1.0 Convening the Meeting:

1.1 Call to Order:
The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Anthony Martinucci at 5:00 p.m. on Wednesday, April 24, 2013 in the Morton College Board Room (221-B).

1.2 Swearing in of Student Member:
Board Attorney Holly Tomchey administered the Oath of Office to Ms. Sandra Ortiz, Advisory-Voting Student Member of the Board. Congratulations were extended and Ms. Bedolla was welcomed to the Board.

1.3 Roll Call:
Present: Frank J. Aguilar, Trustee
Susan L. Banks, Secretary
Joseph J. Belcaster, Trustee
Jose A. Collazo, Trustee
Melissa Cundari, Vice Chair
Anthony Martinucci, Chair
Sandra Ortiz, Advisory-Voting Student Member
Frances F. Reitz, Trustee

Absent: None

Also Present: Dana Grove, President
Holly Tomchey, Attorney

2.0 Consent and Information Agenda:
Items identified by an asterisk on the Agenda have been placed on the Consent Agenda:

Item 3.1 — Minutes of the Regular Meeting held March 27, 2013;

Item 8.4.2.1 — Awarding of a contract to Creasy Printing Services, for the printing of the 2013-2014 College Catalog in the amount $9,725 (lowest qualified bid) – submitted for information only because one bidder was over $25,000;
Item 10.7 — affiliation agreement with Holy Cross Hospital for the Nursing Program;

Item 10.8 — out-of-state travel for the Trustees for FY 2014 annual national and regional membership conferences;

Item 10.9 — out-of-state travel for the College President for FY 2014 annual national and regional membership conferences; and

Item 10.10 — out of state travel for the College President for the FY 2013 League for Innovation in the Community College Learning Summit June 9 – 12, 2013 in Chandler, AZ

Trustee Belcaster moved to approve the Consent Agenda as presented. Trustee Banks seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

3.0 Approval of Minutes of Previous Meeting(s):

3.1 Approved by consent — see Agenda Item 2.0.

Minutes of the Regular Meeting Held March 27, 2013:

4.0 Citizen Comments: There were none.

5.0 Old Business:

6.0 Commendations/Recognitions:

6.1 Men's Basketball Team: Dr. Grove called on Athletic Director Rich Fullriede to do the introductions. Mr. Fullriede thanked the Board and the administration for all the support given the Athletic Department and program.

Game Table Volunteers Prior to recognizing the Men's Basketball Team, Athletic Director Rich Fullriede recognized three (3) individuals to the Board who have given many years of volunteer service to the Athletic Department: Art Belanger – Public Address Announcer; Ray Konrath – Official Scorer; and Jim Lazansky - Official Clock Operator. It was noted that both Art Belanger and Jim Lazansky are graduates of Morton College and Ray Konrath is a former head women's basketball coach (1990s). The Board extended their appreciation to each.
Mr. Fullriede acknowledged the members of the Men's Basketball Team present — Philipp Bishkinskiy, Mike Johnson, and Tino Vazquez — and thanked them for their hard work, highlighting their successful season:

- Finished the Season as Tri-Champions of the Illinois Skyway Collegiate Conference (ISCC)
- ISCC First Team Honors: Antonio Foster and Kijaune Leach
- ISCC Second Team Honors: Jacquez Jones and Jimmy Stamas
- All-Region IV Tournament Team Honors: Kijaune Leach and Demarius Miller who also finished as the fourth all-time leading scorer at Morton College with 1,208 points
- ISCC Coach of the Year Honors: Conte Stamas

7.0 Reports:

7.1 ICCTA/ACCT: Trustee Cundari deferred to Dr. Grove who will report later on the Agenda.

7.2 Student Member: Advisory Voting Student Member Ortiz gave the monthly report of student programs and activities.

7.3 Strategic Data and Evidence Review: President Grove presented a brief overview of the White House's website for education, specifically the College Scorecard of all colleges in the U.S. Dr. Grove pulled up information on Morton College and a few of the neighboring community colleges, looking at just a few of the categories of information available; e.g. tuition costs, graduation rates, loan default rate, and median borrowing. He urged the Board Members and College Staff to become acquainted with the site:

http://www.whitehouse.gov/issues/education/higher-education/college-score-card

Dr. Grove also stated that one of his intents is to bring a culture of data and evidence to Morton College as it is evident that this is the way the State and federal government looks at us. Because we are expected to use data and evidence for decisions, Dr. Grove has established an administrative team for evaluating data and evidence and learning. He added that he or Vice President McLaughlin will be presenting on this matter at each Board Meeting.

7.4 Friends of Morton College Foundation: Chair Martinucci stated that this report is submitted for information purposes only.
8.0 Finance and Business Matters:

8.1 Approval of Accounts Payable, Payrolls, Expenditure Transfers, and Budget Transfers:

Trustee Belcaster moved to approve and ratify the Accounts Payable and Payroll for the month of February 2013 in the amount of $2,761,293 and Budget Transfers in the amount of $3,000 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

8.2 Monthly Financial Report:

Trustee Belcaster moved to accept and file for audit the Monthly Financial Report for fiscal year to date February 2013 as submitted. Trustee Collazo seconded the motion.

President Grove noted that there is a new feature on the Summary in the upper right-hand corner indicating the percent of the budget expended to date; currently at 67% which is where we should be. He credited this to good fiscal responsibility, particularly by budget managers.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

8.3 Treasurer’s Report:

Trustee Belcaster moved to accept and file for audit the Monthly Treasurer’s Report for February 2013 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

8.4 Authorization to Purchase and Awarding of Contracts:

8.4.1 Authorization to Purchase:

There were none.

8.4.2 Awarding of Contracts:
8.4.2.1 
Creasey Printing for Printing of the 2013-2014 College Catalog: Approved by consent — see Agenda Item 2.0. (Although this lowest qualified bid was under $25,000 and did not require Board approval, the Board received this Item for information because there was a bid greater than $25,000 received.)

9.0 
Personnel Matters:

9.1 
Adjunct Faculty Assignment / Employment Report, Spring Semester 2013: Trustee Cundari moved to approve the addendum to the Faculty Assignment / Employment Report for Spring Semester 2013 in the amount of $143,782.81 as submitted, pending additional class cancelations and/or additions. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

9.2 
Medical and Dental Insurance for Fiscal Year 2014: Trustee Banks moved to approve the funding rates for the Morton College Medical and Dental Insurance for FY 2014 as submitted. Trustee Belcaster seconded the motion.

Dr. Grove explained that the Cost Containment Committee met with the insurance broker. There is a 2.6% increase to medical insurance due to low claims plus an additional 4.1% increase to cover projected costs due to the effect of the Affordable Health Care Act. There was no increase for dental insurance. Dr. Grove added that everyone on the committee were in agreement about accepting the increase.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

9.3 
Instructor – Digital Arts, New, Full-Time, Tenure-Track Faculty Position: Trustee Cundari moved to approve the creation of a full-time, tenure-track faculty position of Instructor – Digital Arts as submitted. Trustee Belcaster seconded the motion.

Dr. Grove advised that the College is working toward reaching a 50/50 percent ratio of credit hours taught by full-time and adjunct faculty; currently at 45/55 percent. Vice President Siddiqi noted that digital arts is an area that continues to increase in demand as the job market remains strong. Also, some of the cost of this new position should be offset by student enrollment.

Advisory Vote – Student Member Ortiz: Aye.
Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

9.4 Information Only Reports:

The Board received the following Information Only Reports as submitted:

A. Part-Time Classified Staff Employment Report:

Nereida de la Torro, Student Success Support Assistant – Financial Aid, April 15, 2013
Raymond Smith, Computer Lab Paraprofessional – Multi Media, April 23, 2013

10.0 Resolutions and Approvals:

10.1 Appointment of Treasurer:

Trustee Belcaster moved to approve the appointment of David Gonzalez to serve as Treasurer of Morton College. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.2 Designated Depositories:

Trustee Belcaster moved to approve the List of Designated Depositories of Excess Funds for Fiscal Year 2014 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.3 Investment Guidelines:

Trustee Belcaster moved to approve the Investment Guidelines for Fiscal Year 2014 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.4 Appointment of the Freedom of Information Act Officer:

Trustee Belcaster moved to approve the appointment of Keith McLaughlin to serve as the Freedom of Information Act Officer of Morton College. Trustee Collazo seconded the motion.
Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.5
Appointment of Compliance Officer for the Open Meetings Act:

Trustee Belcaster moved to approve the appointment of Keith McLaughlin to serve as the Open Meetings Act Compliance Officer of Morton College. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.6
Curriculum Changes:

Trustee Belcaster moved to approve changes in curriculum as submitted. Trustee Collazo seconded the motion.

Vice President Siddiqi advised that the recommendations are the result of the Curriculum Review Committee and have been aligned with market need. (See Exhibit #10.6, attached, for change details.)

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.7
Affiliation Agreement with Holy Cross Hospital for the Nursing Program:

Approved by consent — see Agenda Item #2.0.

10.8
Out-of-State Travel, Trustees – FY 2014 Annual National and Regional Membership Conferences:

Approved by consent — see Agenda Item 2.0.

10.9
Out-of-State Travel, College President, FY 2014 Annual National and Regional Membership Conferences:

Approved by consent — see Agenda Item 2.0.

10.10
Out-of-State Travel, College President to the League for
Innovation in the Community College, June 9 – 12, 2013:

10.11 Out-of-Country Travel, Instructor Donald Sykora:

Trustee Cundari moved to approve the out-of-country travel of Donald Sykora, Automotive Instructor, on July 21 – 28, 2013 to Quebec City, Quebec, Canada to attend the North American Council of Automotive Teachers 2013 Conference and Board of Directors Meeting. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.12 Introduction of Revised Board Policy 1.2.2:

Trustee Cundari moved to approve the introduction of revised Board Policy 1.2.2, Adoption, Rescinding or Revising Policies, for adoption at the May 22, 2013 Regular Board Meeting, as submitted. Trustee Collazo seconded the motion.

Dr. Grove noted that the revision to this policy is in response to The Higher Learning Commission, addressing how policies are developed, adopted, revised, and reviewed. All policies will come through the President with set protocols for review and then to the Board. The proposed change to this policy is being introduced tonight and will be brought back to the Board at the May Meeting for adoption. (See Exhibit #10.12, attached, for details.)

Staff Review Opportunity

Trustee Cundari mentioned that part of that protocol is giving the Staff an opportunity to share their input, questions, or concerns prior to adoption. Dr. Grove stated that Staff can email him directly regarding this. He added his appreciation to Attorney Tomchey for her input in revising this policy and for future work on the policy review process in conjunction with ACCT feedback.

Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.13 Patrick Engineering – Main Parking Lot (A-Lot):

Trustee Belcaster moved to approve Patrick Engineering for the initial engineering/surveying services and bidding assistance for the reconstruction of the Main Parking Lot (A-Lot) for a total cost of $58,000, as submitted. Trustee Collazo seconded the motion.

Dr. Grove commented on the dangerous condition of the parking lot and that it is in serious need of repair. This approval will get us the information needed so we can see what the cost will be and report back to the Board.
Advisory Vote – Student Member Ortiz: Aye.

Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Reitz. Nays: None. Absent: None. Motion carried.

10.14
Closed Session:
10.15
Other Possible Action
Subsequent to Closed Session:

Chair Martinucci announced that Agenda Item 10.14 Closed, Session, and Agenda Item 10.15, Other Possible Action Subsequent to Discussion in Closed Session, would be taken up following 12.0, President’s Report.

11.0
Correspondence:

None.

12.0
President’s Report:

Dr. Grove reported on the following campus updates:

• Health Fair and Job Fair — congratulations were extended to all involved for the success of these events and a special mention to Marisol Velázquez for all she does to get student volunteers

• Student Art Exhibit — on-going through May 3 in the Library and Building C showcases (1st and 2nd floors); additionally, art students Kathryn A. Budd and Faryal Choudhry have entries in the Skyway Juried Art Competition; awards and reception will be April 27 at Waubonsee Community College in Sugar Grove

• Student Poetry Contest — Dr. Grove was pleased to be part of the judging and will present the awards Friday, April 26 in the Library

• Achieving the Dream — the College's coaches visited April 23 to review where we are and to lend advice to our team regarding student success

• Department of Justice Grant – awarded $4,118 toward bulletproof vests for our Campus Safety Officers

• "Monty Python's Spamalot" — current play — received high acclaim from theatre review critic Al Bresloff of Around the Town Chicago, and is listed in Crain's Chicago Business as one of "10 Things to do this weekend"

• President Grove and Vice Chair Cundari will attend the upcoming Lobby Day in Springfield to do what they can toward acquiring extra funds for the College

12.2
Dr. Grove reported on the following:
Informational Items/Articles:

• "Dr. Grove brings change to Morton College" – article of April 5, 2013, Extra Newspaper – Education Guide

12.3 Out-of-State Travel Report:

The Board received the Out-of-State Travel Report as submitted.

12.4 Community Facilities Usage Report:

The Board received the monthly Community Facilities Usage Report as submitted.

10.14 Closed Session:

Trustee Belcaster moved to approve a recess to Closed Session to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of Morton College; and to consider litigation matters pursuant to Chapter 5 of the Illinois Compiles Statutes Section 120/2 (c) (1) and (11) respectively. Trustee Collazo seconded the motion. All were in favor. Motion carried. (voice vote)

Recess:

The Board recessed to the Office of the President for Closed Session at 5:54 p.m.

Reconvening:

The Regular Meeting was reconvened at 6:45 p.m. by Chair Martinucci. Upon roll call, the following were found present: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, and Martinucci and Advisory Voting Student Member Ortiz. Absent: Trustee Reitz. (It was noted that Trustee Reitz following the Closed Session.)

10.15 Action Subsequent to Discussion in Closed Session:

The following was taken up as a result of discussion in Closed Session:

A. President’s Goals and Six-Month Review:

Trustee Cundari moved to approve the following goals for the President of Morton College, seconded by Trustee Martinucci:

1. to be removed from “On Notice” status with The Higher Learning Commission;
2. to identify alternative funding streams; and
3. to make substantial progress on the review and revision of the Board Policies

And to schedule a six-month review of the President in July 2013.

Advisory Vote – Student Member Ortiz: Aye.
Ayes: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, and Martinucci. Nays: None. Absent: Trustee Reitz. Motion carried.

13.0
Board Member Comments:

Trustee Banks requested a moment of silence for those affected by the recent terror incident at the Boston Marathon.

14.0
Adjournment:

Trustee Belcaster moved to adjourn the Regular Meeting of the Board. Trustee Collazo seconded the motion.

All were in favor. Motion carried. (voice vote)

The meeting was adjourned at 6:49 p.m.

/s/ Anthony R. Martinucci, Board Chair

/s/ Susan L. Banks, Board Secretary
SUMMARY OF CHANGES RECOMMENDED

Proposed New Courses

Below are new Adult Education courses for pre-GED and GED students to learn basic skills through content contextualized in the healthcare field. The goal is for these students to successfully earn their GED credential and continue into one or more of the Career Certificate programs in healthcare offered at Morton College.

BHC 001 Bridge to Health Sciences Careers I

This course is designed to introduce and prepare high intermediate adult basic education students for careers in the field of healthcare. In addition, students will be developing and improving their basic skills in preparation for the GED Tests. Mandatory testing and Score between 7.5 and 8.9 on TABE-R. Other: Demonstrated knowledge of addition, subtraction, multiplication and division facts (0-10) without the use of a calculator.

BHC 010 Bridge to Health Sciences Careers II

This course is designed to introduce and prepare adult secondary education students for careers in the field of Healthcare. In addition, students will be developing and improving their basic skills in preparation for the GED Tests. Mandatory Testing and Score of 9.0 or higher on TABE-R. Other: Demonstrated knowledge of addition, subtraction, multiplication and division facts (0-10) without the use of a calculator.

NUR 106 Advanced Bedside Care Technician 3 credit hours

This course is designed as a next step for a nursing assistant or patient care technician on his/her chosen career path, or for the licensed professional who wants to increase knowledge in phlebotomy and cardiac dysrhythmias. The course will guide the student in learning effective skills to enhance knowledge gained in basic nursing assistant training. Key elements of the course include: therapeutic communication, cardiac conduction system, bedside electrocardiogram, phlebotomy skills, standard precautions and patient mobility. The graduate will be prepared to test for certification as a Phlebotomy Technician and ECG Technician by the National Center for Competency Testing (NCCT). Prerequisites: NUR 105 or equivalent; listed on IDPH registry as Certified Nursing Assistant or Illinois licensed healthcare provider (e.g., RN, LPN, EMT) or eligible for licensure; 18 years of age.

Proposed New Curriculum

ADVANCED BEDSIDE CARE TECHNICIAN
12 CREDIT CAREER CERTIFICATE

Students have the opportunity to enhance their basic training through completion of an additional course. The Advanced Bedside Care Technician Program is designed as a next step for a nursing assistant or patient care technician on his/her chosen career path, or for the licensed professional who wants to increase knowledge in phlebotomy and cardiac dysrhythmias. The graduate will be eligible to
test for certification as a Phlebotomy Technician and ECG Technician by the National Center for Competency Testing (NCCT).

Graduates of the Morton Nursing Assistant Program, prior to Fall, 2013, are eligible to achieve an additional Advanced Bedside Care Technician certificate by completing NUR 104 Socialization into Nursing Assistant Career and NUR 106 Advanced Bedside Care Technician (or equivalent with consent of the Program Director).

PROGRAM OUTCOMES
1. Provide safe, quality care under supervision of a registered nurse or licensed practical nurse in a variety of settings.
2. Perform essential nursing assistant clinical skills.
3. Work together with members of the healthcare team, the patient and the patient’s family and friends.
4. Follow ethical and moral behaviors and legal guidelines in the provision of patient or resident care.

PREREQUISITES
Entry into the Nursing Assistant Program requires that students be at least 16 years of age, take the Morton College placement tests, and meet the minimum scores of 64 for English/Reading and 50 for Arithmetic. Students are required to have successfully completed NUR 104 Socialization into the Nursing Assistant Career with a grade of “C” or better. All students must have a valid Social Security number. A high school diploma or General Educational Development certificate is not required.

Entry into the NUR 106 Advanced Bedside Care Technician course requires that students be at least 18 years of age, have completed NUR 105 or equivalent, be listed on the IDPH registry as Certified Nursing Assistant, and/or be a licensed Illinois healthcare provider (e.g., RN, LPN, EMT) or eligible for licensure. A high school diploma or General Educational Development certificate is required.

Per Illinois State law (Healthcare Worker Background Check Act):
- IDPH requires all nursing assistant students pass a criminal background check.
- A computerized background check will be performed during the NUR 105 class.

A felony conviction will prohibit an individual from seeking employment in any healthcare facility in the State of Illinois. Any inquiries regarding criminal convictions should be directed to: Illinois Department of Public Health, 535 W. Jefferson Street, Springfield, IL 62761, Telephone: (217) 782-2913, Website: www.idph.net

Additional information

Fingerprinting
All students who pass the criminal background check will need to be fingerprinted by an IDPH-approved site within the first ten days of the NUR 105 class. A list of IDPH-approved vendors for fingerprinting will be provided upon successful completion of the background check.

Health Requirements
- Medical history/Physical exam (primary physician, nurse practitioner or other approved healthcare provider)
- 10 Panel urine drug screen
- Complete blood count (CBC) and Rapid Plasma Reagin (RPR) test
• Two-step tuberculosis (TB) skin test (if positive result for TB, chest x-ray report is required)
• Documentation of verified immunity to varicella, rubella, measles, mumps through blood titers. (If titers do not prove immunity, student must receive appropriate vaccine)
• Hepatitis B vaccine (series of three) or proof of positive titer
• Influenza (flu) vaccine (required October through May)
• Tetanus-Diphtheria-Pertussis Vaccine (Tdap)

Basic Life Support Certification (CPR)
All students are required to provide proof of American Heart Association (AHA) Basic Life Support Certification for Healthcare Providers (CPR). This must be turned in by the first day of the NUR 104 class. Please call (708) 656-8000, ext. 2388 if you need assistance finding a location that offers this certification.

Uniform and supplies
All students will be required to wear a teal uniform scrub top, white or grey scrub pants, white nursing shoes or white sneakers, name tag and watch with second hand for all clinical work. A stethoscope, gait belt and protective goggles are also required.

Clinical experience
Students are required to participate in several clinical experiences in order to translate theory and laboratory skills to an actual patient care environment. In NUR 105, there is one, 8 hour clinical experience per week for several weeks, at an off-site location. In NUR 106, there are 40 hours of clinical experiences during the last three weeks of the course, at two or more off-site locations. Students must provide their own transportation to the clinical site. Malpractice insurance (included in regular fees) and a criminal background check is required for entry into the clinical site.

IDPH Nurse Aide Competency Examination
The fee for taking the examination for nursing assistant certification is $65, payable by money order or certified check. This fee is due the last week of the NUR 105 course.

NURSING ASSISTANT PROGRAM

<table>
<thead>
<tr>
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<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>NUR 104 Socialization into Nursing Assistant Career</td>
<td>1</td>
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<tr>
<td>NUR 105 Basic Nursing Assistant Training</td>
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TOTAL CREDIT HOURS 9

ADVANCED BEDSIDE CARE TECHNICIAN PROGRAM

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<th>FIRST SEMESTER</th>
<th>CREDIT HOURS</th>
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SECOND SEMESTER                 | CREDIT HOURS |
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<tr>
<td>NUR 106 Advanced Bedside Care Technician</td>
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TOTAL CREDIT HOURS 12
Proposed Course Changes

Remove prerequisites for HVA 102, change course description as follows:

HVA 102 – Basic Heating and Air Conditioning
3 credit hours

Introduces students to the basic principles and practices of residential heating and air conditioning. It covers concepts, types of equipment, systems, operation, and their applications. Lecture two hours, lab two hours per week.

HVA 103 – Intermediate Refrigeration
3 credit hours

A continuation of HVA 101. Students learn the four components of the basic refrigeration cycle in greater detail. System operation and basic troubleshooting is covered, along with refrigeration tools and their proper use. Lecture two hours, lab two hours per week. Prerequisite: HVA 101

HVA 105 Basic HVAC Controls – remove prerequisites

Change title for HVA 110 from Electricity for Refrigeration & A/C to Electricity for HVAC/R which better describes course content.

Change title of HVA 206 from ARI Certification Exam Review to Refrigerant Handling/EPA Exam Review which better describes course content.

Change title of HVA 202 from Heat Load Estimating and Duct Design to Heat Load Calculation and System Design, change credit hours from 5 to 3 and revise course description as follows:

Calculations and surveys needed to determine the heating and cooling requirements for residential, light commercial and industrial structures. Methods used will be long form and software generated versions of ACCA Manual J. Lecture three hours per week.

HVA 203 – change prerequisite from HVA 201 to HVA 103

HVA 206 – change title from ARI Certification Exam Review to Refrigerant Handling/EPA Exam Review, change prerequisite from HVA 101 & HVA 103 to HVA 103

TPM 110 – Therapeutic Massage Techniques – revise course description as follows:

Massage theory and Swedish massage techniques are discussed and demonstrated. Students will learn to interview the client, collect data, and assess this information in order to critically develop and implement a sequence for full-body massage. Other topics being covered include pressure sensitivity, draping techniques, professional relationships and documentation. Students will be instructed on self-care techniques and proper body mechanics. The influence the history of massage has on today’s industry will also be explored.

TPM 115 – Kinesiology for Massage Therapists, change credit hours from 3 to 4, additional prerequisite of BIO 104

TPM 125 – Business Practices & Ethics, change from 3 to 4 credit hours, revise course description as follows:
Business development and employee relations are discussed. Interview skills, resume writing, record keeping (financial and client), marketing and community service are explored. Client-therapist relations, business ethics, professional ethics are discussed. Students will be conducting fieldwork experiences as well as community presentations.

TPM 140 – Therapeutic Massage Clinic, change from 3 to 4 credit hours, revise course description as follows:

Within the boundaries of an on-site classroom setting, students will conduct a student clinic. Clients will be members of the community. Under supervision of faculty, students will schedule appointments, maintain records, conduct massages using the knowledge and skills learned throughout the program. Research analysis, review for state exam and for job preparedness will also be provided. Lecture one hour, lab three hours per week.

Proposed Course Withdrawals

Remove the following courses from HVAC program, course content covered in other courses:

HVA 200 – Domestic Refrigeration
HVA 221 – Intermediate Sheet Metal Fabrication

Proposed Curriculum Changes

The proposed 30 credit hour career certificate for Heating, Ventilation and Air Conditioning reflects changes in HVAC courses. See attached pages for copies of the proposed certificate and current one.

Due to changes in TPM courses and requirement of HIT 109, see attached for copies of proposed changes and current catalog pages.

Proposed

HEATING, VENTILATION AND AIR CONDITIONING (HVC)

30 CREDIT CAREER CERTIFICATE

This curriculum provides students with the skills required for entry-level positions in the Heating, Ventilation, Air Conditioning, and Refrigeration Industry. Graduates will be trained to assist installers, service technicians and building maintenance craftsmen.

<table>
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<tr>
<th>First semester</th>
<th>Credit hours</th>
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<tbody>
<tr>
<td>HVA 101 Basic Refrigeration</td>
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<tr>
<td>HVA 102 Basic Heating and Air Conditioning</td>
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<tr>
<td>HVA 105</td>
<td>Basic HVAC Controls</td>
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<td>HVA 110</td>
<td>Electricity for HVAC/R</td>
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<tr>
<td>HVA 202</td>
<td>Heat Load Calculation/System Design</td>
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<td><strong>Second Semester</strong></td>
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<tr>
<td>HVA 103</td>
<td>Intermediate Refrigeration</td>
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<td>HVA 104</td>
<td>Intermediate Heating and Air Conditioning</td>
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<tr>
<td>HVA 120</td>
<td>Basic Sheet Metal Fabrication</td>
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<td>HVA 204</td>
<td>Hydronic Comfort Systems</td>
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<td>HVA 206</td>
<td>Certification Exam review</td>
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<td><strong>Total</strong></td>
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<td><strong>Overall Total</strong></td>
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Policies of the Board may be adopted, rescinded, or revised by a majority vote of the Board at a regularly scheduled Board meeting following the introduction of the matter at a previously regularly scheduled meeting of the Board.

The policies of the Board are extremely important to every segment of the College community and the public it serves since they set the broad general guidelines under which procedures and regulations are developed.

In order to ensure that these important policy statements receive input from every segment of the community served, policies of the Board may be adopted, rescinded, or revised by a majority vote of the Board at a regularly scheduled Board meeting following the introduction of the matter at a previously regularly scheduled meeting of the Board. The President shall establish a protocol for receiving input from the College community and the public served by the College on all proposed additions and changes to Board policies. The intent of this portion of the policy is to allow for sufficient time for study and reaction by the various segments of the College community and the public served by the College.

Each Board policy will be reviewed every five (5) years. The President shall establish a protocol for evaluating policies and recommending actions to the Board to take during its review.

The President shall establish and maintain an orderly plan for preserving the policies adopted by the Board and making them available to members of the public.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977
REVISION DATES: March 24, 1983
REVIEW DATES: