

New Program Request Form

CA1

General Information

Institution submitting proposal	Seward County Community College
Name, title, phone, and email of person submitting the application (contact person for the approval process)	Luke Dowell, Dean of Instruction, (620) 417-1014, luke.dowell@sccc.edu
Identify the person responsible for oversight of the proposed program	Luke Dowell
Title of proposed program	Grain Elevator Operations
Proposed suggested Classification of Instructional Program (CIP) Code	01.0204 Agriculture Power Machinery
CIP code description	A program that prepares individuals to operate specialized farm, ranch, and agribusiness power equipment of a stationary, mobile, and/or hand-operated nature. Includes instruction in operating specialized equipment such as terrestrial and airborne crop-spraying equipment; tractors and hauling equipment; planting and harvesting equipment; cutting equipment; power sources and systems for silos, irrigation, pumping, and applications such as dairy, feeding and shearing operations; processing equipment; and applicable electrical, mechanical, and safety principles.
Standard Occupation Code (SOC) associated to the proposed program	45-2091 Agriculture Equipment Operators
SOC description	Drive and control equipment to support agricultural activities such as tilling soil; planting, cultivating, and harvesting crops; feeding and herding livestock; or removing animal waste. May perform tasks such as crop baling or hay bucking. May operate stationary equipment to perform post-harvest tasks such as husking, shelling, threshing, and ginning.
Number of credits for the degree and all certificates requested	AAS Degree – 60 credit hours Certificate B – 32 credit hours
Proposed Date of Initiation	Fall 2020
Specialty program accrediting agency	None
Industry certification	None

Signature of College Official



Date 3/26/2020

Signature of KBOR Official

Date

Narrative

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

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

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program.
Catalog Description – Students in the Grain Elevator Operations Program take courses from a variety of disciplines to gain the knowledge and skills necessary to safely operate equipment at Grain Elevators in the area. Course work provides training in operating and troubleshooting equipment, measuring and maintaining grain quality, identifying potential pests and recommending plans for pest control, simple maintenance and repair of equipment.

Program Objectives –

1. Communicate ideas clearly and proficiently in writing, completing reports and letters pertaining to safety and workplace communications.
 2. Communicate ideas clearly and proficiently, appropriately adjusting content and delivery for varying audiences, purposes, and situations.
 3. Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information.
- List and describe the admission and graduation requirements for the proposed program.
 - There are not specific admission requirements for the program. Admission requirements for the institution are described below.
 - Admission to Seward County Community College (SCCC) may be granted to:
 - A graduate of a high school that is accredited by the Kansas State Department of education or a recognized regional/state accrediting agency.
 - A transfer student with earned credit from other regionally accredited higher educational institution(s). Official transcripts are required from each institution attended. Credit is awarded on the basis of transcript evaluation by the Registrar. A student on academic probation from another institution may be accepted under probationary conditions.
 - A graduate of a state registered non-accredited private school (home school) or • A successful completer of the General Education Development (GED) examination.
 - Individuals who have not graduated from an accredited high school or who have not successfully completed the GED examination may be granted Special Student Admissions status. Upon successful completion of 12 credit hours at SCCC, a high school diploma, or a GED certificate, the student will be accepted for regular admission.
 - SCCC reserves the right to deny admission or re-admission to any individual when the admission could be considered detrimental to the best interests of the college community or if the college is unable to provide the services, courses or programs needed to assist any person in meeting his/her educational objectives.
 - Graduation Requirements: Note the following general information about graduation requirements from Seward County Community College with an Associate of Arts

Degree, an Associate of Science Degree, an Associate of General Studies, or an Associate of Applied Science Degree or an Associate of Applied Science in Technical Studies.

- a minimum of 60 credit hours completed for an AA, AS and AGS (developmental courses will not count toward fulfilling degree requirements)
- a minimum of 60 credit hours for an Associate of Applied Science
- a minimum cumulative Grade Point Average (GPA) of at least 2.0
- a minimum of 15 residential credit hours
- completion of graduate assessments
- Certificate programs have various requirements including, specific courses, credit hour totals, and clock hour totals. A student must have a minimum cumulative GPA of a 2.0.
- All Associate degree and Certificate of Completion graduates are required to participate in graduate assessments held annually each spring. Diplomas and transcripts will not be released until required assessments are completed.
- Specific degree and certificate requirements are listed in the college catalog, Available on the college website, and can be obtained from the Registrar's Office, the Admissions Office, or an advisor.

Demand for the Program

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

The Kansas Department of Labor's Long-Term Occupational Outlook for SOC 45-2091, Ag Equipment Operators, projects an overall growth of 115 between 2016-2026. This represents an annual growth rate of 0.8% per year. The projections also show an average of 228 annual openings and an annual median salary of \$35,680. Typical education listed is no formal educational credential required.

- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.
 - See **Appendix B** for letters of support.
- Describe/explain any business/industry partnerships specific to the proposed program.

If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

No formal partnerships exist. Skyland Grain, the initial company who proposed the program, has indicated they would recommend employees to complete the program and consider graduates of the program for internships and employment. Meade Co-op and MKC have also promised to provide internships and/or job shadowing and possibly interview graduates of the program for employment.

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.

At this time there appear to be no similar programs to this in the state of Kansas.

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

N/A

Program Information

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

Certificate Courses (32 credit hours):

AG1902 Crops Judging I – Two Credit Hours. Two credit hours of lecture per week. The course is designed to include basic instruction on crop production statistics, cropping systems, crop rotation, plant breeding and trends within the industry. Special attention will be given to competitive preparation for NACTA (North American Colleges and Teachers of Agriculture) events and will include the Agronomic Quiz, Math Practical, Lab Practical and Plant and Seed Identification. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AG1912 Crops Judging II - Two Credit Hours. Two credit hours of lecture per week. The course is designed to include basic instruction on crop production statistics, cropping systems, crop rotation, plant breeding and trends within the industry. Special attention will be given to competitive preparation for NACTA (North American Colleges and Teachers of Agriculture) events and will include the Agronomic Quiz, Math Practical, Lab Practical and Plant and Seed Identification. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: Crops Judging I

AG1904 Crops Science with Lab – Four Credit Hours. Three credit hours of lecture and 1 credit hour of lab per week. A study of the principles of plant ecology, physiology and the taxonomical divisions of economically significant plants. The course is designed to introduce and develop botanical principles in regard to economic plant production practices and problems. A laboratory period is an integral part of the course, which is designed to give the student an opportunity for methodical and direct observation of plant morphology, taxonomy and ecological principles of plant growth. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AG1814 – Integrated Pest Management with Lab - Four Credit Hours. Three credit hours of lecture and 1 credit hour of lab per week. A study of an ecological approach to agricultural pest control that integrates pesticides/herbicides into a management system. Students will learn to identify pest and plant diseases, and control the pest using pesticides and IPM technology including organic techniques. A laboratory period is an integral part of the course designed to give the student an opportunity to gain hands-on experience using the Sustainable and conventional practices of the lab and field settings. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

ID1104 – Trade Basics - Four credit hours. Two credit hours of lecture per week, two credit hours lab per week. This course is designed for students in industrial technology programs. Students will develop the introductory skills necessary to be successful in these programs. Topics include basic

measurement and math skills, hand tool & power tool basics, & introduction to reading construction drawings. All skills will be applied to technical areas. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

ID1103 – Electrical Theory – Three credit hours. 2 credit hours of lecture, one credit hour of lab per week. This course is an entry level course into DC and AC electrical fundamentals found in the energy industries. It will cover basic electrical safety, electron theory, Ohm's and Kirchhoff's laws, magnetism, resistors, circuit characteristics, meter usage and schematics. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AI1014 - Motors and Controls - Four credit hours. Three credit hours of lecture, one credit hour lab per week. This course covers instruction of variable frequency drives (VFD), motor controllers, NEC code, electrical schematics, and an introduction to automation. For each unit of credit, a minimum of three hours per week with one of the hours for class and two for studying/preparation outside of class is expected. Pre-requisite: Electrical Theory, Trade Basics.

PR1113 - Safety, Health and Environment (OSHA 10) - Three credit hours. Three credit hours of lecture per week. This course provides the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Students will complete the new worker safety training (OSHA 10). Emphasis is on safety, health, and environmental issues related to OSHA 10, (HAZWOPER) Hazardous Waste Operations and Emergency Response, (HAZCOM) Hazard Communication and (PSM) Process Safety Management (PSM). For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

WE1003 – Oxy-Fuel Gas Cutting – Three Credit Hours. 1 credit hour of lecture and 2 credit hours of lab per week. Oxy-fuel Cutting sets up and performs manual oxy-fuel gas cutting operations that include straight and shape cutting, beveling, and weld removal (weld washing). Sets up and operates machine oxy-fuel cutting equipment (track burner) to perform straight cutting and beveling operations. The student performs minor external repairs to equipment and accessories. Welders need follow; safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

WE1153 – Shielded Metal Arc Welding SMAW – Three credit hours. 1 credit hour of lecture and 2 credit hours of lab per week. Through classroom and/or lab/shop learning and assessment activities, students in this course will; describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

Associate of Applied Science Specialization (13 Credit Hours):

PR1114 – Process Technology Systems - Four credit hours. Three credit hours of lecture, one credit hour lab per week. The purpose of this course is to study the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems; describe the purpose and function of specific systems; and recognize abnormal process conditions. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

PR1124 – Process Technology Operations - Four credit hours. Three credit hours of lecture, one credit hour lab per week. This course will provide an introduction into the field of operations within the process industry. In this course, students will use existing knowledge of equipment, systems, and instrumentation to understand the normal operation, normal shut-down, turnarounds, and abnormal situations, as well as the Process Technician's role in performing the tasks associated with these concepts within an operating unit. This course combines systems into operational processes with emphasis on operations under various conditions. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AG1912 – Grain Elevator Operations Capstone – Two credit hours. Two credit hours lecture per week. This course is designed to take all the required courses within the Grain Elevator Operations program and apply the culminating knowledge gained to real world situations and issues related to grain elevator operations. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: Completion of Grain Elevator Operations Certificate (This is the only new course created for this program).

Three Credit Hours of a Tiered Technical Elective.

Associate of Applied Science Gen Eds (15 Credit Hours):

MA1203 – Technical Math (or higher) – Three credit hours. Three credit hours of lecture per week. This course is for students in industrial technology programs. Students will develop the mathematical skills necessary to be successful in these programs. Topics include basic numerical skills, measuring and working with units, geometry, basic trigonometry, and problem solving. All skills will be applied to technical areas. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

SP1203 – Public Speaking – Three credit hours. Three credit hours of lecture per week. This course includes a study of the theoretical principles underlying effective communicative behavior and the practical application of those principles in various communicative exercises and assignments. The course is designed to increase the awareness of the importance of speech communication in today's society and develop competency of speakers. This is a basic oral communications course with emphasis on discovering the basics of human interaction in communication. The speaker audience relationship is practiced in theory and exercises. Various types of speaking situations are presented by students. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

BT1003 – Business English or BA2243 – Business Technical Communications (or higher)

BT1003 – Business English – Three credit hours. Three credit hours of lecture per week. Fall Only, Online. A course designed to have students learn and apply the skills of English usage—the foundation communication skills that competent workers need in the workplace. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

BA2243 – Business Technical Communications – Three Credit Hours. Three credit hours of lecture per week. Spring only, Online. This course covers the gathering and using of information in the work environment. Emphasis is placed upon written communication--business letters, other forms of office communications, and technical reports. Oral communications, nonverbal communications, and listening skills will be studied. For each unit of credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

Three Credit Hours of a Gen Ed in any discipline

Three Credit Hours of a non-Math or Science Gen Ed

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

Fall Semester first year

AG1902 Crops Judging I

ID1103 Electrical Theory

ID1104 Trade Basics

WE1003 Oxy Fuel Gas Cutting

WE1153 Shielded Metal Arc Welding

Spring Semester first year

AG1912 Crops Judging II

AG1814 Integrated Pest Management with Lab

AG1904 Crop Science with Lab

AI1014 Motors and Controls

PR1113 Safety, Health and Environmental

Upon completion of these courses the student will earn the Grain Elevator Operations Certification.

Fall Semester second year

PR1114 Process Technology Systems – 4 hours

Technical Elective – 3 hours

BT1003 Business English (or Business Technical Communications in Spring) – 3 hours

MA1203 Technical Math (or higher-level math) – 3 hours

Spring Semester second year

PR1124 Process Technology Operations – 4 hours

AG1912 Grain Elevator Operations Capstone – 2 hours
SP1203 Public Speaking – 3 hours
General Education Elective – 3 hours
General Education Elective – 3 hours

Upon completion of these courses the student will earn the Grain Elevator Operations Associate of Applied Science Degree.

- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seek said accreditation
 - If seeking accreditation, also describe the plan to achieve it
- No program accreditation is available for this program at this time.

Faculty

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

Faculty qualifications are determined for each type of course in the program. Instructors of Occupational Courses must possess a Bachelor's Degree in the field of study, an Associate's Degree plus demonstrated competencies in the teaching field, or valid industry credential and 4000 hours of work experience. Instructors of Academic Transfer Courses must possess a Master's Degree plus 18 graduate hours in the teaching discipline.

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.).

This program consists of courses that are already taught for other programs. Therefore, no additional funding is needed for faculty or course supplies. The one exception is one new, two credit hour course that is a capstone course specifically for the AAS degree for this program. Those instructional costs are included in the CA-1a form. Some equipment specifically used in grain elevator operations will be requested through donations of old equipment. Some operational budget money will be needed to set up and maintain this equipment. Courses can be taught without that equipment, so it will not be vital to the program if we don't get it.

- Provide detail on **CA-1a form**.

See **Appendix A**

- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

None

Program Review and Assessment

- Describe the institution's program review cycle.

Programs are reviewed every five years, with annual update done each year. Since this program is part of several existing programs, it will be included in the program review with the Ag program.

Each year, programs provide an update on their progress toward action project goals that are developed during the program review.

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)
See **Appendix C**. Since this program includes more than one area, approval was received by both advisory boards that support the courses covered in this program.
 - Curriculum Committee
See **Appendix D**.
 - Governing Board
(including a list of all Board members and indicate those in attendance at the approval meeting)
See **Appendix E** – approval of program on page 4 and 5, list of Board members and attendance on page 1.

Submit the completed application and supporting documents to the following:

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

Appendix A: CA1a: KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Institution: Seward County Community College

Proposed Program: Grain Elevator Operations

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:		4/128	2/24
Part II. Initial Budget		Implementation Year	
A. Faculty		Existing:	New: Funding Source:
Full-time	#5	\$-	\$ No new courses
Part-time/Adjunct	#	\$	\$
		Amount	Funding Source
B. Equipment required for program		\$0	
C. Tools and/or supplies required for the program		\$	
D. Instructional Supplies and Materials		\$1000	Operational Budgets
E. Facility requirements, including facility modifications and/or classroom renovations		\$0	
F. Technology and/or Software		\$0	
G. Other (Please identify; add lines as required) Repair of donated equipment		1000	Operational Budgets
Total For Implementation Year		2000	

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:		8/312	4/48
Part II. Ongoing Program Costs		First Two Years	
A. Faculty		Existing:	New: Funding Source:
Full-time	#10	\$-	\$1140 Post-Secondary Fund.
Part-time	#1	\$-	\$
		Amount	Funding Source
B. Equipment required for program		\$	
C. Tools and/or supplies required for the program		\$	
D. Instructional Supplies and Materials		\$2000	Operational Budgets
E. Facility requirements, including facility modifications and/or classroom renovations		\$	
F. Technology and/or Software		\$	
G. Other (Please identify; add lines as required) Maintenance of Donated Equipment		500	Operational Budgets

Appendix A: CA1a: KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Total For Program Sustainability	2500	
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PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

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

Any additional equipment will be requested through donations.

Submit the completed application and supporting documents to the following:


Director of Workforce Development

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, Kansas 66612-1368



P.O. Box D
Moundridge, KS 67107
P: 620-345-6328 / F: 620-345-6330


Appendix B – Letter of Support

March 2, 2020

To Whom It May Concern:

The workforce in the agriculture industry continues to diminish as farm consolidation continues, and more people are leaving rural America to move into more populated areas where there is a broader variety of jobs. As a company, we focus on not only recruiting great talent but also continuing to train and retain these employees.

A program like the proposed Grain Elevator Operator Associates Program at Seward County Community College would be an additional resource for training the next generation of employees in the agriculture industry and would open doors for recruitment. This program would provide high school graduates a low-cost direction to further their education without burdening them with a four-year college directly out of high school.

As a company, we believe in providing opportunities that help students understand career options in agriculture and ensure the continued growth of the industry. MKC offers summer internships and a job shadow program to engage college age students in this learning and our wide variety of roles provides opportunities for full time positions after graduation. MKC representatives are available to come speak to the classes about internship and career opportunities throughout the year.

Sincerely,

Jonathan Reazin
MKC Senior Location Manager
Plains, Kansas
jreazin@mkcoop.com

Appendix B – Letter of Support



COOPERATIVE & ELEVATOR SUPPLY COMPANY
P.O. BOX 220 MEADE, KS 67864

Meade Cooperative and Supply

P.O. Box 220

Meade, Ks 67864

2/28/2020

To Seward County Community College,

As General Manager of Meade Coop I wholeheartedly support the introduction of the Grain Elevator Operator course of study.

For the past 24 years I have been involved the grain / farm supply business, and I can attest that now more than ever, the need in our work force for knowledgeable individuals has never been higher. The opportunities for young people in the grain and supply industry in South West Kansas is tremendous, especially for those equipped with the knowledge to enter the industry with the basics under their belt.

Rural communities continue to lose population at an alarming rate. Course studies like this will help young people understand more about the opportunities that exist, many times, right in their own back yard.

I can say with certainty that Meade Cooperative is always looking for good people to fill positions. We would be eager to work in collaboration with SCCC thru internships and advisory input. I am glad to see SCCC take this step and support the program 100%

Thank you,

A handwritten signature in black ink, appearing to read 'Michael J. Schlochtermeyer'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael J Schlochtermeyer

General Manager, Meade Coop

Appendix B – Letters of Support

Dear Board of Trustees:

My name is Aaron Murphy and I am the Relationship Manager for Skyland Grain. I am writing this in support of the Grain Elevator Operations program that we have been working closely with the staff of SCCC to design.

Skyland Grain operates grain facilities in Southwest Kansas, South Central Kansas, Southeast Colorado and the Oklahoma Panhandle. As we all know, the grain industry is a large part of our local and regional economies and as large grain company; we see the challenges firsthand of finding employees with the basic skills necessary to operate our grain elevators safely and efficiently. This is a very common issue within our industry as a whole. A program of this nature would give potential employees knowledge of grain handling and mechanical skills that would make them universal in the grain industry. Safety is a very important part of our industry and an employee with education and training of his/her job makes them a safer employee. With this program, there will be OSHA grain-handling training that is required with all employers in the grain industry. Skyland Grain has an internship program that employs college age students each year in our grain department. Last summer we had nine interns total, five of them were from SCCC, and this program will produce more potential interns that Skyland Grain would be willing to employ. Skyland Grain is always looking for good employees so Skyland Grain would also be willing to interview students that have completed the program for full time employment. There would also be a possibility of Skyland providing equipment as it becomes available for the program to utilize.

As you consider approval of the Grain Elevator Operations program, please consider the positive impact this will make in our communities to produce employable individuals and the positive impact it will have on the grain industry as a whole.

Sincerely,

Aaron Murphy,
Relationship Manager
Skyland Grain, LLC

APPENDIX C – Program Advisory Committee

Agriculture Advisory Board Meeting Minutes

February 12, 2020

Email

1. Initial email sent to the following advisory board members:
 - a. Ashley Harrison, Alan Imler, Trevor Winchester, Fred Bloom, Loarn Bucl, Kylee Harrison and John Smith.
2. Requesting an online vote for a new program within the Agriculture and Industrial Tech Departments; The Grain Elevator Operator Program.
 - a. Votes will be collected via email.
3. Voting results
 - a. Yes - Loarn Bucl, Production Advisory Service, Inc
 - b. Yes – Kylee Harrison, K-State Extension Seward County
 - c. Yes – Fred Bloom, Producer Bloom Farms
 - d. No – Alan Imler, Western Plains Genetics
 - e. Yes – John Smith, JT Smith and Associates
 - f. Yes – Trevor Winchester, Mortgages Unlimited
 - g. Ashley Harrison, Chair, Beaver, OK FFA Instructor – will only vote in case of a tie.
4. Final votes tallied February 18, 2020
5. Program will be presented to Academic Affairs following approval from Advisory Board.

Appendix C – Advisory Board Minutes

MINUTES

Energy Advisory Board

Wednesday, Feb. 12-14, 2020 • email meeting

COMMITTEE MEMBERS

<input checked="" type="checkbox"/> Ben Bach, Conestoga Energy	<input checked="" type="checkbox"/> Judy Parsons, Kansas Dairy Ingredients
<input checked="" type="checkbox"/> Myron Perry, Seaboard Energy	<input checked="" type="checkbox"/> Richard Hanson, Arkalon Ethanol
<input checked="" type="checkbox"/> Chris Hickman, SCCC	<input checked="" type="checkbox"/> Tharn Pepper, Sunflower Electric
<input checked="" type="checkbox"/> Jerad Noble, SCCC	<input checked="" type="checkbox"/> Kris McCune, High Plains Bioenergy
<input checked="" type="checkbox"/> Chuck Lamberson, Stewart & Stevenson	<input type="checkbox"/>

- I. New Business
 - A. SCCC is proposing the Grain Elevator Operations Program to the Kansas Board of Regents. (Proposal below)
 - B. Discussion on the proposal:
 - I read through this and wanted clarification on reasoning for program. If my math is correct, we are looking at around \$10k not including room and board to complete this degree? What is the pay someone can expect once they attain this degree in this area? I know what our starting pay for grain operator is but wanted to know what the area would provide. Ben Bach Conestoga Energy LLC
 - This looks good, you have my support. One thing on the Safety, Health and Environment is to add a class on grain bin entry and the risks of grain entrapment which is a large cause of deaths in the grain industry. I receive articles every month of that happening both in industry and on the farm and most could be avoided with good common sense and safety practices. Richard Hanson; Arkalon Ethanol LLC
 - C. Email votes in favor of proposal:
 - Chuck Lamberson, Myron Perry, Ben Bach, Tharn Pepper, and Richard Hanson
 - D. Email votes against the proposal:
 - None
 - E. Proposal passed as presented 12/14/2019

Proposal:

Grain Elevator Operations Program Cert and AAS

Program Description: Students in the Grain Elevator Operations take courses from a variety of disciplines to gain the knowledge and skills necessary to safely operate equipment at Grain Elevators in the area. Course work provides training in operating and troubleshooting equipment, measuring and maintaining grain quality, identifying potential pests and recommending plans for pest control, simple maintenance and repair of equipment.

Program Objectives –

Appendix C – Advisory Board Minutes

1. Communicate ideas clearly and proficiently in writing, completing reports and letters pertaining to safety and workplace communications.
2. Communicate ideas clearly and proficiently, appropriately adjusting content and delivery for varying audiences, purposes, and situations.
3. Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information.
4. Demonstrate the skills and knowledge needed to operate equipment used in coursework safely and effectively.

Certificate Courses (32 credit hours):

AG1902 Crops Judging I – Two Credit Hours. Two hours of Lecture per week. The course is designed to include basic instruction on crop production statistics, cropping systems, crop rotation, plant breeding and trends within the industry. Special attention will be given to competitive preparation for NACTA (North American Colleges and Teachers of Agriculture) events and will include the Agronomic Quiz, Math Practical, Lab Practical and Plant and Seed Identification. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AG1912 Crops Judging II - Two Credit Hours. Two hours of Lecture per week. The course is designed to include basic instruction on crop production statistics, cropping systems, crop rotation, plant breeding and trends within the industry. Special attention will be given to competitive preparation for NACTA (North American Colleges and Teachers of Agriculture) events and will include the Agronomic Quiz, Math Practical, Lab Practical and Plant and Seed Identification. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: Crops Judging I

AG1904 Crops Science with Lab – Four Credit Hours. Three hours of lecture and 2 hours of lab per week. A study of the principles of plant ecology, physiology and the taxonomical divisions of economically significant plants. The course is designed to introduce and develop botanical principles in regard to economic plant production practices and problems. A laboratory period is an integral part of the course, which is designed to give the student an opportunity for methodical and direct observation of plant morphology, taxonomy and ecological principles of plant growth. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AG1814 – Integrated Pest Management with Lab - Four Credit Hours. Three hours of lecture and 2 hours of lab per week. A study of an ecological approach to agricultural pest control that integrates pesticides/herbicides into a management system. Students will learn to identify pest and plant diseases, and control the pest using pesticides and IPM technology including organic techniques. A laboratory period is an integral part of the course designed to give the student an opportunity to gain hands-on experience using the Sustainable and conventional practices of the lab and field settings. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

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ID1104 – Trade Basics - Four credit hours. Two hours of lecture per week, two hours lab per week. This course is designed for students in industrial technology programs. Students will develop the introductory skills necessary to be successful in these programs. Topics include basic measurement and math skills, hand tool & power tool basics, & introduction to reading construction drawings. All skills will be applied to technical areas. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

ID1103 – Electrical Theory – Three credit hours. 2 hours of lecture, one hour of lab per week. This course is an entry level course into DC and AC electrical fundamentals found in the energy industries. It will cover basic electrical safety, electron theory, Ohm's and Kirchhoff's laws, magnetism, resistors, circuit characteristics, meter usage and schematics. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AI1014 - Motors and Controls - Four credit hours. Three hours of lecture, one-hour lab per week. This course covers instruction of variable frequency drives (VFD), motor controllers, NEC code, electrical schematics, and an introduction to automation. For each unit of Credit, a minimum of three hours per week with one of the hours for class and two for studying/preparation outside of class is expected. Pre-requisite: Electrical Theory, Trade Basics.

PR1113 - Safety, Health and Environment (OSHA 10) - Three credit hours. Three hours of lecture per week. This course provides the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Students will complete the new worker safety training (OSHA 10). Emphasis is on safety, health, and environmental issues related to OSHA 10, (HAZWOPER) Hazardous Waste Operations and Emergency Response, (HAZCOM) Hazard Communication and (PSM) Process Safety Management (PSM). For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

WE1003 – Oxy-Fuel Gas Cutting – Three Credit Hours. 1 hour of lecture and 2 hours of lab per week. Oxy-fuel Cutting sets up and performs manual oxy-fuel gas cutting operations that include straight and shape cutting, beveling, and weld removal (weld washing). Sets up and operates machine oxy-fuel cutting equipment (track burner) to perform straight cutting and beveling operations. The student performs minor external repairs to equipment and accessories. Welders need follow; safe practices, perform housekeeping duties, and follow verbal, written work instructions for the completion of detail assignments. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

WE1153 – Shielded Metal Arc Welding SMAW – Three credit hours. 1 hour of lecture and 2 hours of lab per week. Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

Associate of Applied Science Specialization (13 Credit Hours):

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PR1114 – Process Technology Systems - Four credit hours. Three hours of lecture, three hours lab per week. The purpose of this course is to study the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems; describe the purpose and function of specific systems; and recognize abnormal process conditions. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

PR1124 – Process Technology Operations - Four credit hours. Four hours of lecture per week. This course will provide an introduction into the field of operations within the process industry. In this course, students will use existing knowledge of equipment, systems, and instrumentation to understand the normal operation, normal shut-down, turnarounds, and abnormal situations, as well as the Process Technician's role in performing the tasks associated with these concepts within an operating unit. This course combines systems into operational processes with emphasis on operations under various conditions. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

AG???? – Grain Elevator Operations Capstone – This is being developed. It will tie together the skills and knowledge learned in the courses along with critical thinking to prepare the student for work at grain elevators and related occupations.

*Recommended - AG2952 – Supervised Occupational Experience I – Two Credit Hours. Before a student may enroll in occupational experiences the student must have completed one semester of college level courses. Students may earn a maximum of eight (8) credit hours. On-the-job training will be arranged in the livestock or agronomy area in which the student has a special interest. An outline of activities to be encountered will be set forth in accordance with the student's desires and the coordinator's counsel. A minimum of 136 clock hours is required for two hours credit.

OR Two Credit Hours of a Tiered Technical Elective.

Associate of Applied Science Gen Eds (15 Credit Hours):

MA1203 – Technical Math (or higher) – Three Credit Hours. Three hours of lecture per week. This course is for students in industrial technology programs. Students will develop the mathematical skills necessary to be successful in these programs. Topics include basic numerical skills, measuring and working with units, geometry, basic trigonometry, and problem solving. All skills will be applied to technical areas. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

SP1203 – Public Speaking – Three Credit Hours. Three hours of lecture per week. This course includes a study of the theoretical principles underlying effective communicative behavior and the practical application of those principles in various communicative exercises and assignments. The course is designed to increase the awareness of the importance of speech communication in today's society and develop competency of speakers. This is a basic oral communications course with emphasis on discovering the basics of human interaction in communication. The speaker audience relationship is practiced in theory and exercises. Various types of speaking situations are presented by students. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

BT1003 – Business English or BA2243 – Business Technical Communications (or higher)

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BT1003 – Business English – Three Credit Hours. Three hours of lecture per week. Fall Only, Online. A course designed to have students learn and apply the skills of English usage—the foundation communication skills that competent workers need in the workplace. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

BA2243 – Business Technical Communications – Three Credit Hours. Three hours of lecture per week. Spring only, Online. This course covers the gathering and using of information in the work environment. Emphasis is placed upon written communication--business letters, other forms of office communications, and technical reports. Oral communications, nonverbal communications, and listening skills will be studied. For each unit of Credit, minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: none

Three Credit Hours of a Gen Ed in any discipline

Three Credit Hours of a non-Math or Science Gen Ed

Appendix D – Curriculum Committee

ACADEMIC AFFAIRS COUNCIL | MINUTES

MEETING DATE: 02/17/2020 TIME: 2:00 PM LOCATION: AA130	
Attendees:	Dr. Joe McCann, Luke Dowell, Dr. Suzanne Campbell, Cassandra Norin, Hiran Gunasekara, Annette Hackbarth-Onson, Alaina Rice, Mike Bailey, Dr. Fe Laguitan, Deedee Flax, Dan Artamenko, Teresa Wehmeier (Guest)
Unable to Attend:	Eric Volden, Frances Brown, Jamie Titus, & Chris Hickman
Call to Order:	Mike Bailey @ 2:03 pm
Approval of Minutes:	Suzanne made motion to approve and Cassandra 2 nd . Motion carried

STANDING REPORTS:		
SCCC Assessment Report:	McCann	<i>Met last month & preparing for assessment day. Having a speaker on diversity and how it can be assessed. Went over schedule of assessment tasks. Next meeting finish planning assessment day.</i>
Edukan Assessment Report:	Titus	<i>No report until further notice – No meetings currently.</i>
Edukan Curriculum Report:	McCann	<i>Discussion of online learning credit hours and looked at revision of policy 270.7. Revision was approved (Federal guidelines use of 750 min/credit hour and lab credit 1125 min based on equivalency not clock. Pratt is having their HLC visit and brought this up for quality examination review).</i>
HLC Report:	McCann	<i>Awaiting final determination from HLC Committee. Our HLC Qualification Committee met last week and talked about our values and procedure to complete faculty credential audit. Members: Joe McCann, Lori Muntz, Dr. William Bryan, Bree Downs, Luke Dowell, Tracy Murray, Fe Laguitan, & Mike Bailey.</i>
Adviser Report:	Hackbarth-Onson	<i>Early alert letters going out to students and notes to instructors. Small group from different areas talking about registration and the problems that they think are going to arise. April 8th and 15th are All Saints Days. Going to cap these at about 50 students. Also going to add in some additional days in My plus some mini sessions. Enrolling continuing freshman first, new freshmen second, and high school third. Any departments need to meet with advising, please do so soon.</i>

Distance Learning Report:	Dowell	Met couple of times and talked about short-term and long-term goals. Look at 5 classes currently, Public Speaking, College Algebra, General Psychology, US History, and English Comp I. Have tried to add someone from every division to the committee. Joe, Hiran, Sharon B., Chris, Luke, Teresa, Bonnie, Manny B., Jim Hyder, and Arlette Austin are the members. Plan to meet in February to get started. Will be discussing issues with capacity. Faculty and technology don't have enough rooms set up for BlendFlex. Also, BlendFlex training for faculty and creating blueprint programs on Canvas.
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NEW ACTION ITEM – Luke Dowell	
Discussion & Action:	Program approval
<p>Discussion: Review and approve new program: Grain Elevator Operations</p>	<p>We have a partnership with Skyland Grain, and they want us to offer this program. Need to change the Ca2a form from Cert A to Cert B. Other elevators are interested in this program and we are requesting letters of interest. Still waiting on the full advisory board approval but want to present at the March board meeting and then get into KBOR by 3/27. The Grain Elevator Capstone course will be the final course in the AAS degree. Grain Elevator Capstone course will include a lot of scenarios and case studies using what they have already learned. Pushes critical thinking.</p> <p>Teresa and Alaina work out how to put in pre-requisites. Will only offer Capstone course in Spring. Suzanne made motion to approve course as presented and Annette was the 2nd. Motion carried. Need to clarify only 6 hours of communication (Writing, Public Speaking, and Business English or higher – no Interpersonal Communication) instead of 9 that is showing on the form. Since we are waiting on full advisory board support for program and with the changes needing made, was suggested to wait and call for an email vote once those are complete. Suzanne made the motion to table and call for email vote and Dan was the 2nd. Motion carried.</p> <p>UPDATE: Mike sent an email out on February 20th calling for a vote. The email contained all updated documents and advisory board support minutes. Luke made the motion to approve the Grain Elevator Operations program and Fe was the 2nd. Motion carried.</p>

NEW ACTION ITEM – Chris Hickman	
Discussion & Action:	Natural Gas previously approved program changes
<p>Discussion: Re-approve the previous changes to the AAS and CERTC in Natural Gas</p>	<p>In reviewing the changes, question was raised if the letter of institutional report should come from the President or VP instead of the Dean of Industrial Tech.</p> <p>Upon looking up policy, KBOR only requires dean's letter of institutional support. The documents weren't in the proper order according to appendix and Motion was made by Suzanne to table Natural Gas program changes and have Chris follow up with Teresa regarding those changes and then Mike call for an email vote to approve. Alaina was the 2nd.</p> <p><i>UPDATE: Mike sent an email out on February 24th calling for an email vote. The email contained all revised documents. Chris made the motion to approve the Natural Gas program changes and Deedee was the 2nd. Motion carried.</i></p>

OTHER - Luke	
Discussion & Action:	Non-instructional program review
<p>Discussion: Non-Instructional program review volunteers.</p>	<p>Alaina needs 3-4 volunteers to look over her Non-Instructional program review so that it can go to the board in April. Starting March 1st and need back by end of Spring Break. Mike, Hiran, and Luke volunteered. Luke suggested that the HLC Committee be responsible for these program reviews in the future.</p>

ADJOURNMENT & PROPOSED NEXT MEETING	
Adjourned:	3:26 p.m.
Next Meeting Date:	March 16, 2020
Time:	2:45-4:45 p.m.
Room:	AA130

SEWARD COUNTY COMMUNITY COLLEGE
MINUTES OF THE BOARD OF TRUSTEES
March 2, 2020

1. Opening Items:

A. **Call to Order:**

The regular meeting was called to order in the Hobble Academic Building Board Room at 7:30 p.m. by Chairperson Ron Oliver. Other Board members present were Kay Burtzloff, Marvin Chance, Jr., John Engel, Sharon Hobble, Casey Mein, and Dustin Ormiston.

Others present were Dan Artamenko, Linda Billings, Sharon Brockmann, Rachel Coleman, Celeste Donovan, Luke Dowell, Chris Hickman, Jim Hyder, Esther Lahargoue, Dakota Lamb, Louie Lemert, Dr. Joe McCann, Kerry McQueen, Jerad Noble, Dennis Sander, Roger Scheib, Jo Ann Sharp, and Dr. Ken Trzaska.

B. **Approval of Minutes February 3, 2020:**

Motion: That the minutes of the meeting of February 3, 2020, be approved as presented. Motion made by Marvin Chance, Jr., seconded by Sharon Hobble. Motion carried 7-0.

2. Visitor Reports:

A. **Introductions to the Board**

- President Trzaska introduced Sharon Brockmann, English Instructor, Jim Hyder, Instructional Designer, Chris Hickman, new Dean of Industrial Technology, and Dakota Lamb of Sharp McQueen.
 - Ms. Brockmann provided the Board a summary report on her completed Professional Development Grant project.

B. **Chief Movers Updates**

- Dr. Joe McCann provided an update for the Academic Transformation Mover Group which included the following:
 - He provided a written report (which is available on BoardDocs).
 - Andrea Rangel was hired as a Spanish Language GED Instructor.
 - Interviews are set for the Microbiology Instructor and Welding Instructor positions.

C. **Athletics Update**

- Dan Artamenko, Director of Athletics, provided an update on the Athletics Department which included the following:
 - Unfortunately, Women's Basketball lost at the semifinal. HCC also lost, which means our chance for at-large bid to nationals is kind of dicey now. National bids will come out Monday.
 - We're fully into spring seasons, baseball, softball, tennis. We could use some home games.
 - There is a KJCAA bylaw proposal which would require a fixed number of Kansas residents on team rosters. There will be one more meeting and the vote will be in April. The ADs met to discuss impact on their institutions. Our local recruiting area includes our service area, which includes 5 states, so this would negatively impact recruiting pool within the entire service area.

D. Development Office Update

- President Trzaska provided an update for the Development Office which included the following:
 - He had a call with a potential candidate for the CDO position. He, John Engel, Duane Bozarth, Al Shank, and Stephanie Ormiston make up the hiring committee.
 - The Sharp Family Champions Center ribbon cutting ceremony was fantastic. The hope is to get Phase II moving forward soon.
 - The annual meeting of the SCCC Foundation will be on March 25th.

E. Board of Trustee Comments

- **Trustee Engel:**
 - He and Dr. Trzaska attended the National Legislative Summit in Washington DC. It was educational and they had the opportunity to meet with legislators.
- **Trustee Burtzloff:**
 - LACF submitted a \$300,000 literacy grant application. The coalition is thankful for SCCC support.
- **Chairperson Oliver:**
 - He attended a KBOR dinner with Dr. Trzaska and Chandler Kirkhart. There was a good discussion about two-year funding. It was one of the best meetings he's attended.

3. Old Business:

4. Hearings/Petitions:

5. New Business:

A. Personnel Report

The Board reviewed the personnel report which indicated the following:

- **Employment** – Chris Hickman, Dean of Industrial Technology, effective March 3, 2020;
- **Resignation** – Jennifer Kirkhart, Accounting Instructor, effective March 17, 2020; and,
- **Resignation** – Jeffrey Olsen, Social Science Instructor, effective May 14, 2020.

Motion: That the Board accept the personnel report as presented. Motion made by Dustin Ormiston, seconded by Kay Burtzloff. Motion carried 7-0.

B. FY17 Financial Audit

Vice President Sander introduced Ms. Linda Billings of Byron and Byrd who provided the audit report for FY19.

Ms. Billings stated that she did not upload the letter of governance. Items to note in the audit report include:

- Auditor's report on page 2 – had an Emphasis of Matter paragraph about beginning net position.
- Page 45, note 11 – An error came to the surface from an original mistake noted by the actuarial consultant made years ago when GASB 45 was implemented. This resulted in a 1 million dollar decrease in net position. This had to do with early retirement and Other Post Benefits Expense of health insurance.
- The discussion/analysis starting on page 4 compares the two years with pointers on why there is a change. Much of it was due to construction projects.

- There were no disagreements with management. Two major things noticed in the audit were corrected. (Liabilities connected to construction in progress.)

This will be the last year that Ms. Billings will conduct the audit for SCCC. She stated, "It's been an honor, but I have been doing it for a lot of years, and I think it is time to get someone new in here. I will help with what I can."

Motion: That the Board accept the FY2019 Audit as presented. Motion made by Sharon Hobbie, seconded by Kay Burtzloff. Motion carried 7-0.

C. EDUKAN Update

Esther Lahargoue, CEO of EDUKAN, provided an update which included the following:

- EDUKAN financials are up by \$176,000, despite the departure of Colby County and Garden City Community Colleges.
- SCCC has an 8.6 percent increase in enrollment, or 2451 additional credit hours. Most of those are from in-state enrollments. Approximately 1300 in-state and 800 out of state.
- EDUKAN is pleased to welcome Dr. McCann to the Chief Academic Officers Council.
- Most of the enrollments are cash pay. Only 14 percent used financial aid.

This was an information item only.

D. Differential Fee Proposal

Vice President Sander presented a request for a differential fee to be applied to the Corrosion Technology Program. This program is a high wage program with high cost sustainability. The proposed \$20 increase per credit hour for current students, and a \$40 per credit hour increase for incoming students would be effective in the Fall 2020 semester. The increase would apply to all courses specific to this program.

These fees would not be eligible for payment by the Seward County tuition grant, but it was noted that many additional scholarship funds are available to industry students through Business and Industry partnerships.

Motion: That the Board adopt the Corrosion Technology Program course specific differential fee, to begin with the Fall 2020 semester, as presented. Motion made by Dustin Ormiston, seconded by John Engel. Motion carried 7-0.

E. National Science Foundation (NSF) Grant and Corrosion Technology Update

Chris Hickman, Dean of Industrial Technology, and Jim Hyder, Instructional Designer, presented information regarding the NSF Grant and the Corrosion Technology Program, which included the following:

- Jim Hyder, who was recommended to SCCC as a mentor by the NSF during grant development and is now employed by the College, has been recommended as the Principal Investigator.
- Mr. Hyder noted that the College is 9 months into the grant. There are 90 days left to get the achievements in order. Seven of the 16 classes and 4 lab classes are already complete.
- Dr. Trzaska added that this grant is helping to create environment which allows the Corrosion Technology program to be elevated to a global level. This will ultimately be the

cornerstone program as additional programs are being researched and planned for future Implementation.

This was an information item only.

F. Departmental Structure Changes: Math Department

Vice President McCann and Dean of Instruction Luke Dowell presented a proposed change to the current Chemistry/Math Instructor position to a full-time Math Instructor position. This change would provide greater coverage for needed instruction in mathematics courses.

Motion: That the Board approve the change of the current faculty position, Chemistry/Math Instructor, to Math Instructor, as presented. Motion made by Dustin Ormiston seconded by Kay Burtzloff. Motion carried 7-0.

G. Departmental Structure Changes: English Department

Vice President McCann and Dean of Instruction Luke Dowell presented a proposed change to the current staff position, Writing Lab Coordinator. The request was made to add 15 credit hours of instruction, thereby changing the position from a staff position to a faculty position. This would include a change to a 195-day contract length, rather than the current 207-day contract length.

Motion: That the Board approve the change of the current staff position, Writing Lab Coordinator, to a faculty position with the additional requirement of 15 credit hours of instruction, as presented. Motion made by Dustin Ormiston, seconded by Kay Burtzloff. Motion carried 7-0.

H. Distance Education Update

President Trzaska and Vice President of Academic Affairs, Joe McCann provided an update to the previously approved position of Director of Distance Learning and plans for further development of SCCC distance learning offerings. One of the primary goals for future implementation will be to hire a full-time Director of Distance Learning as the need continues to increase.

We intend to hire a current Instructor as the Distance Learning director for '20-'21. The position duties will be 50% computer science instruction and 50% distance education direction for the '20-'21 academic year with ten days of distance education administration during summer months. Deedee Flax, our current Distance Learning Coordinator is the Instructor we want to hire for this composite position.

This was an information item only.

I. New Program Proposal: Grain Elevator Operations

After many discussions with various Advisory Board members and program coordinators, Vice President of Academic Affairs, Joe McCann, and Luke Dowell, Dean of Instruction will present a request to submit a New Program Proposal for an AAS and a Certificate Program in Grain Elevator Operations to the Kansas Board of Regents (KBOR). The Academic Affairs Committee has approved this request. A detailed program description is provided on BoardDocs.

As part of the Kansas Board of Regents (KBOR) new program proposal submission requirements, all new program proposals must be approved by the College Board of

Trustees prior to submitting the official new program request to KBOR. A copy of the minutes indicating Board approval must accompany the proposal as documentation that the request has been approved by the Board.

A copy of the KBOR New Program Request Form CA1 and Ca-1a was provided. These are the required forms from KBOR that provide a brief summary of the information that will be included in the new program proposal submitted for official approval from KBOR.

Motion: That the Board approve the New Program Request application for the Associate in Applied Science degree and the Certificate Program in Grain Elevator Operations as presented and provide authorization to submit the completed application to the Kansas Board of Regents for their approval, as presented. Motion made by Dustin Ormiston, seconded by Sharon Hobbie. Motion carried 7-0.

J. Revised Program Request: Natural Gas Compression Technology

The Academic Affairs Committee has approved revisions to the Natural Gas Compression Technology Program, which was presented to the Board by Chris Hickman, Dean of Industrial Technology. The revisions recommended by the Academic Affairs Committee which include proposed revisions to both the Associates in Applied Science degree, and the Certificate Program were presented to the Board.

As part of the Kansas Board of Regents (KBOR) program revision proposal submission requirements, all program revision proposals must be approved by the College Board of Trustees prior to submitting the official new program request to KBOR. A copy of the minutes indicating Board approval must accompany the proposal as documentation that the request has been approved by the Board.

A copy of the KBOR Revised Program Request Form CA2 was provided. This is the required form from KBOR that provides a brief summary of the information that will be included in the revised program proposal submitted for official approval from KBOR.

Motion: That the Board approve the Revised Program Request application for the Associate in Applied Science Degree, and Cert C, in Natural Gas Compression Technology as presented, and provide authorization to submit the completed application to the Kansas Board of Regents for their approval, as presented. Motion made by John Engel, seconded by Kay Burtzloff. Motion carried 7-0.

K. June and July Meeting Dates: Regular Meeting of the Board of Trustees

Due to the closing of FY20 and budget approval requirements, it was requested that the June and July Board Meeting dates be moved from the first Monday of the month to allow time for those processes.

Motion: That the Board approve the changing of the dates for the regular Board meetings on Monday, June 1, 2020, to Monday, June 22, 2020, and from Monday, July 6, 2020 to Monday July 20, 2020, respectively. The July 22 meeting would include the review and authorization to publish the FY2021 budget. Motion made by Kay Burtzloff, seconded by Casey Mein. Motion carried 7-0.

L. September Meeting Date: Regular Meeting of the Board of Trustees

According to Board Policy 203: By-Laws, the Board will hold regular meetings *on the 1st Monday of each month*; however, the Board has on occasion found it necessary to adjust that date due to holidays or other scheduling conflicts.

The regular date of the September Board meeting would be Monday, September 7, 2020, which is Labor Day Holiday. The Board has historically chosen not to meet on a holiday.

Motion: That the Board hold its regular September meeting on Tuesday, September 8, 2020, as presented. Motion made Kay Burtzloff, seconded by Dustin Ormiston. Motion carried 7-0.

M. Board Policy Manual Series 600: Personnel Annual Review (Policies 611-620)

VP Sander, with the assistance of legal counsel, Maria Dennison and the HR Department, conducted the annual review of Board Policy Manual: Series 600: Personnel.

After review of Board Policy Manual Series 600: Personnel, the following policies have been submitted without updates:

- 611: Policy of Personnel Evaluation
- 612: Sabbatical Leave Policy
- 613: Nepotism Policy
- 615: Employee Use of College Facilities and Equipment
- 619: Fringe Benefits
- 620: Family and Medical/Sickness Leave of Absence

The College Executive Team has reviewed the above policies and approved their submission for annual review.

Motion: That the Board acknowledge their annual review of and approve continuation of Board Policy Manual Series No. 600: Personnel, specifically policies 611: Policy of Personnel Evaluation, 612: Sabbatical Leave Policy, 613: Nepotism Policy, 615: Employee Use of College Facilities and Equipment, 619: Fringe Benefits, and 620: Family and Medical/Sickness Leave of Absence, as presented. Motion made by Dustin Ormiston., seconded by Marvin Chance, Jr. Motion carried 7-0.

N. Board Policy Manual Series 600: Personnel Updates (Policies 611-620)

VP Sander, with the assistance of legal counsel, Maria Dennison and the HR Department staff, conducted the annual review of Board Policy Manual: Series 600: Personnel, policies 611-620.

After review of Board Policies 611-620, Board Policy 614: Employment/Hiring Practices was submitted with minor updates. The College Executive Team has reviewed and approved the updates.

Motion: That the Board approve the updates to Board Policy Manual Series No. 600: Personnel, specifically policy 614: Employment/Hiring Practices, as presented. Motion made by Dustin Ormiston, seconded by Sharon Hobbie. Motion carried 7-0.

D. Board Policy Manual Series 800: Education Requirements, Policy 801: Degree Requirements Updates

Board Policy 801: Degree Requirement was reviewed and updated by the Academic Affairs Committee and Alaina Rice, Registrar, in order to align with changes made by KBOR to degree/certificate credit hour requirements. The College Executive Team and legal counsel reviewed and approved the updates presented to the Board.

Motion: That the Board approve the updates to Board Policy Manual Series No. 800: Degree Requirements, specifically policy 801: Degree Requirements, as presented. Motion made by John Engel, seconded by Dustin Ormiston. Motion carried 7-0.

P. Building Plan: Epworth, Surgical Tech, Colvin Adult Learning Center

Vice President Sander initiated discussion regarding plans for the disposition of the Surgical Technology building, the Epworth building, and the Colvin Adult Learning building. After a thorough review, the following were presented to the Board for its consideration:

- Move classes and offices currently housed in the Colvin Adult Learning Center building to the currently unoccupied Epworth building, thus vacating the Colvin Adult Learning Center building.
- Assign team members that are currently teaching adult basic education classes in the Tech building to the Epworth building. This creates added space of 2,500 square feet for Tech building needs and scheduling flexibility, as well as centralizing the services of the adult basic education function of the college into one building.
- Prepare the Surgical Tech and the Colvin Adult Learning building for sale.

The Surgical Tech building has 1,798 square feet with two rooms, all on one floor. It has no off-street parking. It is located at 602 N. Pennsylvania.

The Colvin Adult Learning building has 4,287 square feet with nineteen rooms, all on one floor. It is located at 930 N. Kansas Avenue. It has an off-street parking lot of 42 vehicle spaces adjacent to the building.

The Epworth building has 16,183 total square feet and forty-one rooms. It has three floors and an off-street parking lot of 56 vehicle spaces.

After discussion, the Board decided that the Surgical Tech building would be retained and to allow Administration to prepare to list the property at 930 N. Kansas Avenue, the current Colvin Adult Learning Center building, for sale.

Motion: That the Board accept the plan to re-occupy the Epworth building and to extend for sale the Colvin Adult Learning building at 930 North Kansas Avenue. Motion made by Dustin Ormiston, seconded by Marvin Chance, Jr. Motion carried 7-0.

Q. Sharp Family Champions Center Proposal

With phase one of the Sharp Family Champions complete, our focus shifts to phase two.

Pursuant to Board Policy, Bidding Procedures, Series No. 505, Section III, NO BID POLICY: "Should an emergency arise in any college operating unit necessitating immediate purchase of an article or service, or in the event the Board of Trustees deems it in the best interest of the college not to bid, such purchase may be made according to procedures outlined by the President. Such procedures may include the delineation of emergency," Administration recommends engaging in a negotiated contract for the Sharp Family Champions Center.

Our use of approved COP funds would not exceed the total approved by the Board.

Motion: That the Board, pursuant to Board Policy Series No. 505: Bidding Procedures, Section III, allow the President to engage in a negotiated contract for the Sharp Family Champions Center, Phase II, and to have access up to \$120,000 of excess funds in the COP Fund. Motion made by Kay Burtzloff, seconded by Marvin Chance, Jr. Motion carried 6-1. Dustin Ormiston was opposed.

6. **Bids and Quotes:**

7. **College Reports:**

- **Chief Information Officer Lemert**
 - FFIEC Compliance:
 - Currently we meet 37% of the baseline requirements of the FFIEC Cyber Security Assessment. We meet 17% of the Educause Risk Assessment.
 - We have received a letter from the FSA informing us the FTC would be the enforcement body. The CIO is implementing changes to meet the minimum standards of necessary for GLBA compliance within 5 years.
 - A phishing test was conducted using "do.not.click.on.this.link.instantrevert.net" domain which 7 people out of 400 opened.
 - ADA compliance is at 82%. This changes depending on the amount of changes made by staff.
 - The security camera system is fully installed and will be turned over to the Security Department in a few days. This project came in under budget.
- **Vice President Donovan**
 - Annette Hackbarth-Onson and Sue Sprenkle are this year's NISOD Award of Excellence winners for SCCC. They will travel to Austin, TX to be recognized and to receive their awards.
 - She, along with VP Sander, Trustee Chance, Jr., and Dean Hackbarth-Onson, will attend the PTK awards banquet next week. Maria Hernandez and Annette Meza are the All-Kansas Academic Team honorees and will attend, along with their families.
 - An enrollment process which prioritizes placement has been put into place. Priority will be given to returning students, followed by incoming freshman, and then high school concurrent students.
 - There were more than 20 employers on campus for the Career Fair and more than 200 participants in the Regional Science Fair. Both took place on Saturday.
 - The College is sponsoring 2 tables at the annual Liberal Chamber Bash. This year the bash will have a '70's theme.

- The Safety and Security Mover Group discussed the coronavirus and plans are being made for education and possible procedures should a local outbreak occur. Roger Schelb, Director of Facilities, will discuss the topic with his peers prior to the mover group continuing their discussions.
- **Vice President McCann**
 - The Respiratory Therapy Program has a program review site visit scheduled this week.
 - After a request in November to investigate the demand for Physical Therapy Assistant Program. After contacting employers in the SW Kansas region, and discussion with Dr. Campbell, Dean of Allied Health, it was determined that starting a program would not be beneficial or feasible at this time. There may be a need to undergo an agreement with a college that provides that program which would allow SCCC to provide the general education courses.
- **Vice President Sander**
 - He conducted the KACCBO meeting in Topeka this past week. As a part of the agenda, he invited representatives of Ransom Financial to attend to meeting and discuss the possibility of introducing legislation for that would allow COPs to be used by banks and other financial institution as pledged security for cash balances.
 - Stacy Jaramillo of the Kansas Department of Administration discussed that there is current legislation that "has legs" which will change notice requirements for budget increases.
 - Elaine Frisbee of KBOR believed there would be enough dollars to fully fund the Excellence in CTE expenses for next year, however, Heather Morgan of KACCT believed the proposed funding allocation would come up short.
- **President Trzaska**
 - Looking at the credit requirements for transfer to 4-year Institutions.
 - We have applied for \$100,000 Heartland Challenge Grant to support our entrepreneurial vision. Plans are to create training, invite speakers, host Connect Summits and involve the city, county, and businesses.
 - An application will be filed with the Sutherland Foundation to request funding for Phase II of the Sharp Family Champions Center construction project. With Phase I completed, he is more hopeful.
 - The H82515 Promise Act Bill is now in committee.
 - He will be attending the EDUKAN Board Meeting tomorrow in Dodge City.
 - In addition to the changes to the math and English departments which have already been presented, an additional change to move the MRC to an instructional position is being investigated for presentation at a later date.
 - The additional assessment position, which was recommended by the HLC site visit team, is being investigated with the intention to bring a proposal to the Board soon.
 - He will visit Hugoton High School in April and potentially a couple of other locations in March, if schedules can be coordinated. This will be similar to his previous visit to Moscow. There is a high demand for concurrent enrollment from a lot of our area high schools. These visits allow him to hear what is going on in the community.
 - KBOR meetings will be at KU Med next month. He and VP Sander will attend sessions on economic impact and community forums.
 - He and VP Sander host sessions on the college's economic impact in community forums by June 1.

- PEA Negotiations continue this Thursday.
- He will be in Washington DC on a panel with presidents for NSF and sharing our experiences. Jim Hyder helped make this possible.
- He and VP Sander will be leading sessions in the community to report on the economic impact of SCCC. He will also host at least two community roundtables to share survey feedback for the next generation strategic plan, as well as to receive feedback.
- Kerry McQueen, who is a member of the Rotary Foundation Committee, noted that the committee is not getting many requests for scholarships to SCCC. He did not have reasons as to why that is, he just wanted Administration to know that the requests are not coming in.

8. Payment of Bills Pending:

A. Payment of Monthly Bills Pending:

Motion: That the monthly bills pending from January 30, 2020, to February 28, 2020 be approved for payment as presented. Motion made by Casey Mein and seconded by Kay Burtzloff. Motion carried 7-0.

9. Other:

A. Authorization to Amend Published FY20 Budget

At the January Board of Trustees meeting, the Board approved Vice President Sander to pay off a feasible amount of the 2011A COP. After Vice President Sander analyzed the cash positions of the COP debt service fund and near-term cash needs, he has been coordinating with Ranson Financial Group to pay \$785,000 of 2011A COP debt effective April 1, 2020.

At the time of adopting the FY 2020 Budget, Administration was not planning to make this type of payment and thus only identified the regularly scheduled debt service cost. Hence, to avoid a budget violation for this year, Administration proposed to add an additional \$800,000 in budget authority to safely cover the portion of debt payoff noted above

A notice to amend must be published for at least 10 days prior to the required budget hearing to adopt the proposed change.

Motion: That the Board authorize the \$785,000 amendment to the FY2020 published budget. Motion made by Casey Mein and seconded by Kay Burtzloff. Motion carried 7-0.

Motion: That a Special Meeting of the Board of Trustees be held on March 16, 2020, at 7:30 p.m. Motion made by Dustin Ormiston and seconded by Sharon Hobbie. Motion carried 7-0.

Ms. Jo Ann Sharp addressed the Board with the following comments in reference to the Sharp Family Champions Center:

She would like to have the whole footprint of the building, the whole complex as proposed, including locker rooms and showers. She added, "I know that if we get a Foundation Director that knows how to raise money, there is funding out there to be gotten, but I also know it's a mistake not to get good support from the board, because the athletes, their parents, and the community

feels like nobody cares about them."

Chairperson Oliver expressed the Board's appreciation for her comments.

10. Executive Session:

Motion: That the Board recess the meeting at 9:25 p.m. to go into an Executive Session to discuss the annual performance evaluation of the President of the College pursuant to the non-elected personnel exception under KOMA; and the time and place at which the open meeting will resume are 9:40 p.m. of this same day, in the Board room of Seward County Community College. Motion made by Marvin Chance, Jr. and seconded by Dustin Ormiston. Motion carried 7-0.

The Board convened to Open Session at 9:42 p.m.

Motion: That the Board recess the meeting at 9:42 p.m. to go into an Executive Session to discuss the annual performance evaluation of the President of the College pursuant to the non-elected personnel exception under KOMA; and the time and place at which the open meeting will resume are 9:50 p.m. of this same day, in the Board room of Seward County Community College. Motion made by Marvin Chance, Jr. and seconded by Dustin Ormiston. Motion carried 7-0.

The Board convened to Open Session at 9:50 p.m. No action was taken as a result of this Executive Session.

11. Adjourn:

Chairperson Oliver declared the meeting adjourned at 9:51.

Pon Oliver Chair

[Signature] Clerk

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.

Program Title:	Grain Elevator Operations	
Program CIP Code:	01.0204	
Please list all fees associated with this program: Only list costs the institution <u>is</u> charging students.		
Program Fee	Short Description	Amount
		\$ -
Please list all courses within the program and any fees associated to those courses: Only list costs the institution <u>is</u> charging students. Do not duplicate expenses.		
Course Fee	Short Description	Amount
(WE1003) OXY-FUEL GAS CUTTING I	AWS CERTIFICATION/ TESTING FEE (AAS, CERTB)	\$ 50.00
(WE1153) SHEILDED METAL ARC WELDING (SMAW)	AWS CERTIFICATION/ TESTING FEE (AAS, CERTB)	\$ 50.00
(ID1103) ELECTRICAL THEORY	ONE YEAR ONLINE BOOK / RESOURCE SUBSCRIPTION (AAS, CERTB)	\$ 179.00
(PR1124) PROCESS TECHNOLOGY III- OPERATIONS	CERTIFICATION / TESTING FEE (AAS)	\$ 25.00
Total		\$ 304.00

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
BOOKS ARE ESTIMATES FOR COST OF ATTENDANCE; STUDENT MAY PURCHASE THESE BOOKS OUTSIDE THE INSTITUTION OR FROM INSTITUTIONAL BOOKSTORE; TYPICAL BOOK COSTS ARE LESS THAN ESTIMATED AMOUNT. SOME SPECIALTY BOOKS AND ONLINE SUBSCRIPTIONS ARE CHARGED AS COURSE FEES (SEE ABOVE)		
ESTIMATED BOOKS (Cert B = \$800, AAS = \$800)		\$ 1,600.00
WELDING KIT (SEE ITEMIZED LIST ATTACHED); THE ITEMIZED STATEMENT IS OUR COST. STUDENT CAN BRING ITEMS FROM HOME, OR PURCHASE FROM ANOTHER SOURCE, BUT THE INSTITUTION'S BOOKSTORE ALSO HAS THE KIT AVAILABLE.		\$507.13
Total		\$ 2,107.13



AIRGAS USA, LLC
911 E PANCAKE BLVD
LIBERAL KS 67901-5651
T: 620-626-6600
F: 620-626-6602

QUOTATION

Quote For: 1557635
SCCC/ATS
WELDING DEPT
2215 N KANSAS AVE
LIBERAL KS 67901
T: 620-626-3819

Sold To: 1538262
SEWARD COUNTY COMM COLL/AREA TECH S
PO Box 1137
LIBERAL KS 67905-1137
T: 620-626-3819

Quote Number	2007046474
Quote Date	07/23/2018
Prepared By	Kevin Roberts
Contact Phone	620-626-6600
Account Manager	MARK BERGKAMP
Total Access Rep	RICHARD LITERSKI
PO Number	8/3/2018
Release Number	
Ordered By	

Item	Material/Description	Plant	Order Qty	UM	Vol/Wt	UM	Unit Price	UM	Ext Price
10	RAD64000434 BRUSH SCRATCH CARBON STEEL 3X19 ROWS BENT HANDLE	C017	1	EA			1.30	EA	1.30
20	RAD64000614 FILE HALF-ROUND BASTARD 14" HRB-14	C017	1	EA			11.24	EA	11.24
30	RAD64002008 HAMMER CHIPPING MODEL H CONE AND CHISEL COIL HANDLE	C017	1	EA			4.38	EA	4.38
40	RAD64002304 HOLDER FLAT WITH SOAPSTONE 3/16"X1/2"X5" 1/CARD	C017	1	CG			1.27	CG	1.27
50	RAD64002351 PLIERS WELDERHELPER 8-WAY MIG	C017	1	EA			7.89	EA	7.89
60	RAD64002356 GAGE WELD FILLET MG-11	C017	1	EA			21.44	EA	21.44
70	RAD64002382 TIP CLEANER STANDARD POP	C017	1	CG			2.51	CG	2.51
80	RAD64003412 SPARK LIGHTER 4501/5011 TRIPLE FLINT POP	C017	10	EA			2.43	EA	24.30
90	LINK3282-2 HELMET WELDING VIKING BLACK 1740 VARIABLE SHADE 9-13	C017	1	EA			100.00	EA	100.00
100	RAD64051526 GLASSES SAFETY GREEN SHADE 5.0 PREMIER IR BLACK TEMPLE GRIPS SIDESHIELD WRAP-AROUND DUAL NOSE PADS ANSI Z87+	C017	1	EA			5.09	EA	5.09
110	RAD64051205 GLASSES SAFETY CLEAR ANTI-SCRATCH CLASSIC UNFRAMED CLEAR FLEXIBLE TEMPLE WRAP- AROUND SINGLE ANSI Z87+	C017	3	EA			0.72	EA	2.16
120	RAD64051710 FACESHIELD 8X15.5X.06 INCH POLYCARBONATE CLEAR 50/PK	C017	1	EA			3.21	EA	3.21



AIRGAS USA, LLC
 911 E PANCAKE BLVD
 LIBERAL KS 67901-5651
 T: 620-626-6600
 F: 620-626-6602

QUOTATION

Item	Material/Description	Plant	Order Qty	UM	Vol/Wt	UM	Unit Price	UM	Ext Price
130	RAD64051821 EARPLUG T-SHAPE/CORDED 100 PAIR/BOX NRR 30DB POLYURETHANE FOAM	C017	10	PR			0.17	PR	1.70
140	RAD64051065 HEADGEAR PLASTIC RATCHET	C017	1	EA			7.08	EA	7.08
150	TIL750M TILLMAN MEDIUM PEARL GRAY 14" TOP GRAIN ELK COTTON/FOAM LINED WELDERS GLOVES WITH STRAIGHT THUMB, STIFF COWHIDE CUFF, WELTED FINGERS, KEVLAR STITCHING AND PULL TAB (CARDED)	C017	1	PR			18.35	PR	18.35
160	RAD64059530 MASK RESPIRATORY DISPOSABLE N95 ADJUSTABLE NOSE CLIP/LATEX-FREE/ VALVE/FLAME-RESI STANT NIOSH 10/ BOX	C017	10	EA			1.35	EA	13.50
170	S2930-455 TAPE MEASURE 1"X25" HIGH IMPACT ABS CASE COATED	C017	1	EA			7.78	EA	7.78
180	L01LAP-C-714 CAP WELDER 4 PANEL ASSORTED PATTERN SIZE 7 1/4	C017	1	EA			4.38	EA	4.38
190	S2984-026 PLIERS GROOVE JOINT 8" STANLEY PROTO INDUSTRIAL TOOLS - THE STANLEY WORKS	C017	1	EA			3.49	EA	3.49
200	S2987-471 CHROME 10IN ADJ WRENCH	C017	1	EA			7.04	EA	7.04
210	MIL229895 GAUGE WIRE AND METAL SIZES	C017	1	EA			3.77	EA	3.77
220	VIS0502L3 PLIER 10WR LOCKING CURVED 10"/250MM JAW CAPACITY 1-7/8"/48MM STEEL THE ORIGINAL CURVED JAW WITH BUILT IN WIRE CUTTER CLASSIC TRIGGER RELEASE CONSTRUCTED HIGH GRADE HEAT TREATED ALLOY STEEL HARDEND TEETH HEX KEY ADJUST SCREW TIGHT TO ADJUST PRESSURE DRAW M	C017	1	EA			10.31	EA	10.31
230	S2943-511 LEVEL TORPEDO 9" ALUMINUM HEAVY DUTY MAGNETIC SHOCK RESISTANT OPEN TOP READ WATER RESISTANT	C017	1	EA			6.76	EA	6.76
240	S2946-067 SQUARE POCKET 10-1/4"X6-3/4" ALUMINUM	C017	1	EA			4.73	EA	4.73
250	DEWDWE402 GRINDER 4-1/2" 11 AMP ANGLE WITH PADDLE	C017	1	EA			78.56	EA	78.56
260	M193WHT PADLOCK 3/4" SHACKLE WHITE BUMPER KEYED DIFFERENT INK STAMPED ON BOTTOM 4 PIN CYLINDER	C017	1	EA			6.49	EA	6.49



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QUOTATION

Item	Material/Description	Plant	Order Qty	UM	Vol/Wt	UM	Unit Price	UM	Ext Price
270	A05YM YELLOW MARKER	C017	2	EA			3.61	EA	7.22
280	RAD64000630 CANISTER ROD 14 INCH	C017	1	EA			6.31	EA	6.31
290	TIL567 BIB HELMET TILLMAN SIDE SPLIT COWHIDE LEATHER WITH HOOK LOOP CLOSURE	C017	1	EA			2.14	EA	2.14
300	TIL24CM GLOVE MIG/TIG TILLMAN PREMIUM TOP GRAIN PEARL KIDSKIN LEATHER SIZE MEDIUMWITH STRAIGHT THUMB AND 4"	C017	1	PR			10.94	PR	10.94
310	TIL1414L JOHN TILLMAN GLOVE DRIVERS LARGE STANDARD GRADE GRAIN COWHIDE PALM SPLIT COWHIDE BACK UNLINED ROLLED CUFF KEYSTONE THUMB PEARL WITH BOURBON BACK GUNN CUT SHIRRED ELASTIC BACK CARDED	C017	1	PR			6.42	PR	6.42
320	LINK2985-L JACKET FLAME RESISTANT CLOTH TRADITIONAL LARGE LINCOLN ELECTRIC CO	C017	1	EA			31.75	EA	31.75
330	CKWTG1 GAUGE TUNGSTEN STICK OUT	C017	1	EA			25.74	EA	25.74
340	DEW16-227 PUNCH CENTER 1/4"X4" CHROME VANADIUM STEEL YELLOW POWDER COATED FINISH	C017	1	EA			1.60	EA	1.60
350	RAD64002341 SCRIBE 1/8" TUNGSTEN CARBIDE WITH MAGNET AGM810C 1EA/CG	C017	1	CG			4.04	CG	4.04
360	GALSPI302588 CALIPER WELD MEASURING 6" ECONOMICAL ELECTRONIC	C017	1	EA			46.35	EA	46.35
380	MIL043125 CALCULATOR PACKAGE EA=PK	C017	1	EA			5.89	EA	5.89

Incoterms	Airgas Truck
Shipping Method	Airgas Truck
Payment Terms	NET 30

Quote Amount	507.13
Sales Tax	0.00
Quote Total	507.13

PLEASE REFER TO THIS QUOTATION WHEN ORDERING.

Terms and pricing are valid for a limited time only.

SURCHARGES, TAXES & FREIGHT MAY NOT BE INCLUDED OR MAY CHANGE AT TIME OF BILLING.

Rental and/or lease fees (and related charges) will apply to containers in your possession until returned to Airgas.
 Rental and lease charges are invoiced separately from gas purchases.

Comments :

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

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

Program Eligibility

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

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

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

Program Levels:

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

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

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

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

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

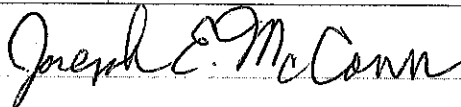
Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Seward County Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Luke Dowell, Dean of Instruction; Phone: 6204171014; Email: luke.dowell@sccc.edu
Name, title, phone, and email of the Perkins Coordinator	Dr. Joe McCann, VP of Academics; Phone: 6204171012; Email: joe.mccann@sccc.edu
Program Name	Grain Elevator Operations
Program CIP Code	01.0204 Agricultural Power Machinery
Educational award levels <u>and</u> credit hours for the proposed request	AAS – 60 credit hours CERTB – 32 credit hours
Percentage of tiered credit hours for the educational level of this request	AAS – 70% CERTB – 87.5%
Number of concentrators for the educational level	AAS – 6 concentrators after two years CERTB – 6 concentrators after two years
Does the program meet program alignment?	N/A
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	KS Department of Labor's Long-term Occupational Outlook for this program projects an overall growth of 1115 between 2016-26. This represents an annual growth rate of .8% per year. The projections also show an average of 228 annual openings and an annual median salary of \$35680.

Signature of College Official



Date 4/16/2020

Signature of KBOR Official

Date _____