

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

DATE: October 9, 2008
TIME: 5:30 P.M.
PLACE: Student Union, room 209

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

ABSENT: Craig Bagshaw

PRESENT: Dr. Vicky Smith, President
Dr. Brian Inbody, Vice President for Student Learning
Ben Smith, Dean of Planning and Operations
Sandi Solander, Dean of Finance
Brenda Krumm, Dean of Outreach/Workforce Development
Eric Tincher, Dean of Student Development
Sarah Robb, Faculty Senate President
Terri Dale, Board Clerk
Kent Pringle, Board Attorney

The meeting was called to order by David Peter, Chairman, at 5:35 p.m. in room 209 in the student union.

III. Public Comment

There were no speakers.

IV. Approval of the Agenda

Mr. Peter asked to amend the agenda by adding Resignations under New Business, Item G. 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 September 11, 2008
- B. Claims for disbursement for September 2008
- C. Personnel
- D. Master Course List Revisions

Consent Agenda Item V-C: Personnel

1. Assistant Director of Admissions-Ottawa

It was the President's recommendation that the Board approve the employment of Tiffany Griffin for the Assistant Director of Admissions position at Ottawa. Ms. Griffin earned a Bachelor of Science degree in Health Promotion from Emporia State University. Her work experience includes Community Health Technician for St Joseph Medical Center in Kansas City, Missouri, assistant manager at Maurice's in Ottawa, and Fit for Life Program Coordinator at Emporia State University.

Ms. Griffin will be paid an annual salary of \$24,500 starting October 10, 2008. Her classification will

be Exempt, Management Support.

2. Assistant Cheer/Dance Coach

It was the President's recommendation that the Board approve the employment of Lavon Leake as the assistant coach for cheer/dance. Ms. Leake attended Coffeyville Community College, earning 50 hours towards an associate degree. She is a former United Cheer Association Staff Member and has competed in cheer/dance at the national level. Ms. Leake was head coach of the competition cheer squad at Extreme Cheer & Gymnastics in Clarksville, Tennessee.

Ms. Leake will be paid \$800 per month plus room and board starting October 20, 2008.

3. Administrative Assistant for Upward Bound Grant

It was the President's recommendation that the Board approve the employment of Christina Stich as the Administrative Assistant for the Upward Bound Grant. Ms. Stich is currently enrolled in 9 credit hour at NCCC and should complete an associate's degree this semester.

Ms. Stich worked as a tutor for the summer Upward Bound program in 2008 and as a student tutor for Upward Bound from December 2006-May 2008. She will be paid \$9.50 per hour; upon completion of the associate degree in December 2008 her hourly rate will increase to \$9.70 per hour (Hourly Level III), starting October 10, 2008.

4. Assistant Women's Basketball Coach Resignation

It was the President's recommendation that the Board accept the resignation of Atarsha Stinson from her position as assistant women's basketball coach effective October 3, 2008.

5. Assistant Men's Soccer Coach Resignation

It was the President's recommendation that the Board accept the resignation of Joseph Talley from his position as assistant coach for the men's soccer program effective October 1, 2008.

6. Title Change for Allied Health

Based on the increased duties assigned to the allied health coordinator, it was the President's recommendation that the job title be changed from "coordinator" to "director" of allied health. Increased job responsibilities include:

- supervising three full-time employees
- supervising numerous adjunct instructors
- coordinating an average of 800 students per year
- increased number of course locations (Baldwin City High School and Wellsville High School)
- supervising an off-campus facility in Lawrence.

A revised job description is attached.

Director of Allied Health

Reports to: Dean of Outreach and Workforce Development

Organizational Unit: Administrative, Exempt

Salary range:

Revision Date: September 25, 2008

This position reports to the Dean of Outreach and Workforce Development. Duties include, but are not limited to:

Essential Functions

1. Assess the need for allied health offerings in Neosho, Franklin, Anderson, and Douglas counties;
2. Develop new courses, programs, and delivery methods based on needs assessments;
3. Recruit, hire, and supervise allied health instructors;
4. Supervise administrative assistant;
5. Schedule, publicize, offer, and evaluate allied health courses;
6. Work with the Kansas Department of Health and Environment and other agencies to obtain course and instructor approvals;
7. Maintain paperwork for Kansas and Federal allied health program regulations;
8. Mentor and develop new adjunct instructors;
9. Visit sites to ensure quality instructional environments;
10. Coordinate state examinations;
11. Coordinate enrollments at off-campus sites;
12. Prepare follow-up data for reports;
13. Coordinate course offerings with Ottawa campus;
14. Coordinate course offerings with the medical assistant, health information technology, nursing and other health-related programs; and
15. Perform other duties as assigned by the dean of continuing education.

Minimum job requirements

- o Associates degree required, Bachelor degree preferred
- o Registered nursing degree required
- o Experience teaching allied health courses required
- o Familiarity with Kansas Department of Health and Environment required

Required Skills, Knowledge and Abilities

- o Health education
- o Flexibility
- o Ability to multi-task
- o Ability to supervise
- o Excellent interpersonal skills.
- o Ability to work effectively with diverse populations.
- o Excellent organizational and computer skills.
- o Willingness and ability to work as a member of a team.

Consent Agenda Item D: Master Course List Revisions

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

Course Inventory Changes for Spring 2009

New Courses

COMM 104 Theatre Design, 3 credit hours
 NURS 271 Nursing Care of the Complex Patient, 4 credit hours
 NURS 272 Patient Care Management, 4 credit hours

Name & Number Changes

CSIS 102 Microcomputer Apps II: Advanced Web Page Design, 3 credit hours, to
CSIS 229 Advanced Web Page Design, 3 credit hours
CSIS 102 Microcomputer Apps II: Visual Basic Programming, 3 credit hours, to
CSIS 230 Visual Basic Programming, 3 credit hours
CSIS 102 Microcomputer Apps II: Java Programming, 3 credit hours, to
CSIS 237 Java Programming, 3 credit hours

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: COMM 104
Course Title: Theatre Design
Division: Liberal Arts
Program: Theatre/Arts/Drama
Credit Hours: 3
Revised Date: Fall 2008
Assessment Goal per Outcome(s): 70%

CLASSIFICATION OF INSTRUCTION

Academic

COURSE DESCRIPTION

In this course students will gain fundamental knowledge and obtain practical experience in the areas of theatrical design: set, lighting, costumes, properties, and special effects.

PREREQUISITES AND/OR COREQUISITES

None

TEXT

Theatrical Design and Production: An Introduction to Scene Design and Construction, Lighting, Sound, Costume, and Makeup, Sixth Edition, J. Michael Gillette, Mayfield Publishing Company, 2008, ISBN 978-0-07-351419-2

OTHER REFERENCES

Library resources as necessary
Instruction Manuals as necessary
Play scripts as necessary

COURSE OUTCOMES

1. The students will be able to recognize the basic elements of design relevant to the following areas:
 - a. Set
 - b. Lights
 - c. Costumes/Make-Up
 - d. Properties
 - e. Special Effects
2. The student will demonstrate an understanding of the basic elements of design relevant to the following areas:
 - a. Set
 - b. Lights
 - c. Costumes/Make-Up
 - d. Properties

- e. Special Effects
3. The students will demonstrate the design process from conception to product.
 - a. Set
 - b. Lights
 - c. Costumes/Make-Up
 - d. Properties
 - e. Special Effects
4. Students will demonstrate an understanding of the role of designers in theatre.

COURSE OUTLINE

Material to be covered.

Chapter 1 Production Organization and Management
Chapter 2 The Design Process
Chapter 5 Style, Composition, and Design
Chapter 6 Color
Chapter 7 Scenic Design
Chapter 10 Scene Painting
Chapter 11 Stage Properties
Chapter 14 Lighting Design
Chapter 18 Costume Design
Chapter 20 Make-Up
Chapter 21 Sound Design/Special
Chapter 22 Drawing and Rendering

INSTRUCTIONAL METHODS

Lectures, design projects and portfolios, projects, videotapes, discussion sessions, attendance of live performances. Participation is essential.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation on quizzes, production and participation, homework and design projects and participation. The grade will be based on preparation, execution and meeting deadlines for production schedule.

GRADING SCALE

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

ATTENDANCE POLICY

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

absence.

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

Academic Integrity

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

Notes:

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 SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: NURS272
Course Title: Patient Care Management
Division: Health Care
Program: Nursing
Credit Hours: 4
Theory: 2.5
Clinical/Lab: 1.5
Initiation/Revised Date: Spring 2009

Assessment Goal per Outcome: Outcomes # 1-2, 4-6 64.4% (RN Medical-Surgical

Nursing CMS 2007 ATI exam)

Outcome # 3 95% Math Proficiency Exam

CLASSIFICATION OF INSTRUCTION

Sophomore level course (final semester). This course is offered the second semester of the second year of the nursing program.

COURSE DESCRIPTION

This course is designed for the student to promote the functional health patterns of the biopsychosocial, spiritual state of patients. Emphasis is placed on coordination, management, and care of multiple patients. Clinical experiences are provided in acute and community health care settings.

PREREQUISITES AND/OR COREQUISITES

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

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
NURS251 Family Nursing II
NURS261 Mental Health Nursing

TEXTS

Ackley, Betty J. and Ladwig, Gail B. Nursing Diagnosis Handbook, 8th ed., Mosby, Inc., St. Louis, MO, 2008.

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

Curren, Anna M. Dimensional Analysis for Meds, 3rd ed., Delmar, Albany, NY, 2006.

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

Lewis, Sharon; Heitkemper, Margaret; Dirksen, Shannon; O'Brien, Patricia; & Bucher, Linda. Medical-Surgical Nursing, 7th 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, 7th 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, 8th ed., Mosby, Inc., St. Louis, MO, 2007.

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

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

Wissmann, Jeanne (ed). (2008). Leadership and Management, version 4.1. Assessment Technologies Institute, Stilwell, KS.

Supplemental: Sole, Mary Lou; Lamborn, Marilyn L.; Hartshorn, Jeanette C. Introduction to Critical Care Nursing. 4th ed., W.B. Saunders Co. Philadelphia, 2005.

COURSE OUTCOMES/COMPETENCIES (as Required)

Upon completion of the course the student will pass a RN nationally normed Medical-Surgical Nursing Exam on the following outcomes. The student will:

1. Utilize critical thinking skills when managing the care of multiple patients.
2. Apply all components of the nursing process including assessment when managing and caring for patients in the acute care and home settings.
3. Demonstrate 95% proficiency in dosage calculation.
4. Apply nursing knowledge when managing and providing care to patients with physical health conditions.
5. Determine priorities regarding the sequence of care to be provided to multiple patients.
6. Demonstrate therapeutic communication skills when coordinating and managing care of multiple patients.

COURSE OUTLINE

- I. THE ROLE OF THE ASSOCIATE DEGREE NURSE IN THE MANAGEMENT OF PATIENTS
- II. THE NUTRITIONAL-METABOLIC PATTERN: ENDOCRINE DISORDERS
- III. THE NUTRITIONAL-METABOLIC PATTERN: FLUID AND ELECTROLYTES AND THE ACTIVITY-EXERCISE PATTERN: BLOOD DISORDERS
- IV. THE ELIMINATION PATTERN: GASTROINTESTINAL DISORDERS
- V. THE NUTRITIONAL-METABOLIC PATTERN: IMMUNE DISORDERS

INSTRUCTIONAL METHODS

Classroom

Lectures and discussions
Demonstrations
Audio-visual aids
Self-study with aids and programmed materials
Case studies

Laboratory

Scheduled classroom laboratory
Scheduled hospital laboratory

Post-clinical conferences
Non-scheduled self-study laboratory
Computer laboratory
Simulation laboratory as scheduled

Teaching Facilities

Contracted hospitals and health care agencies:
Allen County Hospital
Coffeyville Regional Medical Center
Neosho Memorial Regional Medical Center
Classroom
Learning Lab/Simulation Lab
Library

Visuals/Audio-Visuals/Tapes

Audio-visuals
Filmstrips
Color slides
Models
Computer simulations

Resource Persons

Guest lecturers
Personnel of cooperating agencies

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Presentations
Return demonstration
Written quizzes and tests
Written assignments
Skill performance and oral tests in classroom lab
Performance evaluation in clinical area
Attendance (both theory and clinical)
Final course grade will be based on theory and clinical performance

GRADING SCALE/REQUIREMENTS

Each nursing course has a theory and clinical component. The student must complete all theory and clinical objectives. The grade will be determined at the end of the course on the basis of the work completed. All clinical 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
I Incomplete
W Withdraw

XF Failure due to Cheating

The nursing student must achieve at least 76% in theory and must pass clinical to successfully complete the course. The nursing program does **NOT** round off grades. **Cheating** will **NOT** be tolerated in any form and will be grounds for dismissal from the program.

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.

Theory Grade

Unit exams, the final exam, and the average of the first of each of three ATI exams (second half of the semester only) will be equally weighted, totaling 90% of the course grade. Other course assignments (quizzes, math proficiency exam, online focused ATI practice exams, case studies, etc.) will account for 10% of the grade. It is the student's responsibility to attain an average of 76% or better in order to pass the course.

Scheduled Tests 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, 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: Additional pop quizzes may be given. Pop quizzes are to be taken at the scheduled time or the score is recorded as zero. Pop quizzes cannot be made up.

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.

Clinical Grade

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

Learning Lab

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, the procedure checklists must be completed satisfactorily regardless of the number of times attempted.
3. The student will complete all associated assignments such as videos, 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. In order to earn 100% proficiency, the skill must be successfully completed the first time and be done on or before the designated date.

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

Clinical

Concept Maps & Nursing Care Plans: A concept map and nursing care plan(s) will be required for 2 weeks of clinical. The student is responsible for reviewing the concept map and nursing care plan with the clinical instructor during the clinical day. The concept map and nursing care plan are to be turned in (to the individual instructor) one week from the day assigned at the beginning of class. (See Grading criteria.)

Performance evaluation in clinical area:

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

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

Clinical Assignments

1. Pass with a minimum of 76% average competence on written physical assessment on medical-surgical patient. (See assessment criteria.)
2. Pass with a minimum of 76% average competence on written concept maps and nursing care plans. (See concept map/NCP criteria.)
3. Pass home health or community agency clinical experience.
4. Pass on pre and post conference presentations. (See criteria for pre and post conference presentations.)
5. Pass patient care management leadership clinical experience.
6. Pass weekly clinical evaluation. (See weekly clinical evaluation criteria, Student Nurse Handbook.)
7. Pass with a minimum of 95% competence on a medication calculation proficiency exam prior to graduation. Students will be given 3 attempts to pass the medication calculation proficiency exams. Exams will be given as scheduled for the semester with the first exam at mid-term and a last exam before graduation.

A passing grade in clinical will comprise at least 76% on each area of clinical assignments.

The student must achieve at least 76% in theory and pass clinical to successfully complete this course.

ASSESSMENT OF STUDENT GAIN

The student will be taking ATI exams during the second half of the semester only. The average of the three ATI exams will be equally weighted to other unit exams. The student will receive the following grade percentage on the ATI RN Medical-Surgical Nursing CMS 2.0 assessment exam based on the cut score level achieved:

Level III Cut Score (73.3% or above) the student will earn 100%
Level II Cut Score (64.4%) the student will receive 83%
Level I Cut Score (54.4%) the student will receive 76%

The student will receive the following grade percentage on the ATI RN Nursing Pharmacology CMS 2.0 assessment exam based on the cut score level achieved:

Level III Cut Score (76.7% or above) the student will earn 100%
Level II Cut Score (63.3%) the student will receive 83%
Level I Cut Score (50%) the student will receive 76%

The student will receive the following grade percentage on the ATI RN Comprehensive Predictor 2007 assessment exam based on the score achieved:

99% Predicted Probability of Passing NCLEX-RN (82% or above) the student will earn 100%
97% Predicted Probability of Passing NCLEX-RN (76%) the student will receive 83%
95% Predicted Probability of Passing NCLEX-RN (74%) the student will receive 76%

When the Level I Cut Score is not reached, a plan of remediation will be initiated. Upon completion of the remediation plan, the student will be allowed to retake the ATI exam. The student can earn a maximum of 76% when they meet the Level I Cut Score or above on the retake. Failure to meet the Level I Cut Score on the second exam results in a "0" (zero) for the assignment.

ATTENDANCE POLICY

Regular attendance and punctuality are considered essential in meeting the objectives of the nursing program. The nursing instructor is to be notified by the student in case of absence. If the absence involves a clinical experience, the clinical instructor should be notified in advance of the scheduled assignment.

Frequent absences will be subject to review by the nursing faculty for purposes of counseling. After 3 times the number of credit 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. In this course the instructor will discuss absences and issue a contract after 18 hours of absence. 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.)

Theory

Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the

scheduled time. (See Grading Scale/Requirements, Scheduled Tests and Quizzes above.)

After missing theory, the student is personally responsible for contacting the instructor to make arrangements for make-up.

Clinical

Students must notify the instructor **prior** to the scheduled clinical on the day they will be absent. Instructors can be reached in the clinical area at Allen County Hospital (620-365-1000; 1-800-444-0535), Coffeyville Regional Medical Center (800-540-2762), Neosho Memorial Regional Medical Center (620-431-4000).

A schedule of classes and clinical hours will be given to each student and one will be posted on the bulletin board. Each student is responsible for checking the schedule and for being at the proper place at the correct time.

Minimum time is allowed for clinical experiences each day. A student may best utilize this time by coming to the clinical area prepared. Preconference, including homework, studying, preparations for medications, and starting the concept map, should be done **prior** to arriving in the clinical area. If the instructor judges these to be incomplete, the student will be sent home and counted absent for that clinical period.

Students are reminded that we are guests of the clinical facilities and strict adherence to professional ethics is expected. This includes professional conduct, punctuality, abiding by the school uniform policy, and avoidance of any substance abuse. Any suggestion of unprofessional conduct will result in the dismissal of the student from the clinical area for that day.

For each absence from the clinical area, the student will attend a make-up session and submit a concept map and NCP. If absences become excessive, 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 semester. If the clinical absences are not made up, the student will receive an incomplete grade. See nursing policy on removal of incomplete.

Tardies

Students are expected to be in the clinical area at the appointed time. If a student has an emergency and realizes that they 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, they 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.

CELL PHONE POLICY

Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances. No cell phones or other electronic devices will be allowed in the testing area.

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

You will need to bring your documentation for review in order to determine reasonable

accommodations, and then assist you in arranging any necessary accommodations.

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

COURSE SYLLABUS

COURSE IDENTIFICATION

Course Prefix/Number: NURS271
Course Title: Nursing Care of the Complex Patient
Division: Health Care
Program: Nursing
Credit Hours: 4
Theory: 2.5
Clinical/Lab: 1.5
Initiation/Revised Date: Spring 2009

Assessment Goal per Outcome: Outcomes # 1-4 64.4% (RN Medical-Surgical Nursing CMS 2007 ATI exam)
Outcome # 5 63.3% RN Nursing Pharmacology CMS 2007 ATI exam)

CLASSIFICATION OF INSTRUCTION

Sophomore level course (final semester). This course is offered the second semester of the second year of the nursing program.

COURSE DESCRIPTION

This course is designed for the student to promote the functional health patterns of the biopsychosocial, spiritual state of the patient in complex patient care situations. Emphasis is placed on integrating the nursing process in the care of critically ill adults. Clinical experiences are provided in various health care settings including critical care.

PREREQUISITES AND/OR COREQUISITES

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

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
NURS251 Family Nursing II
NURS261 Mental Health Nursing

TEXTS

Ackley, Betty J. and Ladwig, Gail B. Nursing Diagnosis Handbook, 8th ed., Mosby, Inc., St. Louis, MO, 2008.

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Pathophysiologic Approach, 2nd edition, Pearson/Prentice Hall, Upper Saddle River, NJ, 2008.

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

Wissmann, Jeanne (ed). (2008). Leadership and Management, version 4.1. Assessment Technologies Institute, Stilwell, KS.

Supplemental: Sole, Mary Lou; Lamborn, Marilyn L.; Hartshorn, Jeanette C. Introduction to Critical Care Nursing. 4th ed., W.B. Saunders Co. Philadelphia, 2005.

COURSE OUTCOMES/COMPETENCIES (as Required)

Upon completion of the course the student will pass a RN nationally normed Medical-Surgical Nursing Exam on the following outcomes. The student will:

1. Apply critical thinking skills to solve nursing problems when caring for patients with complex medical- surgical health problems.
2. Effectively apply all components of the nursing process in promoting functional health patterns of the complex medical-surgical patient.
3. Provide safe, effective nursing interventions when completing technical skills.
4. Determine strategies that reduce the complex medical-surgical patient's risk potential.
5. Provide care related to the administration of medications and parenteral therapies.

COURSE OUTLINE

I. INTRODUCTION TO THE NURSE'S ROLE IN CRITICAL CARE NURSING AND THE COGNITIVE-PERCEPTUAL PATTERN: NEUROLOGICAL DISORDERS

II. THE ACTIVITY-EXERCISE PATTERN: CARDIOVASCULAR DISORDERS

III. THE ACTIVITY-EXERCISE PATTERN: RESPIRATORY DISORDERS

IV. THE NUTRITIONAL-METABOLIC PATTERN: FLUID IMBALANCES AND ACTIVITY-EXERCISE PATTERN: MULTIPLE TRAUMA AND MUSCULOSKELATAL TRAUMA

INSTRUCTIONAL METHODS**Classroom**

Lectures and discussions
Demonstrations
Audio-visual aids
Self-study with aids and programmed materials
Case studies

Laboratory

Scheduled classroom laboratory
Scheduled hospital laboratory
Post-clinical conferences
Non-scheduled self-study laboratory
Computer laboratory
Simulation laboratory as scheduled

Teaching Facilities

Contracted hospitals and health care agencies:
Jane Phillips Medical Center
Olathe Medical Center
Overland Park Regional Medical Center
Classroom
Learning Lab/Simulation Lab
Library

Visuals/Audio-Visuals/Tapes

Audio-visuals
Color slides
Models
Computer simulations

Resource Persons

Guest lecturers
Personnel of cooperating agencies

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Presentations
Return demonstration
Written quizzes and tests
Written assignments
Skill performance and oral tests in classroom lab
Performance evaluation in clinical area
Attendance (both theory and clinical)
Final course grade will be based on theory and clinical performance

GRADING SCALE/REQUIREMENTS

Each nursing course has a theory and clinical component. The student must complete all theory and clinical objectives. The grade will be determined at the end of the course on the basis of the work completed. All clinical 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
I Incomplete
W Withdraw
XF Failure due to Cheating

The nursing student must achieve at least 76% in theory and must pass clinical to successfully complete the course. The nursing program does **NOT** round off grades. **Cheating** will **NOT** be tolerated in any form and will be grounds for dismissal from the program.

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.

Theory Grade

Unit exams, the final exam, and the average of the first of each of three ATI exams (second half of the semester only) will be equally weighted, totaling 90% of the course grade. The ATI exams are the Medical-Surgical Nursing exam, Nursing Pharmacology exam, and RN Comprehensive Predictor exam. Other course assignments (quizzes, online focused ATI practice exams, case studies, etc.) will account for 10% of the grade. It is the student's responsibility to attain an average of 76% or better in order to pass the course.

Scheduled Tests 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, 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: Additional pop quizzes may be given. Pop quizzes are to be taken at the scheduled time or the score is recorded as zero. Pop quizzes cannot be made up.

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.

All unit exams, quizzes, and theory paperwork will be averaged with the total theory grade for the course, and it is the student's responsibility to attain an average of 76% or better in order to pass the course.

Clinical Grade

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

Concept Maps & Nursing Care Plans: Concept maps and nursing care plan(s) will be required of the student each week as scheduled in clinical. The student is responsible for reviewing the concept map and nursing care plan with the clinical instructor during the clinical day. The concept map and nursing care plan are to be turned in (to the individual instructor) one week from the day assigned at the beginning of class. (See Grading criteria.)

Performance evaluation in clinical area:

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

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

Clinical Assignments

1. Pass with a minimum of 76% average competence on written concept maps and nursing care plans. (See concept map/NCP criteria.)
2. Pass on pre and post conference presentations. (See criteria for pre and post conference presentations.)
Pass weekly clinical evaluation. (See weekly clinical evaluation criteria, Student Nurse Handbook.)
3. Completion of computer assignments.

A passing grade in clinical will comprise at least 76% on each area of clinical assignments.

The student must achieve at least 76% in theory and pass clinical to successfully complete this course.

ASSESSMENT OF STUDENT GAIN

The student will be taking ATI exams during the second half of the semester only. The average of the three ATI exams will be equally weighted to other unit exams. The student will receive the following grade percentage on the ATI RN Medical-Surgical Nursing CMS 2.0 assessment exam based on the cut score level achieved:

Level III Cut Score (73.3% or above) the student will earn 100%
Level II Cut Score (64.4%) the student will receive 83%
Level I Cut Score (54.4%) the student will receive 76%

The student will receive the following grade percentage on the ATI RN Nursing Pharmacology CMS 2.0 assessment exam based on the cut score level achieved:

Level III Cut Score (76.7% or above) the student will earn 100%
Level II Cut Score (63.3%) the student will receive 83%
Level I Cut Score (50%) the student will receive 76%

The student will receive the following grade percentage on the ATI RN Comprehensive Predictor 2007 assessment exam based on the score achieved:

99% Predicted Probability of Passing NCLEX-RN (82% or above) the student will earn 100%
97% Predicted Probability of Passing NCLEX-RN (76%) the student will receive 83%
95% Predicted Probability of Passing NCLEX-RN (74%) the student will receive 76%

When the Level I Cut Score is not reached, a plan of remediation will be initiated. Upon completion of the remediation plan, the student will be allowed to retake the ATI exam. The student can earn a maximum of 76% when they meet the Level I Cut Score or above on the retake. Failure to meet the Level I Cut Score on the second exam results in a "0" (zero) for the assignment.

ATTENDANCE POLICY

Regular attendance and punctuality are considered essential in meeting the objectives of the nursing program. The nursing instructor is to be notified by the student in case of absence. If the absence involves a clinical experience, the clinical instructor should be notified in advance of the scheduled assignment.

Frequent absences will be subject to review by the nursing faculty for purposes of counseling. After 3 times the number of credit 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. In this course the instructor will discuss absences and issue a contract after 12 hours of absence. 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.)

Theory

Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. (See [Grading Scale/Requirements, Scheduled Tests and Quizzes](#) above.)

After missing theory, the student is personally responsible for contacting the instructor to make arrangements for make-up.

Clinical

Students must notify the instructor **prior** to the scheduled clinical on the day they will be absent. Instructors can be reached in the clinical area: Jane Phillips Medical Center (), Olathe Medical Center (913-791-4312), and Overland Park Regional Medical Center (913-541-5370).

A schedule of classes and clinical hours will be given to each student and one will be posted on the bulletin board. Each student is responsible for checking the schedule and for being at the proper place at the correct time.

Minimum time is allowed for clinical experiences each day. A student may best utilize this time by coming to the clinical area prepared. Preconference, including homework, studying, preparations for medications, and starting the concept map, should be done **prior** to arriving in the clinical area. If the instructor judges these to be incomplete, the student will be sent home and counted absent for that clinical period.

Students are reminded that we are guests of the clinical facilities and strict adherence to professional ethics is expected. This includes professional conduct, punctuality, abiding by the school uniform policy, and avoidance of any substance abuse. Any suggestion of unprofessional conduct will result in the dismissal of the student from the clinical area for that day.

For each absence from the clinical area, the student will attend a make-up session and submit a concept map and NCP. If absences become excessive, 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 semester.

If the clinical absences are not made up, the student will receive an incomplete grade. See nursing policy on removal of incomplete.

Tardies

Students are expected to be in the clinical area at the appointed time. If a student has an emergency and realizes that they 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, they 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.

CELL PHONE POLICY

Student cell phones and pagers must be turned off during class times. Faculty may approve an exception for special circumstances. No cell phones or other electronic devices will be allowed in the testing area.

NOTE: If you are a student with a disability who may need accommodation(s) under the Americans with Disabilities Act (ADA), please

notify the Director of Advising and Counseling, Chanute Campus, Sanders Hall, 620-431-2820 ext 280, as soon as possible.

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

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

Faculty Senate Report: Sarah Robb, Faculty Senate President, thanked the Board on behalf of the faculty, for the increase in professional development funding this year. To date, twelve faculty members submitted sixteen requests for professional development funds. In an effort to prevent misuse of the professional development fund, the committee established a penalty that would prevent approval of funding for one year if a faculty member violates the rules regarding timely return of unused funds or use of funds for anything other than the approved activity.

Faculty are also getting mid-term grades turned in for academic warnings and are busy with academic advising. Spring class schedules are ready earlier this fall which will make it easier for faculty to advise starting in October rather than in November, which is a very busy month.

Individual faculty members have reported the following activities:

- o Mindy Ayers: History Club took a group to the Renaissance Festival in Kansas City; September 26 and 27 attended the Kansas Council for History Educations Conference; October 6th there was an Academic Excellence scrimmage against Ben Smith, Dr. Inbody, Eric Tincher, Nathan Stanley and Robert Poulos; and on October 20 the History Club and World Geography class will visit the Safari Museum.
- o Charles Babb: The Omega Iota Chapter of Phi Theta Kappa sent seven members and two advisors to the Kansas Region Leadership Conference in Hutchinson where students participated in leadership training. The fall membership drive for the Omega Iota Chapter is underway. The fall induction will be on Sunday, November 2 at 2:00 p.m. in Snyder Chapel.
- o Nursing: The Nursing Department reported that Pam Covault, Bev Roush, Terry Turner and Susan Rhodes have earned Certified Nurse Educator status. The national certification for nurse educators is a "big" accomplishment.
- o Asya Herron, Volleyball Coach reports that the Women's Volleyball Program is hosting breast cancer awareness/pack the house night at their home game against Coffeyville on October 15 with gate proceeds donated to breast cancer.
- o Sarah Robb: Will be attending a web-cam Science fair training session from the state.

Ms. Robb also stated that the faculty senate is continuing to discuss the issue of students who are behind in class/and or missing classes because of activities.

Audit Report: Neil Phillips of Jarred, Gilmore and Phillips, reviewed the audit report for fiscal year 2007-08. He noted that pages i-viii of the report was a Management Discussion and Analysis written by Sandi Solander, Dean of Finance. The Management Discussion indicates that the college's financial condition improved overall this fiscal year. Cash and cash equivalents increased by \$639,123 and fund balances increased by \$256,506 for the year ended June 30, 2008. The report states that the economic outlook for the college shows increasing cash reserves and continued enrollment growth. State aidable credit hour enrollments increased by 27.85% between FY2003 and FY2008.

Mr. Phillips said that it was a clean audit report, meaning there were no findings.

Vice President for Student Learning: Dr. Brian Inbody stated that since his last report to the Board he had been busy with hiring employees and working with supervisors to prepare budgets for all areas within the Student Learning Division.

He reported that the financial aid office had paid out almost a million dollars of aid this week;

scholarships - \$212,474.00, Federal grants-\$392,203.00; Federal loans-\$311,197.62.

Enrollment for spring is underway as mentioned in the previous report. This has been a massive undertaking as the entire production schedule had to be moved up by six months or more. There have been a few glitches with the new schedule, but those are being resolved. Dr. Inbody said that the feedback he had received was mostly positive. He said they are also moving students away from the paper schedule and toward using the on-line schedule. The on-line schedule contains what classes have been moved, added or closed and shows how many seats are available.

Beginning this semester, all instructors are keeping their grade books on Inside NC. This allows students to see an up-to-the-minute grade 24-7. During midterms, early warnings and the final course grade, faculty will be able to just verify the course grade and hit submit which will place the grade directly into the EX system. This will drastically cut the time and effort of the paper grade process of the past. Dr. Inbody congratulated the faculty and registrar's office for all the work of converting to a new system and to Marie Gardner who helped train faculty, including adjuncts on how to use the system.

Faculty members have received new computers with the latest Vista operating system. The computers were purchased by pulling unused and redirected dollars from all Student Learning Division accounts.

Dr. Inbody reported he is very pleased with retention figures for fall 2008. This fall the College retained 13% more students than the previous year. The improved retention can be seen in Ottawa and among athletes and non-athletes alike.

The October In Service will focus on new technology and new ways to use old technology. NCCC faculty will lead sessions on such topics as Windows Vista, Adding Video to InsideNC, Symposium, and web page creation. Dr. Inbody will offer a session on new ways instructors can use Microsoft Outlook.

Dr. Inbody reported he will visit a college in Ohio as a Consultant/Evaluator for the Higher Learning Commission and that he has been elected secretary of the Kansas Council of Instructional Administrators.

Dr. Inbody also provided a presentation on student assessment.

Treasurer's Report: Chairman Peter and the entire Board congratulated Sandi Solander for her work throughout the year and in getting a clean audit report. Dean Solander reported that the regular treasurer's reports were not available, but that Jenzabar was working on developing the needed reports. She introduced Mary Bulk, Bookstore Manager, who reported on the new book rental program.

Ms. Bulk reported that the Bookstore had installed the point of sale system in the summer and that it was working nicely. She said that the book rental program had been implemented in the fall and that the program was very labor intensive. She and her staff labeled over 4,000 textbooks over the summer for the book rental program. She is also offering a rental program for graphing calculators. Overall the program will save students hundreds of dollars each semester. She reported that she will be attending a conference in Columbia, Missouri the following week to learn more about the new software.

Chairman Peter called for a short break at 7:18 p.m. The meeting resumed at 7:25 p.m.

President's Report: Dr. Vicky Smith reported more good news from grant applications. The

College was awarded a Workforce Investment Act Set-Aside Funds grant in the amount of \$67,307 for construction and welding; \$15,000 from AACC *Mentorlinks* to provide support to the construction trades program and computer aided design curriculum; and \$47,767 in Perkins Reserve Funds to purchase additional Simulation mannequins for the nursing program. Dr. Smith said that grant writer Brenda Armstrong had written seven grants and had three funded since she started in March 2008.

As mentioned in an earlier report, the financial aid office has distributed over \$1,000,000 in student aid thus far this semester. Dr. Smith thanked Kerrie Combs and her staff and Sandi Solander and her staff for their work in getting the student aid disbursed.

Dr. Smith stated that the Facility Master Plan Ideal Festival will be held on October 21 and 22. Trustees will have an opportunity to share their thoughts with the architects on Tuesday evening at 6:00 p.m.

Dr. Smith reported that the Technical Education Authority met on October 1 and 2 at Coffeyville Community College. Prior to the TEA meeting, community college presidents and technical college president met to try and resolve some of the tension between the two groups. Dr. Inbody attended the meeting in the absence of the president and reported that the following conclusions were reached.

1. The technical colleges would give a courtesy call to the community college or Regent's university if they were planning to offer courses in the counties of the universities or the service areas of the community colleges.
2. The technical colleges indicated they would continue to develop general education courses in support of their technical degrees and were not interested in partnering with any of the community colleges to have the community colleges provide that education to their technical colleges' students.
3. Everyone agreed that a close watch needed to be kept on the developing technical education funding formula decisions being made at KBOR.

Dr. Inbody indicated that most of the attendees were pleased with the meeting was held and agreed to continue the dialogue. The group agreed to meet quarterly before the KBOR meeting.

On October 2 the six community colleges in southeast Kansas and PSU, presented information about their college's technical education program to the Technical Education Authority. Dr. Smith handed out a copy of her presentation.

Agenda Item VIII-A: Fall Board Retreat Discussion

Following discussion the Board Retreat was scheduled for Tuesday, October 21, 2008 at 7:00 p.m. immediately following the Board's meeting with architects working on Facility Master Plan. The topic for the retreat will be the Ottawa Community Center.

Agenda Item VIII-B: Association of Community College Trustees Conference Travel

Itinerary

The ACCT Annual Leadership Congress is October 29-November 1st in New York City. David Peter, Charlie Boaz, Clint Isaac and Dr. Smith will attend the conference. The following travel plans have been made. Reservations will be made in Kansas City for Tuesday, October 28 for

those desiring to travel to KC the evening before the early morning flight.

Depart Kansas City Wednesday, October 29th at 7:00 am on Midwest Airlines, Flight 80, arriving in New York City at 10:50 am, La Guardia International Airport.

The return flight on November 2 leaves New York City at 11:20 am, Midwest Airlines, Flight 81, arriving Kansas City at 1:34 pm.

There is an airport to hotel shuttle, \$16 per person. Taxi service from the airport to the hotel is approximately \$35 per person each way.

The basic conference registration does not include meals. The college will purchase meal tickets if desired. Dr. Smith indicated that they would like to have lunch tickets on Thursday and Friday.

Hotel reservations are at the conference hotel, the New York Marriott Marquis Times Square.

Agenda Item VIII-C: Designation of Association of Community College Trustees Voting Delegate

NCCC is entitled to one (1) vote during the ACCT Annual Community College Leadership Congress in New York City. The Board was asked to decide who will serve as the voting delegate and the alternate.

Eligibility requirements for voting delegates include:

- o Fiscal year 2009 ACCT membership dues must be received and verified at the time of Congress registration.
- o Only voting members of governing boards may serve as voting delegates (i.e. student trustee, and "trustee emeritus" are typically non-voting trustees, and therefore may not serve as a voting delegate).
- o Voting delegates must sign in and receive their voting delegate credentials at the ACCT Voting Delegate desk during the specified registration times.
- o Ballots will only be distributed during the Regional Caucuses and Senate Meeting to registered voting delegates.

Trustees David Peter, Charlie Boaz and Clint Isaac will be attending the conference. The Board should designate a voting delegate and an alternate.

Resolution 2008-79

RESOLVED, That the Board of Trustees of Neosho County Community College designates Charles Boaz as the voting delegate and Clint Isaac as the alternate voting delegate at the ACCT conference.

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

Agenda Item VIII-D: Acceptance of 2007-08 Fiscal Audit Report

It is the policy of the Board of Trustees to require that all college accounts be audited at any time the Board of Trustees so desires, but in any event to be audited annually. This shall include the accounts of the Board of Trustees and college agency or auxiliary accounts. The College's auditors have completed the annual audit for fiscal year 2007-08.

Mr. Phil Jarred and Mr. Neil Phillips of Jarred, Gilmore and Phillips, presented the results of the audit earlier in the meeting. It was the recommendation of the administration that the Board accept the audit report as presented.

Resolution 2008-80

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the audit report for fiscal year ending June 30, 2008.

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

Agenda Item VIII-E: Bids for Microsoft Campus Agreement

NCCC licenses a number of software products such as Word, Excel, PowerPoint, etc. for both academic and administrative use under a master agreement with Microsoft called the Microsoft Campus Agreement. These software licenses must be purchased from a Microsoft Authorized Education Reseller (AER). In addition Microsoft offers the option of signing a 3 year agreement which locks in the pricing for the 3 year contract period. In the bid solicitation vendors were asked that each bidder provide 1 and 3 year renewal options.

Bids were solicited from the following companies:

A-Prompt Corporation, Lehigh Valley, PA
CDW-G, Vernon Hills, IL
Educational Resources, Elgin, IL
Twotrees Technologies, Wichita, KS

The following sealed bids were received:

A-Prompt Corporation no bid
CDW-G 1 year price -\$12,252.42, did not provide 3year price
Educational Resources 1 year price -\$11,787.95,
3 year price - \$11,787.95 paid annually for 3 years.
Twotrees Technologies no bid

Funding for the software will come from the technology services budget. It was the President's recommendation that the Board accept the low bid for the Microsoft Campus Agreement per the bid specifications for \$11,787.95 from Educational Resources of Elgin, IL and that the College enter into the 3 year agreement to lock in the pricing for the 3 year contract period.

Resolution 2008-81

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$11,787.95 for a 3 year period from Educational Resources of Elgin, IL. for the Microsoft Campus Agreement per bid specifications.

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

Agenda Item VIII-F: Bids for Gym Basketball Backstop Winch Replacement

One of the gym basketball backstop winches failed in February, 2008, and was found to be

not repairable. An estimate was solicited at that time to replace that single failing winch system (which operates two of the side basketball backstops), as well as an estimate to replace both gym winch systems, since the age of the systems made replacement for all of the backstops a priority. The only quotation received for the project totaled \$14,600 for the replacement of both gym winch systems (operating all four side backstops), or \$8,600 for the replacement of the single failing winch system. Because of the significant cost and the timing of the failure, it was decided to wait until the 2008-2009 budget year to implement a replacement project.

Formal bid specifications were developed for the project. The bid specifications called for the replacement of all of the side basketball backstop motors and winches in the gym on the Chanute campus (total 4 backstops). The existing motors, winches and cabling were specified to be removed and replaced.

Notices were placed in local papers and bids were solicited for the project from the following companies (company bid list for similar installations provided by Crossland Construction):

Company	City	State
AALCO Manufacturing Co.	St. Louis	Missouri
Taco, L.L.C.	Lenexa	Kansas
Bowlus School Supply	Pittsburg	Kansas
Building Specialties	Wichita	Kansas
Bulte Company	St. Louis	Missouri
Dant Clayton Inc.	Louisville	Kentucky
R.L. Jackson & Assoc. Inc.	St. Charles	Missouri
Specialty Sales Associates Inc.	Oklahoma City	Oklahoma
Sportstech Quality Cardio LLC.	Tulsa	Oklahoma
Sports Unlimited Inc.	Stillwater	Oklahoma
The Court Company	Memphis	Tennessee

The following sealed bids were received:

Company	Total Bid
Aalco Manufacturing Company	\$8,885.00
ATHCO, L.L.C.	\$20,830.00

Both bids meet or exceed the specifications for the project. Funding for the project was included in the 2008-2009 maintenance budget.

It was the President's recommendation that the Board accept the bid for gym winch basketball backstop replacement project as specified for \$8,885.00 from Aalco Manufacturing Company of St. Louis, Missouri.

Resolution 2008-82

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the bid of \$8,885.00 from Aalco Manufacturing Company to replace the gym winch basketball backstop.

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

Amended Agenda Item VIII-G: Resignations

It was the President's recommendation that the Board accept the resignation of Laura McDonnold, Graphic design artist, effective October 27, 2008 and the resignation of Vonda Page, ABE Instructor, effective October 17, 2008.

Resolution 2008-83

RESOLVED, That the Board of Trustees of Neosho County Community College accepts the resignation of Laura McDonnold, effective October 27, 2008 and the resignation of Vonda Page, effective October 17, 2008.

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

Agenda Item IX: Adjournment

Upon a motion and a second, the meeting adjourned at 8:30 p.m.

> Policies & Procedures Manual. > C. Personnel. C. Personnel. C-1 Employee Categories and Ranks. C-2 Position Ranking and Job Evaluation. C-3 Approval Process to Fill Vacant Appointed Staff Positions. C-4 Recruitment and Selection of Full-Time Academic Appointees. C-20 Personnel Records. C-21 Payroll Procedures. C-22 Address Change. C-23 Compensations of Non-Employees. C-24 Grievance Procedures. C-25 Equity & Diversity. C-26 IU Tuition Benefit. Level 0 security clearances are given to non-essential personnel with no need to access information regarding anomalous objects or entities in Foundation containment. Level 0 access is typically held by personnel in non-secured clerical, logistics, or janitorial positions at facilities with no access to operational data. Level 1 (Confidential). Level 1 security clearances are given to personnel working in proximity to but with no direct, indirect, or informational access to anomalous objects or entities in containment. Personnel definition, a body of persons employed in an organization or place of work. See more. a body of persons employed in an organization or place of work. (used with a plural verb) persons: All personnel are being given the day off. personnel department. Quizzes. Think you've got a handle on this us state nickname quiz? personnel definition: 1. the people who are employed in a company, organization, or one of the armed forces: 2. the. Learn more. Meaning of personnel in English. personnel. noun [U, + sing/pl verb]. uk. C-personnel, Oran. 2.8K likes. personnalisation des documents. See more of C-personnel on Facebook. Log In. or. Create New Account. See more of C-personnel on Facebook. Log In. Forgot account?