

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 18, 2008 4:30 P.M.
STUDENT CENTER — MULTI-PURPOSE ROOM (SC-108)**

	<u>Page No.</u>
1. Call to Order	
2. Recognitions, Awards, and Informational Items <ul style="list-style-type: none">• Student of the Month Golden Eagle Award: Stacey Marshall	
3. Attendance	
4. Approval of Minutes <ul style="list-style-type: none">• January 12, 2008 Annual Meeting• January 12, 2008 Regular Meeting	2 3
5. Approval of Goals Monitoring Report(s) <ul style="list-style-type: none">• No Report	
6. Executive Limitations Monitoring Report(s) <ul style="list-style-type: none">• EL-206 Asset Protection	6
7. Committee Reports	
8. Other Board Action Items and Considerations <ul style="list-style-type: none">• Approval of Tuition/Fee Proposal• Approval of Veterinary Assisting Certificate	9 11
9. President's Report	
10. Chairman's Report	
11. Board Self-Evaluation <ul style="list-style-type: none">• <i>Did we operate as a policy board?</i>• <i>Did we serve our constituents?</i>	
Adjourn	

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES ANNUAL MEETING
MONDAY, JANUARY 14, 2008**

MINUTES

Vice Chair Coleman Peterson called the Board of Trustees' Annual Meeting to order at 4:23 p.m. on Monday, January 14, 2008, in the Student Center Multipurpose Room.

Members Present: Coleman Peterson (Vice Chair), Dr. Les Carnine (Secretary), Joan Clifford, Krista Khone, Joe Spivey, Robert Teague, and Alex Vasquez. Board chair Mark Lundy arrived shortly before the meeting was adjourned.

Absent: Johnny Haney

Also in Attendance: Dr. Becky Paneitz and Tim Payne

ELECTIONS OF BOARD OFFICERS FOR 2008:

On behalf of the nominating committee, Joan Clifford put forth the following: Coleman Peterson, Chair; Dr. Les Carnine, Vice-Chair; and Robert Teague, Secretary. Mr. Joe Spivey moved and Krista Khone seconded the motion to accept by acclamation, the approval of the slate of office as presented. The motion passed unanimously.

OFFICIAL MEETING DATES FOR 2008:

Dr. Les Carnine moved and Joan Clifford seconded the motion that the Board accept the dates for the 2008 Board of Trustees meeting as follows: February 18, March 10, April 14, May 12, June 9, August 11, September 8, October 13, and November 10. The motion passed unanimously.

ADJOURNMENT:

Joe Spivey moved and Joan Clifford seconded the motion that the meeting adjourn. The motion passed unanimously. The meeting adjourned at 4:29 p.m.

Coleman Peterson, Chairperson

Robert Teague, Secretary

NORTHWEST ARKANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
Monday, January 14, 2008

MINUTES

Chairman Coleman Peterson called the regularly scheduled NWACC Board of Trustees meeting to order on Monday, November 14, 2008, at 4:03 p.m. in the Student Center Multipurpose Room.

Members Present: Coleman Peterson (Chair), Dr. Les Carnine (Vice Chair), Mark Lundy, Robert Teague (Secretary), Joan Clifford, Krista Khone, Joe Spivey, and Alex Vasquez.

Absent: Johnny Haney

Also in Attendance: Dr. Becky Paneitz and Tim Payne

RECOGNITION:

The Golden Eagle Award was given to student Angela S. Bingham for December, and to Sharon Luedecke for January. Board Chair Coleman Peterson presented Mark Lundy with a plaque in recognition of his service as Chair. Mark Lundy thanked the Board and President Becky Paneitz for their support during his term.

MINUTES:

Joe Spivey moved and Mark Lundy seconded the motion to approve the minutes of the Board Meeting on November 12, 2007. The motion passed unanimously.

GOALS MONITORING REPORT(s): ENDS 104 (Pre-kindergarten Through Grade 16 Community)

Dr. Paneitz explained that ENDS 104 was being presented to the Board at this time instead of later this year because the same information would be presented later that day to the meeting of the NWACC Board of Trustees and the Rogers Public School Board. Dr. Steve Gates presented the report, and drew the Board's attention to several key figures, including Step Ahead enrollment, transfer agreements, and P-16 collaborative initiatives. Dr. Paneitz commended the Learner Support Services staff for their work in bringing minority students, such as the Marshallese students, to campus.

Dr. Paneitz reminded the Board that we are moving toward a model that allows students to earn secondary and postsecondary credit. University partnerships were also discussed; Dr. Paneitz reminded the Board that the new Shewmaker Global Business Development Center will include a University Partnership Institute.

Mark Lundy asked that we share the ENDS 104 report with the Rogers School Board and let them know we're open to their feedback. Joan Clifford made a motion to do so, and Joey Spivey seconded the motion. The motion passed unanimously.

EXECUTIVE LIMITATIONS MONITORING REPORT(s):

There was no report in January.

COMMITTEE REPORTS:

Land Use and Facilities Committee

Dr. Les Carnine reported on the Land Use meetings held earlier that month. He requested Dr. Derek Crews share information about the RealPlanIT facility in Fayetteville. Dr. Crews explained that, because both

RealPlanIT and NWACC have adjunct faculty and course content in common, that we proposed to lease the facility to establish a Corporate Learning presence in Fayetteville. Dr. Crews emphasized our intent was to lease the facility, and not to acquire the company. All courses currently offered by NWACC Corporate Learning will be made available to Fayetteville, which should prove attractive to those companies who had previously said they could not send employees to NWACC because of the long commute to Bentonville. This facility includes a testing center, which moves us toward our goal of becoming a Microsoft Certified Academy.

Joan Clifford questioned the cost of the lease, and Debi Buckley provided information about the size and cost of the facility. Dr. Crews noted that, while the lease is an additional expense, the facility will also generate additional revenue. He noted the testing center alone would likely become a very good revenue source for the College. Coleman Peterson mentioned that he had toured the facility the previous week and was impressed. Dr. Carnine moved and Mark Lundy seconded the motion that the Board approve the contract to lease the facility. The motion passed unanimously.

Coleman Peterson reported on behalf of the Honorary Associate Degree Committee, and brought the Board's attention to a minor wording change in the criteria. He also reminded the Board that the committee had previously nominated Dr. Donald White, whose family had previously declined the nomination due to the poor health and eventual passing of Dr. White. However, the family was approached in December and was now in favor of the honorary degree award. Dr. Carnine moved and Mark Lundy seconded the motion that the minor wording change be approved. The motion passed unanimously. Dr. Carnine also moved, with Joan Clifford seconding, that Dr. White be approved as our honorary recipient this year. That motion passed unanimously as well. Coleman Peterson noted that he and Dr. Paneitz had met with the family in early December, at which time the family decided to have a plaque installed in White Auditorium. The family is considering who they would like to speak on the family's behalf at graduation.

OTHER BOARD ACTION ITEMS AND CONSIDERATIONS:

Dr. Ates introduced Tami Scrivner to the Board, who provided an overview of the Homeland Security and Emergency Management Certificate of Proficiency. He noted that students pursuing an AAS degree found the certificate very attractive. The existing facilities will accommodate this Certificate, and no new course would be needed for completion of the Certificate of Proficiency. The certificate will be a step toward and count toward the AAS degree in Homeland Security/Emergency Management currently offered by NWACC.

Coleman Peterson praised the College for their rapid response in developing this curriculum. Jerry Vervack, Dean of Social & Behavioral Sciences, noted that Arkansas Tech has a 4-year degree in this subject, but we are the only two-year college offering this. Dr. Paneitz noted this is another example of offering a certificate that can lead to a degree, and this can positively impact our "completion" rate. Student Trustee Tim Payne noted that, as a member of the law enforcement profession, he knows that personnel had previously had to travel out of state to obtain this type of training. Joan Clifford moved and Alex Vasquez seconded the motion that the certificate be approved. The motion passed unanimously.

Debi Buckley presented a request for the Board to approve 80 provisional positions at the suggestion of the Office of Personnel Management. She noted that, once approved, this will allow the College to approach the state more quickly once we have funding secured for the position. After some discussion, she clarified that the Board would be approving the balance of the 80 provisional positions for the biennium. Dr. Carnine moved and Joan Clifford seconded a motion to approve this request. The motion passed unanimously.

PRESIDENT'S REPORT:

Dr. Paneitz discussed the upcoming activities at the college, circulated a COMBASE article and the Celebrate Arkansas magazine article featuring our \$600,000 gift for the Retail Management program. She reported that enrollment was holding steady and projected we would be ahead of the targeted 7% increase.

Dr. Paneitz also noted that we are examining workforce development models from community colleges across the nation. Two-thirds of states offer some type of reimbursement for workforce development, but Arkansas does not.

Dr. Paneitz requested Dr. Steve Gates deliver a legislative affairs update, which had been previously scheduled for the January 12th Board work session. He shared information about NWACC's involvement in the Arkansas State Task Force on Higher Education Remediation, Retention, and Graduation. He identified emerging legislative and policy initiatives including the statewide transfer of AA & AS degrees. Currently, there is not statewide umbrella for course transfer, and having such a standard would facilitate students' educational goal attainment. Dr. Gates previewed the agenda for the Feb 11-13 legislative trip to Washington, DC.

CHAIR'S REPORT:

Coleman Peterson praised the College for the increased enrollment and new initiatives, and stated he is looking forward to another busy and productive year. He reminded the Board that the next regular Board meeting will be February 18, 2008, at 4:30 p.m. in SC108.

ADJOURNMENT: The meeting adjourned at 5:50 p.m.

Coleman Peterson, Chairperson

Robert Teague, Secretary

POLICY TYPE: EXECUTIVE LIMITATIONS**EL-206****POLICY TITLE: ASSET PROTECTION**

Policy 206: *The President shall not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.*

Definition: Unprotected refers to (1) facilities not being physically safeguarded by locks during other than normal operating hours, (2) physical and electronic surveillance by security personnel not performed during normal operating hours and (3) employees not locking their offices when not in use and safeguarding personal items. Inadequately maintained refers to unacceptable maintenance standards as judged by (1) monthly maintenance inspections by in-house staff, (2) semi-annual inspections by professional outside staff, (3) unannounced inspections by local building inspectors and (4) annual inspections by state insurance department. Unnecessarily risked refers to not having property and casualty insurance to cover at least 80% of the replacement cost of buildings and contents owned by the college.

Narrative: The College assets are well protected. College buildings, offices, classrooms and other spaces are locked from approximately 11:00 pm until 6:00 am weekdays and for additional hours on weekends. Access to college buildings is limited and monitored through use of a sign-in form at the Department of Public Safety. College Public Safety Department personnel make rounds of all college buildings during duty hours and an electronic surveillance system is used inside and outside of Burns Hall, the Shewmaker Center, the Student Center, and the Parking Deck. College common areas and classrooms are spot cleaned during operating hours and completely cleaned six nights a week. A preventive maintenance program is in place at the college to assure adequate maintenance and maintenance management personnel routinely inspect college facilities.

The College employs a full-time fixed asset accountant to assure proper accounting and inventory control of all fixed assets. A building and contents insurance policy is in force covering all College-owned property and contents at all locations for full replacement value after a \$10,000 deductible.

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

- 1. Fail to insure against theft and casualty losses to at least 80% replacement value and against liability losses to Board members, staff and the organization itself in an amount greater than the average for comparable organizations.***

Definition: Liability losses refer to liability judgments actually filed against Board or staff members due to their actions as officials/employees of the college. A comparable organization is a two-year community college in the state of Arkansas.

Narrative: The College building and contents are insured with the Arkansas Multi-Agency Insurance Trust Fund administered by the State Risk Management Division, Arkansas Insurance Department.

Theft and casualty losses to property are insured for nearly \$48 million and building contents are insured for over \$10.0 million, representing full replacement value of these assets, less a \$ 10,000 deductible. The College has a directors' and officers' liability insurance policy for \$1,000,000 covering College Board members, officers and employees acting in their official capacities. These amounts are comparable to other community colleges in the state that have directors' and officers' liability insurance.

2. Allow unbonded personnel access to material amounts of funds.

Definition: Unbonded personnel refers to college employees not automatically covered by the college surety bond. A material amount of funds is any amount in excess of \$50. Access refers to any physical access.

Narrative: All full-time and part-time College employees are bonded under the Arkansas Fidelity Bond Trust Fund for \$250,000 per occurrence, less a \$1,000 deductible.

3. Unnecessarily expose the organization, its Board or staff to claims of liability.

Definition: Unnecessarily expose refers to failure to comply with federal and state laws regarding discrimination, safety, hiring practices, workplace activity, student's privacy rights, etc.

Narrative: Risk reduction, staff training and management measures are taken to reduce this potential liability, including policies and procedures that safeguard access to student and employee information, adequate workplace and classroom safety measures, training for all staff and faculty with responsibilities in areas affected by state and federal laws and regulations and regular follow-up and direction given by senior managers. If faculty and staff concerns develop, these are dealt with promptly. The Board members are notified of relevant state and federal laws through the Board of Trustees Policy Manual.

4. Fail to protect intellectual property, information and files from loss or significant damage.

Definition: Protect refers to off-site daily storage of media containing computer files and intellectual information of the college.

Narrative: Except for document imaging storage, electronic information from the College's main computer network and administrative software system is backed up each week night and taken off-site each week day by the Department of Public Safety and stored in a secure vault. Employees are urged to back up their individual computer's storage periodically (at least weekly) to the network. Access to sensitive areas in Business Services, Institutional Technology and Enrollment Management is limited or controlled by locked doors, storing sensitive materials in safes, locked file cabinets, and offices.

5. Receive process or disburse funds under controls, which are insufficient to meet the legislative or independent auditor standards.

Definition: Insufficient refers to not meeting standards so that more than one comment or more than five findings are received from the annual legislative audit in any one year.

Narrative: All funds are received, processed and disbursed using controls acceptable to the State of Arkansas Office of Legislative Audit. The audit for the period ending June 30, 2007, is not complete so there is no report on comments or findings for this audit. There have not been any auditor's comments for the past five years.

6. *Endanger the organization's public image or credibility in ways that would hinder its accomplishment of mission.*

Definition: The Board shall be notified of pending adverse coverage.

Narrative: Nothing is done to endanger the College's public image or credibility.

MONITORING:

Methods: Written report with verbal explanation of variances

Frequency: Annually - February

Date Approved: September 11, 2006

I am reporting compliance with Policy EL-206.

Becky Paneitz, Ph.D.

President

February 18, 2008

Recommendation: It is the recommendation of the College Administration that the Board of Trustees approve Dr. Paneitz's compliance report for Policy EL-206.



NWACC

Learning For Living

Date: February 18, 2008
 To: Board of Trustees
 From: Debi Buckley
 Subject: Increase in Tuition for July 1, 2008

As we prepare the budget for the 2008-09 academic year, the revenue projected with a seven percent increase in student semester credit hours does not meet the projected expenditures. A tuition and fee increase would provide new funding for additional expenditures that will be incurred in AY 2008-2009. A summary of additional expenditures follows:

- Increased utility costs due to energy price increases
- Report writing and data warehouse software, smart classrooms, and technology consultants
- Continued implementation of a compensation plan for faculty and staff
- Student Services in student publications, graduation, transcription, and student ID card equipment
- Student Activities in orientation, career service, and multi-cultural programming areas
- College phone center to improve student access and retention
- Increased funding for maintenance and operations needs
- Increased laboratory costs
- Increased faculty costs associated with growth in enrollments

Recommendations: It is the recommendation of the Administration that the Board of Trustees approves an increase in Tuition from \$58.00 to \$63.25 per credit hour for in-district students; \$90.00 to \$98.25 per credit hour for out-of-district students; \$127.00 to \$138.00 per credit hour for out-of-state and international students.

Additionally, we recommend an increase in the following fees: Technology fee from \$5 to \$7; Learning Support fee from \$4.50 to \$6.75; and Distance Learning (DL) course fees for DL and WebCT from \$22 to \$30, and \$11 to \$15 for DL-Hybrid and Web/Hybrid fees.

Finally, we recommend adding Laboratory course fees of \$15 for laboratory courses in Allied Health, Art, Business, Drama, EAST, Education, Music and Science; and increasing the existing Culinary Arts course fee from \$50 to \$75.

Coleman Peterson, Chairperson

Robert Teague, Secretary

NorthWest Arkansas Community College Projected Revenue

	FY 2008 Projected Revenue	FY 2009 Projected Revenue with 7% SSCH Increase	
		No Tuition Increase	9% Tuition Increase; Fee Increase
Tuition	\$9,107,905	\$9,903,302	\$10,807,027
Learning Fee	\$531,065	\$577,839	\$866,758
Technology Fee	\$590,072	\$642,043	\$898,860
Subtotal Tuition	\$10,229,042	\$11,123,184	\$12,572,645
Millage	\$3,900,000	\$3,900,000	\$3,900,000
AR Gen. Rev. & EETF	\$10,749,744	\$11,340,369	\$11,340,369
Administrative Fees	\$155,000	\$155,000	\$155,000
Distance Learning	\$75,000	\$113,828	\$155,220
Culinary Supply Fees	\$3,750	\$3,750	\$5,625
Lab Fees	\$0	\$0	\$79,965
Other Fees	\$41,200	\$25,000	\$25,000
Facilities Usage Fees	\$50,000	\$50,000	\$50,000
Corporate Learning	\$950,000	\$950,000	\$950,000
Allied Health - Non Credit	\$20,000	\$15,000	\$15,000
Commissions & Other	\$350,000	\$350,000	\$350,000
Investment Income	\$12,000	\$12,000	\$12,000
Tuition-RTC	\$631,830	\$631,830	\$631,830
Tuition-AATC	\$75,000	\$75,000	\$75,000
RTC-Dept of Workforce Ed	\$404,892	\$404,892	\$404,892
RTC-Other Revenue	\$45,000	\$45,000	\$45,000
Subtotal Other Revenues	\$17,463,416	\$18,071,669	\$18,194,901
Beginning Cash Balance	\$1,564,047	\$1,679,955	\$1,679,955
Total Revenue	\$29,256,505	\$30,874,808	\$32,447,501
Minus Ending Cash Balance	\$1,679,955	\$1,725,871	\$1,835,734
Available to Spend	\$27,576,550	\$29,148,937	\$30,611,767
New Money		\$1,572,387	\$3,035,217
Budgeted Salaries	\$16,484,458		
Budgeted Fringe Benefits	\$5,113,091		
Budgeted M & O	\$6,401,709		
Total Budgeted Expenses	\$27,999,258		



To: Board of Trustees
From: Dr. Chip Ates
Date: February 18, 2008
Subject: Veterinary Assisting Technical Certificate

There are currently no veterinary assisting programs in Arkansas, although in Northwest Arkansas there are over 100 veterinary clinics as well as many different types of animal production facilities. This program will focus on providing students with an understanding of the rigorous demands placed on veterinary clinic employees as well with skills needed to quickly integrate into the clinic as valuable team members. Additionally, the emphasis on animal care will also provide students with knowledge of production so that they will be better prepared to seek employment in an animal production facility or lab.

Northwest Arkansas is expanding rapidly and the need for pet care continues to expand as well. Students who find working with animals satisfying may choose to pursue a degree in animal science or certification as a veterinary technician. The University of Arkansas offers B.S. degrees in many animal science areas and Arkansas State University at Beebe just recently began accepting students in the new veterinary technician program, thereby establishing the only veterinary technician program in the state.

The Bureau of Labor Statistics states that employment of animal care workers is expected to grow faster than average for all areas through 2014 (stables, boarding kennels, animal shelters, grooming, animal hospitals, veterinary offices, etc.). Workers can expect higher than minimum wage pay that usually increases rapidly with experience.

Recommendation: It is the recommendation of the administration that the Board of Trustees approve the Veterinary Assisting Certificate to be presented to the Higher Education Coordinating Board for final approval.

Coleman Peterson, Chairperson

Robert Teague, Secretary

Veterinary Assisting Certificate

Program Summary

A Technical Certificate in Veterinary Assisting is designed to meet current and future needs for employees in veterinary clinics. The program will focus on procedures and practices from basic to advanced in both administrative and clinic areas. The proposed starting date for this program is the Fall 2008 Semester.

Requirements for the courses include a 19 on the NWACC placement test or a 19 on the ACT. Students must have passed basic English and math courses. The mode of delivery for the classes is on-campus classroom instruction. Veterinary assisting programs, unlike veterinary technician programs, do not require that the instructor is a licensed veterinarian. This program will offer lab experience through local veterinary office.

Programs Goals

1. Provide a rigorous curriculum that will prepare students for employment as certified veterinary assistants.
2. Provide students with a knowledge base that will make them valuable employees, immediately able to integrate in the practice for which they work.
3. Teach students skills and safety protocols needed to handle animals properly, including animal and human first aid and CPR.
4. Provide an overview of billing practices, office software, people skills, and office protocol to allow students to function confidently and effectively as office personnel.
5. Fill a need for trained persons in Northwest Arkansas.
6. Offer a valuable technical career pathway to area students.
7. Ensure that the student is committed and interested in rising to the demands and challenges inherent in veterinary assisting, thereby enhancing his or her long-term viability and career potential.

Program Objectives:

Students will be able to:

1. Create a resume specifically for applying to veterinary practices.
2. Explain the responsibilities and functions of a veterinary assistant.
3. Perform the basic and necessary functions of a veterinary clinic receptionist.
4. Demonstrate proper safety techniques and first aid necessary in a clinic to keep humans and animals safe.
5. Demonstrate proficiency in Excel and Word, as well as other computer programs that may be in general use by veterinary clinics.
6. Prove understanding of classroom and laboratory topics by periodic assessments that will include both written and hands on assessments.
7. Assist the veterinarian in setup and clean up of the surgical suite and consultation rooms, including proper sanitation and sterile technique.
8. Demonstrate proper animal handling techniques.
9. Respond appropriately to an angry or upset client or in an emergency.

Student Learning Outcomes:

Students will be able to:

1. Pass first aid and CPR courses.
2. Show how to safely handle or restrain specific companion animals.
3. Enter data for animal records into an Excel spreadsheet, retrieve data, and explain its significance.
4. Enter payments and create invoices.
5. Draft letters in Word.
6. Pass comprehensive content tests at the end of each course.
7. Identify surgical equipment and set up a room for surgery.
8. Clean up a surgical suite properly.
9. Lay out equipment and clean an exam room properly.
10. Perform common lab procedures (fecal float, microscope setup, and others).
11. Create a resume and apply for a position as a veterinary assistant.

Curriculum Outline

Veterinary Assisting 1 (4 credit hour)

Course Content:

- Socioeconomic role of the veterinary sciences and companion animal industry
- Scientific and technologic principles to the veterinary sciences and companion animal industry
- Safety
- Use of tools, equipment, and instruments in the veterinary science and companion animal industry
- Human relations, communications, leadership, and employability skills

This class will provide an introduction to the field of veterinary medicine. Students will learn basic procedures for the veterinary office and client skills. They will learn basic skills to assist the veterinarian in the exam room. In addition, there will be multiple opportunities for lab experience during the semester.

Veterinary Assisting 2 (4 credit hour)

Course Content:

- Basic animal science and the role of animals in society
- Identification of careers in animal industry
- Basic first aid for humans
- Animal anatomy and physiology of selected animals
- Normal and abnormal animal behaviors
- Introduction to veterinary procedures
- Animal welfare vs. animal rights
- Animal welfare agencies (Animal control agencies, humane societies, other animal oriented organizations)

This class will build on the skills and techniques learned in the first semester. Students will also study animal behavior and physiology. Topics of study will include an overview of such laboratory procedures as fecal floats for parasites, types of blood work, radiology procedures, and use of veterinary medications. Students will have opportunities to practice hands on components of learning throughout the semester.

Veterinary Assisting 3 (4 credit hour)

Course Content:

- Digestive anatomy and physiology of selected animals; nutritional requirements
- Reproduction and best breeding practices for selected animals
- Preventive medicine and disease control
- Internal and external parasites; methods of control
- Record-keeping and analysis
- Intermediate laboratory and pharmacology

This course will build on the previous courses. Students will investigate anatomy and physiology of selected companion animals in depth. Animal nutrition will be introduced in conjunction with preventive medicine and disease control. Students will learn to identify various parasites and their lifecycles, as well as prevention and treatment. Medication pharmacology and administration will be covered. Students will have opportunities for internships with area veterinarians.

Veterinary Assisting 4 (4 credit hour)

Course Content:

- Appropriate control and restraint of animal patients
- Veterinary/medical terminology
- Basic companion animal first aid
- Breed identification for selected species of companion animals
- Grooming basics for selected animals
- Animal overpopulation: causes and solutions
- Exotic animals in captivity
- Advanced laboratory procedures
- Surgery concepts (asepsis, operating room clean-up, tool sterilization)

This course will be the capstone for the previous courses. Students will learn companion animal first aid and how to assist in an emergency. Proper techniques and procedures for assisting with all stages of surgery will be emphasized, including operating room preparation and clean up, surgical documentation, animal care post-surgery, and equipment care/maintenance. Students will have opportunities for internships with local veterinarians.