

# **Board of Directors Governance Handbook**



**Kettering College  
of Medical Arts**

2008-09





# KETTERING COLLEGE

OF MEDICAL ARTS

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KETTERING MEDICAL CENTER

## **Board Governance Handbook** *Fall 2008*

### **College Mission**

*Kettering College of Medical Arts, born out of Adventist faith, offers graduate and undergraduate degrees in health science. Upholding Christ, the college educates students to make service a life calling and to view health as harmony with God in body, mind, and spirit.*

### **College Vision**

*Kettering College of Medical Arts excels at mission-based institutional and professional outcomes. Employers seek out our graduates.*

### **College Values**

*To make good on its mission and vision, the Kettering College community must be trustworthy, innovative, caring, competent and collaborative.\**

*\*Abridged*



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# Introduction to the Handbook

What opportunities and responsibilities go along with service on the Board of Directors of Kettering College of Medical Arts?

This is a handbook on board governance, and it gives you the perspective—and the official documents—you need for the basic answers to this question.

The handbook covers the history and mission of the college, the relationships among the relevant leaders and entities of the Kettering Health Network, the makeup, purpose and responsibilities of the Board, and the policies and procedures that cover its operation. It also includes key documents

such as the college mission and vision statements and the bylaws. Your knowledge of these documents will help to assure effective, mission-focused collaboration among all board members.

Your job is to help govern Kettering College in a manner that produces healthcare professionals of high character and competence. In this you embrace not only responsibilities but also opportunities. As a board member you will, for example, play a key role in meeting human need through the development of a health care work force. So in your work you will know, just as the faculty and staff do, the satisfaction of enhancing the quality of life in the Dayton region and beyond.

## The Story of Kettering College of Medical Arts

Before the college, and before the hospital, was the vision.

Soon after inventor Charles F. Kettering's death in 1958, Eugene, his son, and Virginia, his daughter-in-law, set aside 35 acres of the family estate for the development of a medical facility. They wanted to commemorate the name and ideas of Charles Kettering, and they decided to make Seventh-day Adventists, a community long known for excellence in healthcare, the owners.

From the start, the Kettering family envisioned "an educational center as well as a medical service center." From the start, the family's intention was to serve the whole community.

Kettering College of Medical Arts is a realization of that vision. From its inception in 1967, the college has focused on healthcare education. It produces healthcare professionals. Now, with a new bachelor's degree in human biology, it has begun to prepare students for advanced study in healthcare.

Kettering College is part of Kettering Medical Center, which, in turn, is part of the larger Kettering Health Network that also includes Grandview Hospital and Medical Center and Greene Memorial Hospital. The college operates next to the Charles F. Kettering Memorial Hospital in the city of Kettering, just south of Dayton, Ohio.

Today the college continues to be sponsored by the Seventh-day Adventist Church. For this reason, a Kettering education takes inspiration from

the story of Jesus and aims, with his example in mind, to build, in every student, not only competence but also character.

The 1967 student body consisted of 137 first-year students. Most were studying nursing, respiratory care and radiologic technology, all programs still offered here. Some were enrolled in programs the college has since phased out: food service management, housekeeping management, and laundry management. Two years later, in 1969, sixty-six students made up the first graduating class.

Soon the college was adding programs, and now and then subtracting them. Clinical dietetic technology came and went. So did medical office assisting and biomedical electronic technology. But in 1973 the college launched a physician assistant program. This was one among several initiatives that would, over time, define the college in new and lasting ways. In 1981, a program in medical sonography (then "diagnostic ultrasound technology") came into being. In 1997 the college began offering a bachelor of science degree in health professions. In part this was to put a degree at the end of a four-year education for students of physician assistant studies, who at the beginning had earned two-year degrees. The new degree also enabled the college to offer bachelor's degree completion tracks in advanced imaging, medical sonography and respiratory therapy.

In 2001 the college started a completion program leading to the bachelor of science in

nursing degree. Then, in 2005, a bachelor of science degree in human biology degree came into being. This four-year science curriculum now serves pre-professional students intending to go into medicine, osteopathy, dentistry and other advanced fields of healthcare. At the same time, it is the foundation for master's-level health-science education at Kettering College, and 2005 was also the year physician assistant students began to earn a master's degree in physician assistant studies. (The first students with master's degrees were graduated in December of 2007).

George Nelson was the founding president of Kettering Medical Center, the person entrusted to make good on the vision Eugene and Virginia Kettering, and their church partners, came to share. His zeal for excellence defined the culture here, and when Kettering College came, in 1993, to its twenty-fifth commencement service, he addressed the graduates. On that occasion he was as true to his ideal as the needle to the pole. You must be excellent, he said, and quoted lines from the Russian poet Yevgeny Yevtushenko to press the message home:

“I ask of doctors and dock workers  
and of whoever stitches up my coat,  
things should be done with magnificence...  
Nothing should be mediocre”

In that year, with Mr. Nelson present and his words the guiding star, the college for the first time presented the George B. Nelson Award to one of its graduates. The award has gone every year since to the two- or four-year graduate who best exemplifies the spirit and practice of the Kettering College mission. At every commencement, it is a symbol and reminder of what Nelson stood for.

The college introduced another commencement award in 2008, this one directed to a master's level graduate. The student who is designated a Margaret L. Rodenburg Graduate Scholar epitomizes scholarly and professional excellence, and stands out, too, for both “leadership” and “service.” The award pays homage to a teacher who began working at the college in 1969, only two years after it opened, and who has not only loved the college, but also honored its spirit, ever since. The Rodenburg medal contains, from the Gospel of Matthew, this inscription: “Freely you have received, freely give.”

Another means of recognizing excellence is the bestowal of diplomas marking students as Vaughan-Beaven Scholars. Each year since 2003 students have had the opportunity to complete the Vaughan-Beaven Service Learning Honors Program, named after college pioneers Anna May Vaughan and Winton Beaven. The program and the honors diploma express the college's passion for excellence in character and competence alike. Earning the diploma requires, besides academic achievement, beyond-the-ordinary effort in coursework and volunteer endeavor that build a student's capacity for leadership in community service.

All these forms of recognition are clues to the college culture; they epitomize ideals every director should keep in mind as the college makes its journey forward.

As for that journey forward—not history, but history-in-the-making—progress continues on a project that will make critical improvements in the facilities where students learn. In 2006 the Boonshoft Center for the Medical Sciences opened, and with that opening came a new library and learning resources center (called the Learning Commons), four new science labs, two new classrooms, a student center and many new faculty offices. At the beginning of 2008, the new Anna May Vaughan Center for Nursing Education opened in what was formerly the college library. Other skills labs, classrooms and service areas will come into being over the next few years. These latter involve renovation of existing bricks and mortar, as did the Nursing Education Center.

Together, all of this constitutes the first major enhancement of the physical plant since the college's founding. The enhancement is assisting Kettering College in its long transition from what it was to begin, a two-year college, to a full-fledged bachelor's and master's degree-granting institution.

These advances reflect ongoing commitment to health care education that is at once equal to the meeting of work force need and also to the making of graduates who excel not only as practitioners but also as persons.

## Board Purpose and Responsibility

You are one of (a maximum of) 15 board directors. Six hold seats by virtue of church or Medical Center offices that they hold; nine are “community directors” who have shown impressive commitment to the well being of the Dayton region. In your role as one of these directors you bear responsibility for upholding the mission, vision and values of Kettering College of Medical Arts.

Do college policies, plans and strategies produce results congruous with that mission and vision, and with those values? Is the college supplying the Dayton region and beyond with health care professionals who bring competence and high character to the workplace and community? Does their practice reflect the basic principles of Seventh-day Adventist education and health care?

The question, in other words, is whether the college is making the difference it is supposed to make. This end governs deliberation on all other matters of board oversight: Are the college’s resources—human and financial—adequate and well managed? Are the costs and the means appropriate? Do college leaders receive the support and latitude needed in their jobs? Are they held ac-

countable for their performance? Is the president—the board’s particular responsibility—functioning effectively?

A fine board attends not only to the oversight of the college but also to its advancement in the wider community. Directors are college advocates. What is more, they assist, through both generosity and influence, with fundraising efforts that enable the college to provide high-quality education at a price that students can afford.

In a word, the high-achieving board takes initiative. It looks forward, not simply backward; it looks to improve, not simply to maintain.

The bylaws, included in this manual, spell out details of a board director’s responsibility. And in all this nothing matters more than your integrity, your attention and obedience to purpose, your loyalty and good faith. When these are in place, your attendance at board meetings, your participation in board conversation, and your larger advocacy of higher education will make the difference you hope for as a volunteer leader in this community.

## Board Authority

Your appointment as a Kettering College director came about by a majority vote of the board of the Kettering Medical Center. In accordance with college bylaws, you are either a director by virtue of your office, or you are someone the College Board has recommended as a “community director.”

The appointment takes place in this way because Kettering College is an “adjunct,” as the bylaws say, of the larger organization. (The Medical Center, as noted before, belongs to a still larger organization called the Kettering Adventist Health System. This latter fact affects the college in that the chair of its board is “normally” the president of that larger organization, or “his/her designee.”)

In governing an institution that belongs to the Medical Center, directors have rights, privileges, obligations and duties concerning the oversight and advancement of the college mission. But these are limited. The directors may “take no action that conflicts with the policies of the KMC Board.” What is more, that parent board has “ultimate responsibility with respect to the buying or selling of property,

and the incurring of debt.” And when a new president is chosen, college directors take the lead in finding and recommending a candidate, but recognize that the KMC board has final authority for the appointment itself.

Your authority, in other words, exists within boundaries, as it does for members of any board.

Another matter of importance in this regard is the board’s relationship to executive leadership. You and your colleagues concern yourselves with overall purpose and overall performance. You make decisions with broad effect on the conduct of college business. As for daily operation, you entrust that to the president and to the team of leaders, teachers and staff members for which the president is responsible.

A system of internal governance gives shape to daily goings-on. Policies for internal governance appear in the college’s Faculty and Staff Handbook. Decision-making reflects the higher education ideal of shared governance, and takes place through

## Board Authority (continued)

councils and committees whose agendas and minutes are duly recorded and preserved.

For perspective on all this, you may consider that board-level attention has recently gone to such matters as:

- Proposals for revisions to the bylaws (for which the KMC board has final responsibility), or to statements of college mission, vision and values;

- New academic programs or degrees;
- Partnerships with other educational institutions;
- Sweeping academic policies such as outcomes and competency goals for graduates;
- Tuition and fee schedules.

As indicated, the board makes recommendations regarding the appointment of the college president. It also reviews, once a year, the president's performance and suitability for a renewed appointment.

## Board Operation

How does the Kettering College Board do its work?

Meetings occur three times a year, between 1:30 and 3:30 p.m. on a Thursday during (usually) the first week of the months of February, August and November. Members gather in the upstairs conference room at Ridgely Terrace, with a majority constituting a quorum. (When special need arises, business may be conducted, in accordance with stipulations given in the bylaws, by means other than formal boardroom deliberation.)

The chair of the board convenes meetings. The college president prepares agendas under the chair's supervision, and directors receive notice of agendas at least a week ahead of time. Discussion and decision-making take place in the spirit of Robert's Rules of Order. Minutes are brief, a record of attendance and voted actions, along with short summaries of key reports and conversations.

At present four standing committees assist with the performance of board business. One is the Mission and Strategy Committee, with its focus on mission-centered goals, outcomes and strategies. Another is the Finance and Personnel Committee, with its focus on the budget in general and personnel budgets in particular. Still another is the Nominating Committee, which has responsibility for finding potential new directors and recommending

their appointment, as need arises, by the KMC board. Finally, the Fund Development Committee oversees college efforts to raise endowment and other monies for the purpose of enhancing fulfillment of the institution's mission. These committees make reports and recommendations to the board proper, and they operate under its decision-making authority.

You are expected to grow in your capacity for leadership as a director, and the board as a whole is expected to do the same. To that end, board development, or self-improvement, is an important part of normal operation. Among other things, it involves orientation for new members, board meeting updates on health care education, and occasional governance retreats. The board also reviews board chair performance and undertakes an annual exercise of self-assessment once each year. All this is meant to sharpen effectiveness in governance in order to sharpen effectiveness in the fulfillment of the mission.

The point, of course, is that board operation is not an end in itself. Governance matters the most when it produces the most of what matters: results—results congruous with the mission, vision and values that inspire all the effort in the first place.

# Kettering College of Medical Arts

## GUIDING STATEMENTS

### MISSION

(Approved by College Board 11/13/08)

*...what we do ...*

Kettering College of Medical Arts, born out of Adventist faith, offers graduate and undergraduate degrees in health science. Upholding Christ, the college educates students to make service a life calling and to view health as harmony with God in body, mind, and spirit.

### VISION

(Approved by College Board 11/07)

*...what we will become ...*

Kettering College of Medical Arts excels at mission-based institutional and professional outcomes. Employers seek out our graduates.

- Why the vision matters: it concentrates attention on results; it provides a rationale for key success measures.
- “Mission-based institutional objectives” include competencies related both to achievement in academics and in the development of “high character.” These are competencies in:
  - o Christian Service
  - o Social Cultural Interaction
  - o Ethical Behavior
  - o Communication
  - o Critical Thinking
- “Professional outcomes” concern the passage of licensure exams, acceptances into graduate programs, etc.

### VALUES

(Approved by College Senate, 12/3/99; approved by College Board 10/26/00)

*...what are essential to fulfilling our mission and vision ...*

#### TRUSTWORTHY

- We value personal and professional integrity and accountability in all relationships.

#### INNOVATIVE

- We value an approach to health science education that promotes advances in the effective practice and delivery of health care.
- We value creative, future-oriented preparation of health care professionals to meet the challenges of providing comprehensive and compassionate health care.

#### CARING

- We value spiritual wholeness and nurture personal spiritual growth.
- We value and respect the dignity of all people as being made in the image of God.
- We value being called to Christian service through the ministry of health care as a reflection of Christ’s unconditional love.

## **COMPETENT**

- We value excellence in teaching and clinical competence evidenced in personal and professional growth.
- We value promptness and effectiveness in responding to the needs of others.
- We value life-long learning as an integral part of our professional calling and personal growth.

## **COLLABORATIVE**

- We value social responsibility and service to others.
- We value partnerships that foster enhanced service to our community.

# **LEARNING OUTCOMES**

## **CHRISTIAN SERVICE**

Understand the Christian concepts of self-giving love and whole person wellness, and how they shape the ideal of service. Make a habit of service, so that it informs personal and professional choices and builds commitment to others in both the local and global community.

## **SOCIAL-CULTURAL INTERACTION**

Interact with others in a friendly, patient, and open manner building positive relationships and engaging in effective teamwork with colleagues and the community at large. Understand the various ethnic, socio-economic, and religious groups encountered in personal and professional life and apply that understanding to the health care setting.

## **ETHICAL BEHAVIOR**

Understand ethical concerns, particularly of Christian health care, and make informed and principled choices in one's professional and personal life.

## **COMMUNICATION**

Assess audience and use appropriate current modes of communication effectively including speaking, reading, writing and listening. Demonstrate quantitative literacy, computer literacy, information literacy, and effective use of media.

## **CRITICAL THINKING**

Appropriately analyze, synthesize, and evaluate problems and perspectives. Provide recommendations and carry out plans to solve problems informed by careful analysis.

# Kettering College of Medical Arts

## AMENDED AND RESTATED BYLAWS

### *Revised July 31, 2003*

[previous revision – November 8, 2001]

#### **ARTICLE I.**

##### **Name, Purpose and Function**

Kettering College of Medical Arts (“College”) is an adjunct of Kettering Medical Center (“KMC”). The purpose of the College is to provide quality allied health and nursing education programs in a setting consistent with the values of the Seventh-day Adventist Church (“Church”). As an integral part of the Seventh-day Adventist health care mission, the College shall be managed and operated in accordance with the values and principles of the Adventist education and health care missions.

#### **ARTICLE II.**

##### **President of the College**

**1. President.** The President of the College, in accordance with the policies of, and authority conferred by, the KMC Board of Directors (“KMC Board”) and the Board of Directors of the College (“Board”), shall have the general overall management responsibility of the affairs of the College. The President shall report to and be subject to the direction of the Board and the President of Kettering Adventist Health Care. The President of the College shall be evaluated annually.

**2. Term of Office.** The President of the College shall be appointed annually by the KMC Board in consultation with the Board and shall serve for a period of one year and until his or her successor is duly appointed or until his or her earlier resignation or removal.

#### **ARTICLE III.**

##### **Board of Directors**

**1. Powers.** The Board shall enact policy and conduct all regular business of the College. It shall take no action that conflicts with the policies of the KMC Board, and shall recognize that the KMC board has ultimate responsibility with respect to the buying or selling of property, and the incurring of debt. The rights, privileges, obligations and duties of Directors of the College shall be limited solely to those set forth in these Bylaws as established by the KMC Board.

**2. Number and Qualification.** The Board shall consist of the following fifteen (15) individuals who shall be voting Directors of the Board and who shall be counted for quorum purposes. Each Director shall be entitled to vote or consent on all matters determined by the Board:

- a. **Ex Officio Directors.** Six (6) individuals shall serve as Directors of the College by virtue of their appointment by the KMC Board and concurrently with holding the following offices:
- (1) President of KMC;
  - (2) An appointee of the President of the Columbia Union Conference;
  - (3) President of the Columbia Union Conference of Seventh-day Adventists, or his designee;
  - (4) President of the Ohio Conference of Seventh-day Adventists;
  - (5) President of the College; and
  - (6) Vice President of Education for the Columbia Union Conference.

A vacancy or succession in office occurring among the *Ex Officio* Directors shall be filled by a vote of a majority of the KMC Board, and the person so appointed shall serve as a Director until a successor is appointed to the specified office. In the event the specified office ceases to exist, the KMC Board shall appoint a Director to serve at the pleasure of the KMC Board and any vacancy in the office of such Director will be filled in a similar fashion.

- b. **Community Directors.** Nine (9) other individuals shall serve as Directors of the College by appointment as Community Directors. Not less than one or more than two of the Community Directors shall be individuals serving as Community Directors on the KMC Board. Community Directors shall be resident within or have an ongoing substantial and demonstrated interest in the greater Dayton community and in the work and mission of the College and at least half of whom shall be members in good and regular standing of the Church.

All individuals appointed as Community

Directors shall be more than eighteen (18) years of age and shall be committed to the mission, philosophy, values, and objectives of the Church, KMC and the College.

**3. Appointment.** The Community Directors shall be appointed by majority action of the KMC Board.

**4. Orientation.** Newly appointed Directors shall examine a copy of these Bylaws and shall participate in orientation concerning the history, philosophy and mission of the College with the Board Chair or his or her designee.

**5. Term.** Each Community Director shall serve for a term of three (3) years. Community Directors may be reappointed.

**6. Resignation.** A Director may resign at any time, either by oral notification of resignation at any meeting of the Board, or by giving written notice thereof to the Secretary of the Board. Such resignation shall take effect at the time specified by such Director.

**7. Removal.** The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of a court of competent jurisdiction, or who has been convicted of a felony. A Community Director may be removed from office at any time for cause by majority vote of the Board and may be removed without cause by a two-thirds vote of the Board.

**8. Honorary Board Member Status.** The KMC Board may designate at any time honorary College Director status for an individual who has dedicated many years of outstanding board service or distinguished himself or herself by providing meritorious service in furthering the ideals of the College. The honorary College Director may attend meetings and participate in the activities of the Board, but is not eligible to vote or to hold office.

**9. Vacancies.** Any vacancy occurring among the Community Director shall be filled by appointment by a majority vote of the KMC Board. A Director appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor.

**10. Responsibilities of the Board.** Responsibilities of the Board shall be to:

- a. Reinforce and encourage the College's commitment to the standards and practices of institutions of higher education as recommended by the North Central Association of Colleges and Schools and other professional accrediting agencies.

- b. Ensure that the College's objectives and major policies are in accord with the purpose, philosophy, mission, and values of KMC, and the Adventist education and health care missions;
- c. Ensure that major plans and educational programs are in writing and are designed to meet objectives in the areas of management, health care, education, personnel, and community services;
- d. Recommend the appointment or termination of the College President;
- e. Confirm appointments, promotions, and salary recommendations for faculty and administrative officers on the recommendation of the College President;
- f. Approve a tuition and fee structure and a budget and provide for long range financial planning and continuing development;
- g. Secure adequate financial resources to support institutional goals;
- h. Establish and regularly review the policies that govern and protect the integrity of the College;
- i. Periodically analyze and evaluate the overall operations of the College in relation to its objectives and philosophy;
- j. Conduct a self-evaluation of the performance of the Board and evaluate the College President; and
- k. Approve earned and honorary degrees upon recommendation of the Faculty and the College President.

The Board may delegate responsibilities to committees of the Board, but shall retain control, direction and ultimate decision-making authority over the Board's areas of responsibility.

## **11. Meetings of the Board of Directors**

- a. **Place of Meetings.** All meetings of the Board shall be held at the College or such other place as may be designated by the Board Chair.
- b. **Regular Meetings.** Regular meetings of the Board shall be held a minimum of three (3) times per year. An annual meeting (considered a regular meeting) at which the Board shall recommend the appointment of the College President shall be held following the annual meeting of the KMC Board.
- c. **Special Meetings.** Special meetings of the Board for any purpose or purposes may be called at any time by the Board Chair or by a

majority of the Directors.

- d. **Notice of Meetings.** Notice of the time and place of all meetings shall be delivered personally, by telephone, facsimile, or by mail, to each Board member at least forty-eight (48) hours before the time of the meeting.
- e. **Quorum.** A majority of the Directors shall constitute a quorum for the transaction of business at any meeting of the Board.
- f. **Action Without Meeting.** Any action that may be authorized or taken at a meeting of the Board may be authorized or taken without a meeting with the affirmative vote or approval of, and in a writing or writings signed by, all of the Directors who would be entitled to notice of a meeting for such purpose. Any such writing shall be filed with the minutes of the proceedings of the Board.
- g. **Attendance at Meetings.** Each Director shall attend at a minimum a majority of the scheduled Board meetings each calendar year. Any Director failing to do so may be removed at the discretion of the KMC Board.
- h. **Conference Telephone.** Directors may participate in a meeting through use of a conference telephone or similar communications equipment provided that all Directors participating in such a meeting can hear each other and such participation shall constitute presence in person at such meeting.

**12. Standard of Care.** A Director of the College shall perform his or her duties as a Director, including his or her duties as a member of any committee of the Board upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in or not opposed to the best interests of the College, and with the care that an ordinarily prudent person in a like position would use under similar circumstances. In performing his or her duties, a Director is entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data that are prepared or presented by the following:

- (a) One or more Directors, officers, or employees of the College or KMC whom the Director reasonably believes are reliable and competent in the matters prepared or presented;
- (b) Counsel, public accountants, or other persons as to matters that the Director reasonably believes are within the person's professional or expert competence;

(c) A committee of the Board upon which he or she does not serve, duly established in accordance with these Bylaws, as to matters within its designated authority, which committee the Director reasonably believes to merit confidence.

For the purposes of this section, a Director shall not be found to have failed to perform his or her duties in accordance with this section, unless it is proved, by clear and convincing evidence, in an action brought against the Director that he or she has not acted in good faith, in a manner he or she reasonably believes to be in or not opposed to the best interests of the College, or with the care that an ordinarily prudent person in a like position would use under similar circumstances. A Director shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause reliance on information, opinions, reports, or statements that are prepared or presented by the persons described in subsections (a) through (c) of this section, to be unwarranted. A Director shall not be liable in damages for any act that he or she takes or fails to take as Director unless it is proved, by clear and convincing evidence, in a court with jurisdiction that the act or omission of the Director was one undertaken with a deliberate intent to cause injury to the College or was one undertaken with a reckless disregard for the best interests of the College. In determining what he or she reasonably believes to be in or not opposed to the best interests of the College, a Director shall consider the purposes of the College and may consider any of the following:

- (1) The interests of the employees, suppliers, creditors, and customers of the College;
- (2) The economy of Ohio and of the nation;
- (3) Community and societal considerations;
- (4) The long-term and short-term best interests of the College.

**13. Indemnification.** KMC shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he, his testator, or in testate is or was a Director of the College, against all expenses (including attorneys' fees), judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding (including appeals) or the defense or settlement thereof or any claim, issue or

matter therein, to the fullest extent permitted by the laws of the State of Ohio as they may exist from time to time.

## **ARTICLE IV.**

### **Officers of the Board of Directors**

- 1. Officers.** The officers of the Board shall be a Chair, a Vice Chair, and a Secretary.
- 2. Election of Officers.** The officers of the Board shall be elected annually from among the Directors. Each shall hold office for one (1) year and until his or her successor is elected or until his or her earlier resignation or removal.
- 3. Removal of Officers.** Any Board officer may be removed with or without cause by the Board. Should a vacancy occur as a result of death, resignation, or removal, or any other cause, the Board may delegate the powers and assign the duties of such office to any Director until such time as a successor for said office has been appointed.
- 4. Board Chair.** The Board Chair shall preside over all meetings of the Board and shall serve as an ex officio member on all committees. The Chair normally shall be the individual serving as the President of Kettering Adventist Health System, or his/her designee. The Chair shall be empowered to call special meetings of the Board and shall perform such other duties as may be designated by the Board.
- 5. Vice Chair.** In the absence of the Chair, the Vice Chair shall preside over all meetings of the Board and shall perform all the duties of the Chair. The Vice Chair normally shall be the individual serving as President of Kettering Medical Center, or his/her designee. When so acting, the Vice Chair shall hold the power and authority of the Chair.
- 6. Secretary.** The Secretary shall assume the keeping of the minutes of all meetings, provide notice of meetings and copies of minutes of meetings in accordance with these Bylaws or as required by law, and shall be custodian of the records and seal of the College.

## **ARTICLE V.**

### **Committees**

- 1. Committees Generally.** Except as otherwise provided by these Bylaws, the Board may appoint standing or special committees for any purpose. The Board Chair shall submit for Board approval a recommendation regarding the composition of each committee and the chairperson thereof. The

committees shall keep regular minutes of proceedings and shall report to the Board from time to time as requested by the Board. Committees of the Board shall serve at the pleasure of the Board and shall be subject to the control and direction of the Board.

- 2. Nominating Committee.** The Nominating Committee shall consist of not more than five (5) and not less than three (3) Directors appointed by the Board. The Nominating Committee shall have the responsibility of maintaining a roster of persons for recommendation to the KMC Board to serve as Directors of the College.

## **ARTICLE VI.**

### **Governance**

The College shall have a system of internal governance, over which the president presides, that assures efficient and responsible operation and honors the ideal of shared governance in the higher education setting. Educational policies shall be developed by the College President working through the governance system and shall be published in the Faculty Handbook. Agendas and minutes shall be duly recorded.

## **ARTICLE VII.**

### **Compensation of Board Members**

Members of the Board normally shall serve without compensation.

## **ARTICLE VIII.**

### **Amendments and Review**

These Bylaws or any part thereof may be amended, modified, or repealed, or new bylaws may be adopted only by the KMC Board in consultation with the Board.

# Kettering College of Medical Arts BOARD OF DIRECTORS

## DECLARATION AND CERTIFICATION

### Declaration

I, \_\_\_\_\_ (name of Director) accept election or appointment to the Board of Directors of Kettering College of Medical Arts, an Ohio nonprofit organization.

I affirm my commitment to the mission of Kettering College of Medical Arts, which is to graduate health-care professionals of higher character who, in the tradition of the Master Healer, give whole-person care to their patients and generous to service to their communities. I further affirm my commitment to board oversight that assures curricula, policies and resources adequate to the fulfillment of this mission.

I recognize that Kettering College of Medical Arts is an integral part of the health care mission of the Seventh-day Adventist Church. I will undertake my duties in a manner so as to advance the effective, faithful and efficient discharge of the Seventh-day Adventist health care mission in the greater Dayton community to: (1) promote physical, mental and spiritual wellness of the whole person; (2) provide a safe, caring environment conducive to the healing of the mind, body and spirit; (3) educate in healthful habits of living; (4) provide supportive care of the patient and family through the dying process; (5) advance policies and procedures reflecting a high regard and concern for the value of human life as well as individual dignity; (6) utilize a compassionate, competent staff which upholds the practices and standards of the Seventh-day Adventist Church; and (7) operate in a financially responsible manner and in harmony with the Working Policy of the Seventh-day Adventist Church.

### Certification

I understand that Kettering College of Medical Arts is a charitable organization exempt from federal income tax. As such Kettering College of Medical Arts must not engage in any actions which would jeopardize the medical centers' tax-exempt status. In accordance with such requirement and pursuant to the Kettering College of Medical Arts Conflict of Interest Policy, I hereby certify that I, members of my family, or any entity in which I or members of my family have an ownership interest, participate in the following interests, investments, activities, and transactions which may be or appear to be a conflict of interest. I understand that no adverse inference will be drawn from any inconsistencies disclosed, and their only use will be their inclusion in a confidential report to the Board of Directors.

### Instructions

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. This disclosure relates not only to yourself, but also to your family and any entity in which you or a family member has an ownership interest.

**1. Interests:** Identify any interests, other than investments, of you, your family, or any entity in which you or a family member has an ownership interest, which may be or appear to be, a conflict of interest.

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**2. Investments:** List all investments of you, your family, or any entity in which you or a family member has an ownership interest, which may appear to be, or be a conflict of interest. Generally, an investment in a business concern listed on a stock exchange or traded over the counter need not be listed if the investment is negligible.

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**3. Outside Activities:** Identify any outside activities of you, your family, or any entity in which you or a family member has an ownership interest which may be, or appear to be, a conflict of interest.

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**4. Other:** List any other item in which you, your family, or any entity in which you or a member of your family has an ownership interest or are engaged which may be, or appear to be, a conflict of interest.

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**5. Acceptance of Gifts or Hospitality:** I hereby certify that I, any member of my family, or any entity in which I or a family member has an ownership interest, have not accepted gifts, gratuities, or entertainment from an outside concern which does or is seeking to do business with Kettering College of Medical Arts other than gifts, gratuities, or entertainment of a nominal or minor value.

**6. Transactions with the Hospital:** I hereby certify that since September, 14, 1995, I, any member of my family, or any entity in which I or a family member has an ownership interest, have not participated in any transaction with the hospital which was not completely and accurately disclosed prior to completion of such transaction.

I hereby agree to report to the Chairman any further situation which may develop before completion of my term as a member of the Board of Directors of Kettering College of Medical Arts. I certify that I have received and read the Kettering College of Medical Arts Conflict of Interest Policy and the Kettering College of Medical Arts Board of Directors Declaration and Certification. I understand and agree to comply with the terms of such documents.

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(Name)

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(Date)

# **Kettering College of Medical Arts**

## **MISSION AND STRATEGY COMMITTEE CHARTER**

*Approved 1/30/03*

### **Purposes and Objectives**

- To review Kettering College's strategic goals and mission-centered outcomes
- To evaluate the College's progress toward reaching its goals and outcomes
- To assist College leadership in the continuous improvement of College strategy and policy with respect to academic performance, enrollment management, student services, and other matters as deemed appropriate
- To recommend adjustments in the College mission to the Board of Directors

### **Constituency**

- The Board of Directors
- College students, faculty, and staff
- Community leaders and citizens who benefit from the health care professionals that the college produces

### **Membership**

- The President of Kettering College
- Four Directors as elected by the KCMA Board of Directors
- Dean for Academic Affairs
- Dean for Student and Support Services
- Kettering Health Network representative

### **Committee Protocols**

- Chair and secretary elected annually by members
- Meetings three times annually, prior to board meetings
- Minutes kept and distributed in timely fashion; agendas circulated prior to meetings

**Kettering College of Medical Arts**  
**FINANCE AND PERSONNEL COMMITTEE**  
**CHARTER**

*Approved 1/20/05*

**Purposes and Objectives**

- To review and monitor college budget
- To review and authorize personnel budgets
- To evaluate financial implications of business plans and program changes

**Constituency**

- The Board of Directors
- College Students, Faculty, and Staff

**Membership**

- The Chair of the Board
- The Vice Chair of the Board
- The President of the College
- Deans
- College Chief Business Officer
- Medical Center Chief Financial Officer
- Medical Center Director of Operational Design (non-voting)

**Committee Protocols**

- President or Board Chair or Chief Executive Officer
- Meetings annually, and as needed
- Minutes kept and distributed in timely fashion; agendas circulated prior to the meetings

# **Kettering College of Medical Arts**

## **FUND DEVELOPMENT COMMITTEE CHARTER**

*Draft November 2008*

### **Purposes and Objectives**

- To determine, lead, contribute to and oversee fundraising initiatives for Kettering College.
- To assist the college president and/or Medical Center Foundation staff in identifying, cultivating, soliciting and stewarding donors and potential donors.
- To review and evaluate policies on fund management and distribution.
- To assure annual reports and assessment, to the board, of fundraising initiatives.

### **Constituency**

- The Board of Directors
- Faculty, staff and students of the college

### **Membership**

- The Chair of the Board
- College President
- Director of College Development
- Director for Alumni Relations
- Up to two other board directors

### **Committee Protocols**

- Members not *ex officio* appointed by the Board
- Chair appointed by the Board
- Meetings as needed, at least semi-annually
- Agendas circulated prior to meetings; minutes kept and distributed in timely fashion

# Kettering College of Medical Arts

## BASIC INFORMATION ABOUT THE COLLEGE

Revised November 2008

### Mission

*“Kettering College of Medical Arts, born out of Adventist faith, offers graduate and undergraduate degrees in health science. Upholding Christ, the college educates students to make service a life calling and to view health as harmony with God in body, mind, and spirit.”* (Draft due for a board vote on November 13, 2008)

#### Why the mission matters:

- People *need* health care. With demographic change, the need is growing.
- The healthcare workforce shortage will be a challenge for years; Kettering College helps the Greater Dayton Region deal with this shortage.
- In the “knowledge economy,” higher education is crucial; with our state and region below average for college graduates, Kettering College is important to the Ohio and regional economies.
- The college’s focus on character as well as core competencies -- a focus unique in our region -- enhances both the workplace value and the broader citizenship of our graduates.

#### Current strategic initiatives for better realization of mission:

- Achieve enrollment adequate to workforce goals and financial targets.
- Strengthen our identity as a baccalaureate and master’s degree-granting Christian healthcare college.
- Enhance processes and resources for health care education.
- Advance online capabilities

### Vision Statement

*“Kettering College of Medical Arts excels at mission-based institutional and professional outcomes. Employers seek out our graduates.”*

- Why the vision matters: it concentrates attention on results; it provides a rationale for *key* success measures.
- “Mission-based institutional objectives” include competencies related both to achievement in academics and in the development of “high character.” These are competencies in:
  - Christian Service
  - Social Cultural Interaction
  - Ethical Behavior
  - Communication
  - Critical Thinking
- “Professional outcomes” concern passage of licensure exams, acceptances into graduate programs, etc.

## College Accreditation

- Regional accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools. Kettering College is now part of the Academic Quality Improvement Project (AQIP), the Higher Learning Commission's Baldrige-like option for the college accreditation process.
- Program-specific accreditations for all health-care curricula.

## College History and Academic Programs

- 1967: College founded, in accordance the Eugene and Virginia Kettering vision, with 137 first-year students, mostly in associate-degree-granting programs in nursing, respiratory care and radiologic technology; some in food service management, housekeeping management and laundry management, programs since discontinued. (Later, the college briefly offered programs in clinical dietetic technology, medical office assistant and biomedical electronic technology.)
- 1969: Sixty-six students constitute first graduating class.
- 1973: Founding of the physician assistant program, the first in the state of Ohio.
- 1981: Founding of medical sonography (then "diagnostic ultrasound technology").
- 1997: First offering of bachelor of science in health professions degree.
- 2001: First offering of bachelor of science in nursing degree.
- 2006: Accreditation of master's degree in physician assistant studies and bachelor's degree in human biology; first master's degree graduates in December, 2007

## College Alumni

- Over 5,000

## College Personnel

- Faculty: about 63 (not including part-time faculty)
- Staff: about 36
- Administration: 5

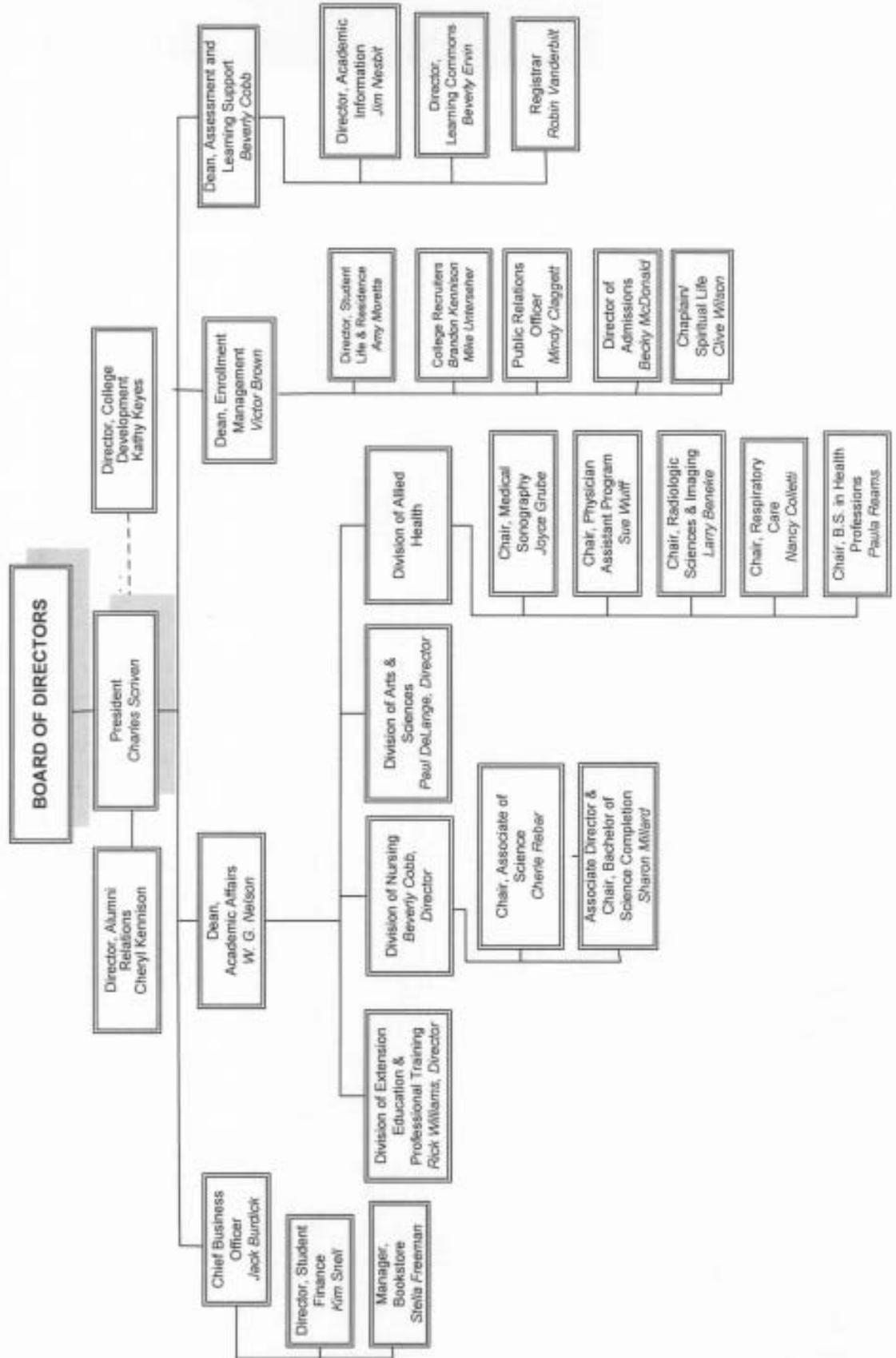
## College Enrollment

- Enrollment: about 820, with FTE's (calculated as 12-hour equivalents) usually just a few under this.
- For years, enrollment was in the four- to five-hundred range, and began moving substantially higher around 2001.
- Competition:
  - Sinclair Community College has two-year associate of applied science degrees in nursing, radiologic science and respiratory care. Ours is the somewhat broader associate of science degree; Sinclair's graduates qualify for our bachelor's completion program in nursing.
  - Indiana Wesleyan, Miami University, Wright State, and Urbana University have BSN completion programs, with Indiana Wesleyan a particularly effective on-line competitor. The nearest competitors for the medical sonography program are the programs at Cincinnati State Technical and Community College and the University of Cincinnati.

# KCMA STATISTICAL PROFILE - Head Count / Credit Hours / Full Time Equivalents

Year	FALL SEMESTER			WINTER SEMESTER			SUMMER SEMESTER			FEES				
	Head Count	Credit Hours	FTE/HC Ratio	Head Count	Credit Hours	FTE/HC Ratio	Head Count	Credit Hours	FTE/HC Ratio	Tuition	Dorm/ Month			
1980-81	397	4103	342	0.86	387		384			\$57	\$57			
1981-82	484	4958	413	0.85	477	2395	200	0.42	465	3008	430	0.92	\$62	\$62
1982-83	530	5407	451	0.85	491	5097	425	0.87	453	2756	394	0.87	\$68	\$68
1983-84	490	5167	431	0.88	462	5075	423	0.92	430	2594	371	0.86	\$72	\$72
1984-85	463	5136	428	0.92	444	4951	413	0.93	396	2244	321	0.81	\$72	\$72
1985-86	417	4729	394	0.95	400	4219	352	0.88	302	2053	293	0.97	\$79	\$72
1986-87	440	4940	412	0.94	441	4551	379	0.86	346	2404	343	0.99	\$82	\$72
1987-88	491	5626	469	0.95	516	5306	442	0.86	394	2679	383	0.97	\$85	\$85
1988-89	597	6226	519	0.87	571	5617	468	0.82	395	2423	376	0.95	\$100	\$90
1989-90	656	6416	535	0.82	618	5912	493	0.80	478	2875	411	0.86	\$109	\$120
1990-91	730	7135	595	0.81	687	6460	538	0.78	550	3327	475	0.86	\$119	\$130
1991-92	813	7986	666	0.82	705	6723	560	0.79	538	3278	273	0.51	\$126	\$148
1992-93	724	7154	596	0.82	687	6629	552	0.80	534	3466	289	0.54	\$141	\$155
1993-94	706	7446	621	0.88	666	6476	540	0.81	462	3013	255	0.55	\$158	\$160
1994-95	619	6157	513	0.83	579	5776	481	0.83	410	2646	221	0.54	\$167	\$165
1995-96	599	5861	488	0.82	559	5593	466	0.83	402	2751	236	0.59	\$167	\$170
1996-97	549	5711	476	0.87	560	5488	457	0.82	381	2545	220	0.58	\$180	\$200
1997-98	514	5508	459	0.89	494	5211	434	0.88	356	2438	207	0.58	\$184	\$200
1998-99	538	5826	486	0.90	546	5750	479	0.88	359	2510	209	0.58	\$189	\$205
1999-00	523	5679	473	0.90	482	5163	430	0.89	301	2249	187	0.62	\$198	\$220
2000-01	510	5982	499	0.98	495	5507	459	0.93	355	2632	219	0.62	\$205	\$220
2001-02	565	6544	484	0.86	544	6106	509	0.94	375	2724	227	0.61	\$210	\$220
2002-03	599	7072	589	0.98	568	6740	562	0.99	389	2868	239	0.61	\$220	\$220
2003-04	653	7947	662	1.01	663	7750	646	0.97	462	3343	279	0.60	\$230	\$244
2004-05	734	8551	713	0.97	745	8393	699	0.94	468	3320	277	0.59	\$246	\$250
2005-06	813	9505	792	0.97	810	9052	754	0.93	510	3682	307	0.60	\$260	\$262
2006-07	822	9411	784	0.95	794	8855	738	0.93	520	3909	326	0.63	\$275	\$278
2007-08	820	9402	784	0.96	781	8582	716	0.92	524	3646	304	0.58	\$292	\$300
2008-09	823	9296	775	0.94									\$315	\$313

# Kettering College of Medical Arts Organization Chart September, 2008





# Kettering College of Medical Arts

# FACULTY/STAFF HANDBOOK

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(Details can be accessed through the KHNetwork Intranet -- <http://kcma.ketthealth.com/facstaffhdbk.html>.)

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# **Kettering Health Network**

## **MISSION STATEMENT**

*To improve the quality of life of the people in the communities we serve through healthcare and education.*

*We are dedicated to excellence and to providing each individual the most appropriate care in the most appropriate setting. In the spirit of Seventh-day Adventist healthcare ministry, we strive to be innovative and to convey God's love in a caring environment.*







# Kettering College of Medical Arts

## BOARD OF DIRECTORS 2009

**CHAIR:****Fred Manchur**

President

Kettering Medical Center

3535 Southern Blvd.

Kettering, OH 45429

Office: 937-395-8165

**VICE CHAIR:****Roy Chew, Ph.D.**

President

Kettering Medical Center

3535 Southern Blvd.

Kettering, OH 45429

Office:

**SECRETARY:****Charles Scriven, Ph.D.**

President

Kettering College of Medical Arts

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O.C.S., M.T.C.**

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President

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Fax: 937-395-8620

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Columbia Union Conference of

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**Frank Perez, FACHE**

CEO

Kettering Health Network

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***Honorary Board Members:*****George G. Burton, M.D.**

600 Summer Breeze Court

Dayton, OH 45429

Office: 937-298-3399, ext.

58805

**Theodore Miller, M.D.**

25966 Bancroft Street

Loma Linda, CA 92354

Cell: 909-573-6769

# KEY TERMS AND ACRONYMS

Here is a brief list of often-used acronyms that come up in the health-care education setting:

**AHSEC:** American Health Sciences Education Consortium

**AQIP:** Academic Quality Improvement Project (an optional approach which the College is adopting, to regional accreditation with criteria for performance excellence that have been developed in connection with the Baldrige National Quality Program)

**CAMS:** Comprehensive Academic Management System (software)

**CFAE:** Council for Aid to Education

**CHEA:** Council for Higher Education Accreditation (coordinates accreditation activity in the United States, among many member accrediting organizations)

**FAFSA:** Free Application for Federal Student Aid

**FERPA:** Federal Educational Rights and Privacy Act

**FIPSE:** Fund for the Improvement of Postsecondary Education

**FISAP:** Fiscal Operations Report and Application to Participate (student aid)

**FMLA:** Family Medical Leave Act

**FWS:** Federal Work Study

**HIPAA:** Health Insurance Portability and Accountability Act

**IPEDS:** Integrated Postsecondary Educational Statistics

**JCAHO:** Joint Commission for Accreditation of Healthcare Organizations

**LEAP:** Leveraging Educational Assistance Program (an expansion of former SSIG or State Student Incentive Grant)

**Medicare Passthrough Funds:** Money the federal government sends on to hospital to offset some of the costs of nursing and allied health education

**NCA:** North Central Accrediting Association (of which one arm is the Higher Learning Commission)

**NEALP:** Nurse Education Assistance Loan Program

**NLNAC:** National League for Nursing Accrediting Commission

**NSL:** Nursing Student Loan

**OIG:** Ohio Instructional Grant

**PTSIG:** Part-Time Student Instruction Grant

**RAP:** Report of Academic Progress

**SOCHE:** Southwestern Ohio Council for Higher Education

**SSIG:** State Student Incentive Grant program

*July, 2008*

## **Seventh-day Adventist Colleges & Universities (North American Division)**

Atlantic Union College  
South Lancaster, MA  
www.atlanticuc.edu

Andrews University  
Berrien Springs, MI  
www.andrews.edu

Columbia Union College  
Takoma Park, MD  
www.cuc.edu

Florida Hospital College of  
Health Sciences  
Orlando, FL  
www.fhchs.edu

Canadian University College  
Lacombe, Alberta T4L, Canada  
www.cauc.edu

Kettering College of Medical  
Arts  
Kettering, OH  
www.kcma.edu

LaSierra University  
Riverside, CA  
www.lasierra.edu

Loma Linda University  
Loma Linda, CA  
www.llu.edu

Oakwood College  
Huntsville, AL  
www.oakwood.edu

Pacific Union College  
Angwin, CA  
www.puc.edu

Southern Adventist University  
Collegedale, TN  
www.southern.edu

Southwestern Adventist  
University  
Keene, TX  
www.swau.edu

Union College  
Lincoln, NE  
www.ucollege.edu

Walla Walla College  
College Place, WA  
www.wwc.edu

## **Southwestern Ohio Council for Higher Education (SOCHE) Membership List - 2008**

Air Force Institute of Technology  
Antioch University  
Cedarville University  
Central Michigan University  
Central State University  
Clark State Community College  
Edison Community College  
Kettering College of Medical Arts  
The Kettering Foundation  
Miami-Jacobs Career College  
Miami University – Middletown  
Nyack Miami Valley Campus

Sinclair Community College  
Southern State Community College  
Union Institute & University  
United Theological Seminary  
University of Dayton  
Urbana University  
Wilberforce University  
Wilmington College  
Wittenberg University  
Wright State University

# AHSEC

## American Health Sciences Education Consortium Membership

*(revised October 2008)*

### **Allen College**

*Joined 6/98*

Dr. Jerry Durham, Chancellor  
1825 Logan Avenue  
Waterloo, IA 50703  
Phone: (319) 226.2015  
Fax: (319) 226.2020  
Email: durhamjd@ihs.org  
Contact: Rhonda Gilbert  
Phone: (319) 226.2011  
Email: gilberr@s@ihs.org  
www.allencollege.edu  
Iowa Health System

### **Aultman College of Nursing and Health Sciences**

*Joined 10/04*

Rebecca J. Crawl, President  
2600 Sixth St. S.W.  
Canton, OH 44710  
Phone: (330) 363.6164  
Fax: (330) 438.6356  
Email: bcrawl@aultman.com  
Contact: Jeannine Shambaugh  
Phone: (330) 363.5420  
Email: jshambaugh@aultman.com  
www.aultmancollege.org

### **Baptist Memorial College of Health Sciences**

*Joined 4/98*

Dr. Betty Sue McGarvey, President & CEO  
1003 Monroe Street  
Memphis, TN 38104  
Phone: (901) 572.2585  
Fax: (901) 572.2588  
Email: Bettysue.Mcgarvey@bchs.edu  
Contact: Connie Kellum  
Phone: (901) 572.2585  
Email: Connie.Kellum@bchs.edu  
www.bchs.edu

### **Bellin College of Nursing**

*Joined 3/98*

Dr. V. Jane Muhl, President/CEO  
P.O. Box 23400  
725 S. Webster Avenue  
Green Bay, WI 54305  
Phone: (920) 433.7871  
Fax: (920) 433.7406  
Email: jane.muhl@bcon.edu  
Contact: Bonnie Wertepny  
Phone: (920) 433.5809  
Email: bonnie.wertepny@bcon.edu  
www.bcon.edu

### **Bryan LGH College of Health Sciences**

*Joined 12/98*

Phylis Hollamon, President/Dean  
5035 Everett Street  
Lincoln, NE 68506-1398  
Phone: (402) 481.3867  
Fax: (402) 481.8421  
Email: phylis.hollamon@bryanlgh.org  
Contact: Cindy Smack  
Phone: (402) 481.8760  
Email: cindy.smack@bryanlgh.org  
www.bryanlghcollege.org

### **Cabarrus College of Health Sciences**

*Joined 10/97*

Dr. Dianne O. Snyder, Chancellor  
401 Medical Park Drive  
Concord, NC 28025  
Phone: (704) 403.1521  
Fax: (704) 403.1764  
Email: Dianne.Snyder@carolinashealthcare.org  
Contact: Theresa Bunn  
Phone: (704) 403.1558  
Email: Theresa.Bunn@carolinashealthcare.org  
www.cabarruscollege.edu  
Carolinas Medical Center - Northeast

### **Carolinas College of Health Sciences**

*Joined 10/97*

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Charlotte, NC 28232  
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Fax: (704) 355.5967  
Email: ellen.sheppard@carolinascollege.edu  
Contact: Pat Lewis  
Phone: (704) 355.2029  
Email: Pat.Lewis@carolinashealthcare.org  
www.carolinascollege.edu  
Carolinas HealthCare System

### **Clarian Health Partners, Inc.**

*Joined 8/98*

Dr. Mark Mattes, Director of Academic Affairs  
P.O. Box 1367  
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Indianapolis, IN 46206-1367  
Phone: (317) 962.3929  
Fax: (317) 962.9320  
Email: mmattes@clarian.org  
Contact: Sue Glenn  
Phone: (317) 962.6446  
Email: sglenn@clarian.org

### **Clarkson College**

*Joined 10/07*

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Omaha, NE 68131  
Phone: (402) 552.2587  
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Email: burgherlouis@clarksoncollege.edu  
Contact: Kim Erickson  
Phone: (402) 552.2587  
Email: ericksonkimberly@clarksoncollege.edu  
www.clarksoncollege.edu

## **Cox College**

*Joined 11/02*

Dr. Anne Liners Brett, President  
1423 North Jefferson Avenue  
Springfield, MO 65802  
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Contact: Elena Milholland  
Phone: (417) 269.3402  
Email: emilhol@coxcollege.edu  
www.coxcollege.edu  
CoxHealth

## **Florida Hospital College of Health Sciences**

*Joined 5/98*

Dr. David E. Greenlaw, President  
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Fax: (407) 303.5671  
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Contact: Dawn Crefit  
Phone: (407) 303.7894  
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www.fhchs.edu

## **Good Samaritan College of Nursing and Health Science**

*Joined 4/02*

Morris Cohen, President  
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## **Jefferson College of Health Sciences**

*Joined 10/97*

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Email: pdubois@jchs.edu  
www.jchs.edu

## **Kettering College of Medical Arts**

*Joined 10/97*

Dr. Charles Scriven, President  
3737 Southern Blvd.  
Kettering, OH 45429  
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Fax: (937) 395.8106  
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Contact: Etta Hanahan  
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Email: etta.hanahan@kcma.edu  
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## **MedCentral College of Nursing**

*Joined 8/01*

Faye J. Grund, President  
335 Glessner Avenue  
Mansfield, OH 44903  
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Email: fgrund@medcentral.edu  
Contact: Gloria Sims  
Phone: (419) 520.2605  
Email: gsims@medcentral.edu  
www.medcentral.edu

## **Mercy College of Health Sciences**

*Joined 10/97*

Barbara Quijano Decker, President  
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Des Moines, IA 50309  
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Email:  
bdecker@mercydesmoines.org  
Contact: Tari Martin  
Phone: (515) 643.6601  
Email: tmartin@mercydesmoines.org  
www.mchs.edu

## **Mercy College of Northwest Ohio**

*Joined 10/97*

Dr. John Hayward, President  
2221 Madison Avenue  
Toledo, OH 43604-1132  
Phone: (419) 251.1314  
Fax: (419) 251.6711  
Email:  
John.Hayward@mercycollege.edu  
Contact: Jane Stuntz  
Phone: (419) 251.1314  
Email: jane.stuntz@mercycollege.edu  
www.mercycollege.edu

## **Methodist College of Nursing**

*Joined 10/04*

Dr. Kimberly Johnston, President  
415 St. Mark Court  
Peoria, IL 61603  
Phone: (309) 672.5583  
Fax: (309) 671.2910  
Email: kajohnston@mcon.edu  
Contact: Sue King  
Phone: (309) 672-5515  
Email: sking@mcon.edu  
www.methodistcollegeofnursing.com

## **Mount Carmel College of Nursing**

*Joined 5/99*

Dr. Ann E. Schiele, President/Dean  
127 S. Davis Avenue  
Columbus, OH 43222  
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Fax: (614) 234.2875  
Email: aschiele@mchs.com  
Contact: Robin Shockley  
Phone: (614) 234.5213  
Email: rshockley@mchs.com  
www.mccn.edu

## **Nebraska Methodist College- The Josie Harper Campus**

*Joined 10/04*

Dr. Dennis Joslin, President/CEO  
720 N. 87th Street  
Omaha, NE 68114  
Phone: (402) 354.7257  
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Email:  
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## **Our Lady of the Lake College**

*Joined 10/97*

Dr. Sandra Harper, President  
7434 Perkins Road  
Baton Rouge, LA 70808  
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www.ololcollege.edu

## **Southeast Missouri Hospital College of Nursing and Health Sciences**

*Joined 8/02*

Dr. Tonya Buttry, President  
2001 William Street – 2nd Floor  
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Phone: (573)334.6825  
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Contact: Melinda Hahs  
Phone: (573)334.6825  
Email: mhahs@sehosp.org  
www.southeastmissourihospitalcollege.edu

## **St. Luke's College**

*Joined 9/99*

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2720 Stone Park Blvd.  
Sioux City, IA 51104  
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Contact: Marti Lafferty  
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www.stlukescollege.edu  
Iowa Health System

## **St. Vincent's College**

*Joined 11/97*

Dr. Martha K. Shouldis, President/  
CEO  
2800 Main Street  
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Fax: (203)576.5893  
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mshouldis@stvincentscollege.edu  
Contact: Janice Faye  
Phone: (203)576.5578  
Email: jfaye@stvincentscollege.edu  
www.stvincentscollege.edu

## **Trinity College of Nursing and Health Sciences**

*Joined 8/01*

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Iowa Health System  
West Suburban College of Nursing  
Joined 4/02  
Dr. Rebecca A. Patronis Jones,  
Chancellor  
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Resurrection HealthCare

# Kettering College of Medical Arts

## ACCREDITING BODIES

### The College

The **Seventh-day Adventist Board of Regents** approved the opening of Kettering College of Medical Arts in September 1967. The **Ohio Board of Regents** authorized the degrees in March 1968. The **North Central Association of Colleges and Schools**, at 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602, (800) 621-7440, granted correspondent standing in July 1968, candidate standing in July 1970, and full accreditation in March 1974. The College has been approved by the respective U.S. government agencies for acceptance of foreign students and for student eligibility under the **U.S. Department of Veterans Affairs** education benefits and the **U.S. Department of Education and Health and Human Services** loans and grants. Individual professional curricula are approved as follows:

### Medical Sonography

The Medical Sonography program has been educating students since 1980 and is accredited by the **Commission on Accreditation of Allied Health Education Programs**, upon recommendation by the **Joint Review Committee on Education in Diagnostic Medical Sonography**.

### Nursing

The Associate of Science program is approved by the **Ohio Board of Nursing**. Both the Associate of Science and Bachelor of Science in nursing completion programs are accredited by the **National League for Nursing Accrediting Commission**.

### Physician Assistant

The Physician Assistant program is accredited through the **Accreditation Review Commission on Education for the Physician Assistant** and the **North Central Association of Colleges and Schools**. The program also is an active member of the **Physician Assistant Education Association (PAEA)**.

### Radiologic Sciences and Imaging

Opened in 1965 as the Kettering Memorial Hospital School of Radiologic Technology, the Radiologic Sciences and Imaging program has been accredited by the **Joint Review Committee on Education in Radiologic Technology** since that time.

The advanced imaging programs are accredited within the scope of the College's regional accreditation process.

The nuclear medicine program is accredited by the **Joint Review Committee on Educational Programs in Nuclear Medicine Technology**.

### Respiratory Care

The Respiratory Care program is accredited by the **Committee on Accreditation of Allied Health Education Programs**, upon recommendation by the **Committee on Accreditation for Respiratory Care**.

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KETTERING COLLEGE  
OF MEDICAL ARTS

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KETTERING MEDICAL CENTER

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