

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator  
603 East 12th Street, FL 5th Des Moines, IA 50319  
(515) 725-3470

## Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator  
603 East 12th Street, FL 5th Des Moines, IA 50319

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached" will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

**Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]**

College of Saint Mary  
7000 Mercy Road  
Omaha, NE 68106 USA  
402-399-2400

**Type of corporation:**

Non-profit

**Address of this school in all other states, and in foreign countries:**

N/A

**Address of all locations in Iowa where instruction is to be provided:**

Alegent Health (Mercy Hospital) - See attached agreement, Appendix A.  
 800 Mercy Drive  
 Council Bluffs, IA 51503

**Tuition charges, fees and other costs payable to the school [(261B.4(3))]:****Tuition and Fees**

All students are required to make semester financial arrangements for tuition, fees and room and board prior to attending the first class of each semester. These arrangements, referred to as "SFA," must be made in the Express Center or using the on-line SFA process. At the time of student financial arrangements, each student will be required to sign a promissory note acknowledging that she is responsible for all charges including tuition, fees, books, and room and board, plus any collection agency fees in the event that her student account becomes delinquent and is turned over to a collection agency. Students will be administratively withdrawn from classes if satisfactory payment arrangements are not made.

**Tuition and Fees 2012-2013 Academic Year\*****Tuition - Undergraduate Programs**

Full-time Student (12-18 credits) - <i>per semester</i>	\$ 12,415
Overload (each credit over 18) - <i>per credit hour</i>	825
Part-time Day courses (fewer than 12 credits) - <i>per credit hour</i>	825
Internet or Independent Study - Pay according to tuition plan	
Part-Time Evening courses (fewer than 12 credits) - <i>per credit hour</i>	565
Special Tuition Rates for Alegent Employees - <i>per credit hour</i>	565
Practical Nursing Program - <i>per credit hour</i>	300
Paralegal Post-Baccalaureate Certificate Program - <i>per credit hour</i>	425
Business Leadership and Management - <i>per semester</i>	5965
All Omaha Campus Summer 2012 Courses - <i>per credit hour</i>	540
Summer 2013 Courses - <i>To be determined</i>	
Weekend - <i>per credit hour</i>	305
Audit - <i>per credit hour</i>	½ tuition charge
Audit for Post BA/BS/BBLM Alum	No tuition/fee charge
<i>Applies to one three-credit hour course per semester</i>	
Senior Citizen (over 65)	No tuition/fee charge
<i>Applies to one three-credit hour course per semester</i>	

**Residence Life Room and Board**

Lozier Double Room - <i>per semester</i>	\$ 3,400*
Lozier Private Room* - <i>per semester (For 1<sup>st</sup> Year Students)</i>	3,900*
Lozier Private Room* - <i>per semester (For 2<sup>nd</sup> Year Students)</i>	3,700*
Lozier Private Room* - <i>per semester (For 3<sup>rd</sup> &amp; 4<sup>th</sup> Year Students)</i>	3,500*
Suite Style Hall Room - <i>per semester</i>	\$3,400*
Residence Hall Contract Breakage Fee	500

Summer 2012 Residence Hall Rate – All Summer	925
Summer 2013 Residence Hall Rate – All Summer	925

\*Certain restrictions apply; contact Director of Residence Life

#### Financial Fees

Set up Installment Payment Plan – <i>per semester/module</i>	\$ 40
Deferral for Corporate Reimbursement – <i>per semester/module</i>	40
Late Payment Fee – <i>per month</i>	60
Late Semester Financial Arrangements Fee – <i>per semester</i>	100
Return/Reissue Check Fee – <i>per check</i>	60

#### Special Fees (nonrefundable)

Application for Admission Fee	\$ 30
Matriculation Fee – <i>new and readmit student fee</i>	55
Graduation Fee – <i>degree seeking only (applies to all graduates, regardless of participation in ceremony)</i>	145
Technology Fee – <i>per credit hour</i>	16
Transcripts	6

#### Alternatives for College Credit

Credit by Exam or Challenge Exam – <i>per credit hour</i>	\$ 120
Portfolio Assessment – <i>per credit hour</i>	120
Dual Credit and Early College Start Programs (per credit hour)	75
Dual Credit and Early College Start Music Lessons (per course)	315

#### Academic Program Fees

ASN Assessment Program – <i>per semester</i>	\$ 385
Practical Nursing Assessment Program – <i>per semester</i>	385
Occupational Therapy – <i>per semester (degree seeking only)</i>	85
Engineering Program – <i>per semester</i>	350

#### Clinical Course Fees

ASN/BSN Students – <i>per clinical course</i>	\$ 405
Practical Nursing Students – <i>per clinical course</i>	305

#### Science Lab Fees

Science Lab Fee – Per Lab Course	\$ 100
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\*From the Academic Catalog, page 30: [http://www.csm.edu/Academics/Academic\\_Catalog/](http://www.csm.edu/Academics/Academic_Catalog/).

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges. [(261B.4(4))] If the refund policy is attached, please summarize the policy below:

#### College of Saint Mary Refund Policy

Students who want to withdraw from one or several courses must complete the gold WITHDRAWAL FORM. The student must complete the withdrawal form with all required signatures and submit the completed form to the Express Center. The date of withdrawal will in every case be considered the date on which the written statement of withdrawal is initiated. The date the process is initiated, as stated on the withdrawal form, will become the basis for a possible refund of tuition and general fees (special fees and matriculation fees are non-refundable after the first week of classes). Students who fail to submit a withdrawal form as required *will not receive a refund*.

#### Complete Withdrawal from Classes

Students who want to withdraw from all classes must complete the green WITHDRAWAL FROM ALL CLASSES FORM with all required signatures and submit the completed form to the Express Center. Students who withdraw from all classes and are receiving federal financial aid will have their federal financial aid adjusted in accordance with Federal Return to Title IV Funds regulations. See the Express Center or Financial Aid Office for more information. Exit interviews are required prior to withdrawal. For details see the section on Withdrawal under Academic Regulations and Information.

#### REFUNDS ARE CALCULATED AS FOLLOWS:

#### UNDERGRADUATE REGULAR FULL TIME & BLD (12-18 CREDIT HOURS)

#### DROPPING BELOW 12 CREDIT HOURS BUT IS STILL ENROLLED

Before the end of the 1 <sup>st</sup> week of classes	100%	Financial Aid adjusted based on # of credit hours enrolled
After the 1 <sup>st</sup> week of classes	0%	Financial Aid is not adjusted

#### UNDERGRADUATE REGULAR FULL TIME & BLD (12-18 CREDIT HOURS)

#### WITHDRAWAL FROM ALL CLASSES

Before the end of the 1 <sup>st</sup> week of classes	100%	Not eligible for any Financial Aid
During the 2 <sup>nd</sup> week of classes	75%	Federal Financial Aid is adjusted in accordance with Federal Return to Title IV Funds regulations
During the 3 <sup>rd</sup> week of classes	50%	
After the 3 <sup>rd</sup> week of classes	0%	

#### UNDERGRADUATE PART TIME, ON-LINE & INDEPENDENT STUDY

Before the end of the 1 <sup>st</sup> week of classes	100%
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
After the 3 <sup>rd</sup> week of classes	0%

#### PRACTICAL NURSING – FALL, SPRING & SUMMER

Before the end of the 1 <sup>st</sup> week of classes	100%
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
After the 3 <sup>rd</sup> week of classes	0%

#### WEEKEND COLLEGE

During the 1 <sup>st</sup> class meeting	100%
During the 2 <sup>nd</sup> class meeting	50%
During the 3 <sup>rd</sup> class meeting	0%

#### SUMMER FOCUS FIVE & ONE DAY CLASSES

Before the 1 <sup>st</sup> class meeting	100%
After the 1 <sup>st</sup> class meeting	0%

<b>ALL SUMMER SESSIONS (excluding PNC &amp; FOCUS FIVE)</b>	
Before the 1 <sup>st</sup> class meeting	100%
When the class has met for 6 or less instructional hours	75%
When the class has met for 7 to 9 instructional hours	50%
When the class has met for more than 9 instructional hours	0%

#### **Resident Hall Charges**

If a resident hall student withdraws from the College, room and board charges will be refunded on a prorated weekly basis. If a resident hall student decides to move out of the residence hall during the school year, a \$500 fee will be charged for breaking the housing contract.

#### **Name, business address and telephone number of the chief executive officer of the school [(261B.4(7))]:**

Dr. Maryanne Stevens, RSM, President  
7000 Mercy Road, Omaha, NE 68106 402-399-2400

#### **Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:**

##### **261B.9 DISCLOSURE TO STUDENTS**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.

All of the required information is located in the College of Saint Mary Academic Catalog which can be found at the following link: [http://www.csm.edu/Academics/Academic\\_Catalog/](http://www.csm.edu/Academics/Academic_Catalog/).

#### **Name, address and phone number of a contact person in Iowa [(261B.4(10))]:**

Registered Agent Solutions, Inc.  
5532 Baraboo Court  
Davenport, IA 52804  
888-705-7274 x.122

**Name, address and title of the other officers and members of the legal governing body of the school [(261B.4(6))]:**

**Other officers:**

Dr. Christine Pharr – VP Academic Affairs

Jason Degn – VP Institutional Technology

Sarah Kottich – VP Finance & Administrative Services

Dr. Tara Knudson Carl – VP Student Development & Special Assistant to the President

Verlyn Schueler – VP Institutional Advancement

Greg Fritz – VP Enrollment Services

Address of officers: 7000 Mercy Road, Omaha, NE 68106

**Board of Directors 2011-2012**

**Jean Bartman**

RSM McGladrey Inc., Partner

1299 Farnam St. Ste 530

Omaha, NE 68102

**Terri Campbell**

Omaha World Herald, Sales Manager

1314 Douglas Street #600

Omaha, NE 68102

**Jane Carmody DNP, RN**

Alegent Health, VP & System CNO

12809 W Dodge Rd

Omaha, NE 68154

**Lorraine Chang**

Strategic Leadership Consultant

650 N 56 St

Omaha, NE 68132

**Patrick Corrigan**

Access Bank, President & CEO

210 N. 78th Street

Omaha, NE 68114

**William Cutler**

Heafey, Hoffmann Mortuaries, Director

7805 W Center Road

Omaha, NE 68124

**Kathleen Dodge**

NEI Global Relocation, President & CEO

8701 West Dodge Road Suite 101

Omaha, NE 68114

**Ivan Gilreath**

Boys/Girls Clubs of the Midlands, CEO

2610 Hamilton St

Omaha, NE 68131

**Bernice Haney**

Community Leader

12405 Woodcrest Circle

Omaha, NE 68137

**Jane Huerter**

Community Leader

6418 Capitol Plaza

Omaha, NE 68132

**Richard (Rick) Jeffries**

Cline Williams Wright Johnson, Partner

1125 S 103 St #600

Omaha, NE 68124

**Carol Kontor**

Community Leader

444 Riverfront Plaza, #903

Omaha, NE 68102

**Marcia Koory**

Pflug Koory LLC, Portfolio Manager/V.P.  
11312 Q Street Ste 100  
Omaha, NE 68144

**Joan Laughlin**

Community Leader  
7200 Oxford Road  
Lincoln, NE 68506

**Dr. Sheila Megley**

Sisters of Mercy WMW Leadership Team  
7262 Mercy Road  
Omaha, NE 68124

**Daniel O'Neill**

First National of Nebraska, President  
1620 Dodge Street  
Omaha, NE 68197

**Steven Ritzman**

American National Bank, President & CEO  
8990 W Dodge Rd  
Omaha, NE 68114

**Dr. Michon Rozmajzl '65**

Sisters of Mercy WMW, Researcher  
7262 Mercy Road  
Omaha, NE 68124

**Dr. Maryanne Stevens**

College of Saint Mary, President  
7000 Mercy Road  
Omaha, NE 68106

**David Kramer**

Partner, Baird Holm Law Firm  
1700 Farnam St, Ste 1500  
Omaha, NE 68102

**Deborah Macdonald**

Community Leader  
13211 Nicholas Circle  
Omaha, NE 68154

**Lloyd Meyer**

Leo A. Daly Company, Managing Principal  
8600 Indian Hills Dr.  
Omaha, NE 68114

**Daniel Padilla**

First National Bank, Region Branch Dir.  
3305 L St  
Omaha, NE 68107

**Sr. Marilyn Ross**

Holy Name Housing, Executive Director  
3014 N 45th Street  
Omaha, NE 68104

**Annette Smith**

Community Leader  
9422 Mayberry Street  
Omaha, NE 68114

**Doug Wilwerding**

The Optimas Group, Managing Principal  
Paxton Prof Center, 1414 Harney, Ste 405  
Omaha, NE 68102

**Name all agencies accrediting the institution. Attach copies of certificates of status for each agency. Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world:**

**Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools**  
30 LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
800-621-7440

**National League for Nursing (NLN)**  
3343 Peachtree Rd NE, Suite 850  
Atlanta, GA 30326  
404-975-5000

Accreditation Council for Occupational Therapy Education (ACOTE)  
4720 Montgomery Lane  
Bethesda, MD 20824-1220  
301-652-6611 ext. 2914

All of these agencies are recognized by the U.S. Department of Education. See Appendix B for documentation.

**Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]:**

The student's permanent academic file is scanned and stored electronically after they either graduate or leave the college. The data is stored off site at a 3rd party vendor's facility. It can be accessed via a secure web site. The paper copies are then destroyed. The transcript information is stored permanently in our database which is backed up and the backup media is stored off site with a different 3rd party vendor.

**Provide the contact information to be used by students and graduates who seek to obtain transcript information:**

Registrar, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106  
402-399-2442, [http://www.csm.edu/Campus\\_Services/Registrars\\_Office/Transcript\\_Request/](http://www.csm.edu/Campus_Services/Registrars_Office/Transcript_Request/)

**List the states and approval or registration agencies for all states in which the school operates a presence:**

N/A

**Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]:**

The current instructional methodology used in Iowa is clinical instruction in ASN, BSN and PNC courses. Nursing students are supervised in clinical settings (Mercy Hospital in Council Bluffs) by full-time CSM faculty (named below).

In the future instructional methodologies may include online Master of Arts in Teaching courses delivered via ANGEL online learning platform.

**Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval:**

N/A

**Is the school subject to a limitation, suspension or termination (LST) order issued by the US Dept. of Education:**

No

**If yes, explain below.**

**Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement:**

**Do you:**

- **Enroll students in Iowa:** All students are enrolled on the campus in Omaha, NE
- **Employ Iowa faculty:** Full-time faculty based on the campus in Omaha, NE supervise clinical instruction at Mercy Hospital in Council Bluffs, Iowa.

**Do you intend to:**

- **Enroll students in Iowa:** All students will continue to be enrolled on the campus in Omaha, NE
- **Employ Iowa faculty:** Iowa residents, along with other qualified applicants for faculty positions, are considered for employment at College of Saint Mary.

**Describe current operations or plans to enroll students in Iowa or employ Iowa faculty:**

College of Saint Mary currently pays clinical nursing instructors to accompany student nurses to clinical practice sites in Iowa. Iowa residents may apply for admission to College of Saint Mary programs, and qualified Iowa residents are considered for faculty positions, along with other qualified applicants.

**Name, address, and telephone number of full-time employees in Iowa:**

Marcy Echternacht

Anna Fuder-Boehm

Nicole Dyer

**Address:** 7000 Mercy Road, Omaha, NE 68106 **Telephone:** 402-399-2400

Kathleen Zajic

**Address:** 21317 280 Street, McClelland, IA 51548 **Telephone:** 712-566-2979

**Will your school comply with the requirements of Iowa Code section 261.9(1)"e" to "g":** YES

The policy requirement for the Iowa Registration regarding a refund policy for Iowa National Guard/Reserve Forces has been put in place through the following website:

[http://www.csm.edu/Future\\_Students/Student\\_Accounts/Refund\\_Policy/](http://www.csm.edu/Future_Students/Student_Accounts/Refund_Policy/).

## Preventing and Responding to Sexual Assault

### *Sexual Assault Prevention and Response*

The University educates the student community about sexual assaults and date rape through student orientation and programs offered each year. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. If you need medical transport to an area hospital, call security at "1" from any campus phone or 402-670-8848 from other phones. Visits to hospitals for medical treatment and counseling are confidential. At CSM, we strongly advocates that a victim of sexual assault report the incident in a timely manner as time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Security Officer, the Vice President for Student Development, and/or to any university official.

Filing an incident report with Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny. Filing an incident report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later
- Assure the victim has access to free confidential counseling from counselors
- Initiate a campus investigation regarding any possible harassment or sexual violence

When a sexual assault victim contacts the Security Office, the Omaha Police Department will be notified as well. A representative from the Office of Residence Life will also be notified if appropriate. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. A representative from Student Development will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the CSM Counseling Assistance Program and other organizations.

### *Filing a report with the Security Office*

If the victim or witness elects to contact Security to file a formal report of the assault, an officer will work with the individual to gather the pertinent information. The victim always retains the right to decide whether she wants to proceed with a criminal prosecution.

The officer will ensure that the victim is made aware of the counseling and other assistance she or he needs. The safety of the victim will always remain the top priority of the Security Office. College of Saint Mary has an obligation to investigate conduct regarding any possible harassment or sexual violence.

### *Contacting Other Law Enforcement Agencies*

Students may also contact local law enforcement agencies. Members of the Security Office and other University officials within the division of Student Development will assist the student in notifying the appropriate agency in the applicable jurisdiction.

### **Drug-Free Campus Policy**

College of Saint Mary standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and/or alcohol by students on College property or as part of any of the College's activities.

“Illicit drug use” means the use of illegal drugs and the abuse of other drugs or alcohol. State and Federal laws, and any applicable city ordinances, pertaining to the possession and use of illicit drugs and alcoholic beverages shall be observed by all College students. By way of illustration, this means that it is a violation of College policy for students to unlawfully purchase, manufacture, possess, consume, use, sell or otherwise distribute such items on campus or during College activities.

Student violations of the standards stated in the above paragraph shall result in disciplinary sanctions, as set forth in the CSM Code of Conduct included here and in the student handbook.

### **Code of Conduct**

A student enrolled at College of Saint Mary assumes an obligation to conduct herself/himself in a manner compatible with the College’s function as an educational institution. Misconduct, for which students are subject to discipline ranging from verbal reprimand to expulsion and referral for prosecution, includes but is not limited to, the following:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities including its public service functions or other authorized activities on College premises;
2. Abuse of any person on College-owned or College-controlled property, or a College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, including self;
3. Intentionally harassing any person in such a way as to interfere with that person’s emotional, or academic pursuits; creating a hostile, abusive, coercive or intimidating environment; and/or slander or defaming another’s character;
4. Intentionally and substantially interfering with others’ freedom of expression;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expressions on College-owned or controlled property or at College-sponsored or supervised functions;
6. Conduct which adversely affects the student’s suitability as a member of the academic community;
7. Dishonesty, such as cheating, plagiarism or knowingly furnishing false academic information (see also Policy for Academic Honesty);
8. Unauthorized access, destruction of, or interference with computer programs, computer databases, computer files, or computerized information stored in College computer systems;
9. Forgery, alteration or misuse of College documents, records, or identification;
10. Theft or unauthorized possession of, or damage to, property of the College or of a member of the College community or campus visitor;
11. Unauthorized entry or use of College facilities or unauthorized possession of College keys, access cards, and codes;
12. Use, possession, or distribution of marijuana, narcotics or dangerous drugs; use, possession, verbal or written threat of weapons or explosives of any kind;
13. Violation of rules governing residence in College-owned or controlled property;
14. Violation of College policies or of campus regulations including, but not limited to the provisions of the student handbook, other College publications and residence hall rules and regulations;
15. Failure to comply with directions of College officials acting in the performance of their duties.

A student of College of Saint Mary must abide by this code of conduct, as well as the following sets of policies and agreements: student handbook, academic catalog, residence hall contract, community

agreement, and Federal, state and local laws. Any student engaging in any manner of conduct prohibited under these guidelines shall be subject to one or more of the following sanctions, as well as others that may be deemed appropriate at the College's discretion: warning, fines, financial restitution, community service, mandatory counseling or participation in an appropriate treatment program or testing service, research and/or reflection, reprimand, disciplinary probation, disciplinary removal from College residence halls, disciplinary suspension, disciplinary expulsion, referral for prosecution, or any other appropriate sanction.

Parents may be notified if it is anticipated that a student infraction may result in disciplinary probation, removal, suspension and/or expulsion, if the student is: (1) age 18 or younger, and/or (2) financially dependent on her parent(s) (as defined by the Federal government for income tax purposes), or (3) when the student is in violation of law or policy governing the use of alcohol or drugs, if the student is under 21.

When a student is suspected of being involved in an infraction, she will be expected to participate in its resolution. The nature of the infraction and the student's situation will help determine whether the opportunity for discussion of responsibility will occur in an administrative hearing or mediation with a staff member designated by the Vice President for Student Development, or in a hearing or the Peer Review Board (PRB). Appropriate sanction(s) or action steps and time frame will be communicated in writing to the student.

The Peer Review Board is an official CSM board approved by the Vice President for Student Development, and granted authority to adjudicate specific types of cases. Hearings include at least three Board members and a neutral administrative staff or faculty member. The Board handles some residence hall disciplinary cases and select campus cases at the discretion of the Advisors and/or the Vice President for Student Development in lieu of an administrative hearing and decision. The student retains the right to request a preliminary conference in advance of the hearing with the Peer Review Board and retains the right to appeal its decision.

A student has the right to appeal a judicial decision; to do so; she must file an "Intent to Appeal" form with the Student Development Office within two working days after learning the decision. Forms are available in the Information Center or online. The student is permitted up to three working days to prepare and hand deliver a written appeal to the Vice President for Student Development. Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property.

The student may appeal **only** on the following grounds:

1. Procedural due process;
2. Absence of sufficient evidence to support the decision;
3. Submission of new evidence.

Note that concern as to the severity of the sanction is not considered an acceptable reason to appeal.

Appeal letters must be complete enough so that a personal appearance will not be necessary. **A letter which merely lists the grounds of appeal, without description of the merits or concern for the individual case at hand is not sufficient.**

The standards and procedures set forth in this document are those the College normally applies to disciplinary matters. The College reserves the right to take necessary and appropriate action to protect

the safety and well being of the campus and community. This includes the right to suspend, expel, or request the withdrawal of a student at any time, with or without specific charge or hearing, subject only to the student's right to request review of the decision.

**Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities:**

YES

**Attach a copy of the applicant's most recent audit prepared by a CPA firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the author is providing an unqualified opinion:**

Attached – See Appendix C

**Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs:**

#### **Academic Support Services**

##### **Computer Labs**

Computer labs, located on the second floor of the east wing of Walsh Hall, are open to all students when the labs are not reserved for class time. Professional staff and student workers provide assistance to students should they have any questions. The labs include three instructional labs as well as a general use lab. The Computer lab hours can be found on the University website at [www.csm.edu](http://www.csm.edu).

##### **Online Learning Management System**

ANGEL Online Learning is utilized for all online courses. ANGEL allows our instructors to take a creative and student-focused approach to their instruction through the use of threaded discussions, online rubrics, and electronic grading. Students requiring assistance with ANGEL should visit [my.csm.edu](http://my.csm.edu) or Email [PCHELP@csm.edu](mailto:PCHELP@csm.edu).

##### **myCSM Portal**

myCSM offers all community members a personalized web interface for viewing announcements and events as well as personal document storage and collaboration spaces. Students requiring assistance with myCSM are encouraged to visit [my.csm.edu](http://my.csm.edu) or Email [PCHELP@csm.edu](mailto:PCHELP@csm.edu).

##### **Tegrity Lecture Capture System**

Tegrity lecture capture web service allows instructors to automatically capture, store, and index classes for later review by students online, or on iPods and mobile devices. Students requiring assistance with Tegrity are encouraged to visit [my.csm.edu](http://my.csm.edu) or Email [PCHELP@csm.edu](mailto:PCHELP@csm.edu).

##### **Wireless**

The CSM campus wireless network service provides laptop and mobile device users with fast and convenient access to the Internet, CSM email and other web-based services, including myCSM. The wireless network is available in all classrooms and public spaces including the plaza and many other outdoor areas. Students requiring assistance with the wireless network are encouraged to visit [www.csm.edu](http://www.csm.edu) or Email [PCHELP@csm.edu](mailto:PCHELP@csm.edu).

**Library**

The College of Saint Mary Library is a comprehensive source of information that provides reference, research materials, and experienced staff to assist the CSM community. These materials include reference books, online and print journals, databases, books, e-books, and media. The CSM Library offers services in person, online and by telephone.

Library resources include laptops that may be checked out at the Circulation Desk for in-house use. The Library also offers private study rooms, scanners, a copier, a printer, and computers with the Microsoft Office Suite. The Library maintains Reserves to give students access to materials that are directly related to the classes being taught by faculty. Reserve materials are provided to the Library by individual faculty.

The Library shares the online catalog with eight (8) private colleges and universities in the region. The on-line catalog may be accessed on or off campus. CSM students and faculty have checkout privileges with most colleges and universities in Nebraska, and may use all services offered at the individual institution.

Reference services are provided in-house, through email, telephone, and on-line with Ask a Librarian. Ask a Librarian is an interactive service that allows the patron to submit a question to the reference staff, and receive an answer within 48 hours. The link for Ask a Librarian can be found on the Library web page. Additional reference services are available upon request. InterLibrary Loan (ILL) services are available to all registered patrons of the CSM Library. ILL is provided in-house, through the Library web page, with email, and with the telephone.

The Library is open seven days a week, with adjusted hours during midterms and finals, holiday breaks, and during the summer. Access to circulating materials is through the use of a Library barcode on the CSM ID card.

**CSM Achievement Center**

The Center provides centralized services to help students improve individual academic performance through advising, tutoring, career services, ADA accommodations, and innovative academic support programs. The Center provides a "one-stop shop" within an environment that encourages students to attain their full academic potential. In addition, a group study area and three computers are available for student use.

Services include:

- Individual and small group tutoring
- Testing services
- Specialized academic support workshops and academic skill building
- Writing assistance
- Undeclared academic advising
- Special accommodations for students with disabilities who self-identify (ADA)
- Intensive college preparation program prior to the beginning of fall classes for at risk students
- Individualized consulting and mentoring for CSM Advantage students
- Career exploration and advising
- Job preparation assistance and resume review

**Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa:**

Vita for the ASN/BSN and PNC program directors are attached – see Appendix D.

**Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state:**

The facilities used by CSM programs are clinical sites in existing health care facilities.

**Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of program located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study:**

Statement is attached – See Appendix E.

**Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization:**

An organizational chart is attached – See Appendix F. All programs are currently based on the Omaha, NE campus. Plans are being made to offer our ASN to BSN program in Arizona beginning January, 2013.

**Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred:**

Below is the process for current students to make comments and complaints. Graduates are given a formal method to make comments and complaints via the exit survey that is administered to graduating students every December and May, and also via the one-year and five-year surveys distributed to graduates of CSM. Additionally, graduates are able to make comments and complaints at any time via the Alumni Relations office at CSM.

#### **Academic Appeals Board**

The Student Academic Appeals Board exists to provide the student with a means to appeal a specific academic decision that the student considers unwarranted, unjust or capricious. A student who wishes to make an appeal related to an academic matter must begin the process no later than one month after the end of the semester in which the decision was made.

It is the responsibility of the instructor to inform students of course requirements, evaluate students fairly on the basis of the academic performance, encourage free and open discussion, inquiry and expression in the classroom, and identify methods of evaluation/grading that will be used for the course. It is the responsibility of the student to inquire as to course requirements when in doubt, maintain the standards of academic performance established by the professor, and to follow the appeal process if academic rights have been violated.

The process for an Academic Appeal is as follows:

- 1) Discuss the matter of appeal with the instructor.
- 2) Discuss the matter of appeal with the Program Director of the course.
- 3) Discuss the matter of appeal with the course Division Chairperson.
- 4) Discuss the matter of appeal with the Vice President of Academic Affairs.
- 5) If the appeal is then not resolved, submit an "Application to the Academic Appeals Board" (forms are available in the Academic Affairs Office, Walsh 118). The Vice President will convene the Academic Appeals Board.

It is the responsibility of the Academic Appeals Board to evaluate each case confidentially and fairly and to develop a course of action that will resolve the matter. The Academic Appeals Board will notify the offending party and schedule a hearing in which both parties are present to state their side of the case. The board will make a decision within two weeks.

Membership in the Student Academic Appeals Board consists of two faculty members and **one alternate**, to be elected by the faculty in April with term beginning in August, and two students, to be elected by the student body association. The Vice President for Academic Affairs will serve as Chair. In addition, for each case there will be one faculty member, to be appointed by the student registering the complaint, and one student, to be appointed by the faculty member who is being complained against."

Recommendations made by the Student Academic Appeals Board and the Nursing Student Policies Committee are forwarded to the Vice President for Academic Affairs. Her/his decision is final.

Students who are subject to academic dismissal have the right to petition for continuing enrollment. If a student chooses to petition, she must write a letter to the Vice President for Academic Affairs stating the reasons for her sub-standard academic performance. The letter should also identify any mitigating circumstances that would warrant consideration and specific steps she intends to take to improve her performance were her petition granted.

The Academic Action Review Board, chaired by the Vice President for Academic Affairs, will review the petition. The two faculty members and one alternate elected to Student Academic Appeals Board will also serve as members of the Academic Action Review Board, which hears appeals of student academic dismissals as well as a member of the retention leadership council.

The Academic Action Review Board, chaired by the Vice President for Academic Affairs, will review the petition. Membership on the Academic Action Review Board is determined by the Vice President for Academic Affairs and is drawn from the full time faculty and the Retention Leadership Council.

The decision of the Academic Action Review Board is final. The student will be notified of the decision by the Office of Academic Affairs prior to the beginning of the next semester. The Academic Action Review Board has the right to stipulate conditions for continuing enrollment of a student subject to dismissal who is permitted to return to the College.

**Contact:** Vice President for Academic Affairs, 7000 Mercy Road, Omaha, NE, Telephone: 402-399-2694

Provide a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

A Certificate of Good Standing is attached – See Appendix G.

Provide the US Department of Education cohort default rate for each associated organizational entity for which the US Department of Education reports a cohort default rate:

	<u>2007</u>	<u>2008</u>	<u>2009</u>
College of Saint Mary Cohort Default Rate	3.6%	8.1%	6.5%

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization:

	<u>2009</u>	<u>2010</u>	<u>2011</u>
College of Saint Mary - Federal loans	\$24,437	\$19,350	\$22,014
College of Saint Mary - Alternative loans	\$9,959	\$4,602	\$9,313
College of Saint Mary - Total loans	\$34,396	\$23,952	\$31,327

Provide the US Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year programs if those rates are reported to the US Department of Education National Center for Education Statistics:

Here are the last 2 years with the 6-year graduation rate for the first time full time cohort which is reported to IPEDS.

	<u>2004</u> Fall	Spring	<u>2005</u> Fall
First Year - New Enrollment <i>and Spring Percentage Continuing</i>	101	89%	79
2nd Year - Percentage Continuing	71%	62%	63%
3rd Year - Percentage Continuing	50%	51%	47%
4th Year - Percentage Continuing	48%	47%	43%

<b>Graduation Rate:</b>			
within 4 years	44%		32%
within 5 years	46%		39%
within 6 years	47%		41%

**SIGNATURE:**  
**Applicant School Chief Executive Officer**

Name: Dr. Maryanne Stevens, RSM, President

  
Signature

10-17-2012  
Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.



# COLLEGE OF SAINT MARY

March 16, 2010

Carly R. Prouse, CLA  
Alegent Health  
The McAuley Center  
12809 West Dodge Road  
Omaha, NE 68154

Dear Ms. Prouse,

Enclosed for your files is a signed original copy of the Business Associate Addendum between Alegent Health Clinic and College of Saint Mary. Thank you for your patience while we signed the document.

Sincerely,

Jen Ryder  
Staff Assistant  
Division of Health Division

Enclosure

**BUSINESS ASSOCIATE ADDENDUM  
215456**

THIS BUSINESS ASSOCIATE ADDENDUM (the "Addendum") is made and entered into by and between College of Saint Mary ("Contractor"), and Alegent Health Clinic (the "Provider" or "Alegent"), a nonprofit Nebraska corporation, with a principal place of business at 12809 West Dodge Road, Nebraska 68154 (Contractor and Provider each referred to herein as a "Party" and, collectively, the "Parties"). This Addendum is entered into as of the 17th day of February, 2010 (the "Effective Date").

WITNESSETH:

WHEREAS, the Department of Health and Human Services ("HHS") has issued final regulations, pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), governing the privacy of individually identifiable health information obtained, created or maintained by certain entities, including health care providers and the required security of such information by health care providers (the "HIPAA Privacy and Security Rule"); and

WHEREAS, the HIPAA Privacy and Security Rule set forth in HIPAA has been amended by the American Recovery and Reinvestment Act of 2009 ("ARRA"); and

WHEREAS, this Addendum amends, supersedes, and replaces the Business Associate provisions previously entered into by and between the Parties;

WHEREAS, to the extent that Contractor meets the definition of a "Business Associate" in 45 CFR § 160.103, Provider and Contractor enter into this Addendum in order to protect the privacy of individually identifiable health information created, obtained or maintained by the Provider or by Contractor on Provider's behalf ("Protected Health Information", or "PHI"); and

WHEREAS, Contractor provides services, products and/or equipment to Provider; and

WHEREAS, Provider desires Contractor's expertise with regard to the use of such services, products and/or equipment, and the provision of such expertise by Contractor will involve the disclosure of certain PHI to Contractor; and

WHEREAS, all terms used herein that are defined in the HIPAA Privacy and Security Rule or ARRA shall have the meaning ascribed to such terms in the HIPAA Privacy and Security Rule and/or ARRA;

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and agreements contained herein the parties agree as follows:

1. **Services.** Contractor shall provide to Provider necessary expertise relating to the use of Contractor's services, products and/or equipment (the "Services"). This addendum is an attachment to any existing agreements between the Parties involving such services, products and/or equipment (the "Services Agreement(s)") and is incorporated therein by reference. In the event of conflict between the terms of any Services Agreement and this Addendum, the terms and conditions of this Addendum shall govern. All other provisions of the Service Agreement shall remain in full force and effect and shall not be affected by this Addendum other than as specifically provided for herein.
2. **Contractor Obligations.** Contractor agrees that it will:
  - a. Not use or further disclose PHI other than as permitted or required by this Addendum or as required by law;
  - b. Use reasonable safeguards to prevent use or disclosure of PHI other than as provided for by this Addendum;
  - c. Ensure that any subcontractors or agents to whom Contractor provides PHI received from Alegent agree to the same restrictions and conditions that apply to Contractor with respect to such information;
  - d. Make available PHI in accordance with applicable law, including without limitation, on the date required by ARRA, providing an individual with a right:
    - i. To obtain a copy of PHI maintained in electronic format in the event Contractor uses or maintains an electronic health record (as defined by ARRA), and,
    - ii. If the individual chooses in a clear, conspicuous and specific manner, to direct the Contractor to transmit a copy of such PHI to an entity or person designated by the individual.



This is your healthcare

THE MCAULEY CENTER  
12809 West Dodge Road  
Omaha, NE 68154  
Alegent.com

January 26, 2010

**CERTIFIED MAIL/RETURN RECEIPT REQUESTED**

College of Saint Mary  
ATTN: Privacy Officer/Legal Department  
7000 Mercy Road  
Omaha, NE 68106

Re: HITECH Compliance  
Master Contract #: 215456

Dear Privacy Officer/Legal Department:

The American Recovery and Reinvestment Act (ARRA), was enacted into law on February 17, 2009 by President Obama, known as Title XIII with the subtitle: Health Information Technology For Economic and Clinical Health Act (HITECH). HITECH directed the Secretary of Health and Human Services to issue regulations implementing HITECH'S breach notification requirements applicable to HIPAA business associates. Compliance with the breach notification requirements will be expected for breaches discovered 30 days after the regulations are published.

Currently under HIPAA, covered entities are required to contract with business associates (those who perform services on behalf of HIPAA covered entities and in so doing require access to Protected Health Information ("PHI")) and to require that the business associates comply with certain HIPAA privacy and security requirements through the terms of a business associate agreement with the covered entity. Under HITECH, in addition to the new breach notification requirements discussed above, HIPAA business associates have other new obligations regarding information security and privacy. Under HITECH business associates are directly regulated and are subject to HIPAA's obligations to implement administrative, physical and technical safeguards for electronic PHI and also are required to implement security policies and procedures in the same manner as covered entities. The privacy and security requirements of HITECH apply not only to covered entities, but also to its business associates.

HITECH incorporates by reference into the business associate agreement between the covered entity and the contractor, vendor/supplier the privacy and security obligations of covered entities. Business associates also are subject to HIPAA's penalty provisions. These new requirements for HIPAA business associates will be effective **February 17, 2010**.

Enclosed is an updated Business Associate Agreement (the "Agreement") required under federal law to be executed with our business associates. Your organization has been identified as a current business associate of Alegent Health or one of its related entities and thus Alegent Health is requesting that you execute the enclosed Agreement and send it back to me at the address below as soon as possible. If you are no longer providing services for Alegent, or if you determine that your organization will never create, maintain, transmit or receive protected health information on our behalf, please respond to us in writing confirming your position so we can determine if such Agreement is necessary. *If the signed Agreement, or letter of explanation is not received before the February 17<sup>th</sup> deadline, Alegent will have no choice but to proceed with terminating any agreement that is not in compliance with the new law and your company will be strictly prohibited from providing further services.*

We thank you for your cooperation with this compliance matter and appreciate your timely response.

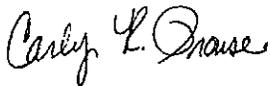
College of Saint Mary  
Master Contract #: 215456  
January 19, 2010  
Page 1 of 2

For your convenience, I have enclosed a self addressed envelope.

Alegent Health  
Attn: Legal/Compliance Services  
Annie Kirby  
12809 West Dodge Road  
Omaha, NE 68154

Should you have questions about the obligations of a business associate, please contact your legal counsel, you may also direct specific questions regarding your agreements with Alegent to either me at [carly.prouse@alegent.org](mailto:carly.prouse@alegent.org), (402) 343-4322 or our Deputy General Counsel, Jason Yungtum, [Jason.yungtum@alegent.org](mailto:Jason.yungtum@alegent.org), at (402) 343-4387.

Sincerely,



Carly R. Prouse, CLA  
Certified Paralegal

- e. Incorporate any amendments or corrections to PHI when notified pursuant to applicable law;
- f. Provide an accounting of disclosures in accordance with applicable law, including but not limited to, the HIPAA Privacy and Security Rule and/or ARRA;
- g. Make Contractor's internal practices, books and records relating to the use and disclosure of PHI received from, or created or received by Contractor on behalf of, Alegent available to the Secretary of the United States Health and Human Services or its authorized delegate ("Secretary") for purposes of determining Alegent's compliance with applicable law. In the event of such a request by the Secretary, Contractor shall immediately notify Alegent and shall provide Alegent with copies of any materials requested by, or provided to, the Secretary;
- h. At termination of this Addendum, return or destroy all PHI received from, or created or received by Contractor on behalf of, Alegent which Contractor still maintains in any form and retain no copies of such information; or if the return or destruction of the PHI is not feasible, extend the protections of this Section to the PHI received from Alegent and limit any further uses.

In addition, in order to comply with the final regulations effective April 20, 2005, pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), governing the security of electronic protected health information ("E PHI") obtained, created or maintained by certain entities, including health care providers such as Alegent (the "HIPAA Security Rule"), Contractor agrees to abide by the following additional terms:

- a. Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of E PHI that it creates, receives, maintains or transmits on behalf of Alegent; and
- b. Contractor shall report to Alegent any "security incident" of which it becomes aware, as such term is defined in the HIPAA Security Rule, except that, for purposes of the security incident reporting requirement, the term "Security Incident" shall not include inconsequential incidents that occur on a daily basis, such as scans, "pings", or other unsuccessful attempts to penetrate compute networks or servers containing electronic PHI maintained by Contractor. The report to Alegent shall identify: the date of the security incident, the scope of the security incident, Contractor's response to the security incident and the identification of the party responsible for causing the security incident, if known. Thereafter, Contractor shall provide periodic updates regarding the security incident at Alegent's written request.
- c. Contractor shall report to Alegent each breach of unsecured PHI it discovers, to the extent Contractor accesses, maintains, retains, modifies, records, stores, destroys or otherwise holds, uses or discloses unsecured PHI. The notice shall include the identification of each individual whose unsecured PHI has been, or is reasonably believed by Contractor to have been accessed, acquired or disclosed during such breach, unless delayed for law enforcement purposes. For purposes of this paragraph of the Addendum, the terms "breach", "unsecured PHI" and "discovery", or any form of those words, shall have the meanings ascribed to them by ARRA. Notwithstanding anything to the contrary herein, the provisions of this paragraph shall only be applicable to breaches that are discovered on or after the date that is thirty (30) days after the date of publication of interim final regulations promulgated by HHS that address notifications of breaches of unsecured PHI.
- d. Except as otherwise limited in this Addendum, Contractor may use or disclose PHI to perform its obligations under the Agreements, provided that such use or disclosure would not violate the Privacy and Security Rules if done by Alegent or the minimum necessary policies and procedures of Alegent.

### 3. Termination.

- a. Termination by Provider. As provided for under 45 C.F.R. § 164.504(e)(2)(iii), the Provider may immediately terminate its agreement with Contractor for the provision of Services, including any and all Services Agreement(s) and any related agreements, if the Provider makes the determination that Contractor has breached a material term of this Addendum. Alternatively, and in the sole discretion of Provider, Provider may choose to provide Contractor with written notice of the existence of the breach and provide Contractor with ten (10) calendar days to cure said breach. Failure by Contractor to cure said breach or violation to the satisfaction of Provider shall be grounds for immediate termination of any and all Services Agreement(s) by the Provider. If termination is not feasible, Provider has the right to report the problem to the Secretary of HHS.

- b. Effect of Termination. Upon termination pursuant to this Section, Contractor agrees to return or destroy all PHI pursuant to 45 C.F.R. § 164.504(e)(2)(ii)(I), if it is feasible to do so. Prior to doing so, the Contractor further agrees to recover any PHI in the possession of its subcontractors or agents. If it is not feasible for the Contractor to return or destroy all PHI, the Contractor will notify the Provider in writing. Such notification shall include: (i) a statement that the Contractor has determined that it is infeasible to return or destroy the PHI in its possession, and (ii) the specific reasons for such determination. Contractor further agrees to extend any and all protections, limitations and restrictions contained in this Addendum to the Contractor's use and/or disclosure of any PHI retained after the termination of this Addendum, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible. If it is not feasible for the Contractor to obtain from a subcontractor or agent any PHI in the possession of the subcontractor or agent, the Contractor must provide a written explanation to the Provider and require the subcontractors and agents to agree to extend the same protections, limitations and restrictions contained in this Addendum to the subcontractors' and/or agents' use and/or disclosure of any PHI retained after the termination of this Addendum, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible. **This Section shall survive the cessation of the Services, and the expiration or termination of any and all Services Agreement(s) and this Addendum.**
4. Additional Contractor Activities. Except as otherwise provided in this Addendum, the Contractor may, if necessary:
- a. Use the PHI in its possession for its proper management and administration and/or to carry out any present or future legal responsibilities of the Contractor, provided that such uses are permitted under state and federal confidentiality laws.
  - b. Disclose the PHI in its possession for the purpose of its proper management and administration and/or to carry out any present or future legal responsibilities of the Contractor. Contractor represents to Provider that (i) any disclosure it makes will be required under applicable laws, or (ii) the Contractor will obtain reasonable written assurances from any person to whom the PHI will be disclosed that (1) the PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and (2) the person will notify the Contractor promptly of any instances of which it is aware in which the confidentiality of the PHI has been breached.
  - c. Aggregate the Provider's PHI in Contractor's possession with the PHI of other covered entities that the Contractor has in its possession through its capacity as a contractor to such other covered entities, provided that the purpose of such aggregation is to provide Provider with data analyses relating to its Health Care Operations, as such term is defined in the HIPAA Privacy Rule. The Contractor will not disclose the PHI obtained from Provider to another covered entity absent written authorization from Provider.
  - d. De-identify any and all PHI provided that the de-identification conforms to the requirements of applicable law as provided for in 42 C.F.R. § 164.514(b) and Contractor maintains such documentation as required by applicable law, as provided for in 42 C.F.R. § 164.514(b). The Parties understand that properly de-identified information is not PHI under the terms of this Addendum.
5. Compliance with Changes in the Law. The Parties agree that it is their intention to comply with the privacy and security provisions contained in Title XIII of ARRA and to incorporate those provisions into this Addendum to the extent required by ARRA. The Parties further agree to amend this Addendum and the Services Agreement(s) to the extent necessary to comply with state and federal laws, including but not limited to HIPAA and ARRA and any regulations promulgated by HHS or guidance issued pursuant to HIPAA, ARRA or such regulations, as such laws may be amended from time to time.
- a. Provisions for Alegent to Inform Contractor of Privacy Practices and Restrictions:
    - i. Alegent shall notify Contractor of any limitation(s) in its notice of privacy practices of Alegent in accordance with 45 C.F.R. § 164.520, to the extent that such limitation(s) may affect Contractor's use or disclosure of PHI.
    - ii. Alegent shall provide Contractor with any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes affect Contractor's use or disclosure of PHI.

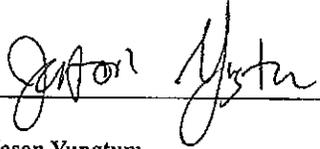
- iii. Alegent shall notify Contractor of any restriction to the use or disclosure of PHI that Alegent has been requested to accept in accordance with 45 CFR 164.522, to the extent that such restriction may affect Contractor's use or disclosure of PHI. Upon receipt of such notification from Alegent, Contractor shall in good faith consider the restriction, and, in its reasonable discretion, choose to accept or reject said restriction, notifying Alegent of the same in writing.

INTENDING TO BE LEGALLY BOUND, the Parties hereto have duly executed this Addendum as of the Effective Date.

Alegent Health Clinic

College of Saint Mary

By:



Print:

Jason Yungtum

Title:

Deputy General Counsel

By:



Print:

Lois Linden

Title:

Chair, Division of Health  
Professions

COPY

**EDUCATIONAL AFFILIATION AGREEMENT  
BETWEEN  
ALEGENT HEALTH  
AND  
COLLEGE OF SAINT MARY**

THIS EDUCATIONAL AFFILIATION AGREEMENT ("Agreement") is made and entered into this 1st day of August, 1998, by Alegent Health, a Nebraska nonprofit corporation, located at 1010 North 96th Street, Suite 200, Omaha, Nebraska 68114 ("ALEGENT"), and College of Saint Mary ("SCHOOL"), located at 1901 South 72nd Street, Omaha, NE 68124-2377.

The purpose of this Agreement is to secure clinical practice experience for students enrolled in SCHOOL by permitting the use of ALEGENT's facilities and resources. This Agreement does not contemplate the payment of a fee or remuneration by either party to the other but is intended to jointly benefit both parties by improving education through professional preparation of the students through the clinical program of SCHOOL.

**Section 1. ALEGENT's Responsibilities.** ALEGENT agrees to:

- a. Serve as a cooperating agency to provide clinical resources as agreed upon by ALEGENT and SCHOOL for students enrolled in the following area of study:

Nursing Clinical Students

This will be accomplished by allowing student participation in patient care in the ALEGENT facility or facilities as noted on the attached Addendum ("Program").

- b. Retain the responsibility for the supervision of patient care.
- c. Permit students to use its medical library according to standard policies.
- d. Provide emergency medical care or arrange transportation to receive emergency care for students who suffer an illness or injury requiring emergency care while on the premises of ALEGENT. The cost for medical care will be charged to the student and will be the student's responsibility, unless such medical treatment is necessitated by some act or omission of ALEGENT, its agents or employees, which act or omission occurs within the scope of their agency or employment.
- e. Provide SCHOOL and students with access to copies of ALEGENT's policies, procedures and regulations for the area(s) included in the Program as specified above.

- f. Provide the students with the opportunity for supervised review of pertinent medical records according to ALEGENT's established policy.
- g. If required by SCHOOL, complete written evaluations of each student's performance utilizing the evaluation forms and criteria provided by SCHOOL.

**Section 2. SCHOOL's Responsibilities.** SCHOOL agrees to:

- a. Appoint an affiliation program coordinator for SCHOOL to act as liaison with ALEGENT and to coordinate, prior to each academic term, clinical areas, dates, times, and numbers of students which are mutually agreeable to ALEGENT.
- b. Obtain written acknowledgment from students and/or their parent or guardian that they are required to adhere to all ALEGENT's policies and procedures while within ALEGENT.
- c. Communicate with representatives of ALEGENT at an agreed upon time to evaluate the clinical program, to review the Agreement, to plan faculty and student orientation, and to plan for future clinical experiences.
- d. Provide to ALEGENT one month prior to student placement the following information:
  - (1) The names and number of students who will be assigned to the Program during a given period of time.
  - (2) Dates and hours students will be present in ALEGENT's facilities.
  - (3) Statement of educational objectives.
- e. Advise the students of their responsibilities to comply with the operational policies and regulations of ALEGENT and maintain the privacy and confidentiality of information concerning patients and treatment delivered to patients.
- f. Provide worker's compensation coverage for its faculty while on ALEGENT's premises to the extent such coverage is required by the State in which SCHOOL is located. Worker's compensation coverage will not be provided by ALEGENT to the instructors or students of SCHOOL.
- g. Inform all students that they are required to submit to and pass drug testing by ALEGENT prior to commencement of the student's participation in the Program. Drug testing performed at an ALEGENT facility will be paid for by ALEGENT.

- h. Inform all students that they are required to provide to ALEGENT, prior to participating in the clinical program at ALEGENT, proof of physical examination, including PPD skin test within one (1) year of his/her assignment and current immunizations. Immunization shall include Hepatitis B and/or a signed waiver declining the vaccine. Proof that the student is in compliance with the above requirements may be submitted to ALEGENT through a letter from SCHOOL and submitted to Alegent Health Occupational Health Services at the time of drug testing.
- i. Ensure that all minor students obtain parental/guardian consent required for participation in the Program, as well as for any medical examinations, immunizations, and screens conducted pursuant to Section 2(g) and/or 2(h).
- j. Ensure that students and instructors wear SCHOOL designated uniforms with name tags while in the clinical area of ALEGENT.
- k. Conduct a reasonable background investigation, including a criminal background check, on students to ensure that students are suitable for work in a patient care environment.
- l. Submit a written request for clinical rotation sites, dates and times, to ALEGENT representative for approval three (3) months prior to the beginning of the clinical rotation.
- m. Ensure that faculty and students possess current certification in basic life support prior to beginning clinical rotation. This requirement applies to all students and faculty similarly situated to the ALEGENT employees required to meet this standard, as identified in Alegent Health Policy #300.006, Mandatory Education.
- n. Assign qualified faculty to ALEGENT who maintain responsibility for the instructional program in the clinical area through the selection of learning experiences and provide instruction and supervision for students in the clinical area.
- o. Ensure all faculty possess a current professional license issued by either the State of Nebraska, if assigned in Nebraska, or Iowa, if assigned in Iowa. Professionally credentialed students must possess current licensure, registration, or certification, if that requirement is outlined in the eligibility criteria of SCHOOL. Validation of professional licensure will be provided to the ALEGENT representative for the legally defined renewal periods for either Nebraska or Iowa, as appropriate, and/or prior to the first clinical rotation at ALEGENT.
- p. Schedule all new on-site faculty or faculty which have not participated in clinical within the previous twelve (12) months for ALEGENT orientation prior to the first

clinical rotation. On-site faculty are required to complete the Alegent Health Risk Management Education Program annually.

- q. Provide orientation of students by faculty to ALEGENT clinical area to include procedures for exposure to blood borne pathogens and hazardous materials, and fire safety. For schools that do not have an on-site faculty member, the student is required to complete the Alegent Health Risk Management Education Program annually.

**Section 3. Understandings of the Parties.** Both parties to this Agreement agree as follows:

- a. ALEGENT has the right to have and retain the responsibility for supervision of patient care through the established ALEGENT chain of command and ensure that the services provided pursuant to this Agreement will not interfere with the primary mission of patient care and treatment of the patient including the application of all pertinent Federal, State and Local Facility Regulations regarding patient care and treatment.
- b. ALEGENT has the right to terminate a student's practicum experience and use of its facilities, equipment or supplies where flagrant or repeated violations of ALEGENT'S rules, regulations, policies or procedures occur. Such action will not normally be taken until the charges against the student have been discussed with the appropriate representative of SCHOOL. However, ALEGENT reserves the right to take immediate action where necessary to preserve the quality of patient services, to protect the health, safety or welfare of patients or employees or other persons, and/or to maintain operation of its facilities free from interruption. SCHOOL will not reassign the individual to ALEGENT without prior approval of ALEGENT.
- c. ALEGENT has the right to terminate immediately, upon written notice to SCHOOL, a faculty member's use of the facility, equipment, or supplies where necessary to preserve the quality of patient services and/or to maintain the operation of its facilities free from interruption. Such action will not normally be taken until any charges have been discussed with the appropriate SCHOOL representative and the involved faculty member. However, ALEGENT reserves the right to take immediate action where necessary to preserve the quality of patient services and/or to protect the health, safety, or welfare of patients, employees, or other persons. SCHOOL shall retain full responsibility for any communication or follow-up with the faculty member. SCHOOL shall not reassign faculty member to ALEGENT without ALEGENT's approval.
- d. ALEGENT and SCHOOL will inform each other of any changes in policies or staffing which may affect the clinical education of the students.

- e. The students will be allowed to observe and participate in patient care only with the supervision and discretion of ALEGENT staff.
- f. If either party wishes to terminate this Agreement, the party wishing to terminate will give the other party at least ninety (90) days' written notice. Students participating in Program at the time notice of termination is given will be allowed to complete their study for the current term or semester even if completion is not possible within ninety (90) days.
- g. This Agreement may be amended at any time by mutual agreement of both parties, provided that before any amendment shall be operative or valid, it shall be reduced to writing and signed by both parties, and placed in an addendum to this Agreement.
- h. The term of this Agreement is one year. This Agreement shall thereafter automatically renew for successive one year terms unless terminated as set forth herein.
- i. Both ALEGENT and SCHOOL are independent contractors. Neither party is authorized or permitted to act as an agent or employee of the other. Nothing in this Agreement shall in any way limit or alter the control of the management, assets and affairs of the respective parties. Neither party, by virtue of this Agreement, assumes any liability for any debts or obligations of either a financial or a legal nature incurred by the other party to this Agreement.
- j. In order to adequately insure their respective personnel for liability arising out of the activities to be performed under this Agreement, SCHOOL and ALEGENT each agree to obtain and maintain in force and effect liability insurance to insure themselves and their respective personnel for liability arising out of activities to be performed under, or in any manner related to, this Agreement.

SCHOOL agrees to provide professional liability and general liability insurance for SCHOOL, its faculty, students and employees. ALEGENT agrees to provide professional liability and general liability insurance for ALEGENT, its staff, agents and employees. SCHOOL and ALEGENT shall each maintain professional liability insurance in the minimum amount of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) aggregate. SCHOOL and ALEGENT shall also each maintain comprehensive general liability insurance in the minimum amount of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate. Upon request, the parties agree to furnish to the other appropriate certificates of insurance. Both SCHOOL and ALEGENT agree that such insurance may not be revoked, reduced or changed in a material way without at least thirty (30) days' advance written notice to the other party.

- k. Students participating in the Program are employees neither of SCHOOL nor ALEGENT and shall not be entitled to receive compensation or benefits as employees of either party.
- l. ALEGENT shall indemnify, defend and hold harmless SCHOOL, its faculty, students, agents, employees, and Board of Directors from and against any and all liability, responsibility, damages, costs, and/or expenses, including reasonable attorney fees, arising, either directly or indirectly, from any act or failure to act by ALEGENT its staff, agents and employees which may occur during or which arise out of the performance of this Agreement.

SCHOOL shall indemnify, defend and hold harmless ALEGENT, its staff, agents, and employees from and against any and all liability, responsibility, damages, costs, and/or expenses, including reasonable attorney fees, arising, either directly or indirectly, from any act or failure to act by SCHOOL, its faculty, agents and employees which may occur during or which arise out of the performance of this Agreement.

- m. Neither party shall discriminate against any student because of race, color, religion, sex, national origin, handicap, special disabled veteran status, or Vietnam era veteran status. Both parties agree to comply with the Educational Rights and Privacy Act of 1974 governing the privacy of student records.
- n. The parties mutually concur with the Center for Disease Control Statement that there is a risk for accidental exposure to blood or bodily fluids for students in health profession education programs and, therefore, mechanisms for risk assessment and initiation of prompt treatment situations of high risk exposures are necessary. Therefore, ALEGENT shall have in place an Accidental Exposure to Patient Blood or Bodily Fluids policy. If an accidental exposure to blood or bodily fluids occurs to a faculty member or a student while involved in a clinical learning experience at ALEGENT, the faculty member or student will be treated as an ALEGENT employee under ALEGENT's exposure incident policy as provided in and limited by the next paragraph of this subsection.

ALEGENT is responsible for (a) assessing potential risk; (b) if necessary, securing informed consent and a blood sample from the source patient for testing; and (c) cost and performance of blood testing. The faculty member or student is responsible for obtaining and paying for follow-up care, including emergency treatment of high risk exposures, and is liable for the expense. A report of any occurrence of an accidental exposure involving faculty or students shall be forwarded to SCHOOL; such report shall not include information regarding blood test results, follow-up care, or the faculty member or student's medical status, absent written consent of the faculty member or student.

- o. In the event any provision of this Agreement is held to be invalid, for any reason, the parties agree that this Agreement shall remain binding between them and in full force and effect except for such invalidated provisions, unless to do so would substantially destroy the fundamental purpose of this Agreement.
- p. Neither party shall assign or transfer this Agreement, or any interest or duties herein, without the written consent of the other.
- q. This Agreement shall be subject to, and construed under, the laws of the State of Nebraska; however, if applicable, SCHOOL does not waive its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement.
- r. This Agreement replaces and supersedes any and all agreements or understandings, whether written or oral, between the parties hereto prior to the date of this Agreement regarding the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

ALEGENT HEALTH

SCHOOL:

COLLEGE OF SAINT MARY

By 

By Mary Ann Hoeller, Ph.D., RN

Title COO

Title Dean, School of Health Care Professions



December 20, 2011

President Maryanne Stevens  
College of Saint Mary  
7000 Mercy Road  
Omaha, NE 68106

Dear President Stevens:

This letter is formal notification of the action taken concerning College of Saint Mary by the Higher Learning Commission. At its meeting on December 19, 2011, the Institutional Actions Council (IAC) voted on the items below. The date of this letter constitutes the effective date of your new status with the Commission.

**Action.** The IAC voted to continue the accreditation of the College of Saint Mary through the AQIP process with the next reaffirmation in 2018-19.

I have enclosed your institution's *Statement of Affiliation Status (SAS)* and *Organizational Profile (OP)*. The *SAS* is a summary of your institution's ongoing relationship with the Commission. The *OP* is generated from data you provided in your most recent Annual Institutional Data Update. If the current Commission action included changes to the *SAS* or *OP*, we have made those changes. No other institutional information was changed.

The *SAS* and *OP* will be posted to the Commission Web site on Tuesday, January 10. If you have questions about these documents, please contact Stephen D. Spangehl, your staff liaison before Monday, January 9. Information about notifying the public of this action is found in Chapter 8.3-3 and 8.3-4 of the *Handbook of Accreditation, Third Edition*.

Please be aware of Commission policy on planned or proposed institutional changes that require Commission action before their initiation. You will find the Commission's change policy at [ncahlc.org/information-for-institutions/institutional-change.html](http://ncahlc.org/information-for-institutions/institutional-change.html). If you have questions about how planned institutional changes might affect your relationship with the Commission, please write or call Stephen D. Spangehl.

On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,

Sylvia Manning  
President

Enclosures: Statement of Affiliation Status  
Organizational Profile  
cc: Chair of the Board



**STATEMENT OF AFFILIATION STATUS**

COLLEGE OF SAINT MARY  
7000 Mercy Road  
Omaha, NE 68106

*Affiliation Status:* Candidate: Not Applicable  
Accreditation: (1958- .)

**AQIP PARTICIPANT**

**Nature of Organization**

*Legal Status:* Private NFP  
*Degrees Awarded:* A, B, M, D

**Conditions of Affiliation:**

*Stipulations on Affiliation Status:* Accreditation at the Doctoral level is limited to the Ed.D. program.

*Approval of New Additional Locations:* Prior Commission approval required.

*Approval of Distance and Correspondence Courses and Programs:* New Commission policy on institutional change became effective July 1, 2010. Some aspects of the change processes affecting distance delivered courses and programs are still being finalized. This entry will be updated in 2011 to reflect current policy. In the meantime, see the Commission's Web site for information on seeking approval of distance education courses and programs.

*Reports Required:* None.

*Other Visits Scheduled:* AQIP Quality Checkup: 2017 - 2018;

**Summary of Commission Review**

*Year of Admission to AQIP:* 12/14/2004  
*Year of Last PEAQ Comprehensive Evaluation:* 2000 - 2001  
*Year of Last Systems Appraisal:* 2008 - 2009  
*Year of Next Systems Appraisal:* 2012 - 2013  
*Year of Last Reaffirmation of Accreditation:* 2011 - 2012  
*Year of Next Reaffirmation of Accreditation:* 2018 - 2019  
*Date of Last Action:* 12/19/2011



## ORGANIZATIONAL PROFILE

COLLEGE OF SAINT MARY  
7000 Mercy Road  
Omaha, NE 68106

### Enrollment Demographics (by headcount) (HLC Posted: 05/09/2011)

	<u>Full-Time</u>	<u>Part-Time</u>
Undergraduate:	658	156
Graduate:	185	71

### Educational Programs (HLC Posted: 07/18/2011)

		<u>Program Distribution</u>	<u>Total Awarded</u>
Leading to Undergraduate degrees:	Associate	7	74
	Bachelors	23	120
Leading to Graduate degrees:	Masters	5	100
	Specialist	0	0
	Doctoral	1	23
Certificate Programs:		5	41

### Dual Enrollment (HLC Posted: 05/09/2011)

Headcount in all dual enrollment (high school) programs 9

### Off-Campus Activities (HLC Posted: 05/09/2011)

In-State:      Campuses:            None  
                  Additional Locations: Lincoln (CSM Lincoln Campus)  
                  Course Locations:      1

Out-of-State: Campuses:            None  
                  Additional Locations: None  
                  Course Locations:      None

Out-of-U.S.:  Campuses:            None  
                  Additional Locations: None  
                  Course Locations:      None

### Distance Education Programs (HLC Posted: 05/09/2011)

None

### Correspondence Education Programs (HLC Posted: 05/09/2011)

None

# NLNAC

National League for Nursing Accrediting Commission, Inc.

## BOARD OF COMMISSIONERS

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American Farm Bureau Federation  
Washington, District of Columbia

LEE E. WURSTER, JD  
Retired Attorney  
Dublin, Ohio

March 23, 2012

Kathleen Zajic, EdD, RN  
Director of Nursing Programs  
College of Saint Mary  
7000 Mercy Road  
Omaha, NE 68106

Dear Dr. Zajic:

This letter is formal notification of the action taken by the National League for Nursing Accrediting Commission (NLNAC) at its meeting on March 1-2, 2012. The Board of Commissioners granted the baccalaureate nursing program continuing accreditation and scheduled the next evaluation visit for Fall 2019. The Board of Commissioners granted the associate nursing program continuing accreditation and scheduled the next evaluation visit for Fall 2019.

Deliberations centered on the Self-Study Report, the School Catalog, the Site Visitors' Report, and the recommendation for accreditation proposed by the Program Evaluators and the Evaluation Review Panel. (See Summary of Deliberations and Recommendation of the Evaluation Review Panel.)

The Board of Commissioners identified the following strengths and areas needing development:

#### Areas of Strength by Accreditation Standard

##### **Standard 1 Mission and Administrative Capacity**

- Multiple partnerships that benefit the community and enhance student learning (B/A)
- The program's commitment to the mission of the College through empowerment of women, fostering leadership skills, and the health ministry in the pursuit of higher education (B/A)

College of Saint Mary

Page 1

**Areas of Strength by Accreditation Standard (continued)**

**Standard 3 Students**

- Support to students with children with the housing initiative (B)

**Standard 4 Curriculum**

- Ongoing involvement of students through the learning circles (B)

**Standard 5 Resources**

- Exceptional physical and fiscal resources (B)

**Areas Needing Development by Accreditation Standard**

**Standard 2 Faculty and Staff**

- Develop clear plan for faculty teaching assignments. (B/A)
- Continue to support faculty in pursuit of continuing education and the terminal degree. (A)

**Standard 3 Students**

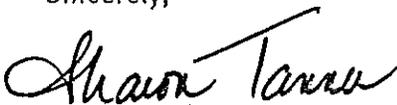
- Ensure integrity of prerequisite course information in academic catalog and course syllabi. (B)
- Review and revise the associate curriculum plans to better reflect student progression through the curriculum in all published and public documents, including print and electronic sources. (A)

**Standard 6 Outcomes**

- Review and revise the systematic evaluation plan to reflect ongoing assessment of the student learning outcomes and program outcomes. (B/A)
- Ensure data are collected, analyzed, and trended for graduate satisfaction. (B/A)
- Implement strategies to ensure the program meets the expected level of achievement for program completion. (A)
- Ensure data are adequate to assess outcomes including graduate satisfaction after completion of the program. (A)

On behalf of the Board of Commissioners, we thank you and your colleagues for your commitment to quality nursing education. If you have questions about this action or about Commission policies and procedures, please contact me.

Sincerely,



Sharon J. Tanner, EdD, RN  
Chief Executive Officer

cc: Christine Markut, Program Evaluator  
Lynn Korvick, Program Evaluator  
Valerie Warner, Program Evaluator  
Susan Bowers, Program Evaluator  
Denise Myricks, Program Evaluator

Enc. Summary of Deliberations of the Evaluation Review Panel

SUMMARY OF DELIBERATIONS AND RECOMMENDATION OF THE  
BACCALAUREATE/ASSOCIATE EVALUATION REVIEW PANEL  
FALL 2011 ACCREDITATION CYCLE

COLLEGE OF SAINT MARY  
NEBRASKA

Program Accreditation History

<b>Baccalaureate</b>	Established: <u>1983</u>	Initial Accreditation: <u>October 1986</u>	Last Evaluation Visit: <u>Fall 2003</u> Action: <u>Continuing Accreditation</u>
<b>Associate</b>	Established: <u>1969</u>	Initial Accreditation: <u>June 1973</u>	Last Evaluation Visit: <u>Fall 2003</u> Action: <u>Continuing Accreditation</u>

Overview

<b>Baccalaureate</b>	Length of Program: <u>128 credit hours; 2 years of full-time study after completion of the ASN 2-track or in 1 year after completion of the ASN 3-track. Part-time study also available.</u>		
	Number of Students: <u>38</u>	Full-time: <u>24</u>	Part-time: <u>14</u>
	Number of Faculty: <u>6</u>	Full-time: <u>0</u>	Part-time: <u>6</u>
<b>Associate</b>	Length of Program: <u>72 credit hours; ASN 2-track in 2 years of full-time study. ASN 3-track in 3 years. Part-time study also available.</u>		
	Number of Students: <u>166</u>	Full-time: <u>157</u>	Part-time: <u>9</u>
	Number of Faculty: <u>17</u>	Full-time: <u>10</u>	Part-time: <u>7</u>

Evaluation Review Panel Summary

Recommendation:

**Baccalaureate:**

Continuing accreditation as the program is in compliance with all Accreditation Standards. Next visit in eight (8) years.

**Associate:**

Continuing accreditation as the program is in compliance with all Accreditation Standards. Next visit in eight (8) years.

**Commentary:**

**Areas of Strength by Accreditation Standard**

**Standard 1 Mission and Administrative Capacity**

- Multiple partnerships that benefit the community and enhance student learning (B/A)
- The program's commitment to the mission of the College through empowerment of women, fostering leadership skills, and the health ministry in the pursuit of higher education (B/A)

**Standard 3 Students**

- Support to students with children by housing initiative (B)

**Standard 4 Curriculum**

- Ongoing involvement of students through the learning circles (B)

**Standard 5 Resources**

- Exceptional physical and fiscal resources (B)

**Areas Needing Development by Accreditation Standard**

**Standard 2 Faculty and Staff**

- Develop clear plan for faculty teaching assignments. (B/A)
- Continue to support faculty in pursuit of continuing education and the terminal degree. (A)

**Standard 3 Students**

- Ensure integrity of prerequisite course information in academic catalog and course syllabi. (B)
- Review and revise the associate curriculum plans to better reflect student progression through the curriculum in all published and public documents, including print and electronic sources. (A)

**Standard 6 Outcomes**

- Review and revise the systematic evaluation plan to reflect ongoing assessment of the student learning outcomes and program outcomes. (B/A)
- Ensure data are collected, analyzed, and trended for graduate satisfaction. (B/A)
- Implement strategies to ensure the program meets the expected level of achievement for program completion. (A)
- Ensure data are adequate to assess outcomes including graduate satisfaction after completion of the program. (A)



Accreditation MEMORANDUM

Council for

Occupational

Therapy

Education

The American

Occupational

Therapy

Association, Inc.

TO: Maryanne Stevens, RSM, PhD  
President  
College of Saint Mary  
  
Christine Pharr, PhD  
Vice President of Academic Affairs  
College of Saint Mary

Callie Watson, OTD, OT/L  
Program Director  
Occupational Therapy Program  
College of Saint Mary

FROM: Letha J. Mosley, PhD, OTR/L, FAOTA  
ACOTE Chairperson

DATE: May 6, 2011

SUBJECT: ACOTE Action

*More Than  
75 Years of  
Service,  
Experience,  
and*

*Excellence in  
Accreditation*

-----  
Enclosed is the report detailing the accreditation decision made at the April 16-17, 2011 meeting of the Accreditation Council for Occupational Therapy Education (ACOTE®) regarding your occupational therapy program. Please feel free to contact AOTA Accreditation staff should you have any questions.

Enclosures: Report of ACOTE Action  
Revised Certificate of Accreditation (program director only)

cc: Dorothy P. Bethea, EdD, OTR/L, Reviewer, ACOTE (Encl. Report of ACOTE Action)  
Dahlia Castillo, MS, OTR, Reviewer, ACOTE (Encl. Report of ACOTE Action)  
Neil Harvison, PhD, OTR/L, FAOTA, Director of Accreditation, AOTA (Encl. Report of ACOTE Action)

Parcels

4720 Montgomery Lane  
Bethesda, MD 20814-3425

Correspondence

PO Box 31220  
Bethesda, MD 20824-1220

Telephone/Fax

301-652-AOTA (2682)  
301-652-7711 (Fax)  
800-377-8555 (TDD)

Internet

Web site: [www.aota.org](http://www.aota.org)  
E-mail: [accred@aota.org](mailto:accred@aota.org)



**REPORT OF ACOTE ACTION**  
Meeting of April 16-17, 2011

**Program Reviewed:**

College of Saint Mary  
OT program (combined baccalaureate/master's)  
Omaha, Nebraska

**Material Reviewed:**

Progress Report

**Action Taken:**

Accept the Progress Report.

**Corrected Areas of Noncompliance:**

Areas of noncompliance #1 and #2 as cited by ACOTE in August 2010 are considered fully corrected. No further report is required.

**Accreditation Status:** ACCREDITATION

**Additional Comment:**

Because the cited areas of noncompliance have been fully resolved within 1 year of ACOTE's accreditation action, ACOTE further voted to grant a 3-year extension of the accreditation term previously awarded. Therefore, the next on-site evaluation of the occupational therapy program has been moved to the 2019/2020 academic year. A revised ACOTE Certificate of Accreditation that reflects the full 10-year accreditation term has been forwarded to the program director.

COLLEGE OF SAINT MARY  
CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

DANA F. COLE & COMPANY, LLP  
CERTIFIED PUBLIC ACCOUNTANTS

COLLEGE OF SAINT MARY  
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DANA F. COLE & COMPANY, LLP  
CERTIFIED PUBLIC ACCOUNTANTS  
1248 O STREET, SUITE 500  
LINCOLN, NEBRASKA 68508

INDEPENDENT AUDITORS' REPORT

Board of Directors  
College of Saint Mary  
Omaha, Nebraska

We have audited the accompanying consolidated statements of financial position of College of Saint Mary as of June 30, 2011 and 2010, and the related consolidated statements of activities and cash flows for the years then ended. These financial statements are the responsibility of the management of College of Saint Mary. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the consolidated financial position of College of Saint Mary as of June 30, 2011 and 2010, and the results of its operations and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated October 27, 2011, on our consideration of College of Saint Mary's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audits.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations", and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Dana Cole + Company, LLP

Lincoln, Nebraska  
October 27, 2011

COLLEGE OF SAINT MARY  
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2011 AND 2010

	<u>2011</u>	<u>2010</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 5,482,293	\$ 4,152,998
Student accounts receivable, net of allowance; 2011 and 2010 - \$180,000	646,380	735,655
Grants and other receivables	412,748	115,596
Notes receivable, net of allowance; 2011 - \$194,400, 2010 - \$174,800	969,049	978,139
Inventories	119,592	95,119
Prepaid expenses and other assets	156,101	176,609
Pledges receivable, net of allowance; 2011 - \$93,000, 2010 - \$13,000	7,273,902	1,321,192
Investments	9,506,665	8,138,951
Property and equipment, at cost:		
Buildings and grounds	47,420,093	43,293,432
Equipment and library holdings	4,336,496	3,672,445
Construction in progress	1,272,106	408,940
	53,028,695	47,374,817
Less accumulated depreciation	20,201,589	18,118,859
Net property and equipment	32,827,106	29,255,958
 Total assets	 \$ 57,393,836	 \$ 44,970,217
 <b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 1,059,712	\$ 1,093,250
Student deposits and deferred income	705,627	886,722
Present value of annuities payable	80,761	84,764
Refundable loan programs	1,288,709	1,197,088
Deposit on land contract	1,760,000	2,010,000
Notes payable	614,000	915,786
	5,508,809	6,187,600
Total liabilities	5,508,809	6,187,600
 <b>NET ASSETS</b>		
Unrestricted	38,570,574	33,107,213
Temporarily restricted	9,846,586	2,291,539
Permanently restricted	3,467,867	3,383,865
	51,885,027	38,782,617
Total net assets	51,885,027	38,782,617
 Total liabilities and net assets	 \$ 57,393,836	 \$ 44,970,217

See accompanying notes to financial statements

COLLEGE OF SAINT MARY  
CONSOLIDATED STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2011

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
<b>REVENUES</b>				
Tuition and fees	\$ 20,035,054	\$ -	\$ -	\$ 20,035,054
Institutional aid - Unfunded	(5,115,221)	-	-	(5,115,221)
Institutional aid - Funded	(1,233,303)	-	-	(1,233,303)
Total Institutional aid	(6,348,524)	-	-	(6,348,524)
Net tuition and fees	13,686,530	-	-	13,686,530
Interest and dividends	195,062	104,681	-	299,743
Realized gains (losses) on Investments	84,413	72,148	-	156,561
Unrealized gains (losses) on Investments	559,761	426,524	-	986,285
Net loss on annuity obligations	(27,632)	-	-	(27,632)
Private gifts, grants and bequests	4,211,912	8,556,605	84,002	12,852,519
Government contracts and grants	176,693	-	-	176,693
Auxiliary enterprises	1,997,413	-	-	1,997,413
Other	64,657	-	-	64,657
Total revenues	20,948,809	9,159,958	84,002	30,192,769
Net assets released from restriction	1,518,892	(1,518,892)	-	-
	<u>22,467,701</u>	<u>7,641,066</u>	<u>84,002</u>	<u>30,192,769</u>
<b>EXPENSES</b>				
Instructional	4,933,619	-	-	4,933,619
Academic support	444,946	-	-	444,946
Student services	1,887,329	-	-	1,887,329
Operation and maintenance of plant	3,284,895	-	-	3,284,895
General Institutional support	4,712,070	-	-	4,712,070
Fundraising expenses	511,155	-	-	511,155
Change in provision for uncollectible pledges	-	86,019	-	86,019
Total educational and general	15,774,014	86,019	-	15,860,033
Auxiliary expenses	1,322,483	-	-	1,322,483
Total expenses	<u>17,096,497</u>	<u>86,019</u>	<u>-</u>	<u>17,182,516</u>
Increase in Net Assets	5,371,204	7,555,047	84,002	13,010,253
Net Assets, Beginning of Year	33,107,213	2,291,539	3,383,865	38,782,617
Transfer of net assets from subsidiary	92,157	-	-	92,157
Net Assets, End of Year	<u>\$ 38,570,574</u>	<u>\$ 9,846,586</u>	<u>\$ 3,467,867</u>	<u>\$ 51,885,027</u>

See accompanying notes to financial statements

COLLEGE OF SAINT MARY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2010

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
<b>REVENUES</b>				
Tuition and fees	\$ 19,222,767	\$ -	\$ -	\$ 19,222,767
Institutional aid - Unfunded	(4,576,285)	-	-	(4,576,285)
Institutional aid - Funded	<u>(1,000,083)</u>	<u>-</u>	<u>-</u>	<u>(1,000,083)</u>
Total institutional aid	<u>(5,576,368)</u>	<u>-</u>	<u>-</u>	<u>(5,576,368)</u>
Net tuition and fees	13,646,399	-	-	13,646,399
Interest and dividends	189,284	57,788	(142)	246,910
Realized losses on investments	553,133	262,454	162	815,749
Unrealized losses on investments	(48,867)	(25,268)	(7,346)	(81,481)
Net gain on annuity obligations	8,760	-	-	8,760
Private gifts, grants and bequests	390,993	1,187,666	85,552	1,664,211
Government contracts and grants	184,069	-	-	184,069
Auxiliary enterprises	1,931,722	-	-	1,931,722
Other	<u>6,532</u>	<u>-</u>	<u>-</u>	<u>6,532</u>
Total revenues	16,862,025	1,482,620	78,226	18,422,871
Net assets released from restriction	<u>1,778,322</u>	<u>(1,778,322)</u>	<u>-</u>	<u>-</u>
	<u>18,640,347</u>	<u>(295,702)</u>	<u>78,226</u>	<u>18,422,871</u>
<b>EXPENSES</b>				
Instructional	4,547,211	-	-	4,547,211
Academic support	426,396	-	-	426,396
Student services	1,715,282	-	-	1,715,282
Operation and maintenance of plant	3,238,660	-	-	3,238,660
General institutional support	4,321,836	-	-	4,321,836
Fundraising expenses	624,863	-	-	624,863
Change in provision for uncollectible pledges	<u>-</u>	<u>(6,000)</u>	<u>-</u>	<u>(6,000)</u>
Total educational and general	14,874,248	(6,000)	-	14,868,248
Auxiliary expenses	<u>1,251,003</u>	<u>-</u>	<u>-</u>	<u>1,251,003</u>
Total expenses	<u>16,125,251</u>	<u>(6,000)</u>	<u>-</u>	<u>16,119,251</u>
Increase (Decrease) in Net Assets	2,515,096	(289,702)	78,226	2,303,620
Net Assets, Beginning of Year	<u>30,592,117</u>	<u>2,581,241</u>	<u>3,305,639</u>	<u>36,478,997</u>
Net Assets, End of Year	<u>\$ 33,107,213</u>	<u>\$ 2,291,539</u>	<u>\$ 3,383,865</u>	<u>\$ 38,782,617</u>

See accompanying notes to financial statements

COLLEGE OF SAINT MARY  
CONSOLIDATED STATEMENT OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2011 AND 2010

	<u>2011</u>	<u>2010</u>
<b><u>OPERATING ACTIVITIES</u></b>		
Change in net assets	\$ 13,010,253	\$ 2,303,620
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	2,082,730	2,016,861
Provision for losses on pledges receivable	80,000	-
Net realized and unrealized (gains) losses on investments	(1,142,846)	(730,809)
Actuarial (gain) loss on annuity obligations	27,632	(8,760)
Loss on disposal of property and equipment	-	8,355
Contribution of land	(3,450,000)	-
Contributions received for long-term investment	(82,119)	(86,458)
Contributions and pledges received for acquisition of long-lived assets	(7,765,752)	(1,336,610)
Student loans cancelled	9,343	10,259
Cash received from subsidiary	92,157	-
Changes in:		
Student accounts receivable	89,275	(244,507)
Grants and other receivables	(297,152)	(20,031)
Pledges and estates receivable	(6,032,710)	716,722
Allowance for uncollectible loans	19,600	8,200
Inventories	(24,473)	45,957
Prepaid expenses and other assets	20,508	(32,892)
Accounts payable and accrued expenses	(188,865)	327,917
Student deposits	(181,095)	196,270
Net cash provided (used) by operating activities	<u>(3,733,514)</u>	<u>3,174,094</u>
<b><u>INVESTING ACTIVITIES</u></b>		
Purchases of fixed assets	(2,048,551)	(1,212,945)
Net purchases of investments	(224,868)	(999,608)
Loans advanced to students	(220,795)	(238,800)
Collection of loans to students	<u>200,942</u>	<u>151,215</u>
Net cash used by investing activities	<u>(2,293,272)</u>	<u>(2,300,138)</u>
<b><u>FINANCING ACTIVITIES</u></b>		
Principal payments on long-term debt	(301,786)	(2,955,369)
Principal payments on land contract	(250,000)	(250,000)
Proceeds from contributions received for long-term investment	82,119	86,458
Proceeds from contributions received for acquisitions of long-lived assets	7,765,752	1,336,610
Net change in refundable loan balance	91,621	10,200
Payment of annuity obligations	<u>(31,625)</u>	<u>(31,625)</u>
Net cash provided (used) by financing activities	<u>7,356,081</u>	<u>(1,803,726)</u>
Increase (Decrease) in Cash and Cash Equivalents	1,329,295	(929,770)
Cash and Cash Equivalents, Beginning of Year	<u>4,152,998</u>	<u>5,082,768</u>
Cash and Cash Equivalents, End of Year	<u>\$ 5,482,293</u>	<u>\$ 4,152,998</u>
Additional Cash Flows Information:		
Interest paid	\$ 32,892	\$ 163,748
Property and equipment purchases in accounts payable	155,327	165,984

See accompanying notes to financial statements

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 1 - Nature of Operations and Summary of Significant Accounting Policies

Nature of Operations

The College of Saint Mary (the "University") is a private, independent, Catholic institution of higher education. The University has entered into an affiliation agreement with the Sisters of Mercy of the Americas, West Midwest Community. The University operations and accounting systems remain separate and distinct from the Sisters of Mercy. The University operates from campuses in Omaha and Lincoln, Nebraska. Students are recruited primarily from the Midwest. Major federally funded student financial aid programs in which the University participates include the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work-Study, Federal Family Education Loan, Federal Perkins Loan Program, Federal Nursing Student Loan Program, National Science and Mathematics Access to Retain Talent Grant, Academic Competitiveness Grant and Teacher Education Assistance for College and Higher Education Grant Program. The University extends unsecured credit to students.

On September 8, 2010, the University became the sole corporate member of the College of Saint Mary Spellman Early Childhood Development Center (the "Center"). The Center is located on the campus of the University and provides onsite child development for University students, faculty, staff, as well as, the Omaha community. In addition, the Center serves as a lab school for the University's early childhood development degree program. The University raises funds to support children of University students eligible for Title XX funds to use the Center.

Basis of Consolidation

The consolidated financial statements for the year ended June 30, 2011 include the financial information of the University and the College of Saint Mary Spellman Early Childhood Development Center, its wholly-owned subsidiary. All intercompany transactions and balances have been eliminated.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, losses and other changes in net assets during the reporting period. Actual results could differ from those estimates.

Material estimates that are particularly susceptible to significant change relate to the determination of the allowance for uncollectible contributions.

Basis of Accounting

The financial statements of the University have been prepared on the accrual basis of accounting.

Resources are reported for accounting purposes into separate classes of net assets based on the existence or absence of donor-imposed restrictions. In the accompanying financial statements, net assets that have similar characteristics have been combined into similar categories.

Cash and Cash Equivalents

The University typically considers all liquid investments with original maturities of three months or less to be cash equivalents. At June 30, 2011 and 2010, cash equivalents consisted of money market accounts.

Cash and cash equivalents reported in the accompanying financial statements includes restricted cash for federal student loan requirements of \$382,554 in 2011 and \$387,147 in 2010.

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 1 - Nature of Operations and Summary of Significant Accounting Policies (continued)

Investments and Investment Return

Investments are stated at fair value. Equity securities are all marketable investments which are valued at the last reported market price. Fixed Income securities are carried at their estimated fair value as determined by management, based upon unit net asset values provided by fund managers. Investment return includes dividends, interest and other investment income and realized and unrealized gains and losses on investments carried at fair value.

Investment return that is initially restricted by donor stipulation and for which the restriction will be satisfied in the same year is included in temporarily restricted net assets and then released from restriction. Other investment return is reflected in the statements of activities as unrestricted, temporarily restricted or permanently restricted based upon the existence and nature of any donor or legally imposed restrictions.

The University maintains pooled investment accounts for its endowments. Investment income and realized and unrealized gains and losses from securities in the pooled investment accounts are allocated monthly to individual endowments based on the relationship of the fair value of the interest of each endowment to the total fair value of the pooled investments accounts, as adjusted for additions to or deductions from those accounts.

As a result of market volatility, the market value of certain permanent endowments is less than the historic gift value of such endowments. Endowments with such market value deficiency are referred to as "underwater." While endowment payout typically is derived both from investment income and, to the extent needed, accumulated gains, the portion of payout derived from accumulated gains for these underwater endowments legally cannot be spent, and accordingly, is reinvested into the endowment principal. Reinvestment on underwater endowments occurs only as long as the market value of such endowments remains less than the historic gift value of the endowment. The amount reflected within permanently restricted net assets is the original gift value, while unrestricted net assets reflect a funding obligation to bring these underwater endowments back to their full value. As of June 30, 2011, one endowment is underwater, with a total amount less than the original gift value of \$1,589. As of June 30, 2010, 26 endowments were underwater, with a total amount less than the original gift values of \$82,598.

Student Accounts Receivable and Notes Receivable

Student accounts receivable are stated at the amounts billed to the students less applied scholarships and loan proceeds. The University provides an allowance for doubtful accounts, which is based upon a review of outstanding receivables, historical collection information and existing economic conditions. Tuition is generally due at the beginning of the semester unless the student has signed a payment plan agreement. Charges that are past due without payments for three consecutive months, have had no response to the due diligence process and are assigned to third-party collection agencies are considered delinquent. Delinquent receivables are written off based on individual credit evaluation and specific circumstances to the student.

Notes receivable consist of amounts due under federal loan and institutional loan programs and are stated at their outstanding principal amounts, net of an allowance for doubtful notes. Loans are made to students based on demonstrated financial need for both federal and institutional loan programs and satisfaction of federal eligibility requirements for the federal loan programs. Principal and interest payments on loans generally do not commence until after the borrower graduates or otherwise ceases enrollment. The University provides an allowance for doubtful notes, which is based upon a review of outstanding loans, historical collection information and existing conditions. Interest income is recorded as received, which is not materially different from the amount that would have been recognized on the accrual basis. Loans that are delinquent continue to accrue interest. Loans that are past due for at least one payment are considered delinquent. Delinquent loans are written off based on individual credit evaluation and specific circumstances of the student.

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 1 - Nature of Operations and Summary of Significant Accounting Policies (continued)

Inventories

Inventories are stated at the lower of cost (first-in, first-out method) or market. The inventory is bookstore related.

Property, Buildings and Equipment

Property, buildings and equipment are stated at cost. Depreciation of buildings and equipment is computed on a straight-line basis over the following estimated useful service lives:

Buildings and building improvements	45 years
Furniture, fixtures and equipment	5-20 years

Contributions

Gifts of cash and other assets received without donor stipulations are reported as unrestricted revenue and net assets. Gifts received with a donor stipulation that limits their use are reported as temporarily or permanently restricted revenue and net assets. When a donor-stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restriction. Gifts having donor stipulations that are satisfied in the period the gift is received are reported as temporarily restricted revenue and then released from restriction.

Gifts of land, buildings, equipment and other long-lived assets are reported as unrestricted revenue and net assets unless explicit donor stipulations specify how such assets must be used, in which case the gifts are reported as temporarily or permanently restricted revenue and net assets. Absent explicit donor stipulations for the time long-lived assets must be held, expirations of restrictions resulting in reclassification of temporarily restricted net assets as unrestricted net assets are reported when the long-lived assets are placed in service.

Unconditional gifts expected to be collected within one year are reported at their net realizable value. Unconditional gifts expected to be collected in future years are reported at the present value of estimated future cash flows.

Conditional gifts depend on the occurrence of a specified future and uncertain event to bind the potential donor and are recognized as assets and revenue when the conditions are substantially met and the gift becomes unconditional.

In-Kind Contributions

Gifts of property and equipment are recorded at fair value at the date of the gift. Contributions of services are recognized if the services received (a) create or enhance non-financial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Refundable Loan Program

The University records the activity for federally funded student loans, including the Nursing Student Loan Program for both associate degrees (NSL-ADN) and bachelor degrees (NSL-BSN) and Perkins (NDSL) loans, as well as the related receivable and liability. Institutional loans are classified as unrestricted net assets.

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 1 - Nature of Operations and Summary of Significant Accounting Policies (continued)

Income Taxes

The University qualifies as a nonprofit entity under the provisions of Section 501(c)(3) of the Internal Revenue Code and, accordingly, no provision for income taxes has been provided. The University would be subject to unrelated business income tax.

The University has adopted the provisions of FASB ASC 740-10, "Accounting for Uncertain Tax Positions". The University continually evaluates expiring statutes of limitations, audits, proposed settlements, changes in tax law and new authoritative rulings. The University's annual federal income tax returns for 2008 and after may be subject to examination by the IRS; returns are generally open for examination for three years after they are filed.

Deferred Income

As the University recognizes tuition revenue and related expenses proportionally over the term students are enrolled, certain revenues have been deferred as of June 30.

Compensated Absences

The University recognizes employees' vacation benefits in the period earned.

Advertising

The University expenses advertising cost as incurred. Advertising expense was \$471,271 and \$491,176 for the years ended June 30, 2011 and 2010, respectively.

Reclassifications

Certain reclassifications have been made to the 2010 financial statements to conform to the 2011 financial statement presentation. These reclassifications have no net effect on net assets.

Note 2 - Investments

Investments are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, the University used various methods including market, income and cost approaches. Based on these approaches, the University often utilizes certain assumptions that market participants would use in pricing the asset or liability, including assumptions about risk and or the risks inherent in the inputs to the valuation technique. These inputs can be readily observable, market corroborated, or generally unobservable inputs. The University utilizes valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs. Based on the observability of the inputs used in the valuation techniques, the University is required to provide the following information according to the fair value hierarchy. The fair value hierarchy ranks the quality and reliability of the information used to determine fair values. Financial assets and liabilities carried at fair value will be classified and disclosed in one of the following three categories:

Level 1 - Valuations for assets and liabilities traded in active exchange markets, such as the New York Stock Exchange. Level 1 also includes U.S. Treasury and federal agency securities and federal agency mortgage-backed securities, which are traded by dealers or brokers in active markets. Valuations are obtained from readily available pricing sources for market transactions involving identical assets or liabilities.

Level 2 - Valuations for assets and liabilities traded in less active dealer or broker markets. Valuations are obtained from third party pricing services for identical or similar assets or liabilities.

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 2 - Investments (continued)

Level 3 - Valuations for assets and liabilities that are derived from other valuation methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer, or broker traded transactions. Level 3 valuations incorporate certain assumptions and projections in determining the fair value assigned to such assets or liabilities.

For the fiscal years ended June 30, 2011 and 2010, the application of valuation techniques applied to similar assets has been consistent. The following is a description of the valuation methodologies used for instrument measured at fair value:

Marketable Equity Securities

The fair value of marketable equity securities is the market value based on quoted market prices, when available, or market prices provided by recognized broker dealers. If listed prices or quotes are not available, fair value is based upon externally developed models that use unobservable inputs due to the limited market activity of the instrument.

Fair Value on a Recurring Basis

The tables below present the balances of assets measured at June 30, 2011 and 2010 at fair value on a recurring basis.

	2011			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Global Equity Securities	\$ 5,367,534	\$ 5,367,534	\$ -	\$ -
Fixed Income Securities -				
Total Return Bond Pool	1,205,864	1,205,864	-	-
Short Term Bond Pool	1,147,207	1,147,207	-	-
Mercy Partnership Fund	77,986	77,986	-	-
Certificates of Deposit	<u>1,708,074</u>	<u>1,708,074</u>	-	-
	<u>\$ 9,506,665</u>	<u>\$ 9,506,665</u>	<u>\$ -</u>	<u>\$ -</u>
	2010			
	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Global Equity Securities	\$ 3,300,506	\$ 3,300,506	\$ -	\$ -
Fixed Income Securities -				
Total Return Bond Pool	1,753,512	1,753,512	-	-
Short Term Bond Pool	1,325,608	1,325,608	-	-
Mercy Partnership Fund	46,588	46,588	-	-
Certificates of Deposit	<u>1,712,737</u>	<u>1,712,737</u>	-	-
	<u>\$ 8,138,951</u>	<u>\$ 8,138,951</u>	<u>\$ -</u>	<u>\$ -</u>

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 2 - Investments (continued)

The carrying amounts, market value, unrealized gains and unrealized losses of the Level 1 marketable securities at June 30, 2011 and 2010 are as follows:

	2011		
	<u>Total Cost</u>	<u>Unrealized Gains (Losses)</u>	<u>Estimated Fair Value</u>
Global Equity Securities	\$ 4,737,787	\$ 629,747	\$ 5,367,534
Fixed Income Securities -			
Total Return Bond Pool	1,066,169	(20,366)	1,205,864
Short Term Bond Pool	1,014,437	(15,396)	1,147,207
Mercy Partnership Fund	68,873	(541)	77,986
Certificates of Deposit	<u>1,708,074</u>	<u>-</u>	<u>1,708,074</u>
	<u>\$ 8,595,339</u>	<u>\$ 593,443</u>	<u>\$ 9,506,665</u>
	2010		
	<u>Total Cost</u>	<u>Unrealized Gains (Losses)</u>	<u>Estimated Fair Value</u>
Global Equity Securities	\$ 3,338,840	\$ (38,334)	\$ 3,300,506
Fixed Income Securities -			
Total Return Bond Pool	1,773,878	(20,366)	1,753,512
Short Term Bond Pool	1,341,005	(15,397)	1,325,608
Mercy Partnership Fund	47,129	(541)	46,588
Certificates of Deposit	<u>1,712,737</u>	<u>-</u>	<u>1,712,737</u>
	<u>\$ 8,213,589</u>	<u>\$ (74,638)</u>	<u>\$ 8,138,951</u>

Management evaluates securities for other than temporary impairment at least on a quarterly basis, and more frequently when economic concerns warrant such evaluation. Consideration is given to (1) the length of time and the extent to which the fair value has been less than cost, (2) the financial conditions and near-term prospects of the issuer, and (3) the intent and ability of the University to retain its investments in the issuer for a period of time sufficient to allow for any anticipated recovery in fair value. As management has the ability to hold securities for the foreseeable future, no declines are deemed to be other than temporary.

Note 3 - Donor-designated Endowments

The University's endowment consists of 77 individual funds established for a variety of purposes. Its endowment includes both donor-restricted fund and funds designated by the Board of Directors to function as endowments. As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 3 - Donor-designated Endowments (continued)

Management of the University has interpreted the State Prudent Management of Institutional Funds Act (SPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the University classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriate for expenditure by the University in a manner consistent with the standard of prudence prescribed by SPMIFA. In accordance with SPMIFA, the University considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various fund, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the University, and (7) the University's investment policies.

Investment Return Objectives, Risk Parameters and Strategies

The University has adopted investment and spending policies, approved by the Board of Directors, for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment funds while also maintaining the purchasing power of those endowment assets over the long-term. Accordingly, the investment process seeks to achieve an after-cost total real rate of return, including investment income as well as capital appreciation, which exceeds the annual distribution with acceptable levels of risk. Endowment assets are invested in a well diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution of 5.5%, while growing the funds if possible. Therefore, the University expects its endowment assets, over time, to produce an average rate of return of approximately 8.0% annually. Actual return in any given year may vary from this amount. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

Spending Policy

The University has a policy of appropriating for distribution each year 5.5% of its endowment fund's average fair value of the prior 3 years through the calendar year-end preceding the fiscal year in which the distribution is planned. In establishing this policy, the University considered the long-term expected return on its investment assets, the nature and duration of the individual endowment funds, many of which must be maintained in perpetuity because of donor-restrictions, and the possible effects of inflation.

For the years ended June 30, 2011 and 2010, management elected not to take the annual allowable distribution for operations.

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 3 - Donor-designated Endowments (continued)

Endowment Net Asset Composition by Type of Fund as of June 30, 2011 is as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Donor-restricted endowment funds	\$ (1,589)	\$ 1,145,353	\$ 3,316,480	\$ 4,460,244
Board-designated endowment funds	<u>3,680,475</u>	<u>-</u>	<u>-</u>	<u>3,680,475</u>
	<u>\$ 3,678,886</u>	<u>\$ 1,145,353</u>	<u>\$ 3,316,480</u>	<u>\$ 8,140,719</u>

Changes in endowment net assets as of June 30, 2011 are as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Endowment net assets, beginning of year	\$ 2,999,049	\$ 595,834	\$ 3,197,458	\$ 6,792,341
Contributions	-	-	119,022	119,022
Investment income, net of expenses	128,288	104,681	-	232,969
Net appreciation (depreciation)	644,174	498,352	-	1,142,526
Amounts appropriated for expenditure	<u>(92,625)</u>	<u>(53,514)</u>	<u>-</u>	<u>(146,139)</u>
Endowment net assets, end of year	<u>\$ 3,678,886</u>	<u>\$ 1,145,353</u>	<u>\$ 3,316,480</u>	<u>\$ 8,140,719</u>

Endowment Net Asset Composition by Type of Fund as of June 30, 2010 is as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Donor-restricted endowment funds	\$ (82,597)	\$ 595,834	\$ 3,197,458	\$ 3,710,695
Board-designated endowment funds	<u>3,081,646</u>	<u>-</u>	<u>-</u>	<u>3,081,646</u>
	<u>\$ 2,999,049</u>	<u>\$ 595,834</u>	<u>\$ 3,197,458</u>	<u>\$ 6,792,341</u>

Changes in endowment net assets as of June 30, 2010 are as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Net Endowment Assets</u>
Endowment net assets, beginning of year	\$ 2,485,960	\$ 334,101	\$ 3,051,277	\$ 5,871,338
Contributions	500	-	153,507	154,007
Investment income, net of expenses	101,948	57,768	(142)	159,574
Net appreciation (depreciation)	504,266	236,682	(7,184)	733,764
Amounts appropriated for expenditure	<u>(93,625)</u>	<u>(32,717)</u>	<u>-</u>	<u>(126,342)</u>
Endowment net assets, end of year	<u>\$ 2,999,049</u>	<u>\$ 595,834</u>	<u>\$ 3,197,458</u>	<u>\$ 6,792,341</u>

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 3 - Donor-designated Endowments (continued)

At June 30, 2011 and 2010, the endowment balance includes \$342,128 and \$366,127, respectively, of cash which is reflected on the Statement of Financial Position as cash and cash equivalents rather than Investments. At June 30, 2011 and 2010, the endowment balance excludes \$1,708,074 and \$1,712,737, respectively, of certificates of deposit which are included within the investment balance on the Statement of Financial Position.

Note 4 - Pledges Receivable

Included in pledges receivable are the following unconditional promises to give categorized as direct by the donors:

	<u>2011</u>	<u>2010</u>
Due within one year	\$ 2,680,102	\$ 560,319
Due in one to five years	4,685,151	770,223
Due in more than five years	<u>10,250</u>	<u>21,000</u>
	7,375,503	1,351,542
Less:		
Allowance for uncollectible contributions	93,000	13,000
Unamortized discount	<u>8,601</u>	<u>17,350</u>
	<u>\$ 7,273,902</u>	<u>\$ 1,321,192</u>

A discount rate of .05% and .54% was used in 2011 and 2010, respectively. The discount rate is calculated on a three month rolling average of five year US Treasuries.

The allowance for uncollectible contributions is evaluated on a regular basis by management and is based upon historical experience, the nature and volume of the pledges, adverse situations that may affect the donor's ability to repay, and prevailing economic conditions. This evaluation is inherently subjective as it requires estimates that are susceptible to significant revision as more information becomes available.

**COLLEGE OF SAINT MARY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2011 AND 2010**

Note 5 - Notes Payable

At June 30, 2011 and 2010, notes payable consisted of the following:

	<u>2011</u>	<u>2010</u>
Note payable (A)	\$ -	\$ 190,786
Note payable (B)	<u>614,000</u>	<u>725,000</u>
	<u>\$ 614,000</u>	<u>\$ 915,786</u>

(A) Due July 21, 2014, with principal and interest due monthly at 5.40%, collateralized by the Lled Fitness Center. The note was paid in full on July 20, 2010.

(B) Obligations issued by Nebraska Educational Finance Authority and guaranteed by the University; interest only payments due monthly at a rate of 4.58% through April 9, 2013; outstanding principal is due May 9, 2013.

Interest expense amounted to \$32,600 and \$158,418 for outstanding notes payable for 2011 and 2010, respectively.

The following is a schedule by year of future expected notes payable maturities at June 30, 2011:

2012	\$ -
2013	614,000
2014	-
2015	-
2016	-
Thereafter	<u>-</u>
	<u>\$ 614,000</u>

The University also has a \$1,000,000 revolving credit agreement with a financial institution due on demand. As of June 30, 2011 and 2010, there were no borrowings against this credit agreement by the University. This credit agreement is unsecured. Interest on this agreement is 1.00% under prime (3.25% at June 30, 2011 and 2010) with a floor of 3.50% and is payable monthly.

Note 6 - Annuities Payable

The University has been the recipient of several gift annuities which require future payments to the donor or their named beneficiaries. The assets received from the donor are recorded at fair value. The University has recorded a liability at June 30, 2011 and 2010, totaling \$80,761 and \$84,754, respectively, which represents the present value of the future annuity obligations. The liability has been determined using rates of return ranging from 7.75% to 11.30%.

COLLEGE OF SAINT MARY  
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
 JUNE 30, 2011 AND 2010

Note 7 - Temporarily Restricted Net Assets

Temporarily restricted net assets consist of gifts contributed for a specified period or until occurrence of some future event.

Temporarily restricted net assets are available for the following purposes:

	<u>2011</u>	<u>2010</u>
General education	\$ 238,363	\$ 412,217
Scholarships	1,832,648	1,069,589
Capital Improvements	<u>7,775,576</u>	<u>809,733</u>
	<u>\$ 9,846,586</u>	<u>\$ 2,291,539</u>

Note 8 - Permanently Restricted Net Assets

Permanently restricted net assets consist of long-term investments that are restricted by the donors. These restrictions require that the resources be maintained permanently but permit the use of the income derived from the assets when minimum corpus levels have been achieved and maintained.

	<u>2011</u>	<u>2010</u>
General operations, education and scholarships	<u>\$ 3,467,867</u>	<u>\$ 3,383,865</u>

Note 9 - Net Assets Released from Restrictions

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors. These amounts released during the years ended June 30, 2011 and 2010 are as follows:

	<u>2011</u>	<u>2010</u>
Expenses incurred and scholarships paid	\$ 801,999	\$ 601,708
Maintenance of plant and capital improvements	<u>716,893</u>	<u>1,176,614</u>
	<u>\$ 1,518,892</u>	<u>\$ 1,778,322</u>

Note 10 - Pension Plan

The University has a 403(b) Deferred Tax Annuity Contract Purchase Retirement Plan (the Plan). This Plan is available to all employees who normally work 20 hours or more per week and have been employees of the University for a minimum of one year. The University currently matches employee contributions to the plan up to 5% of the employee's base pay. An employee's vesting in the benefits under the Plan occurs immediately upon deposit of the contributions in annuity contracts under the terms of the Plan for both the employee and employer contributions. The University's contribution expense for the years ended June 30, 2011 and 2010 totaled \$217,522 and \$215,787, respectively.

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 11 - Commitments and Contingencies

During the normal course of business, the University receives funds from the United States Government and the State of Nebraska for student loans and other financial assistance. Substantially all of these funds are subject to future audit by federal and state agencies; however, it is the University's opinion that resulting adjustments, if any, would not have a material effect on its financial position or results of operations.

Note 12 - College of Saint Mary Spellman Early Childhood Development Center

The financial information for the Center for the year ended June 30, 2011 is summarized below:

Statement of Financial Position	<u>2011</u>
Total assets	\$ <u>102,635</u>
Total liabilities	<u>7,519</u>
Net assets	\$ <u>95,116</u>
Statement of Activities	<u>2011</u>
Private gifts and grants	\$ 112,000
Interest and other revenues	498
Auxiliary expenses	<u>(109,539)</u>
Increase in net assets	\$ <u>2,959</u>

Note 13 - Related Party Transactions

During fiscal year 2000, the University entered into an agreement with the McAuley Fund of the Sisters of Mercy, a related party (see Note 1 for further discussion).

Under this agreement, \$2,260,000 was collected related to a transfer of a parcel of land to the McAuley Fund. On December 23, 2009, the agreement was amended to define repayment terms from the University to the McAuley Fund. The amendment states that the University is to make annual payments of not less than \$250,000 for a nine year period. Should these payments not be made, the amendment will become void and the original contract language will be reinstated.

The balances as of June 30, 2011 and 2010 were \$1,760,000 and \$2,010,000 respectively. Below is a detail of future payments against this land contract.

2012	\$ 250,000
2013	250,000
2014	250,000
2015	250,000
2016	250,000
Thereafter	<u>510,000</u>
	<u>\$ 1,760,000</u>

Approximately \$536,000 and \$351,000 of the outstanding pledges receivable at June 30, 2011 and 2010, respectively, were due from certain board members, employees of the University or financial institutions holding University funds. In addition, \$1,000,000 and \$6,000 of the outstanding pledges receivable at June 30, 2011 and 2010, respectively, were due from the Sisters of Mercy.

COLLEGE OF SAINT MARY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2011 AND 2010

Note 13 - Related Party Transactions (continued)

The University received approximately \$1,000,000 and \$6,000 of gift income from the Sisters of Mercy for the years ended June 30, 2011 and 2010, respectively.

During the current fiscal year, the University became the sole corporate member of the College of Saint Mary Spellman Early Childhood Development Center, a related party (see Note 1 and Note 12 for further discussion). Transactions between the University and the Center have been eliminated in consolidation.

The University paid \$49,144 in administrative and overhead costs on behalf of the Center for the year ended June 30, 2011. These costs are included within auxiliary expenses on the Statement of Activities.

Note 14 - Credit Risk

At June 30, 2011 and 2010, the University's cash accounts exceeded federally insured limits by approximately \$3,333,479 and \$2,617,000, respectively.

Management regularly monitors the financial health of the financial institutions with which the University's money market accounts are held. Management believes that, as of June 30, 2011, these institutions are adequately capitalized.

Financial instruments which potentially subject the University to concentrations of credit risk consist primarily of trade receivables with a variety of customers. The University generally does not require collateral from its customers. Such credit risk is considered by management to be limited due to the University's broad customer base and its customers' financial resources.

Note 15 - Subsequent Events

The University is constructing a new residence hall during the 2011/2012 academic year. Total project costs, including financing, are estimated at \$10,500,000. As of the date of this audit report, \$8,736,556 in donor cash and pledges have been received, and the University continues to fundraise for the project. Additionally, \$736,000 of excess operating cash had been designated for the project. Because pledge payments will be received over the next three to five years, the University entered into a \$5,000,000 financing agreement on August 19, 2011 with Nebraska Education Finance Authority (NEFA). The University also has the option to enter into an additional agreement for up to \$3,000,000 during the 2012 calendar year. Interest on the first issuance is fixed at 2.717 percent. The note requires interest only payments, however as donor pledge payments are received, cash exceeding the anticipated interest payments for the next six months will be applied to the outstanding principal of the note. The obligation is collateralized by the pledges receivable for the project. The notes are required to be paid in full within five years of the anniversary date of the first advance. As of the date of this audit report, no funds have been advanced on this obligation.

In preparing the financial statements, the University has evaluated events and transactions for potential recognition or disclosure through October 27, 2011, the date the financial statements were available to be issued.

ACCOMPANYING INFORMATION

COLLEGE OF SAINT MARY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011

<u>Cluster/Program</u>	<u>Federal Agency/ Pass-Through Entity</u>	<u>CFDA Number</u>	<u>Amount Expended</u>
<u>Student Financial Aid Cluster</u>			
Federal Supplemental Education Opportunity Grants	U.S. Department of Education	84.007	\$ 219,797
Federal Work-Study Program	U.S. Department of Education	84.033	100,867
Federal Perkins Loan Program	U.S. Department of Education	84.038	966,049
Federal Pell Grant Program	U.S. Department of Education	84.063	2,025,676
Federal Direct Student Loan Program	U.S. Department of Education	84.268	10,711,890
Academic Competitiveness Grant	U.S. Department of Education	84.375	42,225
National Science and Mathematics Access to Retain Talent Grant	U.S. Department of Education	84.376	29,000
Teacher Education Assistance for College and Higher Education Grant	U.S. Department of Education	84.379	111,000
Nursing Student Loans	U.S. Department of Health and Human Services	93.364	<u>638,703</u>
Total student financial aid cluster			14,845,207
National Center for Research Resources	U.S. Department of Health and Human Services / University of Nebraska Medical Center	93.389	27,248
Leveraging Educational Assistance Partnership	U.S. Department of Education / Nebraska Department of Education	84.069	9,187
Education and Human Resources	National Science Foundation	47.076	<u>125,044</u>
			<u>\$ 15,006,686</u>

See accompanying notes to schedule

COLLEGE OF SAINT MARY  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011

Note 1 - Basis of Presentation

This schedule includes the federal awards activity of College of Saint Mary and is presented on the accrual basis of accounting. The information in the schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 2 - Subrecipients

No awards were provided to subrecipients.

Note 3 - Reporting of Federal Perkins Loans and Nursing Student Loans

Amounts reported as "Amounts Expended" for the Federal Perkins Loan Program (CFDA #84.038) and Nursing Student Loans (CFDA #93.364) include all assets for these individual programs as of June 30, 2011.

# Tasha Conley, RN, MSN

## Contact

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402-650-3800 (Cell)  
402-399-2437 (W)  
e-mail : [tconley@csm.edu](mailto:tconley@csm.edu)  
[tburse33@yahoo.com](mailto:tburse33@yahoo.com)

## Address

7365 N 73rd St Omaha, Ne 68122

## Profile

**Objective** To obtain a leadership/management position in an LPN, ASN, or BSN program.  
**Availability** Negotiable

## Education

- |                   |   |             |
|-------------------|---|-------------|
| 1999-2003         | Creighton University  | Omaha, Ne   |
|                   | <ul style="list-style-type: none"><li>▪ BSN</li><li>▪ Graduated <i>cum laude</i>.</li></ul>         |             |
| 12/2005-1/2008    | University of Phoenix   | Phoenix, Az |
|                   | <ul style="list-style-type: none"><li>▪ MSN</li><li>▪ Program GPA 3.72</li></ul>                    |             |
| Fall 2008-present | College of Saint Mary   | Omaha, Ne   |
|                   | <ul style="list-style-type: none"><li>▪ Pursuing Ed. D with a focus in Health Professions</li></ul> |             |

## Work Experience

- |                         |  |              |
|-------------------------|--|--------------|
| March 2003-October 2005 | Immanuel Hospital  | Omaha, Ne    |
|                         | Registered Nurse   |              |
|                         | <ul style="list-style-type: none"><li>▪ Antepartum</li><li>▪ Labor, Delivery, Recovery, Postpartum (LDRP)</li><li>▪ Mother Baby Unit (MBU)</li><li>▪ Level II Nursery</li><li>▪ Small to moderate amount of charge experience</li><li>▪ Student Preceptor</li></ul>        |              |
| October 2005-April 2006 | Palo Verde Hospital  | Blythe, Ca   |
|                         | Registered Nurse   |              |
|                         | <ul style="list-style-type: none"><li>▪ Employed at this hospital as a traveler through Truststaff and Advantage RN</li><li>▪ Antepartum</li><li>▪ LDRP</li><li>▪ MBU</li><li>▪ Level 1 Nursery</li><li>▪ Float to Medical Surgical floor</li><li>▪ Charge nurse</li></ul> |              |
| May 2006-July 2006      | Beatrice Community Hospital  | Beatrice, Ne |
|                         | Registered Nurse   |              |
|                         | <ul style="list-style-type: none"><li>▪ Employed at this hospital as a traveler through Aureus Nursing</li><li>▪ Antepartum</li></ul>  |              |

- LDRP
- Level 1 Nursery
- Float to Medical Surgical floor
- Charge nurse

**July 2006-present**

**Immanuel Hospital**

**Omaha, Ne**

**Registered Nurse**

- Antepartum
- LDRP
- MBU
- Level II Nursery
- Moderate amount of charge experience
- PRN position

**January 2007-present**

**College of St. Mary**

**Omaha, Ne**

**Nursing Instructor**

- LPN Maternal-child classroom content
- RN obstetric clinical
- RN beginning medical-surgical content
- Skills lab instructor
- Educational Policy committee (Campus)
- Nursing Policy committee (Division)
- Work on Nursing Glossary
- Student advisement

#### **Activities and Awards**

- William Randolph Hearst Foundation Scholarship 1999-2003
- Creighton University Scholarship 1999-2003
- Creighton University Dean's list (QPA 3.505) 1999-2003
- Sigma Theta Tau 2001-2003
- Martin Luther King, Jr. Leadership Award nominee 2003
- National Society of Collegiate Scholars 2003
- Minorities in Health Science Student Association (MHSSA) 2003
- Creighton University African American Student Association (CUAASA) 1999-2003
- Health Science Minority Mentoring Program 2003
- The National Dean's List 2002/2003

#### **Certifications**

- BLS (6/2009)
- NRP (9/2009)
- STABLE (5/2007)
- Fetal Monitoring
- Nebraska license (10/2010)
- California license (4/2007)

#### **Transcripts and References**

Available upon Request



## **CURRICULUM VITAE**

Marcy Echternacht, M.S., R.N., C.S.  
8015 South 92<sup>nd</sup> Avenue Circle  
LaVista, Nebraska 68128

### **PROFESSIONAL EDUCATION:**

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B.S.N., University of Nebraska Medical Center, College of Nursing, Omaha, Nebraska, 1974.

M.S., Psychiatric Mental Health Nursing, University of Colorado Health Sciences Center, Denver, Colorado, 1977.

### **PERSONAL HISTORY:**

Birth Date: March 15, 1952

Birth Place: Minnesota

Marital Status: Married, 3 children

Licensure: Registered Nurse, current licenses in Nebraska and Colorado

### **CERTIFICATION:**

Certified Clinical Specialist, Adult Psychiatric Mental Health Nursing, American Nurses' Association, original certification January 1, 1987. Certification # 098358-01. Recertified through December 31, 2006.

### **PROFESSIONAL EXPERIENCE:**

August, 2000 to Present

Assistant Professor, Nursing, College of Saint Mary, Omaha, Nebraska.  
Curriculum development and instruction in theory and clinical of Psychiatric component of integrated psychiatric/geriatric nursing course. Fundamentals lab clinical instruction. Curriculum development and instruction of Nursing Concepts courses. Various committee assignments and related responsibilities.

August, 1990 to August, 2000

Nursing Instructor, Central Community College, Grand Island, Nebraska.  
Curriculum development and instruction for both theory and clinical components of Psychiatric-Mental Health Nursing course. Curriculum development and instruction of Leadership and Management concepts course. Various committee assignments and related responsibilities.

August, 1988 to November, 1989

Assistant Director of Nursing, Bethesda PsychHealth Hospital, Denver, Colorado. Administrative and clinical supervision responsibilities, Infection Control Officer, quality assurance and teaching activities.

April, 1983 to July, 1988

Director of Staff Education Department, Boulder Psychiatric Institute, Boulder, Colorado. Position included teaching clinically focused orientation classes and development of in-house continuing education programs for clinical staff (Registered Nurse, Social Work, Mental Health Workers, Occupational and Recreational Therapists). Development and direct teaching of psychoeducational groups for Adult Service patients three times per week. Co-sponsor of five psychiatric nursing conferences featuring nationally known speakers.

November, 1985 to February, 1988

Part-time private practice as a Clinical Nurse Specialist with adult outpatients. Englewood, Colorado.

July, 1982 to December, 1982

Clinical Nurse Specialist position, Denver Veteran's Administration Hospital, Psychiatric Emergency Service, Denver, Colorado. Crisis intervention, clinical assessment and disposition planning for all psychiatric patients entering the system. Worked with graduate students from psychiatric nursing, social work and psychology fields. Instructed and supervised students regarding interviewing style, clinical assessment, crisis intervention techniques and disposition planning. Resigned due to concerns for physical safety.

September, 1981 to June 1982

Maternity leave.

May, 1978 to August, 1981

Director of the Partial Hospitalization Service (P.H.S.), Mount Airy Psychiatric Center, Denver, Colorado. Combination of administrative and clinical responsibilities. Administrative responsibilities included preparing annual budget for department, developing job performance appraisal tool, hiring and supervising four part-time contract therapists and program development. Clinical work included doing initial intake evaluations for all outpatients referred to P.H.S., conducting four outpatient therapy groups each week and seeing individual therapy patients. Supervised University of Colorado graduate students (psychiatric nursing) who did clinical placements in P.H.S. therapy groups. Also, presented group therapy seminars to inpatient staff. Administratively responsible for day treatment patients. Received weekly clinical supervision from Medical Director of Mount Airy one to two hours per week.

January, 1978 to May 1978

Part-time position on Adolescent Unit at Mount Airy Psychiatric Center, Denver, Colorado. Same duties as mentioned below.

May, 1977 to January, 1978

Maternity leave.

August, 1975 to May, 1977

Full-time graduate student, University of Colorado, School of Nursing, Denver, Colorado.

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June, 1975 to August, 1975 and December, 1975 to August, 1976

Team Leader position, Adolescent Unit, Mount Airy Psychiatric Center, Denver, Colorado. Employed full-time as vacation relief nurse for two summers and part-time from December 1975 to May 1976 while in graduate school.

Responsibilities on long-term inpatient team included team leading and participation in treatment planning and implementation for each patient.

May, 1974 to June, 1975

Staff nurse position, Douglas County Hospital, Omaha, Nebraska. Team leading and charge nurse responsibilities on an intensive treatment, short-term care, 34-bed inpatient psychiatric unit. Primarily adult patients, some adolescents, with a variety of diagnoses.

#### **ORGANIZATIONAL MEMBERSHIP:**

Member, American Nurses Association, 1974 to present.

Member, Sigma Theta Tau, 1974 to present.

Member, Colorado Society of Clinical Specialists in Psychiatric Nursing, 1982-1990. Member, Education Committee 1983-1985. Chairperson, Education Committee, 1984-1985.

Member, Colorado Society for Nursing Executives, 1986-1988.

Chairperson, District IV Nebraska Nurses' Association Membership Committee, 1994-1996.

State Membership Chairperson, Nebraska Nurses' Association, 1996-1999.

Appointment as Member of the Nebraska State Board of Nursing representing Associate Degree or Diploma Nurse Educators, 2002-2005. Elected as President of the Nebraska State Board of Nursing in 2005 and 2006.

Appointment to the Practice, Regulation and Education Committee of the National Council of State Boards of Nursing, 2002-2007.

Member, American Psychiatric Nurses Association, 2004 to present.

#### **AWARDS AND HONORS:**

Regents Scholarship recipient, 1971-1974, University of Nebraska.

Member, Alpha Lambda Delta Honor Society.

Member, Sigma Theta Tau Honor Society.

Class president, junior year, 1972-1973, University of Nebraska Medical Center, College of Nursing, Omaha, Nebraska.

"Student Nurse of the Year", 1974, University of Nebraska Medical Center, College of Nursing, Omaha, Nebraska.

Graduated with High Honors, 1974, University of Nebraska Medical Center, College of Nursing, Omaha, Nebraska.

Awarded National Institute of Mental Health full tuition and stipend for graduate studies, 1975-1977, University of Colorado Health Sciences Center, School of Nursing, Denver, Colorado.

Selected as a finalist in the *Nurse Week* Nursing Excellence Awards in the category of Teaching, August 23, 2002.

"Outstanding Faculty Member", 2004, College of Saint Mary, Omaha, Nebraska.

"Inspiring Excellence Award", 2004, College of Saint Mary, Omaha, Nebraska

"Distinguished Alumna Award", 2005, University of Nebraska Medical Center, College of Nursing, Alumni Association, Omaha, Nebraska.

#### **PUBLICATIONS:**

"Day Treatment Transition Groups: Helping Outpatients Stay Out". Journal of Psychosocial Nursing and Mental Health Services, 1984; Vol. 22, (10): 11-16.

"Potential for Violence Toward Psychiatric Nursing Students: Risk Reduction Techniques". Journal of Psychosocial Nursing and Mental Health Services, 1999; Vol. 37, (3): 36-39.

"Fluid Group: Concept and Clinical Application in the Therapeutic Milieu".  
Journal of the American Psychiatric Nurses Association, 2001; Vol. 7, (2): 39-44.

## **CONSULTATIONS:**

November 19 and 20, 1984

Fair Oaks Hospital, Summit, New Jersey, regarding establishing a Partial Hospitalization Program.

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January 17 and 18, 1985

Psychiatric Institutes of America, Washington, D.C. "Partial Hospitalization Workshop" presentation. Clinical panel participant.

June 28, July 29, August 5 and 10, 1994

Hastings Regional Center, Hastings, Nebraska, regarding educational needs assessment, therapeutic communication skills and tools, and orientation program for licensed and unlicensed nursing staff.

July 21 and December 15, 1995

Hastings Regional Center, Hastings, Nebraska, regarding need for clinical supervision for Registered Nurse staff and to revise the orientation program.

July 1997 through April 2000

Hastings Regional Center, Hastings, Nebraska. Provided monthly administrative consultation to Director of Nursing.

August 1998 through April 1999

Hastings Regional Center, Hastings, Nebraska. Provided weekly clinical consultation and supervision for group therapists.

## **EDUCATIONAL PRESENTATIONS:**

September 19, 1985

"Day Treatment Transition Groups", at Seventh Annual Institute for Psychiatric Nurse Clinical Specialists, Snowmass, Colorado.

October 16, 1986

"Milieu Management of Borderlines", Bethesda Hospital, Denver, Colorado. Presentation to multidisciplinary treatment team.

January 22, 1987

"Survival Strategies for Working with Borderline Patients", Porter Memorial Hospital, Denver, Colorado. Presentation to multidisciplinary team.

April 21, 1987

"Suicide Workshop", presented for Hale Nui, a nursing continuing education company, Wheat Ridge, Colorado. All day workshop for nurses. Co-presented with Michelle Steinwand, M.S., R.N.

November 19, 1987

"Milieu Management of Borderlines", Bethesda PsychHealth System, Denver, Colorado. Presentation to multidisciplinary treatment team.

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July 12, 14 and 21, 1988

"R.N. Refresher Classes: Mental Status Exam, Types and Structuring of Therapeutic Groups, Anger and Grief Psychoeducational Modules", Cleo Wallace Hospital, Broomfield, Colorado. Presentation for staff nurses.

August 19, 1988

"Discovering Your Leadership Style", Regions 5 and 6 Public Health Nurses Meeting, Limon, Colorado.

October 19, 1988

"Depression: Manifestations and Treatment", Inactive R.N. Group, Littleton, Colorado. Presentation to 120 nurses.

April 26, 1989

"Personality Disorders", Psychiatric Nurse Refresher Course, Bethesda PsychHealth Hospital, Denver, Colorado.

June 26, 27, 28, 1989

"Understanding and Managing Problem Students", Denver, Colorado. Organized and co-presented a three-day workshop for educators from the metropolitan Denver-area school districts.

October 18, 1989

"Personality Disorders", Psychiatric Nurse Refresher Course, Bethesda PsychHealth Hospital, Denver, Colorado.

May 16, 1991

"Anger Psychoeducational Group: Structuring and Implementation". Medical Grand Rounds, Hastings Regional Center, Hastings, Nebraska.

June 7,8,9, 1991

Faculty for NCLEX-RN "Preparation for the Boards and Pharmacology for the Boards", Grand Island, Nebraska.

June 5,6,7, 1992

Faculty for NCLEX-RN "Preparation for the Boards and Pharmacology for the Boards", Grand Island, Nebraska.

June 4,5,6, 1993

Faculty for NCLEX-RN "Preparation for the Boards and Pharmacology for the Boards", Grand Island, Nebraska.

September 21, 1993

"Dynamics and Treatment of Patients with Borderline Personality Disorder", Professional Nurses Group, Hastings Regional Center, Hastings, Nebraska.

March 7, 1994

"Schizophrenia: Assessment and Interventions", Hastings Regional Center, Hastings, Nebraska. Presentation for staff nurses.

May 10, 1994

"Mood Disorders", Hastings Regional Center, Hastings, Nebraska. Presentation for staff nurses.

May 17, 1994

"Borderline Personality Disorder", Hastings Regional Center, Hastings, Nebraska. Presentation for staff nurses.

August 10, 24, 31; September 14, 21, 28; October 5 and 12, 1995

"Clinical Consultation and Supervision", Hastings Regional Center, Hastings, Nebraska. Program for nurse managers and nurse supervisors.

May 15 through 18, 1996

Faculty for NCLEX-RN "Preparation for the Boards, Pharmacology for the Boards and Test Smart", Grand Island, Nebraska.

July 25, 1996

"Psychiatric Nursing Certification Preparation Course", Hastings Regional Center, Hastings, Nebraska. Program for nurses.

April 14, 1997

"Borderline Personality Disorder", Hastings Regional Center, Hastings, Nebraska. Presentation for clinical staff.

May 13, 1997

"Psychiatric Nursing Certification Preparation Course", Hastings Regional Center, Hastings, Nebraska. Program for nurses.

September 15, 1997

"Crossing Boundaries--the Wonderful World of Diversity", Central Community College, Hastings Campus, Hastings, Nebraska. Program for Human Services and Family Consumer Sciences staff and students regarding working with mentally ill patients.

October 16, 1997

"Borderline Personality Disorder: Origin, Dynamic Features and Treatment Considerations", Hastings, Regional Center, Hastings, Nebraska. Presentation for clinical staff.

March 5, 1998

"Administering the Mental Status Exam", Hastings Regional Center, Hastings, Nebraska. Program for nurses.

May 6 and 27, 1998

"Clinical Case Consults", Hastings Regional Center, Hastings, Nebraska. Program for nurses.

June 23, 1998

"Reassessing and Revitalizing the Therapeutic Milieu", Hastings Regional Center, Hastings, Nebraska. Program for clinical staff.

September 3 and 14, 1998

"The Nursing Role of Creating and Maintaining a Therapeutic Milieu", Hastings Regional Center, Hastings, Nebraska. Program for nurses.

March 18, 1999

"Therapeutic Milieu: Preparing Staff to Facilitate Community Meetings", Hastings Regional Center, Hastings, Nebraska. Program for clinical staff.

March 21-26, 1999

"Therapeutic Milieu: Implementation of Community Meetings", Hastings Regional Center, Hastings, Nebraska. Worked directly with day and evening staff on Wards 33 and 34, preparing for, facilitating, and rehashing Community Meetings.

September 30, 1999

"Staff Role in Community Meetings", Hastings Regional Center, Hastings, Nebraska. Presentation for clinical staff.

February 17 and 18, 2000

"Seizing the Milieu Moment", Hastings Regional Center, Hastings, Nebraska. Presentation for clinical staff.

March 26, 2001

"Eating Disorders", Mead High School, Mead, Nebraska. Presentation for high school students.

November 21, 2002

"The Nursing Role of Creating and Maintaining a Therapeutic Milieu", Alegent Health, Immanuel Medical Center, Omaha, Nebraska. Presentation for clinical staff.

December 5, 2002

"Revitalizing the Therapeutic Milieu", Alegent Health, Immanuel Medical Center, Omaha, Nebraska. Presentation for clinical staff.

April 17, 2003

"Borderline Personality Disorder: Origin, Dynamic Features and Treatment Considerations", Alegent Health, Mercy Hospital, Council Bluffs, Iowa. Presentation for clinical staff.

May 13 and 30, 2003

"Borderline Personality Disorder: Origin, Dynamic Features and Treatment Considerations", Alegent Health, Immanuel Medical Center, Omaha, Nebraska. Presentation for clinical staff.

September 19, 2003

"Psychosocial Aspects of Med-Surg Nursing" and "Test-Taking Techniques", Alegent Health, Immanuel Medical Center, Omaha, Nebraska. Presentations were part of an all-day Review Course to prepare Medical Surgical Nurses to take the ANA Certification Exam.

June 8, 2004

"Psychiatric-Mental Health Nursing Update", North Platte Community College, North Platte, Nebraska. All-day presentation for clinical staff from Great Plains Regional Medical Center and the surrounding rural community.

June 9, 2004

"Psychiatric-Mental Health Nursing Update", Hastings Regional Center, Hastings, Nebraska. All-day presentation for clinical staff from the Hastings Regional Center and surrounding rural area.

November 5, 2005

"Regulatory Approach to Chemical Abuse/Dependency", Omaha, Nebraska. Presentation was part of a workshop, "The Impaired Professional", sponsored by the Gamma Pi Chapter of Sigma Theta Tau.

January 4 and 5, 2006

"Personality Disorders in Adolescents and Adults", Hastings Regional Center, Hastings, Nebraska. All-day presentations for clinical staff from the Hastings Regional Center.



Scottsdale Health Systems                      Scottsdale, Arizona                      1997 - 1999

**Case Manager**

Responsible for the care of psychiatric and medical patients in a Home Health setting. Communication and education for patients and their families. Consulting with doctors and insurance companies to determine the appropriate care level for patients. Case management of difficult medical cases with underlying psychiatric conditions.

St. Luke's Hospital                      Phoenix, Arizona                      1995 - 1997

**Staff Nurse**

Accountable for safety of patients, providing individual crisis intervention, and administering medications. Established and maintained a rapport with both patients and their families.

Charter Behavioral Health                      Chandler, Arizona                      1994 - 1996

**Staff Nurse**

Responsible for designing individual care plans, leading group therapies, providing individual crisis intervention, administering medications and Charge Nurse duties as assigned. Established and maintained a rapport with both patients and their families.

Family Planning Institute                      Phoenix, Arizona                      1994

**Staff Nurse**

Accountable to the safety of the patients. Worked in all areas of the clinic including: OR and Recovery, started IVs, supervised clinic staff, updated patients' charts, and administered medications.

Father Flanagan's Boys Home                      Boys Town, Nebraska                      1994

**Summer Training Supervisor**

Supervised eight to ten children on a daily basis, teaching job skills, maintaining attendance records and informing house parents on the progress of their child. Maintained a close relationship with the children.

**EDUCATION:**

Nebraska Wesleyan University, Omaha, Nebraska  
Masters of Science in Nursing, August 2007

Creighton University, Omaha, Nebraska  
Bachelor of Science in Nursing, May 1994

**LICENSURE:**

Nebraska RN license

# **Kathleen Marie Zajic, Ed.D, RN, MSN,**

21317 280<sup>th</sup> Street – McClelland, Iowa 51548 – Telephone: 712-566-2979 (Residence)

402-399-2638 (Office)

## **Career Summary**

Emphasize and value life-long learning both professionally and personally. Have held a variety of positions/roles in the nursing profession over the last 26 years and each experience has contributed to developing strong leadership and communication skills. Enthusiastic and willing to work with diverse groups of clients, agencies, organizations, faculty, and students locally, nationally, and internationally. Seek learning opportunities to enrich personal, professional, and educational goals. Particular interest and strength with developing academic-community partnerships and demonstrates an ability to continually build new partnerships and relationships while fostering those partnerships and relationships already established. Strong commitment to nursing education and student learning and feel continual evaluation of programs and teaching modalities are necessary for a positive learning environment and solid educational foundation.

## **Education**

- *2007 – 2011:* Ed.D with an emphasis in Health Care Education, College of Saint Mary, Omaha, NE.
- *1985 – 1990:* Master of Science in Nursing, University of Nebraska Medical Center, Omaha, NE.
- *1980 – 1984:* Bachelor of Science in Nursing, Creighton University, Omaha, NE.

## **Professional Experience**

### **College of Saint Mary, Omaha, Nebraska**

- *2011:* Promoted to Associate Professor
- *2010 – Present:* Program Director for ASN/BSN programs
- *1995 – Present:* Assistant Professor of Nursing

- 1991 – 1995: Instructor

Course Coordinator for a variety of nursing theory and practicum courses. Responsible for all course content, syllabi revision, coordination of all practicum sites and student supervision. Bachelor of Science in Nursing (BSN) program has grown tremendously over the last 19 years. Assisted in development and implementation of new BSN curriculum. Assisted with other courses within and outside the division as needed (see below). Academic Advisor for 20+ students each year in addition to focused registration for ASN to BSN students. Serve on college committees, task forces, and special projects as needed.

- 2011: PRE Committee
- 2011: Core Curriculum Task Force
- 2010 – present: Responsible for ASN/BSN programs, faculty, adjuncts, support staff, and students.
- Responsible for 50+ students and adjunct faculty as a BSN faculty member
- Responsible for all course content, syllabi revision, practicum site selection/ evaluation
- Developed and implemented Hybrid sections for above BSN courses
- Member Advising Task Force (2010 – ongoing)
- Alternate for Student Grievance Committee (2010 – 2012)
- Member and past chair of Nursing Student Policy committee (1991 – present)
- Member of ASN/BSN program committee (1991 – present)
- Member of Division of Health Professions committee (1991 – present)
- Developed and implemented Focus registration for ASN to BSN program which has assisted in increasing numbers in BSN program (2007 – ongoing)
- BSN Honors committee (1991 – present)
- Member of Faculty Policies Committee (2009 - ongoing)
- Serve on AQIP Data Management System team (2010 - ongoing)
- Chair: Search committee for Chair of Division of Health Professions (2010 – ongoing)
- Clinical Instructor Nursing 171: Practical Nursing I (Summer 2009)
- Member and past chair of Faculty Development committee (2005 – 2008)
- First Year Seminar (formerly IDC 100) 1998-2001 and again Fall 2008
- Theology: Christian Life and Service (Co-Coordinator 2006 – 2007)
- Co - coordinated Belize Mission Trip for Nursing and Occupational Therapy students (2005 - 2006 - 2007)
- Coordinated Home Health experiences for Nursing 273 students (2002-2006)
- Clinical Instructor Nursing 272: Gerontology (2002 – 2003)
- Core Seminar committee (2001 – 2002)
- Recruitment and Retention committee (1999 – 2002)

- College Grievance committee elected position(1999 – 2000)
- PRE committee elected position (1998– 2001)
- ASN/BSN Workload Task Force committee (1998-1999)
- Educational Policies committee (1998 – 2000)
- Helene Fuld Trust committee (1998 – 2000)
- First Year Seminar Preliminary Task Force (1997 – 1998)
- Needs and Opportunities committee chair (1997 -1998)
- Grant committee chair (1996 -1997)
- Safety committee (1996 – 1997)
- Service-learning Advisory committee (1996 -1997)
- Course Coordinator Nursing 344/374 (Developmental Concepts) 1995 – 2002
- Course Coordinator Nursing 345/373 (Teaching and Learning) 1995 - 2002
- Enrollment and Retention committee (1992 – 1995)
- College Honors committee (1991 – 1995)
- Nursing Lab committee (1991 – 1995)
- Multiple college committees, task forces, and special projects as needed (1991 – present)

### **Iowa Western Community College, Council Bluffs, Iowa**

- *2007 – 2010:* Certified Nursing Assistant (CNA) Instructor  
Course coordinator and instructor for CNA students in both theory and clinical components of course

### **Risen Son Christian Village, Council Bluffs, Iowa**

- *2002 – 2010:* Staff nurse and House Supervisor  
Provide direct care to residents in skilled and long term care  
Supervise LPN's in their direct care of residents in skilled and long term care

### **Midlands Lutheran College, Fremont, Nebraska**

- *1999:* Clinical Instructor  
Responsible for clinical instruction and evaluation of RN to BSN students

### **Visiting Nurse Association of Pottawattamie County**

- *1998 -2004:* On Call RN for Maternal-Child Health Services  
Provided home visits to maternal – child families and was responsible for 24 hour weekend call

### **Visiting Nurse Association, Council Bluffs, Iowa**

- *1987 – 1991: Nursing Supervisor*  
Responsible for supervision and management of 18 Registered Nurses and 30 Home health homemaker /Home health aides.  
Oriented and mentored new staff nurses, home health aides, and support staff.  
Responsible for Insurance, Medicaid, and Medicare billing and accreditation  
Responsible for development and implementation of Quality Assurance program  
Served on various community and agency task force committees

### **Visiting Nurse Association, Council Bluffs, Iowa**

- *1984 – 1987: RN Case Manager*  
Responsible for managing and providing direct care to caseload of approximately 50 families  
Women, Infant, and Children (WIC) clinic nurse  
Maternal – Child clinic nurse  
Developed and implemented Teen mom support group  
Member of Sexual Abuse Treatment Team committee

### **Presentations/Special Projects**

- 2011: Population-Based Community Health Nursing: Service-learning for the Nursing Student, Iowa State University
- 2010: “Demonstrating the Mercy Mission and Applying Service-Learning through a Community-Academic Partnership” Conference for Mercy Higher Education, Mercy Hurst College, Erie, Pennsylvania. Co-Presenter with Jeff Spencer MFA.
- 2010: “Community Health Issues effecting the Midwest Region” Community Health Educators Conference, Virginia Beach, Virginia
- 2010: “Health Careers and Opportunities” Mercy Housing residents and staff in conjunction with Dr. Kristen Haas OT faculty
- 2010: “Implementation of Social Media into Service-learning Courses” College of Saint Mary faculty and staff
- 2010: “Health Education Careers” Saint Albert High School students, Council Bluffs, Iowa
- 2009 - 2010: “Child Abuse and Neglect” College of Saint Mary, Nursing 271 students
- 2009 – 2010: “Teaching Strategies” College of Saint Mary, Occupational Therapy students

- 2009: *“Universal Precautions”* Saint Albert Faculty and Staff, Council Bluffs, Iowa
- 2009: *“H1N1”* Saint Albert Faculty, Council Bluffs, Iowa
- 2008: *“Our Lives Our Vision Sudanese Families of Mercy Housing”* Project in conjunction with College of Saint Mary, Fine Arts Program (Jeff Spencer), Hilmer Art Gallery, Omaha, Nebraska
- 2008: *“Carlow and Mercy Institution Faculty Development”* Faculty In-service, College of Saint Mary
- 2008: *“Developing Academic – Community Partnerships”* Carlow, Ireland
- 2008 – 2007: *“Child Abuse and Neglect”* College of Saint Mary, Nursing 271 students
- 2007: *“Medical Mission Service-learning”* Saint Peters Catholic Church members, Council Bluffs, Iowa
- 2007 – 2000: *“Child Abuse and Neglect”* College of Saint Mary, Nursing 271 students
- 2005: *“Service-learning in the Classroom”* College of Saint Mary Faculty
- 2005: *“Belize Medical Mission Trip”* Faculty In-service, College of Saint Mary
- 2005 – 2000: *“Home Health Nursing”* College of Saint Mary, Nursing 253 students
- 2004: *“Universal Precautions”* Saint Albert faculty and staff, Council Bluffs, Iowa

### **Professional Workshops**

- 2011: *NLN Immersion Experience; Leadership in Nursing Education: A Call to Reform*, Baltimore, Maryland
- 2011: *Applied Learning in Higher Education*, Missouri Western State University
- 2011: *NLN Leadership Conference; Transforming Leadership to Advance Health*, Chapel Hill, North Carolina
- 2010: *NLN Education Summit; Shaping History, Reforming Health Care: the Power of Nursing Education*, Las Vegas, Nevada
- 2010: *Conference for Mercy Higher Education*, Mercy Hurst College, Erie, Pennsylvania
- 2010: *Community Health Nurse Educators Conference*, Virginia Beach, Virginia
- 2010: *Governor’s Conference on Public Health*, Ames, Iowa
- 2010: *Design for Learning: Integrating Critical Reflection and Assessment*, Omaha, Nebraska
- 2009: *Nebraska Public Health Conference*, Lincoln, Nebraska
- 2009: *“Celebrate Caregivers”* Iowa Western Community College
- 2008: *Public Health Conference: Step Forward Together*, Madison, Wisconsin
- 2007: *Governor’s Conference on Public Health*, Des. Moines, Iowa
- 2006: *Obsessive – Compulsive Disorders*, Council Bluffs, Iowa
- 2006: *Adult Abuse*, Council Bluffs, Iowa

- 2005: *Service-learning Workshop*, College of Saint Mary, Omaha, NE
- 2004: *Program Validation*, Kansas City, Kansas
- 2003: *Mood Stabilizers in the Elderly*, Council Bluffs, Iowa
- 2003: *Psychotic Behaviors in the Elderly*, Council Bluffs, Iowa
- 2003: *Creating Compassionate Institutions and Caring Practices*, Omaha, Nebraska
- 2003: *Governor's Conference on Public Health*, Des. Moines, Iowa
- 2002: *Nursing Education*, Arlington, VA
- 2002: *Partnerships for Healthier Communities of Color*, Lincoln, Nebraska
- 2002: *Iowa Public Health Conference*, Ames, Iowa
- 2002: *Iowa's Public Health Conference (Delegate)* Des. Moines, Iowa
- *\*\*Conferences prior to 2002 available upon request*

### **Licensure**

- Registered Nurse State of Iowa (reciprocity with Nebraska)
- License Number: 071448

### **Grants**

- Social Media/Students Beyond Boundaries proposal co-written with Drs. Lois Linden, MJ Petersen, Kristin Haas, and Jennifer Reed-Bouley. The Impact of Social Media on Service-Learning in Health Care Professions, Round Two of grant, \$5000.00, Fall 2009
- Social Media/Students Beyond Boundaries proposal co-written with Drs. Lois Linden, MJ Petersen, Kristin Haas, and Jennifer Reed-Bouley. The Impact of Social Media on Service-Learning in Health Care Professions, Round One of grant, \$5800.00, January 2009
- Service-learning Grant from Midwest Consortium to fund "Our Lives Our Vision" project with Fine Arts Department (Jeff Spencer), \$1200.00, Fall 2008
- Faculty Development grant to attend Mercy Conference in Carlow, Ireland, \$2500.00 (summer 2008)
- Faculty Development Lisieux Fund to attend Belize Mission Trip, \$1500.00 (summer 2005)

### **Awards**

- National League for Nursing LEAD program 2011
- Inspiring Excellence Award, College of Saint Mary, 2006
- Recognition Award from Mercy Housing, 2006
- Positive Image of Nursing Award, Nebraska Nurses Association, 1995

## **Research**

- Dissertation: "Health Care Students Description of Learning Utilizing Social Media within Service-learning Projects"
- The Impact of Teachers' Perceptions of Using "Active Learning Techniques" Across the Lifespan, Marti Drake, Kristin Haas, and Kathleen Zajic

## **Publications**

- 2011: NLNAC ASN/BSN Self Study (in conjunction with select ASN/BSN faculty)
- 2010: "*Students Beyond Boundaries: Social Media to Enhance Service Learning*," Kathleen Zajic and Kristin Haas, College of Saint Mary Magazine, Spring 2010
- 2007: "*Demonstrating the Mercy Mission and Applying Service-learning Through a Community-Academic Partnership*," Kathleen Zajic, Carlow Roundtable Proceedings, 2007.
- 2006: "*Bringing Service and Learning Home: A Partnership Between the College of Saint Mary and Mercy Housing*," Kathleen Zajic and Jennifer Reed-Bouley, Living Mercy.
- 1994: "Health Promotion, Self-Esteem, and Weight Among Female College Freshmen," Health Values, 18(4).

## **Professional Affiliations**

National League of Nursing

Nebraska Assembly of Nursing Deans and Directors

Iowa Public Health Association

Eastern Nebraska Community Health Educators Association

Sigma Theta Tau International Honor Society of Nursing, Gamma Pi Chapter

Pottawattamie County Board of Health (Vice-Chair)

## **Community Service**

College of Saint Mary Service Day (do in fall semester with Community Health students)

Pottawattamie County Board of Health

Visiting Nurse Association of Pottawattamie County

Flu Clinics

H1N1 clinics

Community Health Fairs

Special projects as designated with Mercy Housing

St. Albert Schools Health committee (President)

St. Albert Schools Booster club (President)

St. Albert Schools Alumni Association

Past member Advisory Board Creighton University School of Nursing

Continual Service-learning projects with students (ongoing)

Medical Mission Trip to Belize supervising students (2005-2007)



# COLLEGE OF SAINT MARY

*Dr. Maryanne Stevens, RSM  
President*

**OFFICE OF THE PRESIDENT**

*Telephone: (402) 399-2435  
Fax: (402) 399-2342*

Postsecondary Approval and Registration Administrator  
603 East 12<sup>th</sup> Street, FL 5<sup>th</sup>  
Des Moines, IA 50319

May 21, 2012

This is to confirm that College of Saint Mary is committed to the continued use of Alegent Health, Mercy Hospital in Council Bluffs, Iowa as a clinical site for our nursing programs. Should we not be able to continue using Alegent Health, Mercy Hospital as a clinical location, students in our nursing programs will be able to complete their clinical practice in medical facilities in the Omaha, Nebraska metropolitan region.

In addition, if CSM were to close before enrolled students were able to complete their program of study, we would provide alternatives for students to complete their programs at other institutions.

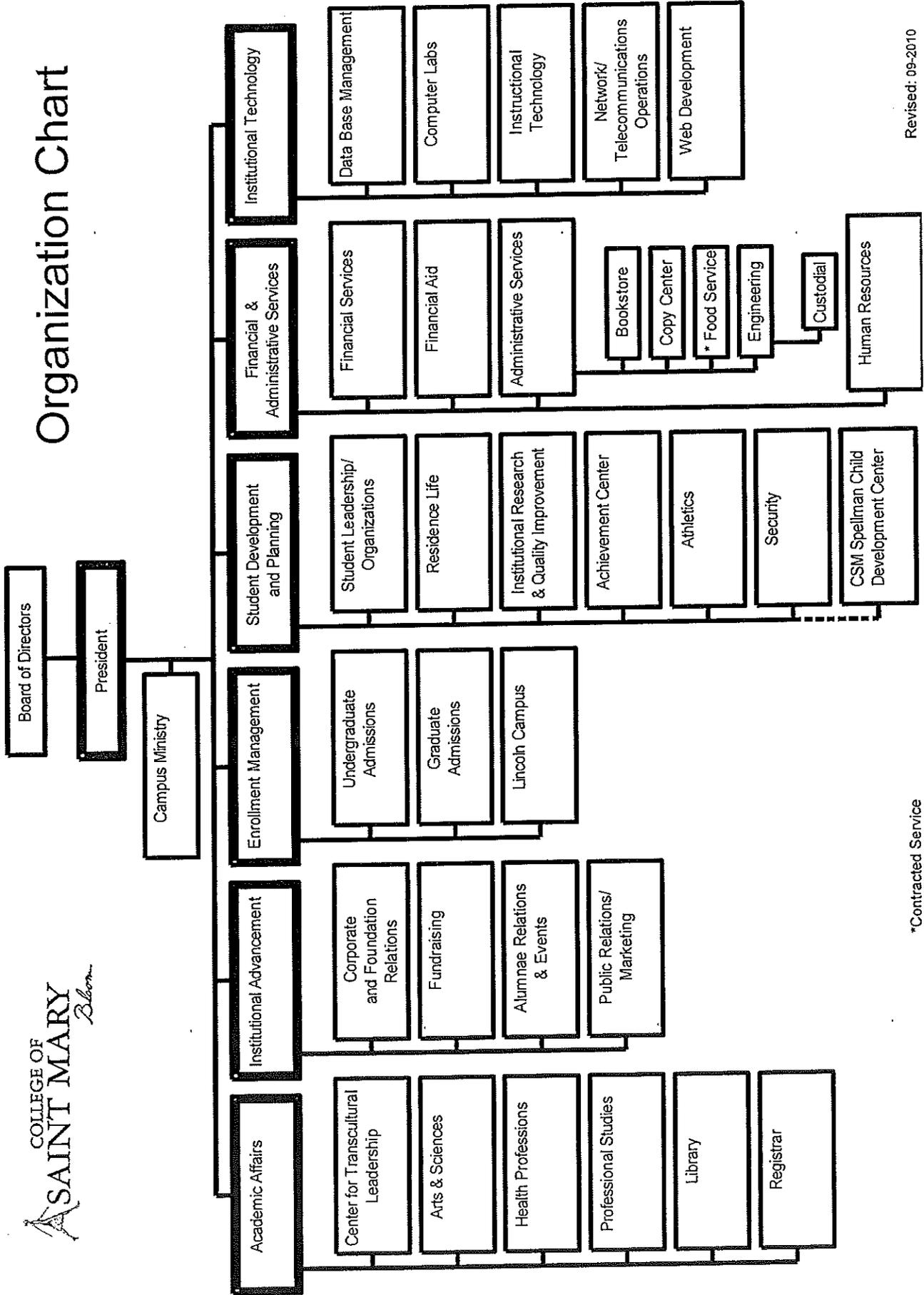
College of Saint Mary pledges to offer the same commitment to other academic programs that may be offered in Iowa in the future, including teacher education programs and distance education programs.

Sincerely,

Dr. Maryanne Stevens, RSM,  
President

**Instruction: Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of program located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.**

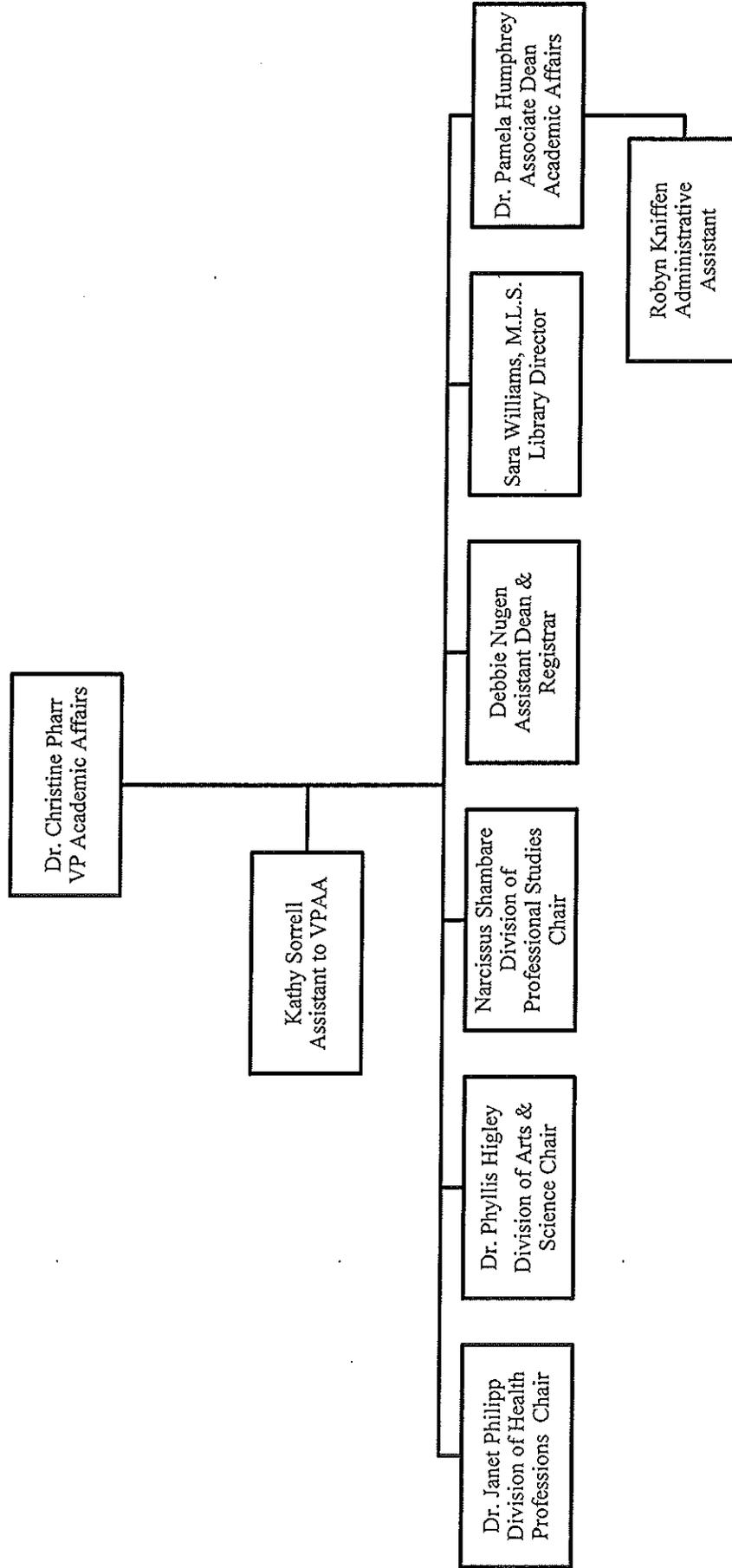
# Organization Chart



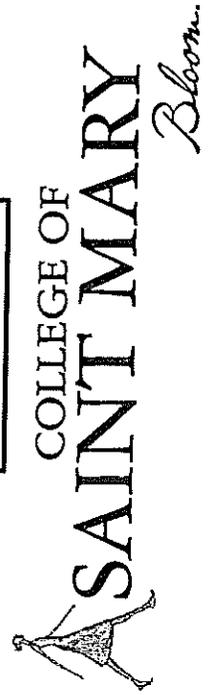
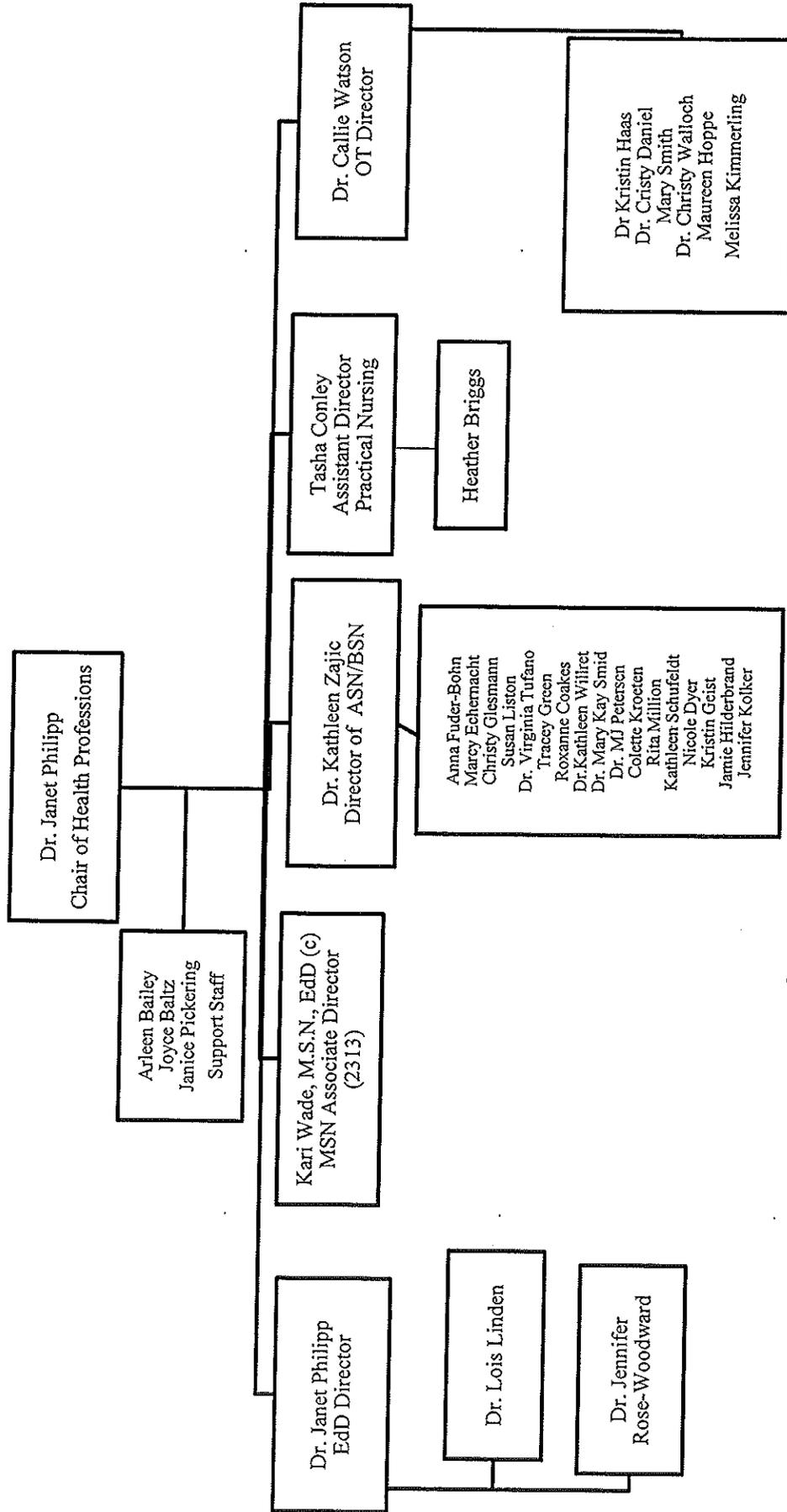
\*Contracted Service

Revised: 09-2010

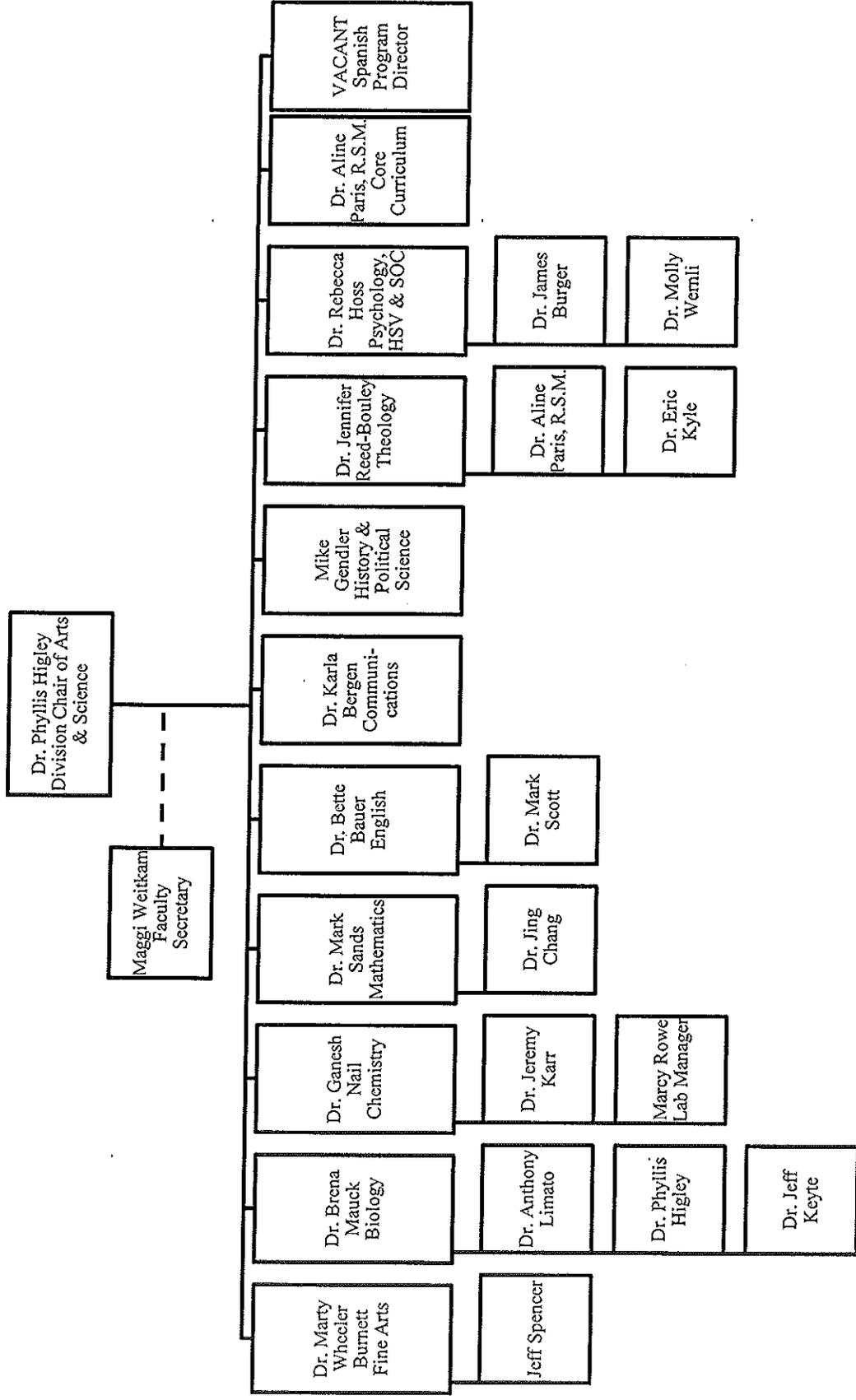
# Academic Affairs Organizational Chart



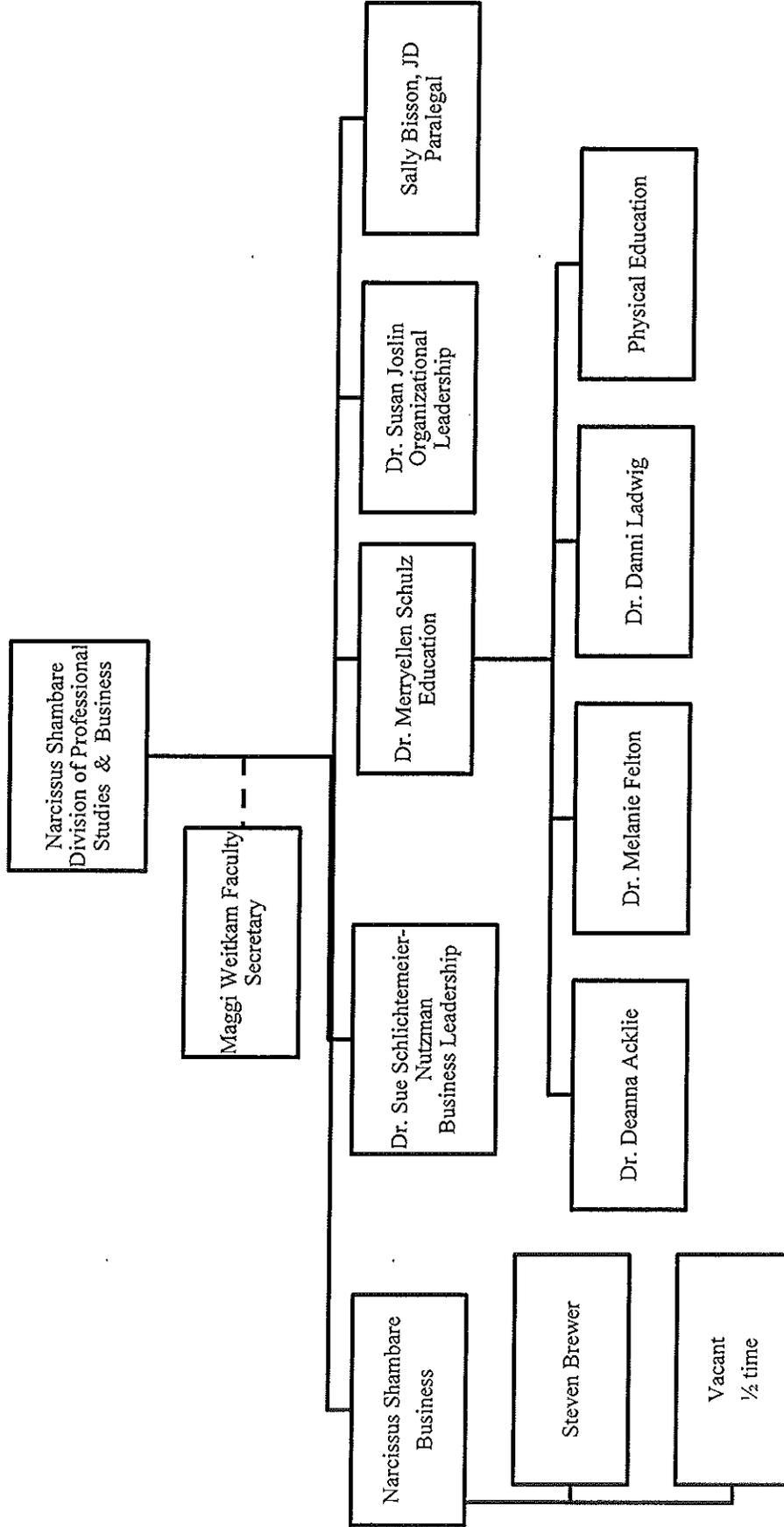
# Academic Affairs Organizational Chart Division of Health Professions



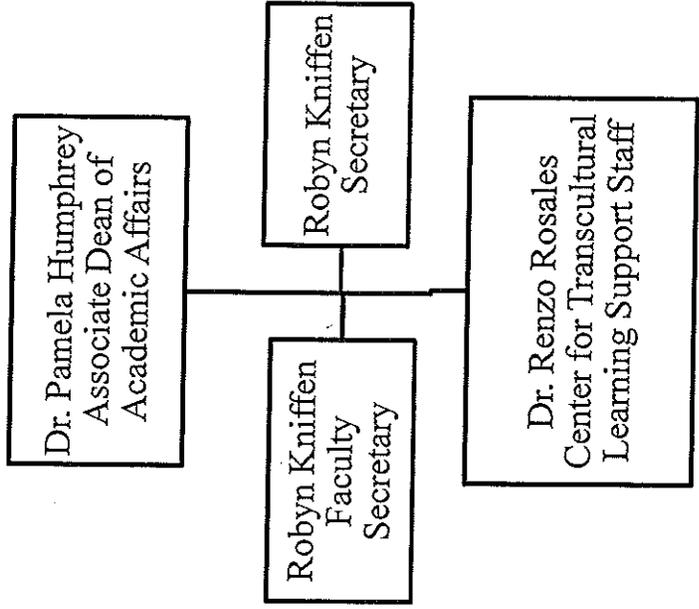
# Academic Affairs Division of Arts and Science



Academic Affairs  
 Division of Professional Studies

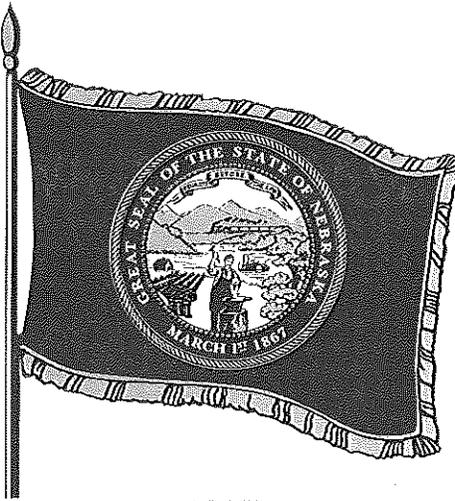


Academic Affairs  
Graduate Studies and Continuing Education



STATE OF

NEBRASKA



United States of America, }  
State of Nebraska } ss.

Department of State  
Lincoln, Nebraska

I, John A. Gale, Secretary of State of Nebraska do hereby certify;

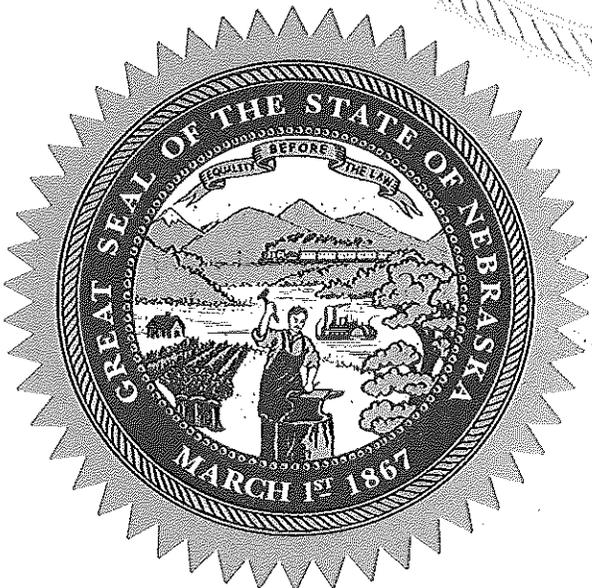
**COLLEGE OF SAINT MARY**

was duly incorporated as a nonprofit corporation under the laws of this state on January 15, 1963 and do further certify that no biennial reports or biennial fees assessed are delinquent; articles of dissolution have not been filed and said corporation is in existence as of the date of this certificate.

In Testimony Whereof,

I have hereunto set my hand and affixed the Great Seal of the State of Nebraska on September 13, 2012.

*John A. Gale*  
SECRETARY OF STATE



FILED  
IOWA  
SECRETARY OF STATE  
9-20-12  
10:10A  
W808541

This certificate is not to be cor  
recommendation, or notice of  
financial condition or business



# IOWA

No: W00808541  
Date: 09/26/2012

## SECRETARY OF STATE

504RFN-443177  
COLLEGE OF SAINT MARY

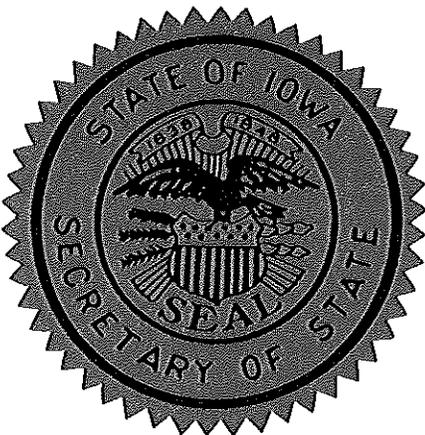
### ACKNOWLEDGEMENT OF DOCUMENT FILED

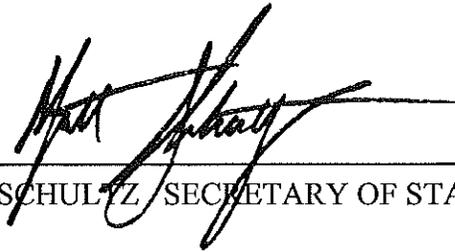
The Secretary of State acknowledges receipt of the following document:

Certificate of Authority

The document was filed on Sep 20 2012 10:10AM, to be effective as of Sep 20 2012 10:10AM.

The amount of \$25.00 was received in full payment of the filing fee.



  
MATT SCHULTZ, SECRETARY OF STATE



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