

New Program Request Form

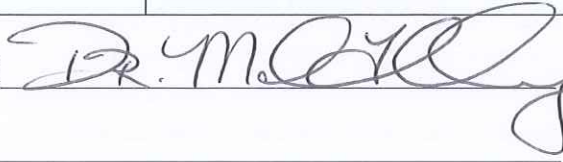
CA1

General Information

Institution submitting proposal	Coffeyville Community College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Heather Pollet Vice President for Career & Technical Education 620-252-7503 heather.pollet@coffeyville.edu
Identify the person responsible for oversight of the proposed program	Heather Pollet
Title of proposed program	Heating Ventilation and Air Conditioning (HVAC)
Method of program delivery (face to face, online, hybrid)	Face-to-Face
Proposed suggested Classification of Instructional Program (CIP) Code	47.0201
CIP code description including Title and Definition (from nces.ed.gov/ipeds)	<p>Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR, HVAC, HVACR)</p> <p>A program that prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. Includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.</p>
Standard Occupation Code (SOC) associated to the proposed CIP code	49-9021
SOC description including title and job description (from onetonline.org)	<p>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</p> <p>Install or repair heating, central air conditioning, HVAC, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.</p>
Number of credits for the degree <u>and</u> all certificates requested	Certificate B- 30 credit hours
Proposed Date of Initiation	Fall 2025
Specialty program accrediting agency	N/A

Industry-recognized certification(s) to be earned by students	OSHA- 10 certification NCCER Core and HVAC Level I credentials EPA-608 certification
---	--

Signature of College Official



Date

2/14/25

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, CA-1a form).

Institutions requesting subordinate credentials (i.e., requesting a CERTB when an AAS is already approved and coursework is a subset of existing courses) need only submit the following sections:

- 1) General Information,*
- 2) Program Rationale,*
- 3) Demand for the Program (all 10-year Occupational Outlook data and Perkins CLNA information),*
- 4) Complete catalog descriptions (including program objectives) for the proposed program,*
- 5) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program,*
- 6) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation),*
- 7) CA-1b if Excel in CTE fees if requesting approved to charge fees that are not already approved,*
- 8) CA-1d if requesting eligibility for Promise Scholarship, and*
- 7) Program Approval at the Institution Level*

Program Rationale

- Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.

Coffeyville Community College (CCC) had been asked by local business & industry partners when CCC was planning to add Heating Ventilation and Air Conditioning (HVAC) and Plumbing Technology to the building trades programs already established, as they were struggling to find employees to fulfil the work demand of the community. The initial request came from Eck Heat & Air of Dearing, KS, (7 miles west of Coffeyville and serves the Coffeyville area) and Apex Heat & Air Inc., Coffeyville, KS.

These programs were placed into the local needs assessment in both FY23/24 and FY25/26 signifying a program that is not currently offered but needed for our area and region, and have been on the high wage, high demand list now for several years. Coffeyville has been trying to find space available to start these new programs. With the help of the Workforce Development funding in FY24, CCC purchased a 16,000 sq. ft. building in close proximity to the CCC Technical Campus, which will be renovated to house HVAC, Plumbing, CDL, and allow for expansion of our Electrical Technology program due to its high demand and limited space.

CCC submitted an application for a congressionally-directed grant for Workforce Development and was awarded \$673,000 in Spring 2024. HVAC was one of the new programs to be developed within this grant. An instructor was hired for the development of the HVAC program for a Fall 2025 start.

The HVAC program will plan to start with 12 part-time students in Coffeyville and will be open to both high school and post-secondary students. The National Center for Construction Education & Research (NCCER) was the guide for the development of the curriculum to ensure it met the program alignment requirements already in place. The curriculum was initially developed by the

Vice President for Career & Technical Education, and discussed one-on-one with local partners then at the initial advisory board meeting held in August 2024. This program will provide the foundational concepts to work in the HVAC industry. The education received in this program will provide the education needed to sit for the journeyman's exam after completing apprenticeship/work experience hours required for their specific location. The college will provide journeyman exam prep materials while in the program to better prepare students to pass the exam.

- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

There is currently not an HVAC program in the immediate service area, the closest being Neosho County Community College (NCCC) at Chanute, which would be an hour commute one-way. In developing the HVAC program, CCC chose to only add a Certificate B level with 30 credit hours, to allow for a faster completion and being work-ready for our community. The current demand for HVAC services and trained technicians is not being fulfilled in our community with the distance of Neosho's program. The CCC College President visited with the NCCC President regarding the HVAC program and collaboration efforts. A letter of non-opposition to the program has been received. CCC will also gladly provide referrals to the Neosho program for students wanting to continue their education in the HVAC field, as Neosho offers both a Certificate B of 35 credit hours, as well as an AAS degree for 64 credit hours.

Program Description and Requirements

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

The HVAC program prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. Includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

Upon successful completion of this program, the student will be able to:

1. Understand and practice safe work habits on job sites
 2. Understand operation and maintenance of various HVAC systems
 3. Use and apply trade math in daily applications
 4. Display basic knowledge of both control and power electric circuits
 5. Know refrigerant recovery techniques
 6. Understand gas appliance venting requirements
 7. Understand air flow requirements and proper duct design
 8. Be able to braze copper pipe and fittings as well as prepare and connect mechanical fittings
 9. Be able to perform basic troubleshooting techniques on HVAC equipment
- Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available.

The HVAC program will offer a 90-clock hour HVAC Apprenticeship course to finish out the program. This course will allow a student an opportunity to apply the skills learned in a hands-on

environment working alongside trained HVAC professionals in real-world scenarios to gain experience and confidence in troubleshooting, diagnosing, repairing and installing systems.

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

CCC is an open admission educational institution. There are no specific admission requirements for entrance into the HVAC program once the student has applied for admission to the institution and has been accepted as a student.

Students can complete and graduate with their Certificate of Completion once all required program coursework has been satisfactorily completed with a cumulative GPA of at least a 2.0 on a 4.0 scale (the equivalent of an overall C grade average).

Demand for the Program

- Using the most recent Kansas Department of Labor's Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
 - Labor information included should show demand in the occupation *for the level of education being proposed for the program*.
 - Include additional data for local and regional employer demand if available.
 - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.

Long-term Occupational Projections data for HVAC Mechanics and Installers for 2022 to 2032 show a demand in annual Kansas openings of 371 with 0.8% growth, and 3,716 openings and 8.1% growth over the next 10 years. There is an annual median wage of \$51,730 and a post-secondary education award with long-term on-the-job training needed to attain competency.

HVAC Mechanics/Installers remain on the Kansas and Southeast Kansas High Demand, High Wage list for 2024.

- Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.

CCC received letters of support from the following business and industry partners, which will also participate in the program advisory committee:

Apex Heat & Air Inc., Coffeyville, KS
Eck Heat & A/C Inc., Dearing, KS
Johnston Heating and Cooling, Edna, KS

Support letters are attached.

- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.

The HVAC program was placed into the local needs assessment in both FY23/24 and FY25/26, signifying a program that is not currently offered but needed for our area and region, and have been on the high wage, high demand list now for several years.

Data from the FY25/26 CLNA regarding HVAC: The Kansas Department of Labor KS Short-Term Occupation Projections 2022-2024 for Heating, Air Conditioning, and Refrigeration Mechanics and Installers under SOC 49-9021 shows an annual median wage of \$47,860. A post-secondary non-degree award, with long-term OJT training needed for entry. Annual openings equate to 434 jobs per year. The KS Long-Term Occupation Projections 2020-2030 show 434 annual openings, with an annual median salary of \$49,020. There is a state-wide change of employment of 1.2% annually. Annual SEK openings equate to 15 jobs per year. The SEK Long-Term Occupation Projections 2020-2030 show confidential data, with no specific openings. There is a state-wide change of employment of 0.7% annually.

- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.

No specific formal business and industry partnership has been developed at this time.

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.

AY 2023 Program Data

Heating, Air Conditioning, Ventilation And Refrigeration Maintenance Technology/Technician

CIP code: 47.0201

Institution Name	Total # Declared Majors	Total # Program Graduates	Total # Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
Dodge City Community College	45	15	11	\$33,820
Fort Hays Tech/North Central	34	28	26	\$41,497
Fort Scott Community College	30	10	5	\$33,932
Highland Community College	17	*	*	*
Johnson County Community College	129	46	33	\$40,074
Kansas City Kansas Community College	115	34	23	\$43,132
Manhattan Area Technical College	23	16	14	\$40,054
Neosho County Community College	49	18	5	\$27,757
Salina Area Technical College	16	6	6	\$49,220
Seward County Community College	33	13	11	\$51,125

Washburn Institute of Technology	39	15	11	\$46,740
Wichita State University Campus of Applied Sciences and Technology	72	40	28	\$37,158

* Indicates small-cell protected data or no data has been reported

- Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

The CCC College President visited with the NCCC President regarding the HVAC program and collaboration efforts. A letter of non-opposition to the program has been received. CCC will also gladly provide referrals to the Neosho program for students wanting to continue their education in the HVAC field, as Neosho offers both a Certificate B of 35 credit hours, as well as an AAS degree for 64 credit hours. With many of the HVAC courses falling under the HVAC Alignment, transferability would be straightforward.

Program Information

- If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at: https://www.kansasregents.org/workforce_development/program-alignment

The HVAC program follows the current HVAC Alignment map, aligning the program name and description, all common and support courses, as well as utilizing the NCCER credentialing option.

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

Program Requirements:

HVAC-118. OSHA 10 Safety. 1 Hour. This course provides basic workplace safety and health information to entry-level workers in general industry. It introduces the student to basic principles of identifying, reducing, eliminating and reporting hazards, as well as how to read the Occupational Safety and Health Administration (OSHA) manual properly. This course stresses the importance of personal protective equipment (PPE), fall prevention, hazards, and other topics.

CNST-103. Introductory Craft Skills. 3 Hours. This is a required course for all students entering the Building Trades Program. The intent of this course is to introduce the students to the construction trades. It is very important for every student to learn the proper way to conduct themselves while in the shop or on the job site. This course will cover shop safety, (Shop and Job Site), tool safety (Hand and Power tools), personal protective devices, protective railings, proper storage and handling of construction materials, construction drawings, basic math skills, basic communication and employability skills.

HVAC-110. HVAC Fundamentals. 4 Hours. This course covers the basic principles of heating, ventilation, and air conditioning, offers an introduction into the HVAC trade, and basic safety principles. It teaches students the aspects of identifying, selecting, and joining tubing, piping, and fittings for HVAC/R installation as well as the procedures for soldering and brazing piping. The course also covers the technical aspects of heat transfer, refrigeration, and pressure-temperature relationships. The student will also learn operating principles of the different types of compressors used in air conditioning systems and cover the refrigerants and oils commonly used in HVAC/R systems. The student will learn leak detection, evacuation, recovery, and charging service procedures.

HVAC-115. EPA 608. 1 Hour. This course provides the regulatory concepts related to safety procedures needed for proper storage, handling, use, and disposal of refrigerants. This hands-on course demonstrates proper techniques for refrigerant recovery, leak detection, and system servicing and prepares the student for the EPA 608 certification exam.

HVAC-120. Electrical Fundamentals. 3 Hours. This course introduces the concept of power generation and distribution, common electrical components, AC and DC circuits, and electrical safety as it relates to the HVAC field. It also covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components. This course introduces reading and interpreting wiring diagrams, reviews math principles, and teaches Ohm's law to calculate the current, voltage, and resistance in a circuit.

HVAC-130. Heating System Fundamentals. 3 Hours. This course covers the fundamentals of heating systems and the combustion process, discussing different types and designs of furnaces and their components, as well as basic procedures for their installation, service, and seasonal maintenance. Review of Trade Math and mechanical drawings, symbols, and their applications will be covered. Tools of the trade for troubleshooting heating systems and their components, as well as various pipe, fittings, and instruction on cutting, threading, and joining pipe is discussed. Learning to design and build sheet metal ducting of HVAC systems will be covered.

HVAC-200. Cooling System Fundamentals. 4 Hours. This course explains the fundamental operating concepts of the refrigeration cycle and identifies both primary and secondary components found in a typical HVACR system. This course also introduces common refrigerants, describes the principles of heat transfer and the essential pressure-temperature relationships of refrigerants, and introduces basic control concepts for simple systems.

HVAC-210. Workplace Skills. 1 Hour. This course teaches the essential workplace skills needed for the industry. Students will actively participate in listening, communicating, problem solving, critical thinking, team tasks, resource management, and time management skills. Work ethic and interview skills will be discussed.

HVAC-220. Alternating Current. 3 hours. This course covers the basic concepts of alternating current generation and use. It also discusses how single- and three-phase alternating current is used to power resistive and inductive circuits in HVACR equipment. It teaches the basic operation of single- and three-phase motors as well as the process of safely testing AC-powered devices.

HVAC-230. Heat Pumps. 3 Hours. This course covers the basic principles of reverse cycle heating and operation of heat pumps. It also explains how to analyze heat pump control circuits, as well as covers heat pump installation and service procedures.

HVAC-240. Introduction to Air Distribution Systems. 2 Hours. This course explores the factors related to air movement and its measurement in common air distribution systems. It also explains the utilization of required mechanical equipment and materials used to create air distribution systems, while introducing basic system design principles for both hot and cold climates.

HVAC-280. HVAC Apprenticeship. 2 Hours. This course is the application of knowledge learned within the HVAC program. Students will gain confidence in their ability to troubleshoot, diagnose, repair, maintain, install and test various HVAC systems, while using safe practices and maintaining a safe work environment.

- 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.
 - Degree plan/map in application should match degree map on institution website
 - KBOR links individual institution Degree Map landing pages at <https://www.kansasregents.org/students/advising-resources>
 - Please refer to Guidance on Academic Degree Maps at https://www.kansasregents.org/academic_affairs/performance-agreements

Coffeyville Community College HVAC Certificate B 2025

FIRST SEMESTER			SECOND SEMESTER		
<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
HVAC-118	OSHA 10 Safety	1	HVAC-200	Cooling System Fundamentals	4
CNST-103	Introductory Craft Skills	3	HVAC-210	Workplace Skills	1
HVAC-110	HVAC Fundamentals	4	HVAC-220	Alternating Current	3
HVAC-115	EPA 608	1	HVAC-230	Heat Pumps	3
HVAC-120	Electrical Fundamentals	3	HVAC-240	Introduction to Air Distribution Systems	2
HVAC-130	Heating System Fundamentals	3	HVAC-280	HVAC Apprenticeship	2
	TOTAL	15		TOTAL	15
				PROGRAM TOTAL	30

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.

N/A

- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seeking said accreditation.

- If seeking accreditation, also describe the plan to achieve it.

Although this program is not affiliated with an HVAC accrediting body, the CCC HVAC instructor is an NCCER Certified Master Trainer for HVAC.

- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.

This program will be available to both secondary and post-secondary students. CCC received letters of support from the following school districts:

USD 445 Coffeyville Public Schools
USD 436 Caney Valley Public Schools
USD 446 Independence Public Schools
USD 447 Cherryvale – Thayer Public Schools

Additional support letters are anticipated but not received by submission time. Support letters received are attached.

Faculty

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

Faculty required experience and educational background are as follows:

Required Experience

- A. A minimum of two years' teaching experience, preferably in a community college or technical school, or a minimum of five years HVAC experience in industry.
- B. Experience in the development and implementation of new courses, programs, and workshops is preferred.

Required Educational Background

A Bachelor's Degree with a minimum of 18 credit hours in the teaching field is preferred from a regionally accredited institution of higher education recognized by the U.S. Department of Education. Master HVAC Technician certification is preferred. A high school diploma or equivalent is required.

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.).
- Provide detail on **CA-1a form**.
- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.
- **Additional cost and funding documents to include as needed:**
 - Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees.
 - If the program is requesting Perkins funding, provide details on the **CA-1c form**.
 - If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

CCC recently purchased a 16,000 sq. ft. building in Coffeyville in close proximity to the CCC Technical Campus. This facility will be remodeled into classroom, office and shop space to house the HVAC program. Renovation of that space will cost approx. \$180,000, which will be paid through Capital Outlay and local funding.

The faculty expense will be covered for two years under a Congressionally-Directed Grant awarded in FY24 for the HVAC program. The Perkins Local Grant and/or local budget funds will be utilized to cover the salary and benefits in years two and three moving forward. With the recent phasing out of three technical programs, local budget funds are being reallocated to the three new programs coming forward for approval.

The Congressionally-Directed Grant for Workforce Development Expansion was awarded in AY24 in the amount of \$673,000 to run over two academic years. The basic requirements of the grant are as follows:

Year 1

Employ an HVAC Instructor to develop the HVAC curriculum- Full salary plus benefits
Purchase an Excavation Simulator for the Building Trades programs (Construction, Electrical, HVAC, and Plumbing)

Year 2

Continued employment of an HVAC Instructor to teach the HVAC curriculum during the implementation year- Full salary plus benefits

Overall, the grant will cover the HVAC Program instructor salary for two years, then the college will assume full responsibility of the expense.

Program specific equipment and tools needed to start will be purchased utilizing Capital Outlay funding, local program budgets, and/or Perkins Local Grant funding for FY26. CCC has been successful in obtaining Special Population Grant funds in the past for program equipment and tools, which would decrease the financial burden on the student to purchase tools.

Instructional supplies will be purchased from local budget funds available as budget dollars are reallocated to the new programs. Textbooks will be made available for student use through NCCER for the HVAC program.

Classroom/Instructor technology will be reallocated to the new programs from programs that were phased out and additional technology purchased with Capital Outlay funding.

If the Workforce Development Grant is funded for FY26, it would go toward the renovation, and purchase of tools, equipment, and technologies for this program.

The total cost for the implementation year is \$283,016.00 funded through a Congressionally-Directed Grant, Capital Outlay, Perkins Local grant, and local institutional funds. Year two program costs are estimated at \$40,722.00 and are funded through the Congressionally-Directed Grant, and local institutional funds. Annual cost would be similar to the year two estimated cost.

Program Review and Assessment

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.

CCC has a program review cycle of all college programs every five years. Career & Technical Studies were reviewed in AY21 and will occur next in AY26. Program enrollment and outcomes, as well as institution cost to run, are reviewed for each technical program. The last program review cycle revealed ongoing low enrollment and/or lower program outcomes and the decision was made to phase out three technical programs by the end of AY25. This, in turn, has freed up additional dollars to help bring three new programs forward for approval.

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
(Including a list of the business and industry members)
 - Curriculum Committee
 - Governing Board
(Including a list of all Board members and indicate those in attendance at the approval meeting)

The HVAC Program Advisory Committee met and approved the program curriculum on 08/12/2024. The committee met again on 01/28/2025 to discuss the curriculum, tools, equipment, and program details as well as the program approval process. Meeting minutes are attached listing committee members present for the meeting.

The HVAC program was approved by the Academic Affairs Committee on 08/14/2024. All program courses were reviewed and approved on 01/23/2025. Meeting minutes are attached listing committee members present for the meeting.

The Coffeyville Community College Board of Trustees approved the HVAC program on 08/26/2024 and reapproved the program on 01/27/2025. Meeting minutes are attached listing committee members present for the meeting.

Program Proposal Submission

- Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
- Please create a single PDF packet including all documents, and submit the completed application to the following:

Charmine Chambers
Director for Workforce Development
cchambers@ksbor.org

Crystal Roberts
Associate Director for Workforce Development
croberts@ksbor.org

Neosho County Community College

December 17, 2024

Marlon Thornburg
Coffeyville Community College
400 W. 11th St.
Coffeyville, KS 67337

Dear Dr. Marlon Thornburg,

Neosho County Community College does not oppose Coffeyville Community College's proposed creation of a plumbing and/or HVAC program.

Sincerely,



Brian Inbody, Ed.D.
President
Neosho County Community College

800 West 14th Street
Chanute, KS 66720
620.431.2820

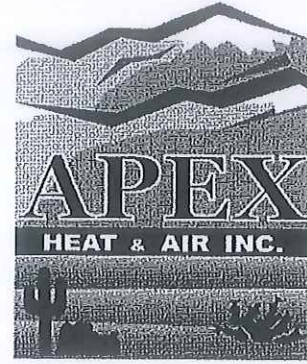
Online Campus
www.neosho.edu
800.729.6222

900 East Logan Street
Ottawa, KS 66067
785.242.2067

The Mission of Neosho County Community College is to Enrich Our Communities and Students' Lives

"The peak of customer service and satisfaction"

405 Walnut St. • Coffeyville, KS 67337 • (620)251-8100



September 13th, 2024

To whom it may concern:

I am writing this letter to show my full support to CCC for bringing an HVAC program to this community and surrounding areas. For many years local HVAC companies have struggled finding employees who have any training. It's a nationwide problem but is magnified in small communities like ours, where we don't have influx of people moving here.

I am fully committed to helping this program succeed, so much so that I have accepted the HVAC Instructor position and hope to help to bring a quality program to fruition in the fall of 2025.

I have also spoken with many of my HVAC suppliers and distributors to recruit their help with equipment and supplies. I believe there will an overwhelming response to this program from not only employers but the residents in the community.

Thank you

Robert Cunningham

A handwritten signature in black ink, appearing to read "Robert Cunningham", is written over the printed name.

Apex Heat & Air Inc.

Since 2005



ECK HEAT & A/C INC

PO BOX 314/406 S INDEPENDENCE AVE

DEARING, KS 67340

PHONE 620-948-6250

FAX 620-948-3809

12/31/24

I am writing this letter in support of an HVAC program at Coffeyville Community College. The lack of qualified technicians in the Southeast Kansas area has been an issue for several years that has been worsened by the Covid pandemic.

I am serving on the advisory board and am willing to help set up the lab. We are also willing to interview graduates for employment, as well as work with the program students in on-the-job training and/or apprenticeship training.

Thank you for your consideration.

Damian Eck

Johnston Heating and Cooling

1399 6000 Rd Edna, KS
620.423.9567

I am writing this letter in support of CCC having a HVAC program. It is near impossible to find qualified individuals in this area. I am excited for the opportunity to have properly trained HVAC techs in our area.

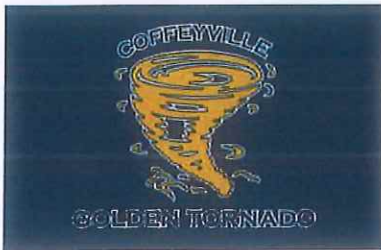
This program will provide HVAC companies with better trained individuals. Having 20+ years of experience in the HVAC business. We are willing to do anything we can to help this program, to better of our community and surrounding area.

I feel Robert Cunningham will be a great educator due to his experience as a business owner as well as an HVAC technician. I would be happy to participate in all aspects of the CCC HVAC class, such as on-the-job training, apprenticeship hours, and hiring of graduates. I'm happy to serve on the Advisory Board and help with tools and equipment needed.

Thank you.

Kyle Johnston

Johnston Heating and Cooling



FIELD KINDLEY MEMORIAL HIGH SCHOOL

COFFEYVILLE PUBLIC SCHOOLS

Travis Stalford – Principal

Kelsa King – Assistant Principal

Wade Welch – Assistant Principal/AD

Travis Stalford
Principal
Field Kindley High School
1110 W 8th
Coffeyville, KS 67337
620-252-6410

January 7th, 2025

Dear KBOR,

I am writing to express my strong support for the proposed addition of an HVAC/Plumbing program at Coffeyville Community College. As someone who has seen firsthand the increasing demand for skilled trades professionals in our community and beyond, I believe that this program would play a critical role in meeting both current and future needs in the HVAC/Plumbing industry.

There is an ongoing shortage of highly skilled HVAC/Plumbing Workers. This shortage is compounded by an aging workforce, making it imperative to attract and train the next generation of plumbers. By offering this program, CCC will not only address this critical skills gap but also help to provide students with valuable, in-demand career opportunities.

This program would provide local students with access to high-quality training and certification opportunities without the need to travel far from home. Many individuals who may not have otherwise considered a career in the trades will be able to explore this field with the benefit of hands-on learning, mentorship, and the academic support that a college environment provides.

I fully support the creation of an HVAC/Plumbing program at CCC and am excited to see the positive impact it will have on students and our region as a whole.

Sincerely,

A blue ink handwritten signature, appearing to read "Travis Stalford", is written over a horizontal line.

Travis Stalford
Principal
Field Kindley High School

Caney Valley High School

601 East Bullpup BLVD

Caney, Kansas 67333

620-252-9200

jalittleford@yahoo.com

1/8/24

To Whom It May Concern,

On behalf of Caney Valley High School, I am pleased to offer our full support for the upcoming HVAC and Plumbing programs to be housed at the V&S Building in Coffeyville, offered through Coffeyville Community College, beginning in Fall 2025.

As a district, we recognize the growing demand for skilled tradespeople, and these programs will provide our students with a valuable opportunity to gain hands-on experience in high-demand fields. The opportunity for Caney Valley High School students to participate in these part-time programs will not only help them build essential skills but will also open doors to future employment and career advancement in the HVAC and plumbing industries.

Furthermore, we are excited about the additional benefit these programs will provide to adult learners in our community. Caney has a strong tradition of supporting lifelong learning, and we believe that expanding access to these trade programs for adults will help strengthen the local workforce, create more employment opportunities, and contribute to the economic growth of our area.

We strongly support the approval of these programs through Coffeyville Community College and look forward to collaborating with the college to provide our students and community members with opportunities that will enhance their educational and career prospects.

Please feel free to contact me if you need any additional information. We are excited to be part of this initiative and are committed to supporting the success of this program.

Sincerely,

James Littleford

Caney Valley High School

620-252-9187



INDEPENDENCE

USD 446

BOARD OF EDUCATION OFFICE

517 N 10th St • Independence, KS 67301 • 620-332-1800 • Fax: 620-332-1811

Jason McAfee
Superintendent
of Schools

Kellie Puderbaugh
Director of
Learning Services

Gina Godinez
Director of Finance

Toni Jabben
Board Clerk

Krista Doub
Administrative Assistant

Andrea Ballard
Treasurer

Board Members:

Scott Hines
President

Greg Hennen
Vice President

Rev. Charles Barker, Sr.
Member

Sam Blackard
Member

Jennifer Rutledge
Member

Marty Reichenberger
Member

Tamisha Sewell
Member

February 11, 2025

Coffeyville Community College
400 W. 11th St.
Coffeyville, KS. 67337

To Whom It May Concern:

I am writing to express our enthusiastic support for Coffeyville Community College's new HVAC and Plumbing Programs. As an educational partner committed to fostering student growth and success, Independence High School is excited about the opportunities these part-time programs will provide for our students.

The addition of HVAC and Plumbing courses aligns perfectly with the career pathways many of our students are eager to explore. These industries are vital to our local economy, and we recognize that hands-on training and skilled labor are crucial to the success of both individuals and communities. Offering such programs will undoubtedly provide high school students with the chance to gain valuable industry-recognized credentials and experience in fields that are in high demand, and provide high-wage opportunities in Southeast Kansas, keeping our students in our communities.

Our students have demonstrated a growing interest in technical careers, and the new HVAC and Plumbing programs will offer them a structured and professional environment in which they can develop practical skills and knowledge. Our current local contractors have limited staff and an aging workforce, and these programs can help fulfill the demand. We are confident that these programs will not only enrich the lives of our students but will also contribute to the development of skilled professionals who will strengthen the workforce and local economy. We look forward to seeing the positive impact that Coffeyville Community College's new programs will have on the region's future workforce.

Thank you for your commitment to educational excellence and for providing such important opportunities for our community's students. We look forward to the continued partnership between Independence High School and Coffeyville Community College.

Sincerely,

Jason McAfee

Jason McAfee
Superintendent, USD 446



Unified School District # 447

618 E. 4th

Cherryvale, Kansas 67335

Phone (620) 336-8139

Fax (620) 336-8133

Travis Githens
Superintendent

February 07, 2025

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

Dear Members of the Kansas Board of Regents,

On behalf of USD 447 Cherryvale-Thayer Schools, I am writing to express our strong support for Coffeyville Community College's (CCC) proposed HVAC and Plumbing program of study. These programs address a critical workforce need in our rural communities, region, and throughout the state, where a shortage of trained professionals in these essential trades has become increasingly evident.

CCC has demonstrated commendable foresight by surveying our area, region, and state to identify programs that are not currently being offered but are urgently needed. Their findings highlight a significant demand for HVAC and Plumbing professionals, both of which are included on Kansas' High-Demand, High-Wage Occupations list. Local companies in our area are struggling to meet the growing need for these services due to limited staffing and an aging workforce. This has made it increasingly difficult for community members to find timely repairs and services.

At USD 447, we deeply value initiatives that equip students with the skills and knowledge necessary to meet the demands of today's job market. HVAC and Plumbing professionals are vital to the infrastructure of our communities, and these programs represent a significant step toward addressing the current shortage of qualified workers while supporting local economic growth.

We enthusiastically support Coffeyville Community College's application to the Kansas Board of Regents for the approval of the HVAC and Plumbing programs. We are confident that this initiative will provide meaningful benefits to our students, our communities, and the state of Kansas as a whole.

Sincerely,

Travis Githens
Superintendent
USD 447 Cherryvale - Thayer Schools
618 East 4th Street
Cherryvale, KS 67335
tgithens@usd447.org

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

Institution: Coffeyville Community College

Proposed Program: Heating Ventilation and Air Conditioning (HVAC)

IMPLEMENTATION COSTS					
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:				--	12
Part II. Initial Budget				Implementation Year	
A. Faculty		Existing:		New:	Funding Source:
Full-time	#	\$ --	\$ --		
Part-time/Adjunct	#	\$ --	\$ 27,500.00		Congressionally-Directed Grant
		Amount		Funding Source	
B. Equipment required for program		\$ 82,216.00		Capital Outlay/Perkins	
C. Tools and/or supplies required for the program		\$ 14,475.00		Capital Outlay/Local Funds	
D. Instructional Supplies and Materials		\$ 3,825.00		Local Funds	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 180,000.00		Capital Outlay	
F. Technology and/or Software		\$ 2,000.00		Capital Outlay/Perkins	
G. Other <i>(Please identify; add lines as required)</i>					
Total for Implementation Year		\$ 283,016.00			
PROGRAM SUSTAINABILITY COSTS (Second and Third Years)					
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:				--	12
Part II. Ongoing Program Costs				First Two Years	
A. Faculty		Existing:		New:	Funding Source:
Full-time	#	\$ --	\$ --		
Part-time	#	\$ 27,500.00	\$ --		Congressionally-Directed Grant
		Amount		Funding Source	
B. Equipment required for program		\$ --			
C. Tools and/or supplies required for the program		\$ --			
D. Instructional Supplies and Materials		\$ 13,222.00		Local Funds	
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		\$ 40,722.00			

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

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

A Congressionally-Directed Grant was awarded April 2024 to help support this new program and covers program faculty salary for two years.

Submit the completed CA-1a application and supporting documents as a PDF included in the CA1 completed application packet.

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:	Coffeyville Community College
Program Title:	Heating Ventilation and Air Conditioning (HVAC)
Program CIP Code:	47.0201

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

Fee	Short Description	Amount
N/A	N/A	N/A

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
HVAC-118 OSHA 10 Safety	Online OSHA course access	\$ 50.00
HVAC-115 EPA 608	EPA-608 Certification	\$ 89.80
HVAC-110 HVAC Fundamentals	Student Tool Set (Optional)- Wrench set, puller, channel locks, wire strippers and cutters, magnetic nut drivers, screwdriver set, utility knife, pliers, socket set, tin snips, hammer, tongs, Allen/Crescent wrenches, crimpers, scratch awl, impact driver/bits, meter kit, tool bag.	\$ 1,317.00

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
N/A	N/A	N/A

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Coffeyville Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Heather Pollet Vice President for Career & Technical Education 620-252-7503 heather.pollet@coffeyville.edu
Name, title, phone, and email of the Perkins Coordinator	Heather Pollet Vice President for Career & Technical Education 620-252-7503 heather.pollet@coffeyville.edu
Program Name	Heating Ventilation and Air Conditioning (HVAC)
Program CIP Code	47.0201
Educational award levels <u>and</u> credit hours for the proposed request(s)	Certificate B- 30 credit hours
Number of concentrators for the educational level	This program will start with 12 part-time students.
Does the program meet program alignment?	Yes
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	<p>The HVAC program was placed into the local needs assessment in both FY23/24 and FY25/26. Data from the FY25/26 CLNA regarding HVAC: The Kansas Department of Labor KS Short-Term Occupation Projections 2022-2024 for Heating, Air Conditioning, and Refrigeration Mechanics and Installers under SOC 49-9021 shows an annual median wage of \$47,860. A post-secondary non-degree award, with long-term OJT training needed for entry. Annual openings equate to 434 jobs per year. The KS Long-Term Occupation Projections 2020-2030 show 434 annual openings, with an annual median salary of \$49,020. There is a state-wide change of employment of 1.2% annually.</p> <p>Evidence from the FY25/26 CLNA regarding Regional Sources for HVAC: The Kansas Department of Labor SEK Short-Term Occupation Projections 2022-2024 for Heating, Air Conditioning, and Refrigeration Mechanics and Installers under SOC 49-9021 shows an annual median wage of \$45,541. post-secondary non-degree award, with</p>

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

	long-term OJT training needed for entry. Annual SEK openings equate to 15 jobs per year. The SEK Long-Term Occupation Projections 2020-2030 show confidential data, with no specific openings. There is a state-wide change of employment of 0.7% annually.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Funding will be used for equipment, resources, and professional development opportunities.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	This location will be fully accessible according to applicable ADA laws.

Signature of College Official



Date 2/14/25

Signature of KBOR Official

Date _____

Kansas Promise Eligibility Request Form

CA-1d Form (2024)

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.

Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to [K.S.A. 2021 Supp. 74-32,272](#):
 - Information Technology and Security
 - Mental and Physical Healthcare
 - Advanced Manufacturing and Building Trades
 - Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Transportation, Distribution and Logistics

Name of Institution	Coffeyville Community College
Name, title, and email of person responsible for Academic program	Heather Pollet Vice President for Career & Technical Education heather.pollet@coffeyville.edu
Name, title, and email of Financial Aid contact	Robin Adamson Director of Financial Aid robin.adamson@coffeyville.edu

Kansas Promise Eligibility Request Form

CA-1d Form (2024)

Information Technology and Security				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Mental and Physical Healthcare				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

Advanced Manufacturing and Building Trades				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date
47.0201	Heating Ventilation and Air Conditioning (HVAC)	High Wage and High Demand	Certificate	08/01/2025

Early Childhood Education and Development				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date

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

***If any programs are claiming "critical need" status, please provide supporting documentation:

--

Signature of College Official

DR. M. L. J. [Signature]

Date 2/14/25

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

Advisory Committee Meeting Minutes

Coffeyville Community College
HVAC and Plumbing Programs
Program Advisory Committee Meeting
08/12/2024

11:00 am Advisory Board Lunch

Heather Pollet, Vice President for Career & Technical Education, welcomed the advisory committee members and thanked them for their support of the HVAC/Plumbing Programs.

The initial advisory committee meeting was called to order with the following advisory committee members present:

Damian Eck, Eck Heat & A/C Inc.
Robert Cunningham, Apex Heat & Air Inc.
Ashley Dougan, Triple-D Plumbing

Advisory Committee members absent:
Josh Dougan, Triple-D Plumbing
Thomas Rex, CRI Plumbing

Approval of Previous Meeting Minutes
N/A

Review of College Mission & Vision Statements – This was deferred for the initial program meeting prior to program approval

Review of Curriculum for each program was completed. No program changes were recommended at this time.

The apprenticeship course was discussed, and all attendees agree to allowing students on site for work-based learning opportunities.

A discussion was held regarding instructors needed for both HVAC and Plumbing programs. The positions have been posted.

OLD Business: none

NEW Business: Review of initial curriculum and active participation in the discussions regarding program curriculum, equipment, and tools needed for the program with great suggestions.

No other new business.

Major Program Issues - none

Heather Pollet made the motion to adjourn the meeting a second by Marla Sterling. Motion passed

12:15 pm Meeting Adjourned

Advisory Committee Meeting Minutes

Coffeyville Community College
HVAC Program

Program Advisory Committee Meeting
1/28/2025

5:30 pm Advisory Board Meeting

Robert Cunningham, HVAC Instructor, welcomed the advisory board members and thanked them for attending the meeting.

The second advisory committee meeting was called to order with the following advisory committee members present:

Damian Eck, Eck Heat & A/C Inc.
Kyle Johnston, Johnston Heating and Cooling
Robert Cunningham, Apex Heat & Air Inc./CCC

Approval of Previous Meeting Minutes

Minutes from the initial advisory board meeting were reviewed and approved.

Review of College Mission & Vision Statements – This was deferred for the second program meeting prior to program approval

Review of Curriculum for the program was completed with a new board member, Kyle Johnston. No program changes were recommended at this time.

Board members were given a copy of the course program. Tool, equipment and supply lists were reviewed and discussed.

Initial Course syllabus was reviewed and discussed.

OLD Business: none

NEW Business: Review of initial course program, syllabus, tool, equipment and supply lists. It was decided the tool and equipment lists should stay fluid to accommodate a new and growing program.

No other new business.

Major Program Issues - none

Robert Cunningham made the motion to adjourn the meeting a second by Kyle Johnston. Motion passed

6:20 pm Meeting Adjourned

Academic Affairs Committee Meeting Minutes

14 August 2024

Present: Aron Potter, Heather Pollet, Kristin Horner, Anastasia O'Connell, Pam Feerer, Kari Soper, Anastasia O'Connell, Megan Manley, Dirk Andrews, Ryan Willis and Darla Thornburg

Vice President Potter began the meeting at 8:17am

Heather Pollet, Vice President for Career and Technical Education, presents new programs being considered for Coffeyville Community College. The HVAC and Plumbing Technology Program Advisory Committee has met and presenting the programs to Academic Affairs is the next step in the process for approving and then later implementing the programs into our offerings. The below programs were requested by local business and industry and have been designated in the Perkins Comprehensive Local Needs Assessment as a need for our local area and region. These programs are also part of a congressionally-directed grant. One of the instructor positions has been secured, and another position is still in the interviewing process.

Proposed Programs are:

- HVAC, Certificate B
- Plumbing, Certificate A

Ryan Willis moves to approve the new programs, committee approves. The programs will be presented at the next Board of Trustees meeting, August 26th.

Vice President Potter would like for Academic Affairs to meet at least 1x / month. The committee agrees on the last Monday of each month at 3:30.

- ✓ September 30
- ✓ October 28
- ✓ November 25

Vice President Potter lets the committee know that in 25-26 we will move towards the developmental courses being offered as corequisites. This is one curriculum change we will address this academic year.

Willis moves to adjourn. The meeting adjourned at 8:33am

Respectfully submitted by Ginni Phillips

Academic Affairs Committee Meeting Minutes

23 January 2025

Present: Aron Potter, Kristin Horner, Pam Feerer, Kari Soper, Anastasia O'Connell, Megan Manley, Dirk Andrews, Darla Thornburg, Chris Whitten

Vice President Potter began the meeting at 3:02pm

Previous Meeting Minutes:

Dirk Andres moves to accept December 16th meeting minutes; Anastasia O'Connell seconds. Minutes passed.

New Courses:

HVAC and Plumbing Programs were approved in August, however the individual courses within the program were not proposed / approved. New Course and Change to Current Course forms were provided for courses within the Plumbing and HVAC programs, along with updated Program Guides, including course title changes.

Kari Soper moves to accept courses and course changes, Megan Manley seconds. Plumbing and HVAC courses approved.

Darla Thornburg moves to accept the updated program guides, Pam Feerer seconds. Program Guides approved.

*HVAC-280 and PLMB-280 have title "Lab/Apprenticeship". The title will be corrected based on course intent to be either "Lab" or "Apprenticeship" since the seat time would be different depending on intent. Committee agrees to the name correction when Heather is able to confirm.

Discussion Items:

Last academic year the committee approved a new policy regarding High School Transcripts. Vice President Potter brings this item back to the attention of the committee asking what our original intent was – that we would accept Unofficial transcripts or if we would require official transcripts. The Catalog currently indicates official transcripts are required. The discussion concludes that the catalog has a typo, and the intent was unofficial transcripts would be accepted for placement (multiple measure) but that intercollegiate athletic certification and/or professional licensure program will require official high school transcripts.

Since it's determined this is a typo, the Catalog can be corrected now rather than waiting for the new academic year's catalog to be published.

Topics that may be presented in upcoming Academic Affairs meetings, if needed, include:

- Reverse Transfer Policy – this is being double checked. If changes are needed it will be brought to the committee
- New Placement Scores (KBOR). We are working with Almy (Developmental Math specifically) and will bring recommendations to the committee when we have them.
 - Developmental Math will not be offered starting Fall 2025, including Intermediate Algebra. We will offer a gateway course instead.
 - Contemporary Math and Intermediate Algebra are currently being offered with a tutoring component for students who tested into what was originally offered as “with review”. The “with review” course was five credit hours, but the courses being offered now are the standard three credit hour course but with additional seat time to include tutoring. Success rates and withdrawal rates will be provided when available.
 - Intermediate Algebra is not a General Education course and cannot be included in Bucket 7, or considered as transferable.
- English with Review is showing to be successful as a four-credit hour course.
- English and Math departments have been participating in the KBOR Development Support meetings.

Other updates include:

- Staffing changes at KBOR.
- KU is upping their acceptance scores. We will keep an eye on this. It could open up additional recruiting opportunities for us.
- Performance agreements will be based on the # of sections offered.
- We may add a 2nd 8 weeks Contemporary Math class for students who need Math to graduate but are not currently successful in the class they're in.

Dirk moves to adjourn. The meeting adjourned at 3:25pm

Respectfully submitted by Ginni Phillips

COFFEYVILLE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
AUGUST 26, 2024

The Public Hearing for the 2024-2025 Budget and Notice to Exceed the Revenue Neutral Rate Hearing was called to order on Monday, August 26, 2024, at 4:00 p.m. in the Board Room.

Trustees Present:	Becky Barnhart	Doug Misch	Benjamin Ragsdale
	Jimmy Littleford	David Baldwin	Lora Stalford

Others Present:

President Dr. Marlon Thornburg
Vice President Heather Pollet
College Legal Counsel Doug Ott
Kim Blaes
Ashley Tatman
Bryce Saia
Senior Director Pam Feerer
Recruiter Falcia Mansfield
Career Advisor Holly Hayden
Russell Ernest -Guest

Vice President Dr. Aron Potter
Vice President Ryan McCune
Chief Financial Officer Travis Young
Resident Director Kamri Anderson
Robert Wood
Andy Taylor – MG Co Chronicle
Recruiter Hannah Kennedy
Transfer Coordinator Melissa Harrison
Tom Macaronas – Guest

Chair Becky Barnhart opened the meeting to the public session at 4:00 p.m. for discussion of the Published Budget and Notice to Exceed the Revenue Neutral Rate. Chief Financial Officer, Travis Young explained the published/proposed budget and the motion to exceed the Revenue Neutral Rate (RNR) in detail. Chair Barnhart asked for anyone from the public to comment.

At this time, Tom Macaronas, 701 W. 6th, Coffeyville KS, addressed the Board with his concerns and questions regarding the mil levy and proposed budget.

Following the comments made by Tom Macaronas, guest Russell Ernest, 105 N. Ohio, Coffeyville KS, also addressed the Board with his questions and concerns about the mil levy, proposed budget, and taxes, and the assessed valuation increase on his property.

Trustee Littleford addressed the guests and further provided answers and input regarding their concerns.

A question arose regarding technical students and education, President Thornburg addressed the guests and further explained career and technical education and funding.

President Thornburg provided the previous budget retreat information available to the Board to assist in making a decision regarding the budget and RNR. Chair Barnhart asked the Board members for any comments regarding the concerns of our guests and moving forward with the proposed budget. Trustee Doug Misch suggested the Board go with option two or reschedule a meeting to further discuss the budget. President Thornburg noted we must have the budget hearing between August 20 and September 20. Trustee Baldwin recommended moving forward with the proposed mil levy and

budget, so the College will not have to dip into the reserve funds. Chair Barnhart agreed with Trustee Baldwin to move forward and approve the published budget. Trustee Littleford agreed with option one due to increased costs. Trustee Stalford agreed to move forward with option one, as the Board has already previously discussed the budget at the retreat held in July. Trustee Ragsdale suggested scheduling a later date for more discussion.

President Thornburg noted the Leadership Team wants to be on the same page as the Board. If the majority wants to table this discussion and set a retreat date to further discuss, that would be fine with the Leadership Team. Chair Barnhart wanted all the Board members to agree if it takes tabling this action. Chair Barnhart asked for a motion to table the approval of the budget and the RNR. Trustee Misch moved the Board table the item, Trustee Ragsdale seconded the motion. The Board approved the motion on the table 6-0.

Chair Barnhart closed the budget meeting and opened the regular meeting of the Board of Trustees at 4:33 p.m. and called upon Marketing Director, Ashley Tatman, to deliver the Marketing update.

Ashley highlighted her report and mentioned their new employee Blayne Thornton who is helping Andrew with volleyball during this meeting. He is also assisting Andrew with replay and filming. She provided some marketing stats, as well as project updates. Ashley noted their marketing/creative order requests have increased 105%. She reminded everyone that the CCC Marketing team won a gold and two bronze NCPR awards in 2023. They have submitted their projects for this year's competition.

Ashley noted the rebranding has gone well and has been supported. She let the Board know that doing the rebranding in-house saved the College between \$60,000 - \$100,000. Trustee Stalford complimented Ashley on all her work on the rebranding. Ashley said Brandi Beeson was instrumental in getting the fierce Raven updated. Marketing is working on changing the signage all over the main campus and technical campuses. The signage will be acrylic and replace the ones already in place. Marketing has also ordered acrylic Aspen Award plaques which have previously been awarded and will be hung in the Boardroom. Light pole flags were in place for Raven Strong Weekend, as well as new wall wraps for PTK, Weinberg and Arts and Sciences. Midwest Pano came to film a virtual tour for recruiting. A rough draft will be coming soon, Ashley prepared a digital event calendar through December 2024. She will send it to Kim, and it can be shared with the Board and administrative staff. She noted it will also change from time to time with activities added. Marketing will soon be releasing Trustee Littleford's Raven Proud video, more videos from students and community members will be filmed.

The CCC 100-year float will again be out and about at community parades. The parades will be Neewollah in Independence, Columbus Day parade in Columbus, and Christmas parades in Coffeyville and Caney. President Thornburg noted we will be recognizing the oldest graduate this year at commencement.

Director of Residential Life, Kamri Anderson presented the Student Life Update. Kamri noted August 3-4 was fall camp for football, volleyball, and soccer. Those students checked in early, Raven Strong - Rock the Block welcome back weekend had lots of activities for students. There were community members set up to help with student needs. There was outdoor volleyball, cornhole

as well as inflatables. The cafeteria served hamburgers and hot dogs. At this time, there are 463 students in the residence halls. Mandatory dorm meetings were held, a movie was shown, and a pool party was held with 193 students participating.

Dr. Thornburg delivered the President's update. The Humanities schedule was printed and laid at the Board members' places. He noted they will be held in the evenings in Spencer Rounds Theatre, they are free to the public and have many interesting artists coming. President Thornburg, Vice President Aron Potter, Vice President Ryan McCune, Sr. Director of Enrollment Management and Student Success Pam Feerer, Student Success Staff Melissa Harrison and Hannah Kennedy attended the Ruffalo Noel Levitz Conference July 23-25 in Dallas TX. The conference hot topic was the pros and cons of the use of AI and how to embrace it on the collegiate level.

President Thornburg, Vice President McCune, and Chief Financial Officer Young participated in the Raven Athletic Golf Tournament. The tournament fielded 33 teams and was a huge success and Athletic Director Saia's first event. Bryce spoke on the Raven Golf tournament, there were 33 teams participating and the revenue collected more than doubled from years in the past.

Lunch catered by El Charro was held on August 14th in the Raven Roost. All faculty and staff were included and there was a great turnout. Inservice was held on August 15th.

President Thornburg greeted and welcomed students and parents checking in at the Welcome Back Weekend. He donated his golf cart for use on those days to transport students and parents around campus. President Thornburg turned the Welcome Back information over to Vice President Potter. She introduced Pam Feerer and explained how her job has expanded. She appreciated her enthusiasm and help with the welcome weekend. Vice President Potter stated we have reached 1000 unduplicated head count. She turned it over to Pam Feerer to introduce her staff. Sr. Director Pam Feerer introduced Hannah Kennedy a full-time recruiter, Falcia Mansfield the Fine Arts recruiter, Melissa Harrison who is the advisor and transfer coordinator. Sarah Schwatken is also a part-time recruiter who was not present. Holly Hayden is new to the Student Success Center, she will be an advisor for career services, she and Falcia are former Red Ravens.

President Thornburg announced the Skip Foster Appreciation Day on September 14th. This will also be our first home football game, and the Foster family will be recognized at halftime. Trustee Littleford asked when enrollment numbers will be out, President Thornburg noted it will be on the 20th day.

Chief Financial Officer, Travis Young, hit the highlights of the financials, which were included in the Board packet sent out. There were no questions for Travis.

Chair Barnhart stated discussion should be held regarding setting a budget retreat date. After much discussion, it was decided to meet on Thursday, September 12th at 9:00 am. in the Oak Room of the Student Union.

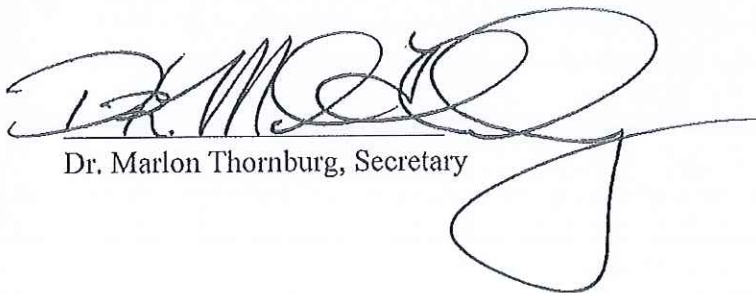
Chair Barnhart asked for a motion to accept the consent agenda. Trustee Littleford moved and Trustee Ragsdale seconded the motion. The motion was approved 6-0. The consent agenda included:

- Approval of Minutes
- Personnel Report
- Approval of Bills
- Treasurer's Report
- Approval of Faculty Qualifications Policy
- Approval of Employment of CCC Legal Counsel
- Approval of Adobe License Renewal
- Approval of V&S Building Abatement of Asbestos and Mold
- Approval of the Purchase of 72" Lawn Mower for Grounds
- Approval of EMT/Paramedic Program Purchase
- Approval of Zeus Diagnostic Workstation Purchase
- Approval of Coffeyville Tech Campus Computers
- Approval of Commercial Driver's License Truck Purchase
- Approval of HVAC and Plumbing Programs
- Approval of Dick Foster Athletic Complex Renovation

Under New Business, President Thornburg introduced Leslie Duke, she is a graduate student from Baker University who is observing the Leadership team and various college committees as part of her doctoral study. Leslie spoke to the Board thanking the College for allowing her access to our meetings. She noted the collaborative environment she's witnessed at CCC and that not all schools she's observed have had the same culture.

Chair Barnhart asked for a motion to adjourn. Trustee Stalford moved to adjourn; Trustee Littleford seconded. The motion was approved 6-0. The meeting was adjourned at 5:48 p.m.

Approved by:

A large, stylized handwritten signature in black ink, appearing to read 'Dr. Marlon Thornburg', is written over a horizontal line. Below the line, the text 'Dr. Marlon Thornburg, Secretary' is printed.

Dr. Marlon Thornburg, Secretary

COFFEYVILLE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
MINUTES
JANUARY 27, 2025

The regular meeting of the Board of Trustees was called to order Monday, January 27, 2025, in the Boardroom at 4:00 p.m. by Chair Becky Barnhart.

Trustees Present: Becky Barnhart Jimmy Littleford David Baldwin
 Benjamin Ragsdale Doug Misch

Trustee Lora Stalford arrived at 4:52 p.m.

Others Present:

President Dr. Marlon Thornburg	Vice President Heather Pollet
Vice President Ryan McCune	Kim Blaes
Athletic Director Bryce Saia	College Legal Counsel Doug Ott
Ashley Tatman	Kamri Anderson
Andrew Elrod	Melissa Gunby
Pam Feerer	Andy Taylor

Attorney Doug Ott opened the meeting at 4:04 p.m. for the election of officers. Attorney Ott requested nominations for Board Chair. Trustee David Baldwin nominated Becky Barnhart; Trustee Doug Misch seconds the motion. There being no other nomination, a vote was taken, with the Board voting 5-0 in favor of Becky Barnhart for Chair. Attorney Ott then requested nominations for Vice Chair, Becky Barnhart nominated David Baldwin, Benjamin Ragsdale seconds the motion. No other nominations were noted, and a vote was taken with the outcome of 5-0 in favor of David Baldwin. Nominations were then open for the position of Board Secretary, Trustee Baldwin nominated President Marlon Thornburg, Trustee Ragsdale seconds the motion. A vote of 5-0 in favor of President Thornburg. Attorney Ott then asked for nomination for Board Treasurer. Trustee Jimmy Littleford nominated Travis Young, Trustee Ragsdale seconds the motion, it was approved 5-0 in favor of Travis Young. The next position was for the KACC representative. Trustee Doug Misch nominates David Baldwin, Trustee Ragsdale seconds the motion, it was approved 5-0. Attorney Ott turned the meeting over to Chair Becky Barnhart.

Chair Barnhart called upon Advisor Melissa Gunby who was present to provide the Phi Theta Kappa report. Advisor Gunby reported spring invitations have gone out from headquarters. They had a total of 185 new invitations issued with more than 40 invitations for students pursuing a certificate at the technical campuses. The Chapter will continue to offer monthly activities for students on campus. They have planned for a BINGO night, a casino night, and a Squid Game themed night. The chapter has (unofficially) re-achieved its Five-star rank, the official designation will be given at the Spring Regional Conference Feb. 28 – March 2 in Omaha, NE. The three chapter members who collaborated on the Honors in Action Project will be attending the conference. They will also be attending Catalyst (the international conference) in April in Kansas City. The All-Kansas Academic Team luncheon will be held in Topeka on April 11th. Advisor Gunby announced they had their first nominee in the workforce category this year.

They are planning a late-night pancake breakfast for the week of midterms; it will be open to all students. The chapter will be holding one large end of year event to induct new members, install new officers, and honor graduating members. This event will be held on May 9th in Spencer / Rounds Theatre.

Chair Barnhart called on Marketing to provide their update. Ashley Tatman, Director of Marketing, presented her update. She outlined the semester activities and included some marketing statistics. Marketing has been working on the athletic winter Hall of Fame, the Raven Review, and gift baskets and scholarship certificates going out for fundraisers and after prom. This would be Ashley's last Board meeting as her final day will be February 7th. She thanked the Board and Leadership Team for their support and opportunity working for CCC.

Resident and Student Life was next on the agenda. Kamri Anderson, Director of Student/Resident Life was present. She reported for the month of January the residence halls opened January 6th at 9:00 a.m. and students were able to check in for the spring semester from 9:00 a.m. to 5:00 p.m. on the 6th and 7th. Transportation from the Tulsa Airport was available to students on the 6th and 7th with 12:00 p.m. and 6:00 p.m. pick-up times. Residence Hall meetings were held on the 9th for both Walker and Powell Hall.

Student Life opened the semester with an open gym in Nellis East. Students were able to create vision boards that reflect their 2025 goals. Pick up volleyball will be on Sundays at 2:00 p.m. in Nellis East. In celebration of MLK Day, the documentary, King in the Wilderness was shown in Spencer Rounds Theatre on Monday, January 20. Students were able to take a break and play board games. Venom: The Last Dance will kick off the movies for the spring semester. Kamri announced they will be watching Green Book and having a discussion following. Chair Barnhart asked about Redds House. Kamri reported the food portion was closed at the time, however, there are hygiene items available. Kamri is preparing a list of food needed, as well as laundry soap.

Chair Barnhart also asked about providing business wear for students to prepare for interviews. Kamri noted it is not fully stocked but will be taking donations. Kamri gave a shout out to the Salvation Army in Coffeyville as they donate \$200 per month to Redds House.

Chair Barnhart asked President Thornburg to deliver his update. President Thornburg noted The Leadership Team: Vice President Potter, Vice President McCune, Pam Feerer, Ashley Tatman and the CCC media team took donated gifts from staff to Medicalodges residents before Christmas break.

President and Mrs. Thornburg volunteered at the Brown Mansion, coordinating the Candlelit Tours during December. The CCC Baseball team assisted with moving boxes to start the tear down process.

In-service was postponed from January 6 to January 7 due to weather conditions. In-service was held in the cafeteria with breakfast and a College Update by President Thornburg. The agenda

had more items to discuss, however, due to students arriving on campus, Dr. Thornburg had everyone return to work following the College Update.

President Thornburg and Chair Becky Barnhart presented "Trustee/President Relations" at the KCCLI meeting held January 9th at Neosho Community College.

President Thornburg attended the KBOR meeting on January 15 and had donuts with legislators at the Capitol in Topeka on January 16th.

President Thornburg and Athletic Director, Bryce Saia attended a Husch-Blackwell webinar on the topic of the Future of Athletics on Wednesday, January 22nd followed by President Thornburg attending the Public School Foundation Board meeting that evening.

President Thornburg attended the CCC Spring Choir Festival concert for area high schools on January 23. The festival featured choirs from: Oswego, Nowata, Dewey, Field Kindley, Labette County and Coffeyville Community College. There were 87 students in attendance. This event was coordinated by the Music Director, Dr. David Wiggins, and Fine Arts Recruiter, Falacia Mansfield. The renowned Elise Peterson from Olathe Schools was the guest clinician. She has a distinguished career conducting exceptional choirs. Ms. Peterson guided students through sectional rehearsals, clinics, and mass rehearsals, culminating in the public concert at the Spencer Rounds Theatre. Dr. Thornburg took a photograph of the group and shared with the Board.

President Thornburg announced he and Trustee Baldwin would be attending the KBOR dinner February 12th in Topeka.

Trustee Littleford asked if it is a case-by-case option on eligibility for student athletes. President Thornburg said community college years do count toward athletic eligibility.

Chief Financial Officer, Travis Young attended the meeting via ZOOM due to illness, President Thornburg presented the financial report. December- Revenues totaled \$915,412.70, most of the revenues in November represent Tuition and Fees (\$621,430.25) collected from students. Year to Date total Revenue- \$11,620,316.08. December- Expenses totaled \$1,646,751.61. Year to Date total Expenses- \$12,617,372.11. Our Total Net Position is \$30,467,442.88

As of December 27, our interest rate with our funds at Community National Bank is 4.29%

Travis visited with our auditors a week ago and they are a little behind, but hope to have our audit complete by the February Board meeting. They initially told us it would be ready for this meeting.

There were no questions for Dr. Thornburg regarding the financial report.

There were no discussion items on the agenda, Chair Barnhart asked for a motion to approve the consent agenda. Trustee Baldwin moved and Trustee Littleford seconds the motion to approve the consent agenda. It was approved 5-0.

Action Items/ Consent Agenda items included:

Approval of Bills
Treasurer's Report
Approval of Powersports Program
Approval of Heating Ventilation /Air Conditioning (HVAC) & Plumbing Programs
Approval of HLC Comprehensive Visit -Team Expenses
Approval of the Strategic Plan 2025-2027 and Mission/Vision Statements
Approval of the Fire Truck Donation

Trustee Baldwin moved to recess to executive session for consultation with an attorney for public body or agency which would be deemed privileged in the attorney-client relationship for approximately one hour. Trustee Littleford seconds the motion, and it was approved 5-0. The Board recessed at 4:35 p.m.

At 4:52 p.m. Trustee Lora Stalford entered the meeting and executive session. The Board requested an additional ten minutes at 5:35 p.m. The Board reconvened at 5:44 p.m. No action was taken.

Trustee Baldwin requested the Board enter an executive session for consultation with an attorney for public body or agency which would be deemed privileged in the attorney-client relationship for approximately 30 minutes. Trustee Misch seconds the motion, the Board recessed at 5:45 p.m. The Board requested an additional 15 minutes at 6:15 p.m. At 6:30 p.m. another 15-minute extension was requested. The Board reconvened at 6:45 p.m. no action was taken.

Chair Barnhart stated if there was no further business to come before the Board, she would need a motion to adjourn. Trustee Baldwin moved, and Trustee Misch seconds the motion, it was approved 6-0 adjournment at 6:50 p.m.


Dr. Marlon Thornburg, Secretary