

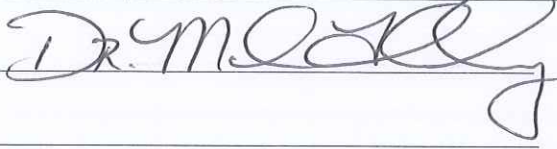
# New Program Request Form

## 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	Powersports Technology
Method of program delivery (face to face, online, hybrid)	Face-to-Face
Proposed suggested Classification of Instructional Program (CIP) Code	47.0606
CIP code description including Title and Definition (from <a href="https://nces.ed.gov/ipeds">nces.ed.gov/ipeds</a> )	Small Engine Mechanics and Repair Technology/Technician  A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain small internal-combustion engines used on portable power equipment such as lawnmowers, chain saws, rotary tillers, and snowmobiles.
Standard Occupation Code (SOC) associated to the proposed CIP code	49-3053
SOC description including title and job description (from <a href="https://onetonline.org">onetonline.org</a> )	Outdoor Power Equipment and Other Small Engine Mechanics  Diagnose, adjust, repair, or overhaul small engines used to power lawn mowers, chain saws, recreational sporting equipment, and related equipment.
Number of credits for the degree <u>and</u> all certificates requested	Certificate A - 25 credits Certificate C - 47 credits AAS Degree - 65 credits
Proposed Date of Initiation	Fall 2025
Specialty program accrediting agency	N/A
Industry-recognized certification(s) to be earned by students	OSHA-10 credential Equipment & Engine Training Council (EETC) certificate Polaris Level 1 System Basics certification

	Polaris Level 2 Maintenance certification S/P2 Safety certification Snap-On Digital Volt Ohm Meter (DVOM) certification
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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) has a collaboration agreement with USD 506 Labette County High School, where they currently house three CCC technical programs on their campus in Altamont, KS. The current campus offerings include Automotive Technology, Construction Technology, and Machining and Manufacturing Technology. The initial request for Powersports came from the USD 506 Administration in September 2023 due to the increased need for mechanics in our rural area. CCC followed this request with a program interest survey of all associated school district students, for which Powersports was one of the programs of great interest. Schools surveyed were schools with students already attending CCC Technical Programs.

Upon further research into this industry, the Powersports Technology program was found to be desperately needed to address the growing market for Side-by-Sides (SxSs), Utility Terrain Vehicles (UTVs), All-Terrain Vehicles (ATVs), and golf carts. Utilized by farmers, ranchers, industries, and recreational users, the demand for these units is growing exponentially, which in turn will grow the demand for small engine technicians to work on them. Area business and industry partners report difficulty in filling current technician openings and are unable to grow business due to the lack of qualified technicians. CCC currently operates three Automotive Technology programs in the Altamont, Coffeyville, and Columbus communities. This program will be a sister-program to successful automotive programs to provide students with another educational career opportunity while addressing the need for technicians in the region. The Powersports Technology program will start as a part-time program in both Columbus and Altamont, starting with 10 students at each location, and will be offered to both secondary and post-secondary students.



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

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

The Powersports Technology program would be new to the Southeast Kansas region, with only two other Kansas programs: Fort Hays Tech North Central and Fort Hays Tech Northwest. Fort Scott Community College offers a Motorcycle Maintenance Repair and Technology program, exclusive to Harley Davidson, which does not meet the demand for all other small engine repair in the local area or region outside of Harley Davidson motorcycle repair.

### **Program Description and Requirements**

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

The Powersports Technology program prepares students with the skills to properly service, maintain and diagnose Powersports vehicles, such as Utility Terrain Vehicles (UTVs), All-Terrain Vehicles (ATVs), Side-by-Sides (SxSs), Motorcycles and Outdoor Power Equipment. This program will give the students an opportunity to earn industry recognized certificates with OSHA, Equipment & Engine Training Council (EETC), Polaris Level 1 System Basics & Polaris Level 2 Maintenance, S/P2 Safety and Snap-On Digital Volt Ohm Meter (DVOM) Certificate. The students will earn a Certificate A (25 credits), Certificate C (47 credits) or an Associate in Applied Science Degree (65 credits), and prepare for transfer to a bachelor degree program at an area university. This program is designed to prepare the students for careers in the Powersports and Outdoor power equipment industry. The job opportunities include Technician, Parts Associate, Service Advisor, Service Writer, Service Manager, Sales or Business Owner.

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

1. Demonstrate the skills to correctly service and maintain powersports vehicles and outdoor power equipment.
  2. Distinguish the differences between 4-stroke and 2-stroke engines.
  3. Apply troubleshooting procedures while diagnosing a malfunctioning piece of equipment.
  4. Create a detailed work-order for the service department.
  5. Demonstrate the skills needed as a service writer.
  6. Demonstrate the skills needed as a parts associate.
- 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 Powersports Technology program will have live work availability for student learning as well as opportunities with local business and industry partners offering on-the-job training and possible internships if available for program students.



- 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 Powersports Technology program once the student has applied for admission to the institution and has been accepted as a student.

Students can complete and graduate at all program levels with either a Certificate of Completion or an AAS Degree 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.

The Powersports Technology program is an emerging educational opportunity in Kansas and labor data is most often encompassed within Automotive Service and Small Engine programming. The Kansas Labor Information Center (KLIC) shows 2-year short-term opening projections of 67 in Kansas and 10-year long-term opening projections of 361 in Kansas. This occupation shows an annual occupational growth of 1.5%, annual wage of \$37,170, and requires a high-school diploma or equivalent with moderate-term on-the-job training, which indicates the need for educationally trained technicians.

O\*NET OnLine lists for SOC Code 49-3053 wage median for Kansas at \$42,300 with a 10-year projected growth of 12%.

- 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 industry partners, all of which voice openings needing filled:

Jay Hatfield Motorsports in Frontenac, KS, Joplin, MO, and two locations in Wichita, KS  
Bill's Mower & More in Columbus, KS  
Cycle Connection in Joplin, MO



Support letters are attached.

The following business and industry partners are participating in the program Advisory Committee:

Jay Hatfield Chevrolet, Columbus, KS  
Jay Hatfield Motorsports, Frontenac, KS  
Cycle Connection, Joplin, MO  
Bill's Mower & More, Columbus, KS  
Smith Honda, Pittsburg, KS

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

The Powersports Technology program was listed in the FY25-26 Independence Region Comprehensive Local Needs Assessment (CLNA) as a program not currently being offered but needed in the region. Evidence provided in the CLNA from the Kansas Department of Labor Market Data: *The Kansas Department of Labor KS Short-Term Occupation Projections 2022-2024 for Small Engine Mechanics and Repair Technology under SOC 49-3053 shows an annual median wage of \$37,710. A high school diploma or equivalent with moderate on-the-job training is the typical education needed for entry. Annual openings equate to 33 jobs per year. The KS Long-Term Occupation Projections 2020-2030 show 35 annual openings. There is a state-wide change of employment of 1.2% annually.*

Evidence provided in the CLNA from Regional Sources: *The popularity and utility of the powersports vehicles is increasing, and in this rural region, many people own utility vehicles for agricultural and entertainment purposes. The Kansas Department of Labor SEK Short-Term and Long-Term Occupation Projections both show confidential data and no specific number of jobs available. In a local google search, there are 15 small engine repair companies in the SEK region, which could offer OJT/internship opportunities.*

- 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.*

Jay Hatfield Chevrolet in Columbus, KS is committed to the program by offering program rental space in a building at the dealership location in Columbus, KS. Jay Hatfield has been instrumental in the renovation of an empty space at his dealership for the program, which will allow for both a classroom and shop space, at a \$70,000/year in-kind value. A formal agreement is currently being developed and will be sent to KBOR when completed and signed.



### 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 exiting the system and employed.

There are currently two Powersports Technology programs in Kansas. Fort Hays Tech North Central began its program in Fall 2023, and Fort Hays Tech Northwest began its program in Fall 2024. There is currently no KTIP data for the academic years in which those programs began. The closest match to this program would be Fort Scott Community College with their 47.0611/Motorcycle Maintenance and Repair Technology/Technician program. KTIP data for AY2023 shows 20 in the declared major and 18 total concentrators, with the following displayed as small-cell suppressed or no data reported: number of program graduates, number of graduates exiting the system and employed, annual median wage for graduates exiting the system and employed.

- 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 President communicated with the Ft. Hays Tech North Central President regarding their new Powersports Technology program, best practices and information now that their program has been up and running. He had great suggestions as to policies/protocols to have in place for student safety.

### 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](https://www.kansasregents.org/workforce_development/program-alignment)

Currently, the Powersports Technology program is not an aligned program within the state.

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

### Program Requirements:

**PWRS-100. Introduction to Powersports.** 2 Hours. This course is designed to provide the students with the different types of vehicles and outdoor power equipment used for work and recreation.

**PWRS-118. Powersports Safety (OSHA-10).** 1 Hour. Through a variety of classroom and/or lab learning and assessment activities, students in this course will explain job/site safety and



precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Safety Data Sheets (SDS).

**PWRS-105. Shop Practices.** 3 Hours. This course is designed to provide students with the different types and grades of fasteners, torquing information, grades of thread locking adhesives, fire extinguisher types, common chemicals found in the shop as well as hand and power tool safety.

**PWRS-107. Shop Math & Communications I.** 2 Hours. The basics of written communication, shop math, geometry, and reading are taught using computerized software and classroom instruction. Work ethics are also addressed. Math skills are applied to checking accounts, gross earnings, payroll deductions, employee compensations and personal finance.

**PWRS-110. 4 Stroke Engine Principles.** 5 Hours. This course is designed to provide theory and operation of the components of an internal combustion 4 stroke engine, as well as disassemble, assemble, diagnostic procedures and maintenance.

**PWRS-120. Wheels & Tires.** 3 Hours. This course is designed to provide the students with the knowledge of the different types of wheels and tires used in the powersports industry.

**PWRS-130. Powersports & Equipment Services.** 4 Hours. This course is designed to provide the students with the knowledge needed to perform services correctly to meet the standards of the powersports and outdoor equipment industry.

**PWRS-140. 2 Stroke Engine Principles.** 5 Hours. This course is designed to provide the students with the knowledge of how the 2 stroke engine works and the differences between the 2 stroke and 4 stroke engines.

**PWRS-200. Precision Measuring.** 3 Hours. This course is designed to provide the students with the knowledge of how use precision measuring tools.

**PWRS-210. Fuel Systems.** 3 Hours. This course is designed to provide the students with the basic knowledge of the types of fuel systems used in the powersports and outdoor equipment industry.

**PWRS-220. Frames & Suspensions.** 4 Hours. This course is designed to provide the students with the knowledge of the different types of frames and suspensions used in the powersports industry.

**PWRS-230. Powersports Electrics.** 5 Hours. This course is designed to provide the students with the knowledge of the electrical systems in powersports and outdoor power equipment.

**PWRS-240. Service Advising & Writing.** 2 Hours. This course is designed to provide the students with the knowledge of Service Writing and Advising in the powersports and outdoor equipment industry.



**PWRS-250. Engine Management.** 5 Hours. This course is designed to provide the students with the knowledge of how the Power Control Module, Body Control Module and the engine sensors communicate.

- 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](https://www.kansasregents.org/academic_affairs/performance-agreements)

### **Powersports Technology Certificate Program Degree Plan 2025**

<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
PWRS-100	Introduction to Powersports	2	PWRS-120	Wheels & Tires	3
PWRS-118	Powersports Safety (OSHA-10)	1	PWRS-130	Powersports & Equipment Services	4
PWRS-105	Shop Practices	3	PWRS-140	2 Stroke Engine Principles	5
PWRS-107	Shop Math & Communications I	2			
PWRS-110	4 Stroke Engine Principles	5			
	<b>TOTAL</b>	<b>13</b>		<b>TOTAL</b>	<b>12</b>
				<b>Certificate A Total</b>	<b>25</b>
<b>THIRD SEMESTER</b>			<b>FOURTH SEMESTER</b>		
<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>
PWRS-200	Precision Measuring	3	PWRS-230	Powersports Electrics	5
PWRS-210	Fuel Systems	3	PWRS-240	Service Advising & Writing	2
PWRS-220	Frames & Suspensions	4	PWRS-250	Engine Management	5
	<b>TOTAL</b>	<b>10</b>		<b>TOTAL</b>	<b>12</b>
				<b>Certificate C Total</b>	<b>47</b>

**Powersports Technology AAS Degree Plan 2025**

<b>FIRST SEMESTER</b>			<b>SECOND SEMESTER</b>		
<b><u>Course #</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Course #</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>
PWRS-100	Introduction to Powersports	2	PWRS-120	Wheels & Tires	3
PWRS-118	Powersports Safety (OSHA-10)	1	PWRS-130	Powersports & Equipment Services	4
PWRS-105	Shop Practices	3	PWRS-140	2 Stroke Engine Principles	5
PWRS-107	Shop Math & Communications I	2	HUMN	Institutionally Designated (SGE) <sup>070</sup>	3
PWRS-110	4 Stroke Engine Principles	5	COMP	Institutionally Designated (SGE) <sup>070</sup>	3
ENGL 101	English Composition I (SGE) <sup>010</sup>	3			
	<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>18</b>
<b>THIRD SEMESTER</b>			<b>FOURTH SEMESTER</b>		
<b><u>Course #</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Course #</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>
PWRS-200	Precision Measuring	3	PWRS-230	Powersports Electrics	5
PWRS-210	Fuel Systems	3	PWRS-240	Service Advising & Writing	2
PWRS-220	Frames & Suspensions	4	PWRS-250	Engine Management	5
SPCH 111 or SPCH 211	Communications (SGE) <sup>020</sup>	3	BUSN	Institutionally Designated (SGE) <sup>070</sup>	3
	Mathematic Applications (SGE) <sup>030</sup>	3			
	<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>15</b>
				<b>Program Degree Total</b>	<b>65</b>



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

### Powersports Technology Program Guide

<b>Certificate A Requirements</b>		<b>Credit Hours</b>
	PWRS-100 Introduction to Powersports	2
	PWRS-118 Powersports Safety (OSHA-10)	1
	PWRS-105 Shop Practices	3
	PWRS-107 Shop Math & Communications I	2
	PWRS-110 4 Stroke Engine Principles	5
	PWRS-120 Wheels & Tires	3
	PWRS-130 Powersports & Equipment Services	4
	PWRS-140 2 Stroke Engine Principles	5
	<b>Total Certificate A Credit Hours</b>	<b>25</b>
<b>Certificate C Requirements</b>		
	Certificate A Requirements	25
	PWRS-200 Precision Measuring	3
	PWRS-210 Fuel Systems	3
	PWRS-220 Frames & Suspensions	4
	PWRS-230 Powersports Electrics	5
	PWRS-240 Service Advising & Writing	2
	PWRS-250 Engine Management	5
	<b>Total Certificate C Credit Hours</b>	<b>47</b>
<b>AAS Degree Requirements/General Education Requirements</b>		
	Certificate A and C Requirements	47
	English Composition I	3
	Communications Course	3
	Business Math or higher level Math	3
	Computer Information Systems or higher level	3
	Humanities Course	3
	Business Course	3
	<b>TOTAL GENERAL EDUCATION CREDIT HOURS</b>	<b>18</b>
	<b>TOTAL AAS DEGREE CREDIT HOURS</b>	<b>65</b>

- 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.

With this being an emerging field, there are currently no specific accrediting agencies for Powersports.

- 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 506 Labette County High School, Altamont, KS  
USD 493 Columbus High School, Columbus, KS  
USD 499 Galena High School, Galena, KS  
USD 248 Girard High School, Girard, KS  
USD 247 Southeast High School, Cherokee, KS  
USD 508 Baxter Springs High School, Baxter Springs, KS  
USD 504 Oswego Junior-Senior High School, Oswego, KS  
USD 404 Riverton High School, Riverton, KS  
USD 505 Chetopa-St. Paul High Schools, Chetopa, KS

Support letters 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 Powersports Technology experience in industry.

B. Experience in the development and implementation of new courses, programs, and workshops.

#### **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. Industry-recognized certifications in Powersports Technology are preferred and must be willing to obtain. 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**.



Jay Hatfield Chevrolet in Columbus, KS is committed to the program by offering program rental space which will allow for both a classroom and shop space, at a \$70,000/year in-kind value.

The faculty expense will be covered for two years under a Congressionally-Directed Grant awarded in FY24 for the Powersports program, then the Perkins Local Grant and/or local budget funds will be utilized to cover the 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 a Powersports Instructor to develop the Powersports curriculum- Full salary plus benefits

Year 2

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

Overall, the grant will cover the Powersports Program 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.

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 purchase of tools, equipment, and technologies for this program.

The total cost for the implementation year is \$186,000.00 funded through a Congressionally-Directed Grant, Capital Outlay, Perkins Local grant, and local institutional funds. Year two program costs are estimated at \$125,800.00 and are funded through the Congressionally-Directed Grant, and local institutional funds. Annual cost would be an estimated cost of \$78,000.00

### **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 Powersports Technology Advisory Committee met and approved the program curriculum on 09/26/2024. The instructor has met with each committee member one-on-one since the initial meeting was held to discuss the program curriculum, equipment, and tools. Meeting minutes are attached listing committee members present for the meeting.

Powersports Technology program curriculum was initially approved by the Academic Affairs Committee on 09/12/2024 and a curriculum revision was approved on 10/28/2024. Meeting minutes are attached listing committee members present for the meeting.

The Coffeyville Community College Board of Trustees approved the Powersports Technology program on 09/16/2024 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](mailto:cchambers@ksbor.org)

Crystal Roberts  
Associate Director for Workforce Development  
[croberts@ksbor.org](mailto:croberts@ksbor.org)





Dear Advisory Board,

I am writing this letter in support of your development of Powersports Technology Program in Southeast Kansas. I represent Jay Hatfield Motorsports and our 4 locations in Frontenac KS, Joplin MO and both of our locations in Wichita KS. We have traditionally had a difficult time finding and hiring motorsports technicians at all our locations. This is a skill that we anticipate may become even harder to find in an applicant in the future.

We are very excited for this program and the opportunities it will provide for the students and our ability to help place graduates with employment in our company. We will be giving highest consideration for employment to applicants who have completed this program.

Thank you,

Jacob Saiz

General Manager

Jay Hatfield Motorsports

Jay Hatfield Chevrolet

[jacob@jayhatfield.net](mailto:jacob@jayhatfield.net)



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

RE: Letter of Support for the Powersports Technology Program at Coffeyville Community College

To whom it may concern,

We are excited to hear about the new Powersports program at Coffeyville Community College. I am the owner of Bill's Mower & More and have been in the outdoor power equipment industry for many years. The need for powersports technicians in this area is in high demand as this industry continues to grow each year.

We would be willing to support and contribute as follows:

- Give C.C.C. Powersports Technology graduates highest consideration for employment
- Offer expertise and feedback regarding curriculum, facilities, training and equipment
- Offer donations of equipment or materials to support in-class instruction
- Offer internships or apprenticeships to students and/or recent graduates

We strongly believe this program will help benefit our community through employment opportunities for these powersports technology graduates.

We are extremely hopeful that this program is accepted. Thank you for your consideration of the C.C.C. Powersports Technology Program.

Sincerely,

Bill Elmore | Bill's Mower & More  
301 North East Avenue  
Columbus, KS.  
66725  
(620) 429-6619





Cycle Connection  
5571 N Main St.  
Joplin, MO. 64801  
417-383-5550

February 19, 2025

To Whom it may concern:

I am writing in support of Coffeyville Community College's proposed Powersports Technician Training Program. This program will provide area students with training to get into the growing world of motorized sports. We are in need of qualified students who have a passion for the industry and the knowledge to contribute to the success of the sport. We can use people in all areas of the operation. Powersports is a deceptively complicated business model that requires passion for the machines and passion for the customer. Knowledge and technical excellence helps the customer get the most out of their ownership experience.

Cycle Connection will happily support this program through donations of training aids and hiring of the successful graduates. We would also like to be involved in your advisory board in order to give guidance and feedback to help meet the needs of the Powersports industry. We are excited to have the potential for area folks to stay local and learn local.

Thank you for your consideration.

Sincerely,

Scott Hutson  
Dealer Principal  
scott@cycle-connection.com  
417-383-5550



"Where Excellence and  
Education Meet"

# LABETTE COUNTY

## Unified School District 506

P. O. Box 189 • 401 S. High School Street • Altamont, KS 67330  
(620) 784-5326 • Fax: (620) 784-5879

[www.usd506.org](http://www.usd506.org)

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January 24, 2024

Coffeyville Community College  
400 West 11<sup>th</sup> Street  
Coffeyville, KS 67337

Dear Dr. Thornburg:

I am writing this letter on behalf of USD 506 to confirm our commitment to supporting Coffeyville Community College (CCC) in its Congressionally Directed Grant project. We are happy to continue our partnership with CCC to provide career and technical education (CTE) training for our students. Additionally, we are pleased to provide shop space for the proposed Powersports Mechanics program, which will greatly benefit our students.

Our collaboration with CCC will enable us to offer additional career educational opportunities for our students and address the increasing demand for mechanics in our rural area.

We are confident that this project will strengthen the partnership between our institutions. We are committed to assisting the College in any way we can and are looking forward to being a partner in this grant application. Once again, we are pleased to be a partner in this grant application.

Dr. John Wyrick  
Superintendent of Schools  
Labette County USD 506





# Unified School District 493

## Board of Education Office

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January 14, 2025

Dear Advisory Board,

I am writing to express my strong support for the development of the Powersports Technology Program in Southeast Kansas. As a representative of the Columbus School District, I believe this program will open up many valuable opportunities for our students.

Over the past twenty years, the powersports industry has experienced significant growth, and this trend shows no signs of slowing. Conversations with local dealerships have highlighted a pressing need for qualified motorsport technicians to support their expanding businesses. We see this as a remarkable opportunity not only to address this workforce gap but also to equip our students with the skills needed for rewarding careers in this dynamic field.

We are genuinely excited about the potential of this program and the pathways it will create for our students, as well as our role in helping graduates secure fulfilling careers. If you have any questions or need further information, please do not hesitate to reach out.

Thank you for considering this important initiative.

Sincerely,

Brian D. Smith, Ed.D.  
Superintendent

# GALENA HIGH SCHOOL

702 E. 7<sup>th</sup> ST.

Galena, Kansas 66739

**Beau Sarwinski**, Principal

**Noah Francis**, Assistant Principal

**Brad Krouse**, Counselor

Phone: (620) 783-4499 ext. 1400

Fax: (620) 783-1780

Beau Sarwinski  
Principal  
Galena High School  
702 E. 7<sup>th</sup> Street  
Galena, KS  
13 January 2025

Kansas Board of Regents,

I am writing to express my enthusiastic support for the Power Sports Technology program in Southeast Kansas. As an educator and high school principal, I have witnessed firsthand the increasing need for technical education programs that help students with practical, high-demand skills.

Power Sports Technology not only aligns with the interests of many students in our community but also prepares them for careers in the growing fields of small engine repair, recreational vehicle maintenance, and related technical industries. By offering hands-on learning experiences and access to industry-standard tools and equipment, this program helps bridge the gap between classroom education and real-world application.

Additionally, the program supports workforce development in Southeast Kansas by addressing the demand for skilled technicians. It also gives a sense of pride and purpose in students who thrive in technical and applied learning environments, creating pathways for lifelong success.

I believe strongly in the potential of the Power Sports Technology program to inspire students. I endorse this program.

Thank you for your time.

Sincerely,

Beau Sarwinski  
Galena High School Principal  
Galena USD 499 District Assessment Coordinator  
702 E. 7<sup>th</sup>  
Galena, KS 66739  
bsarwinski@galena499.org  
620-783-4499 ext. 1401 School  
620-783-1780 Fax



## **GIRARD HIGH SCHOOL**

415 North Summit Avenue  
Girard, KS 66743  
Phone: 620-724-4326 FAX 620-724-6136  
Website: <http://www.girard248.org>

*Tim Davied - Principal  
Chris Swartz - Asst. Principal  
Athletic Director  
Marilyn Hey - Counselor*

January 15, 2025

Dear Advisory Board,

This letter comes in support of the development of the Powersports Technology Program through Coffeyville Community College. As the principal of Girard High School, we look forward to having another option for our students to build toward their future successes.

As motorsports continue to grow, so does the need for expertise in this area and the Columbus Technical Campus is a great place for training to begin.

We are very excited for this program and the opportunities it will provide for our students to gain further employment abilities.

Thank you,



Tim Davied  
GHS Principal





## Unified School District 247 Southeast

126 W. 400 Hwy. Cherokee, KS 66724

*Home of the Lancers*

Ph. 620-457-8365 Fax 620-457-8389

*Larry Malle, Principal*



1/20/2025

RE: Letter of Support Coffeyville Community College Powersports Tech Program

To Whom It May Concern,

It is my pleasure to offer my support for Coffeyville Community College in its effort to establish a Powersports Technology Program in our area. We currently send several students to the Columbus campus for other programs, and I foresee us sending students to this program as well.

The addition of a Powersports program would support our mission to prepare students for post-secondary success by providing access to specialized training and certifications. Skills and certifications earned from these technology programs help students transition easily from school to the workforce. Additionally, this access to high-quality training will help fill a need in the local workforce and establish students with an industry-relevant career.

As a member of our rural community, I am always looking for career opportunities that could assist students with staying in their local community and putting down roots. Technology programs such as this will provide financial opportunities that can support them with staying local. When small towns send away their best and brightest for careers outside the area, they eventually die away. Southeast Kansas needs a program such as this to train students in a trade that can enable them to stay local if they so choose.

Thank you for your consideration and commitment to the expansion of educational opportunities in our area. It is my belief that a Powersports program would be a valuable career addition for students to consider.

Best Regards,

Larry Malle  
Principal  
Southeast High School



## BAXTER SPRINGS SCHOOLS, USD 508

1108 Military ♦ Baxter Springs, KS 66713 ♦ 620-856-2375 ♦ Fax: 620-856-3943

David Pendergraft, *Superintendent*  
Carrie Oakes, *Clerk, BOE*  
Misha Himes, *Superintendent Secretary*



Casey Eaton, *USD 508 School Board President*  
DeAnne Binns, *USD 508 School Board Vice-President*

January 13, 2025

RE: PowerSports Technology Program

Dear Advisory Board,

I am writing this letter in support of your development of Powersports Technology Program in Southeast Kansas. I represent USD 508 Baxter Springs Schools and we are excited about the potential opportunities a new program like this would offer our students. We are always excited about new programs that can be offered to our students, especially those who have a high interest in fields like this and the employment opportunity it can offer future graduates.

Thank you,

David Pendergraft, Superintendent  
USD 508 Baxter Springs

## *Unified School District No. 504*

### BOARD OF EDUCATION

Lewis "Skip" Riley, President  
Steven Charles, Vice-President  
Nikki Lewis  
Nicole McClure  
Kristin Redburn  
Trent Robison  
Cynthia Sanders

Labette County, Kansas  
719 4<sup>th</sup> St. – P.O. Box 129  
Oswego, Kansas 67356  
Phone (620) 795-2126  
Fax (620) 795-4871  
[www.usd504.org](http://www.usd504.org)

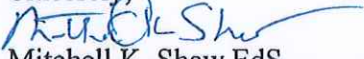
Mitchell Shaw, Superintendent of Schools  
mshaw@usd504.org

February 3, 2025

Dear Coffeyville Community College:

After listening to the presentation and realizing the benefits of our students participating in the Powersports program, USD 504 is interested in joining this opportunity. We conducted a survey regarding the offering, and there were several students that said they would like to enroll in the program. We already work with Coffeyville Community College in another vocational program. That relationship has created positive results. Feel free to contact me regarding any questions that you may have.

Sincerely,

  
Mitchell K. Shaw EdS,  
Superintendent of Schools  
USD 504---Oswego, KS  
Home of: "The Indians!"

*"Believe, Achieve, Succeed"*





## UNIFIED SCHOOL DISTRICT NO. 404

### BOARD OF EDUCATION

Matthew Darnaby, President  
Gary Neal, Vice-President  
Judy Adams  
Keeley Adams  
Kyle Anderson  
Jennifer Edwards  
Cyle Haywood

Susie Nowlin, Board Clerk  
Royce Donaldson, Treasurer

KSDE/KESA ACCREDITED

**Dr. Kevin Cooper, Superintendent**

P.O. Box 290  
6860 SE Hwy 66  
Riverton, KS 66770  
Phone: (620)848-3386  
Fax: (620)848-9853

### ADMINISTRATIVE STAFF

Riverton High School  
Chad Harper, Principal  
Shelly Livingston, Asst. Prin.

Riverton Middle School  
Zachery Martin, Principal

Riverton Elementary School  
Adam Thomasson, Principal  
Linda Wassom, Asst. Prin.

February 3, 2025

Members of the Kansas Board of Regents,

Coffeyville Community College is seeking to add a PowerSports Technology Program at the Columbus Tech Center. I believe that addition of this program will have a great impact on students in our district and will open up avenues of education that have not been available up to this point. It is my hope that this program will encourage students to look at this as an opportunity to explore career opportunities in an area of need.

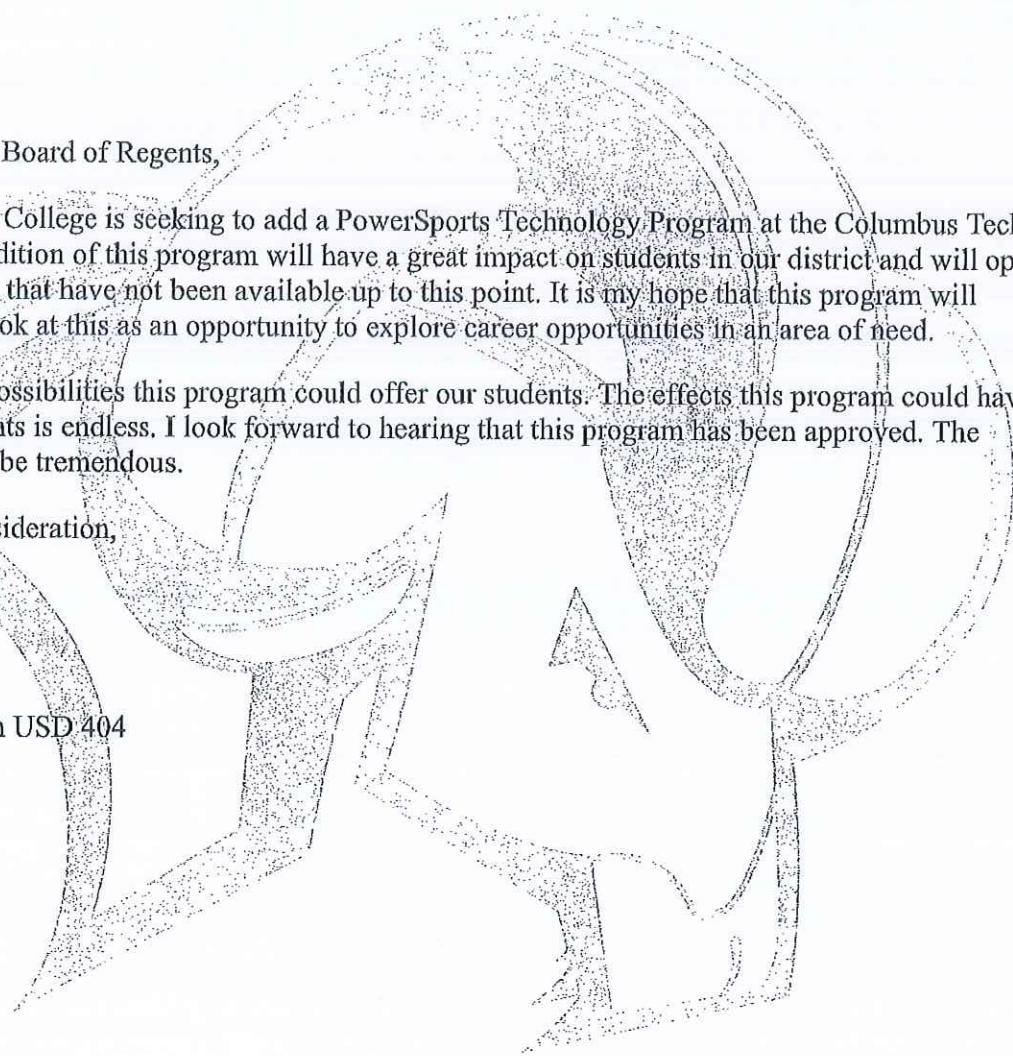
I am excited about the possibilities this program could offer our students. The effects this program could have on our graduating students is endless. I look forward to hearing that this program has been approved. The benefits to students will be tremendous.

Thank you for your consideration,



Kevin Cooper, EdD

Superintendent, Riverton USD 404





Jolene Hall, Principal  
Gary Davis, AD  
430 Elm Chetopa, KS 67336  
620-236-7244



Craig Bagshaw, Superintendent  
Terri Ross, Board Clerk  
Janice Bone, Curriculum Director  
USD 505 Chetopa-St. Paul  
usd505.org



Renee Gillard, Principal  
Dani Cummings, AD  
118 First St. Paul, KS 66771  
620-449-2245

Feb. 3, 2025

**Mike Mathes | B.S.Ed.**  
**Powersports Technology Instructor**  
**Coffeyville Community College | Columbus Technical Campus**  
**509 West Elm Street, Columbus, KS. 66725**

Dear Mr. Mathes

USD 505-Chetopa School District is excited that our students will have the opportunity to enroll in the **Powersports Technology Program** at Coffeyville Community College's Columbus campus. This program will provide students with valuable skills and hands-on experience, giving them a strong advantage as they pursue their future careers.

We look forward to enrolling our students in the **Fall 2025-26 session** and helping them prepare for success beyond high school. Thank you for affording us the opportunity.

Sincerely,

Jolene Hall  
USD 505 Principal  
Chetopa Campus  
Chetopa KS 67336  
620-236-7244

Thank you



# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (July 2024)

**Institution:** Coffeyville Community College

**Proposed Program:** Powersports Technology

IMPLEMENTATION COSTS				
<b>Part I. Anticipated Enrollment</b>			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
<b>Part II. Initial Budget</b>			Implementation Year	
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 1	\$ --	\$ 58,000	Congressionally-Directed Grant
Part-time/Adjunct	#	\$ --	\$ --	--
		Amount	Funding Source	
B. Equipment required for program		\$ 60,000	Capital Outlay/Perkins	
C. Tools and/or supplies required for the program		\$ 11,000	Capital Outlay/Local Funds	
D. Instructional Supplies and Materials		\$ 26,800	Local Funds	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ --	--	
F. Technology and/or Software		\$ 30,200	Capital Outlay	
G. Other <i>(Please identify; add lines as required)</i>		--	--	
<b>Total for Implementation Year</b>		\$ 186,000	--	
PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
<b>Part I. Program Enrollment</b>			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:			--	20
<b>Part II. Ongoing Program Costs</b>			First Two Years	
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$ 58,000	\$ --	Congressionally-Directed Grant
Part-time	#	\$ --	\$ --	--
		Amount	Funding Source	
B. Equipment required for program		\$ 40,000	Capital Outlay/Perkins	
C. Tools and/or supplies required for the program		\$ 11,000	Capital Outlay/Local Funds	
D. Instructional Supplies and Materials		\$ --	--	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ --	--	
F. Technology and/or Software		\$ 16,800	Capital Outlay/Perkins	
G. Other <i>(Please identify; add lines as required)</i>		--	--	
<b>Total for Program Sustainability</b>		\$ 125,800	--	

## 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.

<b>Institution Name:</b>	Coffeyville Community College
<b>Program Title:</b>	Powersports Technology
<b>Program CIP Code:</b>	47.0606

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

<b>Fee</b>	<b>Short Description</b>	<b>Amount</b>
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.

<b>Course ID</b>	<b>Short Description</b>	<b>Amount</b>
PWRS-100 Introduction to Powersports	Textbook- Motorcycles: Fundamentals, Service, Repair, 5th Edition with 2 year access code	\$ 157.74
PWRS-118 Powersports Safety (OSHA-10)	Online OSHA course access	\$ 50.00
PWRS-210 Fuel Systems	Equipment & Engine Training Council (EETC) Carburetor Fundamentals Certification	\$ 48.00
PWRS-110 4 Stroke Engine Principles	Equipment & Engine Training Council (EETC) 4 Stroke Gas Engine Fundamentals Certification	\$ 48.00
PWRS-250 Engine Management	Equipment & Engine Training Council (EETC) Ignition Fundamentals #1 Certification	\$ 48.00
PWRS-250 Engine Management	Equipment & Engine Training Council (EETC) Ignition Fundamentals #2 Certification	\$ 48.00
PWRS-140 2 Stroke Engine Principles	Equipment & Engine Training Council (EETC) 2 Stroke Engine Fundamentals Certification	\$ 48.00

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.

<b>Item</b>	<b>Short Description</b>	<b>Estimated Amount</b>
N/A	N/A	N/A

# Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> 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	Powersports Technology
Program CIP Code	47.0606
Educational award levels <u>and</u> credit hours for the proposed request(s)	Certificate A - 25 credits Certificate C - 47 credits AAS Degree - 65 credits
Number of concentrators for the educational level	The program will start with 20 students (10 at each location)
Does the program meet program alignment?	N/A
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 Powersports program was addressed in the AY25/26 CLNA on page 19 of the document.</p> <p>The Powersports Technology program is an emerging educational opportunity in Kansas and labor data is most often encompassed within Automotive Service and Small Engine programming. The Kansas Labor Information Center (KLIC) shows 2-year short-term opening projections of 67 in Kansas and 10-year long-term opening projections of 361 in Kansas. This occupation shows an annual occupational growth of 1.5%, annual wage of \$37,170, and requires a high-school diploma or equivalent with moderate-term on-the-job training, which indicates the need for educationally trained technicians.</p> <p>Upon further research into this industry, the Powersports Technology program was found to be desperately needed to address the growing market for Side-by-Sides (SxSs), Utility Terrain Vehicles (UTVs), All-Terrain Vehicles</p>



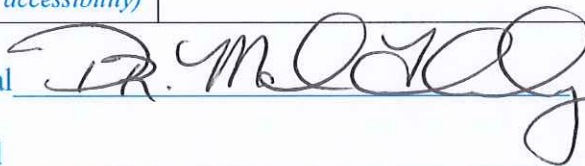
# Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act

CA-1c Form (2022)

	(ATVs), and golf carts. Utilized by farmers, ranchers, industries, and recreational users, the demand for these units is growing exponentially, which in turn will grow the demand for small engine technicians to work on them. Area business and industry partners report difficulty in filling current technician openings and are unable to grow business due to the lack of qualified technicians. CCC currently operates three Automotive Technology programs in the Altamont, Coffeyville, and Columbus communities. This program will be a sister-program to the successful automotive programs to provide students with another educational career opportunity while addressing the need for technicians in the region. The Powersports Technology program will start as a part-time program in both Columbus and Altamont, starting with 10 students at each location, and will be offered to both secondary and post-secondary students.
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>	Both locations will be fully accessible according to applicable ADA laws.

Signature of College Official



Date

2/14/25

Signature of KBOR Official

Date

## POWERSPORTS TECHNOLOGY

### 2024 Fall Advisory Board Minutes

September 26, 2024

#### 1. Introductions of members

##### Members Present:

David Nading-Jay Hatfield Chevrolet Technician, Columbus, KS

Scott Hutson-Cycle Connection, Owner, Joplin, MO

Dale Westhoff-Jay Hatfield Motorsports Service Manager, Frontenac, KS

Bill Elmore-Bill's Mower & More, Owner, Columbus, KS

Kari Soper-Coffeyville Community College Columbus Campus Director

Mike Mathes-Coffeyville Community College Powersports Technology Instructor

##### Members Absent:

Mike Smith- Smith Honda, Owner, Pittsburg, KS

#### 2. Meeting schedule

Kari and Mike explained to the board members that this was a preliminary meeting and the regular meetings will take place twice a year (one per semester.)

#### 3. Program funding/support

Carl Perkins Grant funding will help to support the program, as well as Capital Outlay funding and the Congressionally-Directed Grant that covers the faculty salary

#### 4. Program application to the Kansas Board of Regents/Support letters needed

Mike asked about the support letters and no one has completed them yet. We told them that we would find out when the deadline date is for those to be submitted.

#### 5. Program Intentions

Kari explained to them about the program schedule and where the programs will be located.

Mike discussed the curriculum that will be covered and Kari spoke about the Certificate A & C credit hours and AAS degree for the program offerings. An OSHA class was mentioned as something to add to the program curriculum, as it ensures safe practices in the shop areas. The addition of an OSHA class would give the program a Certificate A option for 25 credit hours, a Certificate C option for 47 credit hours, and an AAS degree option for 65 credit hours that would allow students to transfer to a bachelor degree program at an area university. The members felt like this was a comprehensive program offering that would prepare students well for employment.

#### 6. Program Certificates/Industry-recognized credentials

Mike mentioned the certificates that will be offered and also asked the board members if they had any other certificates in mind that they thought would be needed. The certificates included EETC, Polaris Level 1, Polaris Level 2, SP/2 Safety, OSHA 10 and Snap-On Meters.

#### 7. Dealership Needs/Requests

Mike mentioned the software which will be used is Lightspeed which is what the dealers are currently using. Scott Hutson mentioned Chris Cook who lives in Joplin is a trainer for Talon which is what a few of the dealers are using.



Scott Hutson also mentioned possibly aligning the curriculum with MMI. Mike said he was very familiar with MMI's curriculum and it is already aligned with theirs.

## Academic Affairs Committee Meeting Minutes

12 September 2024

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

Vice President Potter began the meeting at 3:32pm

Kari Soper motions to accept the August 2024 Meeting Minutes; Megan Manley seconds. Minutes passed.

Vice President Potter presents the course description and course title change for ASTC-233. This was simply overlooked in the course changes sent during the July meeting approving the updates for Auto Technology to be aligned.

Dirk Andrews motions to approve; Megan Manley seconds. Title change and description change approved.

Vice President Potter presents a New Program: PowerSports. The program and each new course are presented as one motion. Important details include:

- The new program will consist of:
  - Cert A (24 credit hours)
  - Cert C (46 credit hours)
  - AAS (64 credit hours)
- The Program Guide provided is broken down into a semester sequence / certificate sequence (Cert A can be earned in the 1<sup>st</sup> semester, Cert C can be earned within the first two semesters).
- The Course Codes have been presented as PWRS-###.
- Program Start Date = Fall 2025
- Program Locations:
  - Columbus Technical Campus
  - Labette County High School (in conjunction with the Auto program offered at LCHS).
  - There is a potential for other locations, this is pending.

Anastasia O'Connell motions to approve the new program / locations; Darla Thornburg seconds. New Program passed. The PowerSports program will now be presented at the next Board of Trustees meeting.

Next meeting will be October 28<sup>th</sup> at 3:00pm. Committee agreed that Zoom format is a convenience way to meet.

Willis moves to adjourn. The meeting adjourned at 3:40pm

Respectfully submitted by Ginni Phillips



## Academic Affairs Committee Meeting Minutes

28 October 2024

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

Vice President Potter began the meeting at 3:02pm

### Previous Meeting Minutes:

Darla Thornburg moves to accept September 12<sup>th</sup> meeting minutes; Ryan Willis seconds. Minutes passed.

### Curriculum Changes:

Vice President Potter presents a course title change for MATH-103. Proposed title would be Contemporary Math (currently Quantitative Reasoning). The new name aligns with the KCOG course MAT1040, Contemporary Math / Essential Math.

Dirk Andrews moves to accept; Kari Soper seconds. Title change approved.

Vice President Potter presents and new course / program update.

New course = PWRS-XXX, Powersport Safety (OSHA10), 1 credit hour

New course will add the additional credit hour to the PowerSports Programs

Proposed Program Updates:

- ✓ Cert A – 25 credit hours (previously approved for 24 credit hours)
- ✓ Cert C – 47 credit hours (previously approved for 46 credit hours)
- ✓ AAS – 65 credit hours (previously approved for 64 credit hours)

Kari Soper moves to vote on the new course / program updates as one vote.

Megan Manley moves to approve; Pam Feerer seconds. New Course and Program updates approved.

Heather Pollet, VP for Career and Technical Education, lets the committee know that alignment for Construction will start for Fall 2025. She provided a short update on what the committee might expect later in the year.

### Discussion Items:

- ✓ Math Pathways and AGS
  - Vice President Potter will get clarity from KBOR as to specifics – such as a student who changes pathways that require a different math from their first choice to their second choice,

will the math they've already earned meet the math requirement should they change to a different pathway. She will let us know what she finds out.

✓ KCOG & Systemwide GE

- Organic Chemistry I && - bucket to add Chem II
- Computers – Darla and Brandi need to discuss if these pathways are Gen Ed or not.
- Math
- What buckets to consider for these courses: Calculus II and Differential Equations

TO DO: Before Christmas Break – Committee is to consider description changes according to KCOG outcome approvals (KCOG October 2024)

\*Courses still need to be considered even if we do not currently offer them on our campus. Transfer students may have earned credits so the KCOG courses still need to be assigned buckets so the credits can be applicable.

Vice President Potter reminds the committee that time changes this weekend.

Willis moves to adjourn. The meeting adjourned at 3:24pm

Respectfully submitted by Ginni Phillips



COFFEYVILLE COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
SEPTEMBER 16, 2024

The Public Hearing for the 2024-2025 Budget and Notice to Exceed the Revenue Neutral Rate Hearing was called to order on Monday, September 16, 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 Dr. Aron Potter
Vice President Heather Pollet	College Legal Counsel Doug Ott
Chief Financial Officer Travis Young	Kim Blaes
Resident Director Kamri Anderson	Ashley Tatman
Bryce Saia	Andy Taylor – MG Co Chronicle
Melissa Gunby	

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. Initially, the mil levy proposed was 43.925. After the retreat held September 12, the proposed mil levy was decreased to 41.670. Chair Barnhart asked for anyone from the public to comment. There was no public comment at this time. Chair Barnhart asked for a motion to approve the budget and the RNR. Trustee Stalford moved, and Trustee Baldwin seconded the motion. A roll call vote was conducted 6-0 in favor of the motion.

Trustee Baldwin thanked Dr. Thornburg and CFO Young for their extra work and listening to the Board and community members who spoke last month. Dr. Thornburg noted that preliminary enrollment and the Foundation providing extra scholarship dollars assisted to lower the proposed mil levy.

Chair Barnhart noted the three extra action items. Dr. Thornburg stated VM Ware Software and Transact must be voted upon for approval by September 30<sup>th</sup>.

Chair Barnhart called upon PTK Advisor, Melissa Gunby. Advisor Gunby stated they have elected four active officers who have good ideas and are enthusiastic about PTK. They met with the Student Government Association (SGA) to discuss campus activities. PTK leadership joined with SGA Leadership in a retreat on Sept 29 to discuss goals and views for the academic year.

As part of their College Project, PTK hosted an "Activities Night" on Thursday Sept. 28. Approximately 25 students participated, including a large group playing Family Feud. Plans are in motion to do at least two more nights: a BINGO and a Casino themed event. The chapter has sent invitations to a total of 175 new potential members. Induction has been scheduled for October 10<sup>th</sup>. The chapter raised \$144 at a sale as part of the 100-mile sale on Sept. 7. PTK is



acting as the event coordinator on campus to set up the annual Trunk or Treat event on October 17<sup>th</sup>. To increase PTK visibility on campus and to help with student engagement, they are working with SGA to create a couple of events on campus, starting, with a pancake breakfast. Two officers and the advisor are planning to attend the Fall Regional Conference in Kansas City, MO. As part of this trip, they are asking for donations of pop-tabs for the Ronald McDonald House for our regional service project. The chapter will continue to host the hospitality area at home football games.

Chair Barnhart called upon Marketing Director, Ashley Tatman, to deliver the Marketing update. Ashley noted that the Raven Review should be in everyone's mailbox. There is a new campus map, along with all new signage that was ordered and prepared by Rick Hensley. Ashley said she has updated the Google calendar and will share it with Kim and she can send it out to the Board members. Ashley announced it is float season again, Parade Specialties will again be decorating the CCC float. This year, a CCC bag with power Raven stickers, smarties and mini foam fingers will be distributed. The three parades will be the Columbus Day parade, Neewollah, and the Coffeyville Christmas Parade. The new mascot heads are scheduled to be shipped September 27, they will be revealed at homecoming. A contest to name the new Power Raven will be conducted during Homecoming week and will be announced at the Homecoming football game. She announced the Marketing department won two awards, she and Candice Morris will attend the NCMPR Conference in Minnesota October 1-3. Ashley passed out new social media cards to show all the places you can find Raven information.

Director of Residential Life, Kamri Anderson presented the Student Life Update. Kamri noted they are pushing information to students through Bright Space. They are planning a community engagement fair, getting input from students on activities and movies. On Sunday, eleven students showed up to play volleyball. They are encouraging students to engage in outside activities; pickleball, volleyball and cornhole. They will begin opening the gym in Nellis East. Assistant Director, Rudy Alvarez spoke with students about having a pickleball tournament, he noted there was lots of interest. September is suicide prevention month. September is also Hispanic Heritage month, Instructor, Dirk Andrews and International Coordinator / Language Instructor Karen Distefano are planning activities and students are encouraged to decorate flags from their heritage. Kamri announced Redd's House is open and the local Salvation Army donated money to Redd's House. An extension of Redd's House is in the works, Redd's Closet. Kamri will email out details once Redd's Closet is ready to be introduced. Kamri noted there are currently 458 students in the residence halls. Kamri stated a mock fire drill is scheduled for September.

Chair Barnhart asked President Thornburg to present his update to the Board. President Thornburg and Trustee David Baldwin attended the quarterly KACC meetings held at Kansas City Kansas Community College. President Thornburg attended the President's dinner on August 22<sup>nd</sup>, Trustee Baldwin came to Kansas City on Friday, August 23<sup>rd</sup> where he and President Thornburg attended their respective meetings Friday and Saturday.

President Thornburg noted the College hosted the annual Community and Campus Engagement and Resource Fair on September 4<sup>th</sup> in Nellis West from 10:00 a.m. to 1:00 p.m. Students were



encouraged to stop in and connect with campus resources and community members. President Thornburg toured the booths and let those present know he appreciated their support to the College and our students.

President Thornburg, Vice President Pollet and CFO Travis Young met in Columbus with Director Kari Soper to discuss the Powersports Technology program. They had a meeting with the Jay Hatfield Chevrolet dealership who could potentially have a suitable space to house the program. The dealership indicated they would be interested in hiring students who successfully completed the Powersports Technology Program. The instructor, Michael Mathes will be at the Labette County High School halftime, and the other half at the Columbus campus.

President Thornburg noted he participated in the annual Lions Club golf tournament, September 7<sup>th</sup> at the Coffeyville Country Club. The Lions Club contributes to many charitable projects, as well as youth and senior programs. They are well known for their main fundraiser providing eyeglasses and exams for the needy.

President Thornburg held a phone conference with the HLC Team Chair to discuss our upcoming visit; their role; and our role in this important step for the reaffirmation of accreditation.

Vice President Potter and President Thornburg will be attending the Council on Accreditation for Two-Years Colleges (CATYC) Conference September 22-24 in Livonia Michigan. Community College members are focused on two-year education and accreditation standards, practices and policies.

President Thornburg said he heard many positive comments regarding the Skip Foster Appreciation Day. He thanked Bryce Saia and Shelli Stanley for their work on this event.

President Thornburg turned the meeting over to Athletic Director, Bryce Saia. Bryce gave more details on the Skip Foster Appreciation Day. He noted almost all of Skip's family attended, he had 170 t-shirts made and they were all distributed to those attending. Bryce noted all students accompanied by a parent got into the game free and welcomed the football team. President Thornburg noted the event made a big economic impact on the community, and the bookstore reported 38 different families, and 114 individuals visited the bookstore with apparel sales being up for that weekend.

Chair Barnhart asked for a motion to accept the consent agenda. Trustee Littleford moved and Trustee Misch 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 Microsoft Azure P1 Licenses

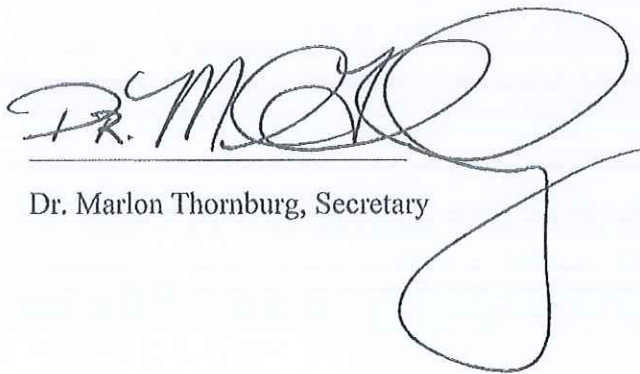
- Approval of the Powersports Program

- Approval of Replace and Repair Walter Johnson Baseball Field Fence

Approval of VMware Renewal Licenses  
Approval of Transact Campus Software

Chair Barnhart asked if there was any new business at this time, being none, she asked for a motion to adjourn. Trustee Littleford moved, Trustee Baldwin seconded the motion, it was approved 6-0. The meeting adjourned at 4:52 p.m.

Approved by:

A handwritten signature in black ink, appearing to read "Dr. Marlon Thornburg", is written over a horizontal line. The signature is stylized with large, flowing loops. Below the signature, 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 11<sup>th</sup>. 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 9<sup>th</sup> 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 7<sup>th</sup>. 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 6<sup>th</sup> 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 6<sup>th</sup> and 7<sup>th</sup>. Transportation from the Tulsa Airport was available to students on the 6<sup>th</sup> and 7<sup>th</sup> with 12:00 p.m. and 6:00 p.m. pick-up times. Residence Hall meetings were held on the 9<sup>th</sup> 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 9<sup>th</sup> 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 16<sup>th</sup>.

President Thornburg and Athletic Director, Bryce Saia attended a Husch-Blackwell webinar on the topic of the Future of Athletics on Wednesday, January 22<sup>nd</sup> 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 12<sup>th</sup> 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