order to administer the AED. Training will be provided. Medical emergency response team (MERT) members will also be trained in standard precautions against bloodborne pathogens. The medical emergency response team (MERT) members shall be offered Hepatitis B vaccinations free of charge. The Program Coordinator shall maintain training records of all medical emergency response team (MERT) members.

#### Initial and Refresher Training

Initial CPR/AED training will be provided to volunteer medical emergency response team (MERT) members. Refresher training will be provided periodically or on an as needed basis;



at the minimum, every year per American Heart Association or American Red Cross guidelines.

### Medical Response Documentation

#### Internal Post Event Documentation

It is important to document each use of the medical emergency response system. The following forms shall be sent to the Program Coordinator within 24 hours of the medical event. A Serious Incident Form shall be completed by the responding medical emergency response team (MERT) member for each accident requiring the use of medical supply kit or AED. These forms can be found on t:common. Extra forms may be obtained from the Program Coordinator.

#### External Post Event Documentation

Medical emergencies involving the use of an AED require special documentation.

- Any and all patient information generated during the AED use must be collected into the patient's confidential medical file.
- A copy of the AED use information shall be presented to Dr. Wendt and the Neosho County EMS within 72 hours of the emergency. At a minimum, event information supplied shall include any recorded data and all electronic files captured by the AED.

### Emergency Equipment

#### Zoll AED PLUS

Remember the AED is a fragile device. Care should be used when handling the AED. It should not be dropped, shaken, or stored where it could get wet or exposed to extreme heat. There is also a battery check on the exterior that should be checked monthly. As long as there is not an X in the window the batteries are charged. Replacement batteries are ten (10) Type 123 Lithium batteries (Duracell Ultra).

#### Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include

- NCCC Program Coordinator shall be informed of changes in availability of the AED. If the AED is withdrawn from service, the Program Coordinator shall be informed and then notified when the AED is returned for service
- The Program Coordinator shall be responsible for informing the response team of changes to availability of the AED
- The Program Coordinator shall be responsible for having regular AED maintenance performed. All maintenance procedures as outlined in the operating instructions. Records will be kept in the Program Coordinator's office.
- Following use of the AED, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

#### Annual System Assessment

Once each calendar year, the Program Coordinator shall conduct and document a system readiness review. The review shall include the following:

- Training records
- Operation records and maintenance

#### Monthly Monitor and system Checks

Once each calendar month, the Program Coordinator or designee shall conduct and document a system check. These records shall be retained according to the schedule established for the health and safety function. This check shall include review of the following elements

- AED operation and status
- AED battery life
- Emergency kit supplies
- MERT member phone/room number list availability
- Switchboard checklist availability

#### After Use

- The Program Coordinator will be responsible for downloading the AED data within 24 hours (business days) and copies will be sent to EMS and the Medical Advisor. One copy is sent to the Medical Advisor and one copy is kept by the Program Coordinator for NCCC for AED quality assurance records.
- AED is wiped clean and disinfected according to policy
- Supplies for cleaning the AED can be found at the receptionist's desk
- The Program Coordinator will be responsible for following the manufacturer's suggestions for maintenance of AED after incident, such as
  - Contents of attached resuscitation kit will be replaced as needed
  - Electrodes will be replaced and reconnected to device
  - Batteries must be replaced

#### Post Event Review

Following each deployment of the MERT or use of the AED, a review shall be conducted to learn from the experience. The Medical Advisor along with the Program Coordinator shall conduct and document a post event review. All key participants in the event shall participate in the reviews. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The Program Coordinator, according to the record retention policy, shall maintain a copy of the post event review summary.

#### Approvals

Function Printed Name Signature Date

Medical Advisor \_\_\_\_\_

Program Coordinator \_\_\_\_\_

#### **Amended Agenda Item VIII-H: Non-elected Personnel**

Upon a motion and a second, the Board recessed into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and included the President, Vice President of Student Learning, Liberal Arts Division Chair and attorney.

The Board entered executive session at 6:45 p.m. The Board returned to open meeting at 7:00 p.m.

#### **Resolution 2008-24**

RESOLVED, That written notice be given to Roberta Anne Erickson of the Board's intent to not renew her employment contract as a professional employee; that the notice contain the reasons for the Board's intent not to renew her employment contract as discussed in executive session, and the notice shall state she is entitled to a hearing before a hearing officer in regard to the Board's action, provided she file written notice of request for such hearing with the Clerk of the Board of Trustees within fifteen (15) calendar days from the date of the notice. The Clerk of the Board of Trustees is directed to give the written notice in person or by certified United States mail to Roberta Anne Erickson on or before May 1, 2008 of the Board's intent not to renew her employment contract.

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

#### **Agenda Item VIII.-Executive Session: Negotiations**

Upon a motion and a second the Board recess into executive session for 5 minutes to discuss matters relating to employer-employee negotiations and included the President, Vice President for Student Learning, Dean of Finance and attorney. The Board entered executive session at 7:05 **p.m.**

The Board returned to open meeting at 7:10 p.m.

#### **IX. Adjournment**