

New Program Request Form

CA1

General Information

Institution submitting proposal	Garden City Community College
Name, title, phone, and email of person submitting the application (contact person for the approval process)	Marc Malone Vice President for Instructional Services (620) 276-9597 marc.malone@gcccks.edu
Identify the person responsible for oversight of the proposed program	Glenda Owens Director of Allied Health
Title of proposed program	Medical Assistant
Proposed suggested Classification of Instructional Program (CIP) Code	51.0801
CIP code description	A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.
Standard Occupation Code (SOC) associated to the proposed program	31-9092 Medical Assistants
SOC description	Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Excludes "Physician Assistants" (29-1071).
Number of credits for the degree <u>and</u> all certificates requested	Certificate C: 48 credits
Proposed Date of Initiation	Spring 2023
Specialty program accrediting agency	None
Industry certification	Registered Medical Assistant

Signature of College Official  Date 7/15/22

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

***Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS degree has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS degree program.*

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include where the idea came from, who was involved, and why the program is needed.

Since Fall 2019 and Spring 2020, the college has received requests from community entities for Registered Medical Assistants. The college also identified a gap between current Certified Nurse Aide program and existing nursing programs. Some students are unable to meet the minimum entrance requirements for the college's nursing program, resulting in a population of students who would benefit from a level of training higher than a Certified Nurse Aide and lower than a Practical Nurse. Between Fall 2019 and the present, the college has considered numerous pathways, including partnering with programs outside of the state. Post-pandemic, the college feels it is in a position to offer this program itself.

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program.

A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine laboratory and minor procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

- | | |
|--------|--|
| PLO 1: | Perform medical office applications & business practices including legal and ethical compliance. |
| PLO 2: | Provide patient care in accordance with scope of practice, regulations, policies, laws, ethics, and patient rights |
| PLO 3: | Demonstrate skills for effective nonverbal, oral, and written communication |
| PLO 4: | Demonstrate an ability to comply with principles of aseptic techniques, infection control, and analyze and perform basic laboratory applications |

- List and describe the admission and graduation requirements for the proposed program.

Program admission requirements:

- Must be 16 years of age at the time of enrollment
- Provide proof of reading comprehension of eighth grade reading level or higher
- Student must provide two forms of original, current identifications bearing their name and signature. The first must include a photograph. Acceptable photo identification is limited to: VALID Driver's License; Passport; Military Identification, or State

Identification Card. The second form of identification required is a signed social security card, EIN/TIN card. Expired IDs are not acceptable.

- Certificate of Health in addition students will be required to provide proof of specified immunizations and specified background check required for each practicum site.

Program graduation requirements:

- 18 years of age to sit for the national exam for Registered Medical Assistant
- High school (or equivalent) diploma
- Provide a current CPR (Health Care) American Heart Card to sit for the national exam for Registered Medical Assistant

Institutional Requirements:

1. Application for admission
2. Official Highschool/home-school transcript, including final grades, grade point average, class ranking (if available), and graduation date, or an official copy of GED scores.
3. Official transcript from each university/college attended
 - All first-time students are required to take a placement assessment through the Mary Jo Williams Assessment Center located in the SCSC.
 - Applicants are strongly advised to take the ACT assessment for scholarship, advising, and counseling purposes (GCCC's ACT code is 14714)
 - Official transcripts must be mailed by the issuing institution or transmitted electronically directly to the GCCC admissions office. Hand-carried, faxed, or emailed copies are not acceptable.
 - A complete medical form is required for all students in the nursing, cosmetology programs, and for residential hall residents and athletic program participants. Students in these areas will be advised according to departmental policy and the appropriate forms will be provided.
4. Student health requirements – Tuberculosis (TB)
In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results prior to attending class/completing enrollment. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes, enroll for classes, or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the TUBERCULOSIS SCREENING QUESTIONNAIRE and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.
5. Graduation requirements:
Students who successfully complete the Certificate C will complete a minimum of 720 contact hours with a grade of "D: or higher in the following courses:

Common Courses:

Medical Administrative Aspects (4 Credits)
Emergency Preparedness (1 Credit)
Medical Professional Issues (2 Credits)

Support Courses:

Medical Terminology (3 Credits)
Anatomy & Physiology (5 Credits)
Nurse Aide (Patient Care) (5 Credits)
Medication Aide (Pharmacology & Medication Administration) (5 credits)
Laboratory Diagnostics & Phlebotomy (5 Credits)

English 1 (3 Credits)
College Math (3 Credits)
Medical Administrative Practicum (4 Credits)
Clinical Assisting & Minor Procedures (4 Credits)
Clinical Medical Practicum (4 Credits)

= 48 Credits Total

Demand for the Program

- Using the Kansas Department of Labor's Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

Per the Kansas Department of Labor's Long Term Occupational Outlook, Medical Assistants number 4,519 in 2018 and are projected to number 4,991 in 2028. The increase of 472 represents a 10.4% increase, or 1.0% annual increase. After considering exits, transfers, the total openings are 5,710 on an annual basis. The Annual Mean salary is \$32,025 and the Annual Median salary is \$31,599. The education need for entry is postsecondary non-degree award, no work experience, and no on-the-job training.

Kansas Labor Information Center (KLIC) - High Demand Occupations (ks.gov)

Kansas Job Vacancy Survey (JVS) reported in 2019 there are 263 job openings for medical assistant. In 2021, Kansas Department of Labor High Demand Report has ranked medical assistant as 44 out of 230 among all high demand occupations.

U.S. Bureau of Labor Statistics

<https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

Employment projections data for medical assistants, 2020-30

Occupational Title	SOC Code	Employment, 2020	Projected Employment, 2030	Change, 2020-30	
				Percent	Numeric
Medical assistants	31-9092	720,900	853,500	18	132,600

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

Common factors that are driving the need for medical assistants:

- i. Aging population: there is a large number of Baby-Boomers in the US population putting more pressure on the health care system. Much of the tasks associated with care for the elderly can be performed by a medical assistant.
 - ii. The obesity crisis: US has the highest obesity rates in the developed world. As with elderly, the procedures used in treating obese patients can be performed by a medical assistant.
 - iii. Affordable Care Act: the program reduced the number of uninsured adults in the US creating an influx of new patients in the health care system. Part of this growth is the need for increased labor, with medical assistants comprising a significant proportion of this.
- (Amanda Beardsley, 2018)

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.
This program application includes letters of support from Finney County Economic Development, Kearny County Hospital, Kearny County EMS, and Wichita County Health Center. While there have been, as yet, no conversations with high school partners regarding offering this program at high school sites, there is a possibility this may happen in the future. This application also includes letters of support from USD 457 Garden City and USD 363 Holcomb.
- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.
Page 11 of the Comprehensive Local Needs Assessment shows over 1,500 annual openings in the Garden City Community College service area, reflecting a shift in local healthcare providers toward hiring CNAs and CMAs.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.
There are no formalized partnerships or agreements existing for this program application.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

[K-TIP Report \(kansasregents.org\)](https://kansasregents.org)

CIP Code: 51.0801 Medical/Clinical Assistant

51.0801	Medical/Clinical Assistant	Barton Community College	ASSOC/CERT	16	6	9	*	*	*	NR	NR
	Medical/Clinical Assistant	Coffeyville Community College	ASSOC/CERT	25	15	8	*	*	*	*	*
	Medical/Clinical Assistant	Highland Community College	ASSOC/CERT	61	45	27	7	*	*	*	*
	Medical/Clinical Assistant	Kansas City Kansas Community College	ASSOC/CERT	71	48	37	21	15	15	\$33,512	\$30,768
	Medical/Clinical Assistant	Neosho County Community College	ASSOC/CERT	21	20	*	11	9	8	\$24,297	\$25,253
	Medical/Clinical Assistant	Northwest Kansas Technical College	ASSOC/CERT	16	14	8	14	7	5	*	*
	Medical/Clinical Assistant	Salina Area Technical College	ASSOC/CERT	5	*	*	*	*	*	*	*

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

Collaboration was not attempted for this program application. Institutions with similar programs range from 129 miles to 366 miles away, making collaboration in a program requiring on-ground clinical experiences impractical. This application does, however, follow statewide alignment for Medical Assistants, which would ensure transferability between institutions.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.

ENGL-101 English 1

3 Credits

In this course students practice expressive and expository writing. Students refine skills in diction, sentence structure, organization and development of ideas, grammar and mechanics, and critical thinking.

MATH-005 College Math

3 Credits

This course is designed to give students a sound background of the basic principles underlying mathematics. The focus of the curriculum is to improve basic computational skills and problem-solving abilities. Students will not use calculators as the objective of this course is in the students' ability to demonstrate problem solving through organized works steps. This refresher course will acquaint students with the areas of basic mathematics: whole numbers, fractions, decimals, ratios, proportions, percent's, metrics, geometry, measurement, and integers. The students will also become acquainted with the areas of mathematics that have a significant effect on the consumer.

EMIC 104- Medical Terminology

3 Credits

This course includes the study of prefixes, suffixes, root words and vocabulary including pronunciation, meaning, and spelling related to areas of nursing and medical sciences. It is designed to enhance the knowledge and comprehension of nursing and medical terms for the paraprofessional health worker and others employed in nursing homes, hospitals, doctors' offices, medical records, etc.

HELR 102 -Nurse Aide

5 Credits

This course provides the student with basic knowledge and skills necessary to meet the psychosocial, physical, and environmental needs of patients, clients, or residents of the facility or agency each student will work with. The student works under the supervision of a Registered Nurse or a Licensed Practical Nurse to provide essential daily tasks, such as dressing eating, and personal hygiene. The CNA course entails ninety clock hours as required by the Kansas department for Aging and Disability Services and includes 45 hours of instructional learning and 45 hours of lab/clinical time. The CNA course prepares the student to take the examination developed by KDADS.

Prerequisites:

Must be 16 years of age at the time of enrollment

Photo I.D. and Social security/EIN/TIN card

A negative Tuberculosis skin test or chest x-ray current within one year of start of course

HELR 150- Medical Professional Issues **2 Credits**

Reviews the role and function of the Medical Assistant. This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

HELR 155 -Emergency Preparedness **1 Credit**

Provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

BIOL-210 Anatomy and Physiology **5 Credits**

Nicole/John/Sam are working on new description

Prerequisites:

Medical Terminology

HELR 103- Medication Aide **5 Credits**

This course provides the student with basic techniques and safety in medication administration. It includes the study of commonly used drugs, as well as classifications and side effects. The student works under the supervision of a Registered Nurse or a Licensed Practical Nurse to pass medications to patients or residents, perform treatments, and prepare documentation. The CMA course covers seventy-five clock hours as required by the Kansas department for Aging and Disability Services and includes 50 hours of instructional learning and 25 hours of clinical time. The CMA course prepares the student to take the examination developed by KDADS.

Prerequisites:

Must be 17 years of age at the time of enrollment and 18 years of age to sit for the State Exam

Active Kansas CNA Certification to sit for the State CMA Exam

Photo I.D. and Social security/EIN/TIN card

Reading comprehension test with a minimum score of eight grade reading level

A negative Tuberculosis skin test or chest x-ray current within one year of start of course

HELR 160- Laboratory Diagnostics & Phlebotomy **5 Credits**

The course will provide knowledge of CLIA government regulations, training for specimen and blood collection methods using proper techniques and universal precautions for adults, children, and infants. Emphasis is on infection prevention, proper patient identification, testing specimens, labeling of specimens and quality assurance, specimen handling, processing, and proper documentation.

Prerequisites:

English

College Math

Medical Terminology
Medical Professional Issues

HELR 170 -Clinical Medical Assisting & Minor Procedures

4 Credits

This course provides fundamental clinical skills needed for ambulatory medical facilities. Aseptic practice for the medical facility will be defined, basic patient interaction such as interviewing, obtaining, and recording vital signs, assisting with basic physical exams, and patient testing including ECG/EKG testing and pulmonary function testing. Course will enhance learning for medication calculation, preparation and administration of various medications including topical, oral, and buccal medications. Students will learn to prepare and administer injectable medications via multiple routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. Emphasis placed on safe and accurate administration for vaccinations and injections. Patient education for health and wellness will be studied in this course.

Prerequisites:

English
College Math
Medical Terminology
Nurse Aide Course
Medical Professional Issues
Emergency Preparedness
Anatomy and Physiology
Laboratory Diagnostics & Phlebotomy
Medication Aide Course

HELR 171 -Clinical Medical Practicum

4 Credits

This course provides the student with an opportunity to apply clinical and laboratory skills in a direct supervised preceptorship in a medical facility. Emphasis is placed on enhancing competence in clinical skills necessary for comprehensive patient care and strengthening professional communications and interactions for which the student has already acquired the necessary theoretical knowledge. Upon completion, students should be able to function as an entry-level health care professional. Students must complete Clinical Medical Assisting, Laboratory & Minor Procedures curriculum and be approved by the instructor to participate in practicum hours for this course. Students will be required to provide proof of specified immunizations and specified background check required for each practicum site.

Prerequisites:

Laboratory Diagnostics & Phlebotomy
Clinical Medical Assisting & Minor Procedures

HELR 180-Medical Administrative Aspects

4 Credits

Provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. Focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

Prerequisite:

English
College Math
Medical Terminology
Nurse Aide Course
Medical Professional Issues

Emergency Preparedness
Anatomy and Physiology
Laboratory Diagnostics & Phlebotomy
Medication Aide Course

HELR 181 -Medical Administrative Practicum

4 Credits

This course provides the student with an opportunity to apply administrative skills in a supervised preceptorship in a medical facility. Emphasis is placed on enhancing competence in administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level administrative health care professional. Students must complete Medical Administrative Aspects curriculum and be approved by the instructor to participate in practicum hours for this course. Students will be required to provide proof of specified immunizations and specified background check required for each practicum site.

Prerequisite:

Medical Administrative Aspects

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
No alternative paths or multiple curricula.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

Semester 1:

English 1	16 weeks	3 credits
College Math	16 weeks	3 credits
Medical Terminology	16 weeks	3 credits
Nurse Aide	8 weeks	5 credits
Medical Professional Issues	8 weeks	2 credits

Semester 2:

Anatomy and Physiology	16 weeks	5 credits
Laboratory Diagnostics & Phlebotomy	16 weeks	5 credits
Medication Aide	8 weeks	5 credits
Emergency Preparedness	8 weeks	1 credit

Semester 3:

Clinical Medical Assisting & Minor Procedures	12 weeks	4 credits
Clinical Medical Practicum	4 weeks	4 credits
Medical Administrative Aspects	12 weeks	4 credits
Medical Administrative Practicum	4 weeks	4 credits

- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seek said accreditation
 - If seeking accreditation, also describe the plan to achieve it

All program requirements will prepare students for the Registered Medical Assistant examination provided by American Medical Technologists (AMT). Participation with AMT does not require programmatic accreditation, but does require accreditation through a national accreditor. The college is currently in good standing with the Higher Learning Commission.

Registered Medical Assistant exam provided by American Medical Technologists (AMT)

National Certification Examination Competencies (AMT)

I.	Medical Terminology/A & P	21.9% of exam
II.	Administrative Medical Assisting	35.7% of exam
III.	Clinical Medical Assisting	14.7% of exam
IV.	Clinical Patient Interaction	27.6% of exam

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

Program Requirements:

Instructional Staff: direct student learning and assess student progress in achieving the requirements of the program.

- Employee of sponsoring institution
- Minimum of Associate Degree with credential or license in good standing in healthcare, health sciences, or health promotion. Baccalaureate or master's degree preferred in health promotion, health sciences, or healthcare
- Minimum of one year of employment in healthcare setting

Institutional Requirements:

- At minimum, for an instructor to teach courses designed to transfer to a four-year university, qualifications include a master's degree in related area of teaching.
- For an instructor to teach a technical course, instructors preferred to have a bachelor's degree or a combination of other credentials including, but not limited to, an associate degree in the field with or in addition to a recognized industry licensure or certification.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).

The one-year cost to bring on the Medical Assisting program is estimated to be \$46,825, \$27,500 of which is for a full-time instructor starting in Spring 2023. The remaining \$27,925 purchases additional equipment, tools, and minor facility modifications to add additional furniture to one classroom. These include an additional manikin, a bandaging and wound care simulator, a blood pressure simulator, diabetes education kit, ECG/EKG simulator, geriatric training materials, injection training supplies, stethoscopes, and suture training kit.

The first year salary has been worked into the budget model for FY 23 using the college's annual budget process where prioritized new expenditures are funded using carryover from efficiencies in other areas of the college. More information on the college's budget planning process is included below.

The college intends to request the \$27,500 of equipment from the annual Mary Jo Williams grant, an internal grant run through the college's Endowment Association. If that grant is unsuccessful,

the funds will be reallocated from the president's "Consulting/Contract Services" budget line which has historically been used for new program development when all other possible funding sources (grants, industry partnerships, etc.) are expended.

The college is able to achieve such cost efficiencies by capitalizing on existing equipment and lab spaces in current Allied Health and Nursing Programs.

Annual Budget Planning:

Each year, beginning in January, the college undertakes its annual budget planning process according to the Budget Planning Policy. College policies are located here:

https://www.gcccks.edu/about_gccc/policies/budget_planning_policy.pdf

The policy instructs each department to generate budget requests based on the college strategic plan. These requests are filtered through division leaders and then to the Budget Planning Committee, which aggregates and prioritizes institution-wide needs.

Detail is provided in the attached CA-1a form included in this application packet.

- Provide Excel in CTE fee details on the **CA-1b form**.
- If the program is requesting Perkins funds, provide details on the **CA-1c form**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

None at this time.

Program Review and Assessment

- Describe the institution's program review cycle.
Garden City Community College's Comprehensive Program Review is aligned with the Strategic Planning process placing programs on a five-year rotation schedule. Programs review the five previous years of disaggregated outcomes and departmental data for an in-dept evaluation of where the program has been and where it stands at the point of review. A five-year plan is then created based upon the evidence from the evaluation. This plan feeds into the annual assessment process for the program. Results from program reviews directly impact the budgetary and curricular goals of the programs, departments, and institution ensuring data driven priorities are funneled into the annual planning process and report for future expenditures, hires, reductions, plans etc. Programs also align changes to curricula and planning because of this rigorous comprehensive process.

GCCC's assessment processes and methodologies were adapted from the Assessment 101 model, which has been used successfully for over a decade at many schools. Although GCCC faculty chose to modify processes and templates to fit institutional culture, they retain the core practices represented in this model:

1. Develop quality outcomes
2. Identify multiple measures (direct and indirect) to measure student learning on those outcomes
3. Establish pre-determined targets for overall student performance on the measures

4. Devise appropriate strategies for data collection that are reasonable representative of the student population (and include program majors only for program assessment)
5. Ensure that all intended data are collected
6. Analyze and interpret data to identify factors that led to results that were observed
7. Identify and implement action plans aimed at improving student learning and track results across cycles
8. Integrate assessment results and resource needs from related action plans into budget and planning processes at the program, department, and institutional levels. Additionally, faculty ensure that assessment occurs in a consistent manner across instructional locations and modalities, including distance learning and dual enrollment high school courses.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee **April 1, 2022**
(Including a list of the business and industry members)
 - Curriculum Committee **May 4, 2022, review, May 16, 2022, approval**
 - Governing Board **June 14, 2022**
 - *(Including a list of all Board members and indicate those in attendance at the approval meeting)*

GCCC Board of Trustees:

** Indicates Board member in attendance to advisory meeting on 4.1.2022*

Merilyn Douglass	Leonard Hitz
* David Rupp	Shanda Smith
Beth Tedrow	Bob Larson

All Board members present at approval meeting.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Garden City Community College

Proposed Program: Medical Assistant

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		20	0	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time (1/2 year starting Spring 2023)	# 1	\$	\$27,500	FY 23 Budget Process
Part-time/Adjunct	#	\$	\$	
		Amount		Funding Source
B. Equipment required for program		\$4,000		Mary Jo Williams Grant / President's New Program Development Fund
C. Tools and/or supplies required for the program		\$13,825		
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$1,500		
F. Technology and/or Software		\$		
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		\$46,825		

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		40	0	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	1	\$	\$55,000	Operational Budget FY 2024
Part-time	#	\$	\$	
		Amount		Funding Source
B. Equipment required for program		\$3,600		Operational Budget FY 2024
C. Tools and/or supplies required for the program		\$		
D. Instructional Supplies and Materials		\$5,000		Operational Budget FY 2024
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other <i>(Please identify; add lines as required)</i>		\$		
Total for Program Sustainability		\$110,425		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Please indicate any additional support and/or funding for the proposed program:

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

KBOR Excel in CTE Fee Summary for Proposed Academic Programs
CA-1b Form (2020)

Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval.
*Please include all costs charged to **high school students** for the proposed new program.*

Institution Name:	Garden City Community College
Program Title:	Medical Assistant
Program CIP Code:	51.0801

*Please list all fees associated with this **program**:
Only list costs the institution **is** charging students.*

Fee	Short Description	Amount

*Please list all courses within the program and any fees associated to those **courses** :
Only list costs the institution **is** charging students. Do not duplicate expenses.*

Course ID	Short Description	Amount
HELR 102 Nurse Aide	KDADS State Certificate Fee \$40; Uniform \$35; Student Kit \$90	\$ 165.00
HELR 103 Medication Aide	KDADS State Certificate Fee \$40; Uniform \$35; Student Kit \$75;	\$ 150.00
HELR 160 Lab. Diagnosticts and Phlebotomy	Uniform \$35; Student Kit \$140	\$ 175.00
HELR 170 Clin. Med. Assist & Minor Proced.	Uniform \$35; Student Kit \$190	\$ 225.00
HELR 181 Med. Admin. Practicum	RMA AMT National Exam Fee \$120	\$ 120.00

*Please list items the student will need to purchase on their own for this program:
Institution **is not** charging students these costs, rather students are expected to have these items for the program.*

Item	Short Description	Estimated Amount
Text & Workbook	Nurse Aide	\$ 65.00
Text Book	Medical Professional Issues	\$ 75.00
Text Book	Emergency Preparedness	\$ 55.00
Text & Workbook	Anatomy and Physiology	\$ 200.00
Text & Workbook	Medication Aide	\$ 30.00
Text & Workbook	Laboratory Diagnosticts & Phlebotomy	\$ 135.00
Text & Workbook	Clinical Medical Assisting & Minor Procedures	\$ 175.00
Text & Workbook	Medical Administrative Aspects	\$ 150.00

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Carl D. Perkins funding eligibility.

Program Eligibility

An “eligible recipient” is an eligible institution or consortium of eligible institutions qualified to receive a Perkins allocation.

An “eligible institution” is an institution of higher education that offers CTE programs and will use Perkins funds in support of CTE coursework that leads to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree, which does not include a baccalaureate degree.

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802. Criteria adopted by the Board of Regents may be found in their February 20, 2019 meeting packet.

Program Levels:

Educational Award Level	Credit Hours
SAPP	0-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Programs (SAPPs) must meet the following criteria:

- Minimum of 8 credit hours
- Minimum of 80% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period

Certificates and Associate of Applied Science degrees must meet the following criteria:

- Minimum of 51% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period
- Comply with Program Alignment – *if applicable*

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Garden City Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Marc Malone Vice President for Instructional Services/CAO Marc.malone@gcccks.edu 620-276-9597
Name, title, phone, and email of the Perkins Coordinator	Chuck Pfeifer Dean of Technical Education and Workforce Development Chuck.pfeifer@gcccks.edu 620-279-9521
Program Name	Medical Assistant
Program CIP Code	51.0801
Educational award levels <u>and</u> credit hours for the proposed request	Certificate C—48 credit hours
Percentage of tiered credit hours for the educational level of this request	N/A
Number of concentrators for the educational level	N/A
Does the program meet program alignment?	Yes
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	The 2020 Needs Assessment report notes Medical Assistant as a regional need, citing 23 annual openings and a shortage of aligned educational programming in the area (p. 5).
Pursuant to Americans with Disabilities Act, will the proposed program be offered in a location and format which is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	Yes

Signature of College Official  Date 7/15/22

Signature of KBOR Official _____ Date _____

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Kansas Promise eligibility.

A complete list of approved Promise Eligible programs may be located at:

https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship

Program Eligibility

2021 House Bill 2064, section 2, (7) (A) identifies promise eligible programs as (i) Information Technology and Security, (ii) Mental and Physical Healthcare, (iii) Advanced Manufacturing and Building Trades, (iv) Early Childhood Education and Development.

Section 3, (c) allows for the postsecondary educational institution to designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need occupation. The Act further states the postsecondary educational institution shall maintain the promise eligible program for at least three consecutive years.

Name of Institution	Garden City Community College
Name, title, and email of person responsible for Academic program	Glenda Owens, Director of Allied Health, glenda.owens@gcccks.edu Chuck Pfeifer, Dean of Technical Education and Workforce Development, chuck.pfeifer@gcccks.edu
Name, title, and email of Financial Aid contact	Melinda Harrington, Director of Financial Aid, Melinda.harrington@gcccks.edu

Add programs under the appropriate category the institution would like reviewed for Kansas Promise Eligibility. Add additional rows as needed.

Information Technology and Security			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Mental and Physical Healthcare			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)
51.0801	Medical Assistant	Certificate C	Spring 2023

Advanced Manufacturing and Building Trades			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Kansas Promise Eligibility Request Form

CA-1d Form (2021)


Early Childhood Education and Development			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

The postsecondary educational institution may designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need** occupation.

College Designated Program				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

**If the above program is considered "critical need," please provide supporting documentation:

--

Signature of College Official  Date 7/8/22

Signature of KBOR Official _____ Date _____

Special Note to Kansas Independent Colleges:

Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA
matt@kscolleges.org

Finney County Economic Development Corporation



June 30, 2022

Dr. Ryan Ruda
Garden City Community College
801 Campus Drive
Garden City, KS 67846

Dear President Ruda,

It is my pleasure to write this letter of support for Garden City Community College's Medical Assistant Program on behalf of Finney County Economic Development Corporation.

We continuously hear from area medical providers about the shortages they are experiencing in the qualified healthcare workforce arena and judge this program will help the communities in our region to maintain high quality healthcare options for their residents.

Finney County Economic Development Corporation will be pleased to support the Medical Assistant Program through volunteering on the advisory committee as needed.

Professionally,



Lona DuVall
President/CEO

Finney County Economic Development Corporation

*114 W. Pine Street
Garden City, KS 67846
Office 620-271-0388
Mobile 620-290-2244
lona@ficoedc.com*

Kearny County Hospital

June 25, 2022

Dr. Ryan Ruda

Garden City Community College

801 Campus Dr.

Garden City, KS 67846

Dear President Ruda,

It is my pleasure to write a letter in support of Garden City Community College's Medical Assistant Program.

Nationally, healthcare industry has been facing a workforce shortage for years, with shortages recently increasing at a drastic rate due to the pandemic. In the southwest region of Kansas, hospitals and other healthcare facilities are facing overall a 16% vacancy rate and a turnover rate of 22% on average.

Job Title Collected 2022 Southwest Kansas Hospitals*	Number of Working FTEs	Number of FTE Vacancies	Vacancy Rate (FTE)	Working number of Employees	Number of Vacant Positions	Employee Vacancy Rate	Total Employee Separations	Employee Turnover Rate
All Surveyed Hospital-based Positions	1,102	207	16%	1,388	216	13%	397	22%
Nursing & Medical								
C.N.A.	216	39	15%	317	41	11%	117	27%
Licensed Practical Nurse (LPN)	28	9	24%	49	9	16%	11	18%
Nurse Practitioner (APRN)	37	4	10%	41	4	9%	10	20%
Staff Nurse (R.N.)	235	58	20%	314	67	18%	70	18%
Physician Assistant	28	2	7%	31	2	6%	5	14%
Employed Physicians	58	10	15%	65	10	13%	6	8%
Clinic & Physician Practice								
Staff Nurse (R.N.) - Clinic	53	2	4%	62	2	3%	8	11%
Licensed Practical Nurse (LPN) - Clinic	16	6	27%	16	2	11%	5	24%
Nurse Practitioner (APRN) - Clinic	12	1	8%	13	1	7%	2	13%
Medical Assistant - Clinic	71	10	12%	77	10	11%	23	23%
Laboratory								
Medical Laboratory Technician (MLT)	17	10	36%	20	8	28%	6	23%
Medical Technologist (MT)	16	6	27%	18	6	25%	8	31%

Kearny County Hospital can offer support to the program in the form of local advisory committee, providing internships, practicum site, clinical site, serving as guest speakers in the classroom, etc. We would greatly appreciate the opportunity to partner with and continue to support this amazing organization and program.

Sincerely,



Emily Dilley, CEO

500 E Thorpe St. Lakin KS 67860 | 620-355-7111 (p) 620-355-8627 (f)

Kearny County Hospital | Family Health Clinic | High Plains Retirement Village

Kearny County Emergency Services

Emergency Mgmt

Emergency Medical Services

Fire & Rescue

June 21, 2022

Dr. Ryan Ruda
Garden City Community College
801 Campus Dr.
Garden City, KS 67846

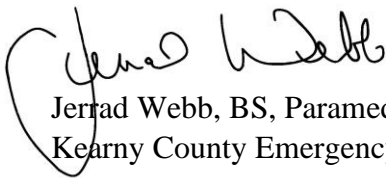
Dear President Ruda,

It is my pleasure to write a letter in support of Garden City Community College's Medical Assistant Program.

The past few years have exacerbated the need for healthcare workers throughout the nation, and especially here in Southwest Kansas. It is a problem that is being seen industry-wide and there doesn't appear to be a great deal of optimism that it is a problem that is going away in the near future.

Kearny County EMS can offer support to the program in the form of willingness to serve on the local advisory committee as well as serving as a guest speaker if needed and time allows. We would be willing to support the program in any way that we can and are happy to see that GCCC is attempting to be a leader in supplying the training needed for the healthcare industry as a whole.

Sincerely,



Jerad Webb, BS, Paramedic, I/C
Kearny County Emergency Services, Director

Kearny County Emergency Services

Emergency Mgmt

Emergency Medical Services

Fire & Rescue

*614 Harolds Pl
PO Box 88
Lakin, KS 67860*

*Phone: 620.355.8633
Fax: 620.355.7396
j.webb@kearnycountykansas.com*



Wichita County Health Center

211 East Earl Street Leoti, Kansas 67861
620-375-2233

6-16-2022

Dr. Ryan Ruda
Garden City Community College
801 Campus Dr.
Garden City, KS 67846

Dear President Ruda,

It is my pleasure to write a letter in support of Garden City Community College's Medical Assistant Program.

We understand the difficulty in finding quality compassionate care givers, that are trained specifically for the task at hand. As a Rural Health Clinic, this program will assist us in finding those trained personnel for job force.

Wichita County Health Center can offer support to the program in the form of practicum site or clinical site or internships for your program.

Sincerely,

Teresa Clark RN CEO

Wichita County Health Center

UNIFIED SCHOOL DISTRICT NO. 363
P.O. BOX 8, 305 WILEY
HOLCOMB, KS 67851

Dr. Scott Myers, Superintendent
Phone: 620-277-2629
Fax: 620-277-2345

Holcomb USD No. 363 is to provide an opportunity for all students to acquire skills to become productive and successful citizens.

An Equal Employment/Educational Opportunity Agency

July 18, 2022

Dear President Ruda,

I write this letter in support of Garden City Community College's (GCCC) Medical Assistant's Program. Unified School District 363 Holcomb Public Schools has long been a supporter of GCCC, having partnered with them on a variety of projects on multiple occasions.

USD 363 is a public school system that is dedicated to offering her students a meaningful and comprehensive educational experience. Our goal is to prepare our students for life after having left us, regardless of the career path the students may choose. To meet this goal, we provide a variety of programming opportunities for our students and are always looking for additional opportunities for our students. Thus, it is a perfect fit for us to take part in and support GCCC's efforts with their Medical Assistant's Program.

USD 363 can offer support to the program by having a staff member of USD 363 serve on GCCC's Advisory Board for this important program. Beyond that involvement, we stand ready to assist in recruitment efforts which will highlight employment opportunities for students who complete this program.

In conclusion, USD 363 is excited about the Medical Assistant's Program at GCCC, and we fully support your application.

Sincerely,



Dr. Scott P. Myers
Superintendent, USD 363, Holcomb Public Schools



Garden City



U.S.D. #457

Public Schools

Superintendent's Office

July 18, 2022

Dear President Ruda,

I am writing this letter in support of Garden City Community College's Medical Assistant certificate application. Garden City Public Schools has a long history of partnering with GCCC to offer timely and relevant educational opportunities to our students and community.

Garden City High School offers two pathways that align with Medical Assisting; Health Science and BioMedical. GCHS offers the following courses to prepare students for careers in the medical field: Introduction to Health Science, Biology, Chemistry, First Aid/CPR and Special Health Science Topics, Health Career Investigations, Body Systems, Anatomy & Physiology, Health Science Rotations, Robotics, Biotechnology, and Garden City Community College C.N.A. classes.

Garden City High School has also worked with Garden City Community College to develop a dual-credit EMR/EMT opportunity for students. This is in addition to collaborating with GCCC on the C.N.A. classes that are offered to our students.

Garden City High School is uniquely designed in that the school has distinct or separate academies for students to concentrate on their educational focus for the particular professional interest they intend to pursue as a career. Of these, the Health Academy at Garden City High School has the largest number of students who are enrolled and working to become college and career ready.

Garden City Public Schools will continue to engage with GCCC in conversations related to offering this program at our school. The district has worked with the college in the past and will continue to collaborate in an advisory perspective on these various programs to help our students succeed and become responsible and productive citizens.

Let me know if you have any questions on our joint efforts in educating our students. You can contact me at 620-805-7010.

Sincerely,

Dr. Mike Dominguez
Superintendent of Schools

SPONSORING INSTITUTION:		Advisory Committee Agenda				
Garden City Community College- Allied Health			DATE, TIME & LOCATION OF MEETING:	April 1, 2022 Allied Health Department- PENKA BLD		
Committee Invitation: Physician (PA, NP, DO), Practicum Affiliation Staff, Public Member, GCCC Support Staff, Ancillary Staff, Faculty, Program Director, Program Coordinator, GCCC Administration (President, VP, Dean), Public member, graduate student, current student, Other						
Attendees: David Rupp; GCCC B.O.T., Sherri Williams; GCCC Lab Skills Coordinator, Marc Malone; GCCC VP Instructional Service, Dawn Tucker; GCCC Outreach Education Coordinator, Sydnee Sassaman; GCCC Admissions, Julie Farr; GCCC Assistant to the Dean of Tech Ed, Diana Ortiz; Allied Health Instructor, Caroline Bradshaw; Allied Health Instructor, Chuck Pfeifer; Dean of Technical Education, Edna Conley; Centura, Kathy Larson; Centura, Joan Booker; Centura, Patsy Zeller; GCCC Director of Nursing and Glenda Owens; GCCC Allied Health Program Coordinator- Facilitator.						
Meetings Notes Recorded by: Judy Irsik, Secretary						
	Agenda Item		Discussion	Action Required	Lead Person	Goal Date
1.	Introductions				Glenda	
2.	History of Medical Assistant Programs <ul style="list-style-type: none">Shifts in workforce changesRegulations Previous suggestions explored		Background information was presented by Glenda. Centura uses a ladder for the MA as MA1 through MA5 with the responsibilities varying by level. Centura current exam services requires MA to be a CNA for 1 year before becoming MA.		Glenda Kathy, Centura	
3.	Industry Needs and Expectations for Medical Assistant <ul style="list-style-type: none">Administrative (front office)Patient Care (back office)Laboratory Skills		Centura representatives discussed how the MA is used in the Centura organization. Industry standards and needs were discussed by the group.			

4.	Review of other Programs What has worked <ul style="list-style-type: none"> • High populated area of ambulatory care What has not <ul style="list-style-type: none"> • Lack of instructors • Lack of diverse delivery modalities • Lack of support from practicum sites • Lack of funds for training equipment • Curriculum standards set too high for the skill level required • Too close to for profit agencies 	Discussion was held on what has worked in other areas and what has not (see review of other programs).		Glenda	
5.	Program Outline <ul style="list-style-type: none"> • Course Modalities <ol style="list-style-type: none"> 1. Face/Face (with zoom for distance learning) 2. Hybrid 3. Online • Curriculum <ul style="list-style-type: none"> ○ Required minimums <ul style="list-style-type: none"> -KBOR CIP: 51.0801 -AMT (National Exam) 720 contact hours/48 Credits 560/160 ○ Sequencing <ul style="list-style-type: none"> - Recommend a three-semester pathway -Stackable Certifications • Practicum requirements National Exam: Registered Medical Assistant	GCCC will develop the MA course for three semesters. The MA course through GCCC will also provide an opportunity for “stackable” certifications towards becoming a Registered Medical Assistant. Discussion for course modality to include Zoom participation.		Glenda	

6.	<p>Program Goals & Learning Objectives:</p> <p>PLO#1: Perform medical office applications & business practices including legal & ethical compliance</p> <p>PLO#2: Provide patient care in accordance with scope of practice, regulations, policies, laws, ethics, and patient rights</p> <p>PLO#3: Demonstrate skills for effective nonverbal, oral, and written communication</p> <p>PLO#4: An ability to comply with principles of aseptic techniques, infection control, and analyze & perform basic laboratory applications</p>	<p>Items discussed to include in the class schedule: Coding/Billing; Lab classes and CPR (AHA).</p>			
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7.	Start Up Requirements Majority of lab training equipment already available through Allied Health Lab <u>Additional estimated equipment:</u> Exam Room Table Pediatric Exam Table Pediatric Simulator ECG/EKG machine Autoclave Phlebotomy/Injector Simulators *Grant Request *Donated Equipment	GCCC will develop student kits for student support. Class size would be 20; 8 students are required. Start date would be Spring 2023. Additional instructor will be needed. Student would be able to test at GCCC Person Vue certified testing center. Centura requires AHA CPR for all employees. Practicum design was discussed. Centura currently has open MA positions. Centura offers tuition reimbursement. It was discussed about high school students taking courses. Students are required to be 18 years of age to take RMA exam. Centura will check on age requirements for their organization for student to participate in practicum. 8 th grade reading level will be required.			Spring 2023
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8.	Recommended Practicum Sites Preceptorships	Centura (St. Catherine Hospital, Bob Wilson Hospital, Western Plains Hospital) Centura Physician Practices Multiple specialty clinics are available in Garden City community and surrounding area: Liberal, Dodge City, Lakin, Syracuse, Scott City, Sublette etc.			
9.	Questions & open discussion Approval		Moved and seconded by majority vote of committee to approve MA Program at GCCC.	Advisory Committee Attendees	

Handouts presented:

CIP: 51: 0801 Kansas Board of Regents

Stackable Industry Outline Chart

SPONSORING INSTITUTION:		Advisory Committee Agenda	
Garden City Community College - Allied Health		DATE, TIME & LOCATION OF MEETING:	April 1, 2022 Allied Health Department - PENKA BLD
Committee Invitation: Physician (PA, NP, DO), Practicum Affiliation Staff, Public Member, GCCC Support Staff, Ancillary Staff, Faculty, Program Director, Program Coordinator, GCCC Administration (President, VP, Dean), Public member, graduate student, current student, Other			
Name(s) - List all in attendance. It is acceptable to have multiple members in a category.	Agency/Organization	EMAIL and Contact Ph #	
David Rupp	GCCC BOT	drupp@ccc.net 620-276-8394	
Judy Inoir	GCCC Penta Secretary	judy.inoir@ccc.ky.edu	#560
Shirley Williams	GCCC Penta - coordinator	Shirley.Williams@ccc.ky.edu	
Marc Malone	GCCC VP Instructional Service	marc.malone@ccc.ky.edu	
Dawn Tucker	GCCC Outreach Coordinator	dawn.tucker@ccc.ky.edu	
Sydney Sassaman	GCCC Admission	sydney.sassaman@ccc.ky.edu	
Jodie Farr	GCCC Tech Ed	jodie.farr@ccc.ky.edu	
Christina Ortiz	GCCC Allied Health - Penta, Instructional	christina.ortiz@ccc.ky.edu	
Caroline Bradshaw	GCCC Allied Health	Caroline.bradshaw@ccc.ky.edu	
Chuck Pfeifer	GCCC - Tech Ed	chuck.pfeifer@ccc.ky.edu	
Edna Conley	Centura	ednaconley@centura.org	
Kathryn Hansen	Centura	kathrynhansen@centura.org	
Joan Baker	Centura	joanbaker@centura.org	
Patricia Zeller	GCCC Director of Nursing	patricia.zeller@ccc.ky.edu	

Curriculum and Instruction Committee
Meeting Agenda
May 16, 2022

Attendance

Voting Members:

A quorum requires ½ of voting members +1 voting member.

Karen Adams
Nicole Dick
Michael Knutson
Nancy Unruh

Chair:

Marc Malone

Guests:

Jodie Tewell
Ron Carlson
Brenda Barrett (virtual)
Jamie Durler (virtual)
Sam Sanger (virtual)
Chuck Pfeifer (virtual)
Mazen Nairat

Absent:

Devin Wackerla
Amy Waters

Start Meeting at 3:02pm

Approval of Minutes from May 2nd - Motion to Approve by Michael. Second by Nicole. Approved unanimously.

I. Old Business

- a. Online Instructor Expectations—Recommendations for approval from Jamie Durler and the Distance Education Committee
 - i. Changes in policy keep our college in line with federal expectations and standards
 - ii. Motion to approve by karen. Second by Michael. Approve unanimously.
- b. Syllabus Template—Adding Employability Skills – From Sam and SLAT
 - i. Includes updated COVID 19 guidelines as well as first proposed wording for Employability Skills.

GCCC'S GENERAL EDUCATION OUTCOMES

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural

diversity and social responsibility. Employability skills include communication, problem solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

ii. Motion by Karen. Second by Michael. Approved unanimously.

c. KBOR General Education Framework

- i. Informational item
- ii. Recommended policy updates from General Education Working Group for a state-wide General Education package.
- iii. If the general education package is completed at an institution, it could not be "unpacked" at a transfer institution within Kansas.
- iv. Policy is written to allow flexibility for schools to meet the needs of their students. For example, performance classes counting for Humanities and Fine Arts.
- v. After approval, policy will be sent to Core Committee for implementation.

II. New Business: Discussion Topics

a. SLO Change Notification (No Vote Required)

- i. KBOR KCOG SLO Changes (Sam Sanger)
 1. These changes come from October 2021 KCOG meetings
 2. BIOL 213, BIOL 212, BIOL 211, BIOL 210, BSAD 101, BSAD 104, EDUC 210, GEOG 101, HPER 109, HPER 211, MATH 108, MATH 121, PSYC 101, PSYC 210
- ii. BSAD 126 SLO Change
 1. SLO 2 needs to be clarified "demonstrate and utilize various business concepts"

b. Course Approvals (Vote Required)

- i. JDAT courses and INPR courses changing titles
 1. Changing INPR 1511 – Safety Orientation to JDAT 101 – Safety and Orientation
 - a. Suggestion from Nancy to change from JDAT 101 to JDAT 100 because JDAT 101 is already in use
 2. Changing JDAT 125 to INPR 125 (?) - Introduction to Manufacturing Welding
 - a. This course name change will open up enrollment to students outside of John Deere program.
 - b. JDAT 125 does not exist in Datatel or KHEDS

3. Michael motions to approve both course changes with numbers to be decided by Gabe Winger and Nancy Unruh at a later meeting. Second by Karen. Motion approved unanimously.
- ii. Reactivation of PHSC 110 Introduction to Meteorology – Mazen Nairat
 1. Kansas Systemwide Transfer class as PSI 2010
 2. Course was taught at GCCC years ago, would like to reactivate course
 3. Would allow more non-lab courses for students
 4. Add course to degree options for checklists
 - a. Discussion on what requirements exist to add a class to “general education”
 5. Plan is to schedule course in SP23 semester
 6. Motion to approve course for reactivation and add to non-lab science options withing our degrees with prerequisite of MATH 005 with grade of C or higher by Karen. Second by Michael. Approved unanimously.
- c. New Program: Cybersecurity AAS and Certificate B – Ron Carlson
 - i. New programs funded by Title V grant, AS already exists
 - ii. Has met with transfer partners (WSU and FHSU) to help align AS
 - iii. Aligning Cert B and AAS with industry partners.
 1. AAS is 64 hour program
 2. Cert B is 31 hours
 - iv. After C&I, moves to Board of Trustees, then to KBOR
 - v. Will these new programs and courses require additional faculty?
 1. Currently looking to build pipelines and opportunities.
 2. Understanding is that additional faculty may be needed in the future as the programs grow.
 - vi. 2 new courses – IT Fundamentals and Data Analytics
 1. CSCI 123 - IT Fundamentals
 - a. Aligns to ITF+
 - b. Good intro class for program, could target HS students well
 - c. More schools are offering this course as well
 2. CSCI 290 - Data Analytics
 - a. Comp TIA Data+ Certification
 - b. Applying AI to big data, more modern use of computer science
 - c. Prerequisite will be MATH 108 with grade of C or higher
 - vii. Motion to approve the AAS, Cert B and CSCI 123 and CSCI 290 additions by Michael. Second by Karen. Approved unanimously.

viii. Medical Assisting Courses

1. Approved program in May 2, 2022 meeting. SLOs were missing from syllabi.
2. Glenda worked with Sam on SLOs.
3. Some SLOs came from KBOR, others were created by making PLOs more specific to course level
4. Karen motion to approve SLOs as provided in syllabi in folder. Michael seconds. Approved unanimously

ix. ECHD 106, 124, 108, 1041, 110 – Sam Sanger

1. Reactivating classes
2. Need for this request comes from Equip Agreement
3. These are not KBOR classes, more on technical side
 - a. ECHD 1041 should have KBOR articulation statement removed.
4. Will these classes be added to the 2022-24 course catalog?
 - a. Likely not, these are being added with the intention of allowing for more flexibility and options for students moving forward.
5. Motion to approve by Michael. Second by Nancy. Approved unanimously.

d. JDAT PLO Change – Marc Malone (for Gabe Winger)

- i. This is more of an external testing requirement than a PLO
- ii. Nancy motions to remove PLO. Second by Michael. Approved unanimously.

e. Appointment of New Members

- i. Devin Wackerla will remain
- ii. Brett Haire and Helen Weeks will be new members.
- iii. Marc will update by-laws to include new members.
- iv. Recommendations from Faculty Senate.
- v. Positions will start Fall 2022.
- vi. Positions are 2 year terms.

f. Election of Officers for the 22-23 Academic Year (Vote Required)

- i. Chair – Marc Malone VPIs will serve for upcoming year with understanding that this position will be revisited at the end of the 2022-23 school year.
- ii. Vice Chair – Devin Wackerla will remain vice-chair

1. This nomination is tentative based on approval from Devin at upcoming meeting.
 - iii. Secretary – Nicole will stay as secretary
 - iv. Motion to approve officers as noted above by Michael. Second by Nicole.
Approved unanimously.
- g. Department of Education and HLC Changes: Notification of 25% or more change
- i. How will we determine percentage of program change moving forward? (Vote Required)
 1. Guidance initiated under Trump administration.
 2. GCCC must report changes to 25% or more of program to HLC to ensure that program is still in-line with original HLC approval
 3. How will we track 25%?
 - a. Credit hours? SLOs? PLOs? This is not determined by HLC, but by institution.
 - b. GCCC proposal is to track 25% changes by PLO since PLOs drive courses within a program. Substantive changes to PLOs will be tracked in a spreadsheet each year. When 25% of original PLOs have been changed, a report will be filed with HLC.
 - i. When do you start counting? GCCC proposes start of new catalog after a “hefty” audit.
 - ii. HLC staff liaison does not disagree with this proposal.
 - c. Over the summer, changes made to 2022-24 catalog will be tracked to start assessing if 25% of program was changed.
 4. Motion for GCCC to count PLO substantive changes towards 25% of a program changing by Michael. Second by Nancy. Approved unanimously
- h. Curriculum Development Policy: Second Reading (Vote Required)
- i. Updates to curriculum development policy based on May 2, 2022 discussion about course-level prerequisites
 - ii. Updated policy to include motion approved in II.g.i.4 above.
 - iii. Sam suggests wording to state “core curriculum” classes not “general education” since General Education is a program at GCCC.
 - iv. The policy has been updated to clarify wording surrounding items that don’t need approval
 - v. Motion to approve policy (with change noted in iii above) by Nicole. Second by Michael. Approved unanimously.

III. New Business: Information items (No Approval Required)

- a. Fully-online programs offered at GCCC. Programs will be marketed to target audiences.
 - i. ANSI Certs A, Cert B, AS
 - ii. BSAD.AS
 - iii. ECHD Cert A
 - iv. EDUC.AS
 - v. ENGL.AA
 - vi. LASC.AGS, LASC.AS, LASC.AA
 - vii. PSYC.AS
 - viii. SOCI.AS
 - ix. SOCW.AS

- b. HLC Changes: Online program notification
 - i. If any course in a program can be taken via distance education, the program is an online program.
 - 1. Only a few technical certificate programs at GCCC are not classified as online with this notification.
 - ii. This does NOT mean these programs are not completely online.

END of meeting: 4:48 PM

June 14, 2022

Board of Trustees
Garden City Community College
801 Campus Drive
Garden City, KS 67846

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, June 14, 2021**. The meeting will be held in the **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus. The meeting will also be available by zoom: <https://gcccks-edu.zoom.us/j/97063696568>

Meeting ID: 970 6369 6568

One tap mobile
+17209289299,,97063696568#
+19712471195,,97063696568#

For **PUBLIC COMMENTS** please contact Jodie Tewell at jodie.tewell@gcccks.edu by 5:00 pm CST Tuesday, June 14, 2022

5:00 PM Dinner in the **Broncbuster Room**

6:00 PM Regular board meeting called to order in the **Endowment Room** located in the BTSC Building

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. SGA Report
- C. Introduction of new employees

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (May 10, 2022)4
- B. Approval of personnel actions-Human Resources.....18
 - B-1 Human Resources Report.....19
 - B-2 Adjunct/Outreach Contracts.....20
- C. Financial information.....32
 - C-1 Checks processed in excess of \$50,000.....34
 - C-2 Revenues.....35
 - C-3 Expenses.....37
 - C-4 Cash in Bank.....49

D. Athletic Insurance Renewal.....	50.
E. Capital Outlay Resolution.....	71
F. SAAS Approval.....	74
G. KPERS 457 Resolution.....	89
H. Cybersecurity Program Approval.....	108
I. Medical Assistant Program Approval.....	109
J. Work Comp Resolution.....	printed copies at seat

III. Other Action

Organization of Officers – Board of Trustees – 2022

Appointments

D. Designated Agent for KPERS Alexis Saenz

IV. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS	Consensus Approval
A-1 Academic Advancementpolicy governance pg 6.....	91
A-2 Asset Protection #5.....policy governance pg 14.....	97
A-3 Compensation and Benefits.....policy governance pg 15.....	99
B. Review Monitoring Report	
Treatment of People 1-4.....policy governance pg 10.....	103

V. OTHER

A. Open comments from the public	
1. Public Comment: 30 minutes total, 5 minutes per individual. Comments should be relevant to matters over which the Board has authority. Speakers should respect the rights of all persons, and they should not engage in personal attacks or disruptive behavior. This time is not intended to be a question and answer time. The Board cannot take any binding action on matters not on the agenda. The Board has a right to conduct an orderly and efficient public meeting.	
2. Comments directed to the Board should pertain to Ends; Mission, Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, and Workforce Development.	
B. President's Report	
C. Incidental Information.....	104
D. Report from FCEDC	
E. Report from KACCT	
F. Report from Faculty Senate	
G. Accreditation Update.....	108

VI. OWNERSHIP LINKAGE

Upcoming Dates:

28-Jun	Board Retreat President's - Conference Room SCSC 5:30 pm
29-Jun	Board Retreat – President's Conference Room SCSC 9:00 am
4-Jul	Independence Day – Campus Closed
18-Jul	Mock HLC visit; Endowment Room TBA
19-Jul	July Board Meeting - Endowment Room 6:00 pm
8-Aug	Inservice - Fine Arts Auditorium 8:00 am

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

Dr. Ryan Ruda.
President

Dr. Marilyn Douglass
Chairman

Mission: *Garden City Community College exists to produce positive contributors to the economic and social well-being of society.*

Five Ends: *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*

Purposes for Executive Sessions

- a. Personnel matters of non-elected personnel*
- b. Consultation with the body's attorney*
- c. Employer-employee negotiation*
- d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship*
- e. Matters affecting a student, patient, or resident of public institutions*
- f. Preliminary discussions relating to acquisition of real property*
- g. Security if open discussion would jeopardize security*

**GARDEN CITY
COMMUNITY COLLEGE
June 14, 2022**

Trustees Present: Leonard Hitz, Dr. Marilyn Douglass, Beth Tedrow, Shanda Smith, David Rupp, Bob Larson

Others Present: Dr. Ryan Ruda, President
Karla Armstrong, Vice President
Colin Lamb, Vice President
Marc Malone, Vice President
David Larsen, Software Specialist
Madilyn Limberg, Assistant Director of Marketing and PR
Meghan Flynn, Reporter Garden City Telegram
Jodie Tewell, Executive Assistant to the President
Matt Stockemer, Web and Systems Administrator
Robert Scrivner, Campus Police Officer
Brad Allen, Ellucian Representative

CALL TO ORDER:

Chair Douglass called the board meeting to order at 6:00 pm.

COMMENTS FROM THE CHAIR:

- Our GCCC Meat Judging Team was selected as this year's Parade Marshall, and they led the parade this past Saturday
 - Additionally, they are celebrating the 35th year of the program
- Dr. Clint Alexander, the head coach of the meat judging team, was also selected to evaluate the beef carcasses for the Beef Empire Days carcass show. Congrats to the team and Dr. Alexander for representing GCCC well in the community

- Congratulate two employees for being awarded the annual NISOD Excellence in Teaching and Leadership Award
- This award celebrates faculty and staff who demonstrate excellence in professionalism, commitment to learning, and relationship with students & colleagues and is based on nominations from colleagues
 - Johana Gonzalez, Student Support Services Advisor
 - Shelli Lalicker, Science Instructor
- Congratulations, Leonard Hitz, on a great Cowboy Poetry Event.

B. Report for SGA

No Report

C. New Employees

No New Employee Introductions for June

III: Consent Agenda

The consent has been amended to include Items H, I, and J.

Motion to approve the amended agenda as presented.

Motion: Beth Tedrow

Second: David Rupp

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6-0

Trustees pulled items D, E, F, G, and J for further discussion.

*Meeting of Trustees
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Move to accept A, B, C, H, and I for approval.

Motion: Beth Tedrow

Second: David Rupp

Ayes: Hitz, Smith, Tedrow, Douglass, Larson, Rupp

Nays: None

Motion Carries: 6 – 0

(A) Approval of minutes of previous meetings

(Supporting documents filed with official minutes)

(B) Approval of personnel actions-Human Resources

(Supporting documents filed with official minutes)

(C) Approval of Financial information

(Supporting documents filed with official minutes)

(D) Athletic Insurance Renewal

David Rupp questioned page 56 of groups that are not listed, i.e., Women's cheerleaders and rodeo. If groups are not listed regarding off-season activities, would they be covered? They are listed in the insurance when their classified activity season is listed. Their off-seasons are included within the coverage. Cheerleaders should be fall and spring. Page 56 is the current coverage. Page 59 is the new amended coverage, and still, states fall. The premium on our regular insurance did not change. Catastrophic insurance did change. Karla will double-check the coverage.

Trustees requested that this item be tabled until the paperwork can be updated. Coverage expires by the end of the month. Will table until June 29, 2022.

(E) Capital Outlay Resolution

Dr. Ruda explained that the information before the board is by statute that every five years, a resolution must be passed by a governing board for the state of Kansas to extend the mill levy that can be applied to capital outlay. By state statute, we can only levy up to two mils for capital outlay. Currently, we were at one per previous resolutions five years ago. We recommend maintaining the one mill levy, but this Resolution is asking that the threshold be set at 1.5 mils for upcoming budget planning. We plan to hold the line at one mil but will allow for unforeseen issues by increasing to 1.5 since we cannot change for another five years.

Shanda read the Resolution

Motion to approve Resolution 2022-5.

RESOLUTION NO. 2022 - 5

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY, KANSAS, DECLARING ITS INTENTION TO MAKE AN ANNUAL TAX LEVY FOR A CAPITAL OUTLAY FUND.

WHEREAS, the Board of Trustees (the "Trustees") of the Garden City Community College, Finney County, Kansas (the "Community College"), is authorized by KSA 71-501 to make an annual tax levy of not to exceed Two mills, for a period of not to exceed five years, upon all taxable tangible property within the Community College District for the purpose of construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisition of real property for use as building sites or for educational programs; and

WHEREAS, the Trustees of the Community College have heretofore in 1972, adopted a Resolution Creating a Special Building Fund from an annual tax levy; and thereafter in 1977, 1982, 1987, 1992, 1997, 2002, 2007, 2012 and 2017 adopted Resolutions continuing such annual tax levy in accordance with KSA 71-501(c); and

WHEREAS, the Trustees of the Community College have certified to the County Clerk the last annual tax levy authorized under the current Capital Outlay authorization; and

WHEREAS, as provided by K. S. A. 71-501(c), the Trustees hereby declare it to be necessary and advisable and in the best interests of the Community College, to renew its authority to make a like annual tax levy in the amount, upon the conditions, and in the manner as hereinafter specified;

*Meeting of Trustees
June 14, 2022*

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GARDEN CITY COMMUNITY COLLEGE:

SECTION 1. That the Trustees of the Community College be authorized to make an annual tax levy for a period not to exceed five years in an amount not to exceed One and a half mill upon all taxable tangible property within the Community College District; that the proceeds from such annual Capital Outlay tax levy shall be collected and paid into the Community College's Capital Outlay Fund, and shall be used for the construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisition of real property for use as building sites or for educational programs.

SECTION 2. That this Resolution shall be published once each week for 3 consecutive weeks in *The Garden City Telegram*, a newspaper of general circulation in the Community College District as required by KSA 79-501; and that said annual tax levy shall be made as aforesaid unless a sufficient petition in opposition, signed by not less than 5% of the qualified electors of the Community College District, is filed with the County Election Officer of Finney County, Kansas, within 60 days following the last publication of this Resolution.

SECTION 3. That in the event a sufficient petition in opposition is filed, the Trustees shall cause the question of such additional annual tax levy to be submitted to the voters of the Community College District at an election called for that purpose as provided by law; provided, however, that if no sufficient petition in opposition is so filed, then immediately upon expiration of said 60 day period, the Clerk of the Board of Trustees shall certify a copy of this Resolution to the County Clerk of Finney County, Kansas, and to the County Clerk of each and every county in which any part of the Community College District shall then lie.

ADOPTED by the Board of Trustees of the Garden City Community College, Finney County, Kansas, on June 14, 2022.

Motion: Shanda Smith

Second: Leonard Hitz

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6 – 0

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(F) SAAS Approval

Dr. Ruda provided a high-level overview of the item. Brad Palmer, an Ellucian representative, also presented to the board. This contract will allow IT to move servers that are maintained individually by our on-campus IT staff.

When updates are needed, it is all manually completed. Most of our servers are nearing the end of life. We have been looking at moving to cloud hosting services. We are recommending approval of SAAS – Software As A Service. Brad Palmer, Ellucian, spoke to the board about the benefits on a technical scale. Ellucian has over 500 institutions in the cloud. It is risk mitigation and disaster recovery. The board reviewed the investment summary on page 86 in the packet.

Shanda Smith asked for clarification on what the board is approving. It would be better to include the 5-year contract.

Motion to approve the 5-year Agreement with Ellucian to migrate GCCC to a SaaS environment utilizing the allocated grant dollars secured and general fund dollars for professional services and software. Total cost will be \$2,752,460.00.

Motion: Shanda Smith

Second: Bob Larson

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: All

Motion Carried: 6-0

(G) KPERS 457 Resolution

Dr. Ruda explained the Agreement within the state retirement system.

There is the traditional KPERS retirement package which is an employer

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match program and then what is being presented, which is the KPERS 457 plan which is only available to municipalities. This is an additional plan

that can be offered to employees. This is not a match contribution program but is employee based.

Motion to approve resolution 2022-6.

RESOLUTION # 2022-6

A RESOLUTION AUTHORIZING A DEFERRED COMPENSATION PLAN FOR THE
EMPLOYEES OF GARDEN CITY COMMUNITY COLLEGE, KANSAS.

WHEREAS, to enable Garden City Community College, Kansas to attract and to retain in its employment, persons of competence and to provide a means for supplementing the retirement benefits of Garden City Community College employees; and

WHEREAS, the Kansas Public Employees Retirement System has entered into a group contract in conjunction with the Kansas Public Employees Deferred Compensation Plan for the provision of recordkeeping, communication, education, and investment management services; and

WHEREAS, it is the desire of Garden City Community College to become a joint contract owner with the State of Kansas of the group contract; and

WHEREAS, it is the desire of Garden City Community College to encourage and support efforts of its employees to voluntarily participate in a tax-deferred compensation plan;

NOW, THEREFORE, BE IT RESOLVED BY GARDEN CITY COMMUNITY COLLEGE

1. Garden City Community College elects to adopt the Kansas Public Employees Deferred Compensation Plan as its own plan, as authorized by KSA 74-49b14.
2. Garden City Community College authorizes and approves execution of a Plan Joinder Agreement to implement a deferred compensation plan.
3. Further, **CFO/HR Director/ Payroll Coordinator** is authorized to execute all necessary documents.

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Motion: Shanda Smith

Second: Beth Tedrow

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6-0

(H) Cybersecurity Program Approval

(Supporting documents filed with official minutes)

(I) Medical Assistant Program Approval

(Supporting documents filed with official minutes)

(J) Work Comp Resolution

This Resolution allows for consideration for GCCC to be included in a Kansas municipal pool. This will give us the ability to bring back competitive pricing through the state of Kansas. The Resolution must be approved in order for Garden City Community College to be considered an approved municipality under the Kansas Municipal pool.

Motion to approve resolution 2022-7

RESOLUTION NO. 2022-7

Garden City Community College, **STATE OF KANSAS**

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WHEREAS, the Governing Body of Garden City Community College, has authority under the Kansas Municipal Group-Funded Pool Act, KSA 12-2616, et seq., as amended, and the Interlocal

Cooperation Act, KSA 12-2901, et seq., as amended, to participate in and form a group- funded pool for workers compensation coverage; and

WHEREAS, the Board of Trustees has reviewed an agreement to cooperate with _____ other municipalities to form such group-funded pool entitled By-Laws and Inter-local Cooperation Agreement for the Kansas Municipal Insurance Trust (KMIT), a copy of which is attached hereto and incorporated by reference in this Resolution.

NOW THEREFORE, BE IT RESOLVED BY THE ABOVE Board of Trustees **OF THE**
STATED MUNICIPALITY THAT:

1. The By-Laws and Inter-local Cooperation Agreement for the Kansas Municipal Insurance Trust, a copy of which is attached hereto and incorporated by reference into this Resolution, is hereby approved.
2. The Chairperson is hereby authorized and directed to sign the Agreement on behalf of the municipality.
3. Neither this Resolution or the Agreement is intended to, nor does it provide for coverage in excess of the limitation on liability within the Workers Compensation Act, KSA 44- 501 et seq., or amendments thereto.
4. The municipality understands and further by execution of this Resolution and the Agreement agrees that it will comply with the requirements of the Workers Compensation Act and amendments thereto and further understands that in accordance with the BY-LAWS AND INTER-LOCAL COOPERATION AGREEMENT THAT THE INDIVIDUAL MEMBERS OF THE COOPERATION MAY BE SUBJECT TO ASSESSMENT OF ADDITIONAL CONTRIBUTIONS UNDER THE CIRCUMSTANCES DESCRIBED IN THE AGREEMENT.

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5. One copy of the signed Agreement shall be mailed to the Pool Administrator of the Kansas Municipal Insurance Trust along with a copy of this Resolution, one copy of the signed Agreement shall be filed with the County Register of Deeds, and one copy of the signed Agreement shall be filed with the Secretary of State of the State of Kansas.

Motion: Shanda Smith

Second: David Rupp

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion carried: 6-0

III. Other Action

D. Designated Agent for KPERS

Alexis Saenz is the Payroll Coordinator as of June 1, 2022. Pam Harms will be transitioning out at the end of June.

Move to designate Alexis Saenz as the Designated Agent for KPERS.

Motion: Beth Tedrow

Second: Bob Larson

Ayes: Hitz, Smith, Tedrow, Douglass, Rupp, Larson

Nays: None

Motion Carried: 6-0

*Meeting of Trustees
June 14, 2022*

IV. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and END

A-1 Academic Advancement

Students desiring academic advancement will be prepared for successful transfer to other colleges and universities. Beth Tedrow stated that she sees that the college is addressing this. FHSU is on campus, and we are 5th from the top in transferring credits. There was a discussion regarding the difference in the credit hours between institutions.

A-2 Asset Protection #5

Assets shall not be unprotected, inadequately maintained, or unnecessarily risked. Number 5 was updated last month and needed to read exactly as the motion states. Jodie Tewell will update this on the policy page. Number 7 - remove "acquire or" from the statement.

A-3 Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the president shall not cause or allow fiscal integrity or public image to be jeopardized. No comments.

Accept monitoring reports as presented with the exception of A-2 #7, which the board will review at next month's meeting.

B. Review Monitoring Report

Treatment of People

With respect to the treatment of students, employees, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified. Add #5 and #6 to February or March calendar.

V. OTHER

A. Open comments from the public

No public comments

B. President's Report

Successful Nursing Accreditation, Track Nationals, Spring Honor Rolls – send out postcards to students with bookstore discount, enrollment updates, hosted Bike Across Kansas, KC Royals media guide – alumni Dayton Moore thought it was worthwhile to support him and advertising venue, need for a special board meeting for property and athletic insurance since we already have board meeting schedule on the 29th at 8:30 for those three items. (Supporting documents filed with official minutes)

C. Incidental Information

Merilyn brought up the idea of signing cards to say thank you to students and staff. Rupp suggested an ad. Shanda thought a FB post might get more readers.

D. Report from FCEDC

No Report

E. Report from KACCT

Beth met in Colby, KS, for last month's meeting. Beth provided three handouts and brought the board's attention to the KACCT June Quarterly Meeting Recap #8. The next meeting in Fort Scott is Aug 26-27. (Supporting documents filed with official minutes)

F. Report from Faculty Senate

No Report

G. Accreditation Update

No PowerPoint tonight. Confirming the mock visit on July 18 with our two external mock reviewers. Prior to that, the trustees will receive a printed copy of the draft for your perusal. The goal is to be completed on June 22.

VI. OWNERSHIP LINKAGE

Bob went to the drafting and welding meetings. They have done a tremendous job and are on track with enrollment. They had a welding competition in which 46 students attended for the district. The annual GCCC competition had 36 students from 12 different HS attending. Recruitment has gone well.

Beth attended the computer science meeting in May. USD 457 was also in attendance. The KU med center hired a recent graduate.

Upcoming Calendar Dates:

28-Jun	Board Retreat President's - Conference Room SCSC 5:30 pm
29-Jun	Board Retreat – President's Conference Room SCSC 9:00 am
4-Jul	Independence Day – Campus Closed
18-Jul	Mock HLC visit; Endowment Room TBA
19-Jul	July Board Meeting - Endowment Room 6:00 pm
8-Aug	Inservice - Fine Arts Auditorium 8:00 am

Douglass discussed the results of last month's board self-assessment.

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VIII. Adjournment

The meeting adjourned at 8:10 pm.

Jodie Tewell
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Marilyn Douglass
Chairman of the Board

*Meeting of Trustees
June 14, 2022*