

New Program Request Form

CA1

General Information

Institution submitting proposal	Seward County Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Amber D. Jones, Dean of Industrial Technology amber.jones@sccc.edu 620-417-1651
Identify the person responsible for oversight of the proposed program	Hector Norez, Instructor hector.norez@sccc.edu 620-417-1690
Title of proposed program	Maintenance Technician – Cert A
Proposed suggested Classification of Instructional Program (CIP) Code	46.0401
CIP code description	A program that prepares individuals to apply technical knowledge and skills to keep a building functioning, and to service a variety of structures including commercial and industrial buildings and mobile homes. Includes instruction in the basic maintenance and repair skills required to service building systems, such as air conditioning, heating, plumbing, electrical, major appliances, and other mechanical systems.
Standard Occupation Code (SOC) associated to the proposed program	49-9071
SOC description	Maintenance and Repair Workers, General Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.
Number of credits for the degree <u>and</u> all certificates requested	18 credit hours – Cert A
Proposed Date of Initiation	January 1, 2024
Specialty program accrediting agency	OSHA, NCCER CORE
Industry certification	OSHA, NCCER CORE

Signature of College Official



Date

3/20/2023

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 following sections:

1) General Information, 2) Program Rationale, 3) Complete catalog descriptions (including program objectives) for the proposed program, 4) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program, 5) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation), and 6) Program Approval at the Institution Level.

Program Rationale

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

National Beef and Seaboard Farms, two of our largest regional employers, reached out to Seward County Community College to address a skilled employee shortage in their industry. The Maintenance Technician program was developed with these employers to provide one that meets their specific industry and employment requirements. These employers communicated a need for entry-level maintenance workers to obtain a basic knowledge and understanding of general facilities maintenance and specific skills to repair assembly lines and meat packing equipment. Employers need a short program that addresses these entry-level skills. The program is designed for students to obtain NCCER (National Center for Construction, Education, and Research) Core credentials employers require before employees may continue further employer-lead training. After several meetings, we developed an 18-credit hour certificate program that allows students an opportunity to earn required industry credentials and attain skills to maintain facilities and production equipment. During this program's development, we incorporated courses offered in multiple modalities, including online, to allow rural areas access to these credentials and skills and provide opportunities to a broader employment base in our region. We also collaborated with service area high schools to offer this short certificate program to high school students; the program can be completed for dual credit, supports employer demand, and provides high school students the opportunity to gain skills and credentials necessary to ensure employability after graduation. The program benefits other programs offered at SCCC (Seward County Community College) by making the Maintenance Technician certificate an entry-level program, and a gateway program to other industrial technology programs.

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program.
- List and describe the admission and graduation requirements for the proposed program.

The Maintenance Technician program at Seward County Community College prepares students for entry-level employment primarily in the meat packing industry, but also other occupations that require general maintenance technicians, facilities technicians, maintenance and repair technicians, and general maintenance engineers. This program also incorporates entry-level courses in many of the existing industrial technology programs that lead to other pathways in our Manufacturing, Energy, and Transportation Programs. This custom-built program fits the entry-level employment needs of employers in the region and is designed for students to obtain NCCER (National Center for Construction, Education, and Research) Core credentials employers require. It also allows students to be employed in other industry maintenance positions and provides opportunities to broaden their skills in other maintenance related

areas. Students who are traditional, non-traditional, and dual credit can attain these courses and skills needed in industry with over 50% of the program made available both online and in-person.

Due to the entry-level nature of this short program, there are no requirements for admission. For those who need it, remedial support, tutoring, and financial and counseling services are available to all students free of charge.

Graduation in the certificate program requires a 2.0 GPA. The student may complete all 18 credit hours in the curriculum and meet the requirements to graduate without earning the NCCER Core or OSHA 10 credentials. Some employers, such as those who worked with us to develop this program, require entry-level employees to have the NCCER Core and OSHA 10 credentials. Students who do not obtain the desired credentials may not be as valued by employers as those who earn it, but they may still be employable at a lower wage by other industries.

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.
- 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.
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.
- Describe how the Perkins Comprehensive Local Needs Assessment supports the program initiation.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, an agreement explaining the relationship between partners and documenting support to be provided for the proposed program must be submitted to the Board office independent from the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.

According to the Kansas Department of Labor's Long-term Occupational Employment Projections (2020-2030), the occupation is classified as a high demand occupation with a median wage of \$38,860, while the Southwest Kansas region also classifies the occupation as high wage. Annual openings in the field are three times higher than those exiting the occupation, suggesting a projected shortage of employees to fill entry level positions. Those who transfer within the occupation are two thirds that of openings, which may suggest future wage increases as trained employees transfer to higher paying jobs. Long-term projected growth in the state for maintenance technicians is 7% (KDOL Long-term Projections 2020-2030) and Southwest regional projections are 5.5% (KDOL Long-term Projections by Region 2018 – 2028).

Although the KDOL Long-term Projections education requirement for this field cites a high school diploma or equivalent, the occupation requires moderate on the job training. According to ONet Online (www.onetonline.org), who uses current Bureau of Labor Statistics data as one source, we find that much of their data closely aligns with current regional and state need; however, we also note that educational requirements based on employer feedback indicate **63% require a post-secondary certificate**, 25% require a high school diploma or equivalent, and 7% require some college, no degree.

Two major employers in our region, National Beef and Seaboard Foods, have an on-the-job training program that requires NCCER (National Center for Construction, Education, and Research) Core credentials before they can advance through the company's training program. The Maintenance Technician program at Seward County Community College provides this core credential for entry level preparedness in further on-the-job training. Seward County Community College collaborated with National Beef to tailor the maintenance technician program to meet employer need to supply entry-level employees who have already earned their NCCER Core. The Energy Advisory Board also supports the need for this entry level program and NCCER Core credential.

HS Support Letter This program will be offered to high schools in the SCCC service area. See **Appendix E** for regional high school support letter from largest high school feeder school, USD480.

Perkins V Comprehensive Needs Assessment

The CLNA for 2022 –24 identified the need for an Industrial Mechanic or Maintenance Technology program with high demand and high wages. This indicator is one of the reasons why regional industries like National Beef and Seaboard Foods were approached to collaborate on the specifics of their needs. The CIP was adjusted to 46.0401 and the name was adjusted to Maintenance Technician after further research was done and the correct name and CIP code was included in the FY24 Perkins application for this proposed program.

There is no formal agreement with industry, though industry is supportive, as stated in the program development timeline and industry support letters. We may try to establish formal support in the future, but previous attempts to do so in this industry have failed when employee shortage subsides. National Beef and Seaboard Foods have said they would be willing to support students with internship opportunities and possibly donate equipment in the future, but no formal agreements or arrangements have been made. Even without formal support, the need for maintenance technicians is still a high demand, high wage occupation in our region, and the program is designed to be flexible and versatile to changing industry demand, since the program is designed as a gateway program to other programs at SCCC.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates exiting the system and employed.
- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

The table below represents all Maintenance Technician or related program competitors in Kansas, the data from the AY2019-2021 K-TIP report and includes only those programs with the same CIP code. Only one college, Flint Hills Community College, has consistent wages and employed graduates over the three years; however, their program is focused on industrial engineering, so their wage data is not comparable to the program Seward proposes. Demand for the program in this area has been reinforced by local businesses and expressed in the advisory board meeting minutes (Appendix A), and letters of support (Appendix D).

Kansas Board of Regents									
Kansas Training Information Program (K-TIP)									
Program Performance by Career Cluster / Academic Discipline									
Architecture & Construction by Assoc/Cert									
Academic Year 2019 - 2021									
KTIP Year	CIP Code	Institution	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited and Employed	Average Wage: Graduates Exited and Employed	Median Wage: Graduates Exited and Employed		
2021	46.0401	Flint Hills Technical College	45	21	21	\$51,546	\$51,883		
2021	46.0401	Kansas City Kansas Community College	11	6	^	^	^		
2020	46.0401	Flint Hills Technical College	46	21	21	\$48,090	\$49,975		
2020	46.0401	Kansas City Kansas Community College	5	5	5	\$15,760	\$13,592		
2020	46.0401	Washburn Institute of Technology	8	8	7	\$1,020	\$1,020		
2019	46.0401	Flint Hills Technical College	35	21	20	\$45,722	\$43,724		
2019	46.0401	Kansas City Kansas Community College	9	9	7	\$26,240	\$26,500		
2019	46.0401	Washburn Institute of Technology	33	24	24	\$13,634	\$9,442		

Sources: KHEDS Academic Year Collection, KDOL and MDOLIR Wage Records
 ^ Indicates a cell has been marked for small-cell protection or no data has been reported.

Seward County Community College has collaborated with other community colleges across Kansas to explore ways to address workforce and special population needs. One way this program addresses these concerns is incorporating workplace ethics in the program, which is something that not only industry, but colleges around the state have communicated to be a continued barrier for graduates. The course curriculum for Workplace Ethics incorporates time management, financial planning, and work ethics to give students skills that set them apart and make them more employable long-term.

Program Information

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

- (ID1001) OSHA10 – 1CH (T)
- (ID1004) TRADE BASICS – 4 CH (T)
- (WE1001) INTRODUCTION TO WELDING – 1 CH (T)
- (ID1103) ELECTRICAL THEORY – 3 CH (T)
- (IM1003) PUMPS, COMPRESSORS AND MECHANICAL DRIVES – 3 CH (T)
- (PR1123) WORKPLACE ETHICS – 3 CH (T)
- (DF1103) PRINT READING – 3 CH (T)

ID1001- OSHA 10- One credit hour; 1 credit hour of lecture and 0 credit hours of lab per week. Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazard Communication (HazCom) including Safety Data Sheets (SDS). 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

ID1004 Trade Basics- Four credit hours. Three hours of lecture per week, one hour 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, 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

WE1001 Introduction to Welding- One credit hour. This course is an introduction to welding processes, terminology, metals, and consumables identification. This course also covers the application of welding processes in industry. 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

ID1103 Electrical Theory- Three credit hours. Two hours of lecture per week, one hour 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.

IM1003 Pumps, Compressors and Mechanical Drives- Three credit hours. Two hours of lecture per week, one hour lab per week. This course is a study of the theory and operations of several types of pumps, compressors, and mechanical drives. Topics include mechanical power transmission systems including gears, v-belts, and chain drives. Working knowledge of the principals involved in the operation of centrifugal and positive displacement pumps and compressors; identify the function of various components in pumps and compressors, disassemble and reassemble pumps, compressors, and mechanical drives, and troubleshoot pumps, compressors, and mechanical drives. 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.

PR1133 Workplace Ethics- Three credit hours. Three hours of lecture per week. This course is a study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics, and continuous improvement. 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.

DF 1103 Print Reading- Three credit hours. two hours of lecture, one hour lab per week. Students will learn to identify basic lines, views and abbreviations used in blueprints, interpret basic 3D sketches using orthographic projections and blueprints, determine dimensions of features of simple parts, sketch simple parts with dimensional measurements, determine dimensions of a multi-feature part, interpret GDT symbols, frames and datums. 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.

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

This single semester certificate requires the following courses to complete the program:

- (ID1001) OSHA10 – 1 CH (T)
- (ID1004) TRADE BASICS – 4 CH (T)
- (WE1001) INTRODUCTION TO WELDING – 1 CH (T)
- (ID1103) ELECTRICAL THEORY – 3 CH (T)
- (IM1003) PUMPS, COMPRESSORS AND MECHANICAL DRIVES – 3 CH (T)

- (PR1123) WORKPLACE ETHICS – 3 CH (T)
- (DF1103) PRINT READING – 3 CH (T)

Total semester credit hours: 18 CH

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

This certificate program will not seek accreditation because there is not an entity for accreditation for industrial maintenance. However, students will obtain an OSHA10 certification and an NCCER Trade Basics Core Certification as they complete the program requirements. This certification adds value and relevance to industry workforce need.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program. The Seward County Community College Maintenance Technician program will require faculty to possess the industry credential offered in a particular course and have at least one year of experience in industry. The courses offered for this program are classes that are currently offered in other existing programs. The Industrial Technology division plans to use these existing instructors to facilitate the courses in this program. All faculty hold industry credentials for courses in the program and have multiple years of experience both in industry and in the classroom.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide details on **CA-1a form (included with the program package)**.
- Provide Excel in CTE fee details on the **CA-1b form (included with the program package)**.
- If the program is requesting Perkins funding, provide details on the **CA-1c form (included with the program package)**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form (included with the program package)**.
- 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.

The program will meet entry-level industry needs and includes an entry-level certificate as a foundation for many other programs at SCCC (Seward County Community College), both in the Energy and Manufacturing Divisions. Due to the cross-disciplinary nature of the courses and the fact that many of the courses are already taught and incorporated in other programs, there is no need for additional faculty or facilities to support the program. The instructional materials required in this program will be those already available in other industrial technology programs. We are looking at grant opportunities to acquire a mechanical drive system trainer for the Pumps, Compressors, and Mechanical Drive course. However, our current equipment and curriculum supports the needs of the students in the program. CA-1a form **included with the program package**.

Program Review and Assessment

- Describe the institution's program review cycle.

Each academic program undergoes a full program review every five years, with annual updates between full reviews. A peer review team from the Academic Affairs Council verifies alignment with the college

mission and purposes, the program mission, courses and degree level. After the Academic Affairs Council approves the program review, the program outcomes and results are reported to the Board of Trustees to complete the review process.

Industrial Technology programs are defined into three clusters (Energy, Manufacturing, and Transportation). Although this program could be applicable in more than one of those clusters it will be incorporated in the Energy program cluster and reviewed according to that timeline.

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

Submit the completed application and supporting documents to the following:

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

APPENDIX A – ADVISORY BOARD MINUTES

MINUTES

Energy Advisory Board

Tuesday, February 7, 2023 ○ 11:30 a.m. ○ SCCC, Technical School, Room T116A

COMMITTEE MEMBERS

- | | |
|--|--|
| <input type="checkbox"/> Adrian Garcia, Northern Natural Gas | <input type="checkbox"/> Ken Davis, Foley Equipment |
| <input type="checkbox"/> Alan LeClear, Northern Natural Gas | <input type="checkbox"/> Kevin Dewell, ANR Pipeline Co. |
| <input checked="" type="checkbox"/> Autry Coleman, SCCC | <input type="checkbox"/> Kelli Jo Goree, Scout Energy Partners |
| <input type="checkbox"/> Elier (Art) Nunez, SCCC | <input type="checkbox"/> Kris McCune, High Plains Bioenergy |
| <input type="checkbox"/> Bob Speck, Universal Rectifiers | <input type="checkbox"/> Lonnie Broce, Fanshler Corrosion |
| <input type="checkbox"/> Bobby Marshall, Matcor, Inc. | <input type="checkbox"/> Luz Hernandez, National Beef |
| <input type="checkbox"/> Butch McPhail, Black Hills Energy | <input type="checkbox"/> Mark Wichman, US Water |
| <input checked="" type="checkbox"/> Hector Norez, SCCC | <input checked="" type="checkbox"/> Manny Jimenez, SCCC |
| <input type="checkbox"/> Carl Lynn, HAVCO Supply | <input type="checkbox"/> Marty Theis, Hampel Oil |
| <input checked="" type="checkbox"/> Amber Jones, SCCC | <input checked="" type="checkbox"/> Mel Fry, West Texas Gas Hugoton |
| <input type="checkbox"/> Chris Tuttle, High Plains Bioenergy | <input type="checkbox"/> Mike Llamas, Universal Rectifiers |
| <input checked="" type="checkbox"/> Chuck Lamberson, Stewart & Stevenson | <input type="checkbox"/> Nathan Alexander, ONEOK |
| <input type="checkbox"/> Curt Near, Enable Midstream | <input type="checkbox"/> Nathan Vander Griend, ERI Solutions, Inc. |
| <input type="checkbox"/> Dale Sanderson, Great Plains Gas Compression | <input type="checkbox"/> Norma Jean Dodge, SCCC |
| <input checked="" type="checkbox"/> Dave Ratzlaff, SCCC | <input type="checkbox"/> Paul Moore, West Texas Gas |
| <input type="checkbox"/> Dave Bullock, Riviera Resources | <input type="checkbox"/> Richard Hanson, Conestoga Energy |
| <input type="checkbox"/> David Edwards, Accurate Corrosion Control, Inc. | <input type="checkbox"/> Rocky Moore, Guymon Heating & Air |
| <input type="checkbox"/> Dean Prince, High Plains Bioenergy | <input type="checkbox"/> Skyler Houtz, DCP Midstream |
| <input type="checkbox"/> Dino Lapp, Conestoga Energy | <input type="checkbox"/> Steve Duren, FW/Murphy |
| <input type="checkbox"/> Dan Boswell, Foley Equipment | <input type="checkbox"/> Steve Weber, Weber Refrigeration |
| <input checked="" type="checkbox"/> Luke Dowell, SCCC | <input type="checkbox"/> Tanner McFarland, Jayhawk Pipeline |
| <input type="checkbox"/> Felix Babineaux, SCCC | <input type="checkbox"/> Ted Patton, Black Hills Energy |
| <input type="checkbox"/> Glenn Ramsey, Garden City Wholesale | <input type="checkbox"/> Thorn Pepper, Sunflower Electric |
| <input type="checkbox"/> Jay Hauser | <input type="checkbox"/> Tim Fowler, Utilities Savings Plus |
| <input checked="" type="checkbox"/> Jim Graves, ONEOK | <input checked="" type="checkbox"/> Tommy Duncan, Geo Chemicals-zoom |
| <input type="checkbox"/> Joe Leroux, Hess Services | <input type="checkbox"/> Kyle Woodrow, SCCC |
| <input type="checkbox"/> Jim Plummer, J-W Power Company | <input checked="" type="checkbox"/> Henry Wiebe, SCCC |
| <input checked="" type="checkbox"/> Mike Dowling, SCCC | <input type="checkbox"/> Willy Worley, Cudd Energy Services |
| <input type="checkbox"/> Joshua Messenger, Energy Transfer | <input type="checkbox"/> Jerry Bremenkamp, Keating Tractor |
| <input type="checkbox"/> Joy Lewis, WTG | <input type="checkbox"/> |
| <input type="checkbox"/> Judy Parsons, Kansas Dairy Ingredients | <input checked="" type="checkbox"/> Abril Holguin-zoom |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Bollinger-zoom |
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- I. Welcome
Chuck Lamberson called the meeting to order at 11:31 am.

- II. Introductions.....Committee

- III. Review and Approve Minutes from November 8, 22 and Agenda
Dave Ratzlaff made the motion to approve the agenda and minutes, Henry Wiebe made the second, the motion carried.

IV. New Business

A. Program Updates SCCC Faculty

1. Corrosion Technology

Autry Coleman reported he has 5 Freshman students enrolled in the Fall semester. Nine returning Juniors out of the ten, 2 of the nine graduated Dec 2022. One of the graduates signed on with Southern Star full time, another student is working with Matcor. NSF grant allocated money for students to take CP1. \$1,000 is the limit for each student. Preparing the students for the CP1, while working on sandblasting projects around the campus. Autry stated, he is working to get the curriculum online and how to help people in the field earn credit for their experience to acquire their AAS degree.

2. Diesel:

Michael Dowling and Henry Wiebe reported: Twenty students (10 full time & 8 high school) and 1 girl is taking it as an elective. Twelve students will be graduating in May 2023. Mac tool pricing will be the same for the students in Fall 2023. Still waiting on titles for the pickups. Henry Wiebe wants to run with the biodiesel but doesn't want to get carried away. Kansas Clean Cities is working on grants to get a built on play on system-semi. Henry Wiebe and Hector Norez went to a biodiesel conference in Tampa, FL. The biodiesel consortium will be giving a tour of our lab on March 22, 23 to KU students and the Hugoton Lab.

3. HVAC

Manny Jimenez reported: Going very well. Has 14 students for Spring 2023 semester. The package unit went out in the TB building and the HVAC students are going to install the new one. Students have been fixing the shop heaters. This semester hopefully will get tools and a simulator, always looking for new things. Chris Hickman is coming and helping with some classes through the B&I division. There are lots of high schools excited about the HVAC program.

4. Natural Gas Compression Technology:

Dave Ratzlaff reported: 6 new students for Spring 2023. 5 students graduating in May. Taking a trip on February 12 and 13 to Waukesha-Pearce Industries to tour their facility in regards to Natural Gas. Going to ask Matt from Waukesha-Pearce to be on the advisory board. Possible to take a trip to Southern Star in Wichita, KS. The compressor finally showed up after 2 years from the company Aidex. The case is made from wood. The Industrial Maintenance program is moving slowly ahead.

5. Process Tech

Hector Norez reported: Doing Process and helping with HVAC and Natural Gas. Impressed with the Biodiesel conference in Tampa, FL. His role with the biodiesel will be the instrumentation implementation. Received a centrifuge pump. The biodiesel oil is being sent out to KU for testing. Equipment will be used for future testing that we have at SCCC campus.

B. Career Fair & Business Visits:

March 29, 2023 8 a.m.-3 p.m. in the gym.

SEI-Chris Hickman teaching a few courses for B&I, which are Intro to Electrical Troubleshooting and Instrumentation

C. New Program:

-Industrial Maintenance

Cert A-1 semester

Semester would consist of OSHA, Trade Basics, Intro to Welding, Print Reading, Workplace Ethics, Pumps, Compressors & Mechanical Drives

-Program start in Fall 2023 if possible

-Need 3 letters for KBOR, possible Scout, Jim Graves from Oneok

Motion to approve moving forward with this program. Luke Dowell motioned to approve, Chuck Lamberson seconded the motion, the motion carried.

-Biodiesel program needs input from John Deere and Kenworth about what needs to be done next to continue with getting the program moving forward. Going to have a biodiesel meeting and then add them to the Energy Advisory Board.

-Renewable energy-Hector and Amber are trying to set up a renewable energy board. Program possible would have solar and small turbine renewable. Would be better to have both, solar, wind turbine and mechanical knowledge. Industry will hire people who have a Certificate in Renewable or Wind Energy. Next Fall 2024 Renewable Energy Industry represented on the Energy Board. Possible first meeting in March 2023 with Renewable energy. Amber has been meeting with Chris Rice who works for GE.

V. Next Meeting date-Not scheduled, will need to be in Fall 2023

VI. Adjourn: 12:18 p.m. by Amber Jones motion and Jim Graves seconded the motion

APPENDIX B – ACADEMIC AFFAIRS MINUTES

1. Opening Items

- A. Call to Order - Call to order at 3:40
- B. Approval of Minutes - – No changes, minutes stand as reported

2. Standing Reports

- A. Assessment Report – Dowell – Information posted on the agenda item. VP Dowell asked for Questions:

Teresa – Any updates on ETS? No updates yet. ETS has been purchased by another company and will not be the same as before. The decision needs to be made to either stay with the parent company or change. We currently have enough tasks for Spring, 2023 and Fall, 2023. If a change is done, it would be for Spring 24 graduation assessment.

Teresa reported the company will be continuing to have the test online. ETS proficiency is still providing the tests. Requested to coordinate with who is working on it to get the survey to Tracy as soon as possible.

Alaina: Will the student services survey be included with grad assessment? VP Dowell reported, that should continue without a problem.

- B. Edukan Report – Dowell - Information posted on the agenda item. VP Dowell asked for Questions:

Dr. Campbell asked about an exit plan and VP Dowell reported that has not yet been determined.

VP Dowell: Plan would be to exit by December 2023. Discussions are still in progress to discuss with the other entities to see how they respond. We will continue to have Edukan for summer and fall 23 but should have the exit plan at that time.

Dr. Bryan: Are there more than 2 schools left? VP Dowell reported that Dodge City Community College is talking about exiting EDUKAN but hasn't officially made that announcement. If Dodge City Community College and Seward County Community College exit, there can no longer be a consortium. Rules of a consortium in the State of Kansas requires 2 entities. There are options that Pratt can respond to if both schools exit. VP Dowell will share the update when there is more to report.

- C. HLC Open Pathways Report – Dowell - Information posted on the agenda item. VP Dowell asked for Questions:

As the Academic Affairs Committee sets policy and procedures, there is one major thing that will come to the Committee. Members will need to begin to look at program review templates. There may be simple changes on terminology that fits better with our current open pathway. VP Dowell requested volunteers for a subcommittee to look at possible recommended changes. Program review for academic program review and nonacademic program review will be reviewed as they are related closely. The timeline for the subcommittee to bring back to the Academic Affairs Committee would be in May, Academic Affairs Committee meeting.

- D. Advisor Report - Hackbarth-Onson

All Saints Days are listed on the agenda. Nothing further to report if no questions.

- E. Distance Learning Report – Flax

The Distance Learning committee will meet on March 28th. The meeting will focus on working on the New Course Approval forms and requested policy changes as reported during the last Academic Affairs Committee meeting.

Deedee has created a Canvas shell to make the links for students and advisors to access for enrollment. The Canvas shell would be a public shell. Teresa will talk to Louie about adding the links on the main web page.

Annette suggested using the career page that is available. Teresa requested that Annette send her the link and she will share with Louie as a possible solution for access.

- F. Academic Affairs Process Review Committee Report – Wehmeier - Information posted on the agenda item.

Teresa explained the link that is posted is for the new catalog solution, Clean Catalog. Teresa requested the committee look at the format and share feedback, keeping in mind it is in draft form.

3. Old Business

A. Discuss the Statewide General Education Framework

VP Dowell handed out Associate of Arts degree that Alaina had edited to include the respective bucket that each class listed fits into the Statewide general Education framework. .

Discussion: Both AA and AS will now require 12 hour emphasis, what was required will now be taken care of in the core hours of the electives. There should not be a need for a separate AAS as the general education hours are the same. Advisors need to be aware of and ensure that the general education courses that students take will align with the college they are transferring to.

In the humanities section, keep the number of hours at 6 but change to 2 disciplines.

Dr. Campbell requested clarification – In the two (2) disciplines listed, these are consistent across all Associate of Science and Associate of Arts degrees. Can there be substitutions? As an example, General Psychology normally is a core course, can students substitute other psychology courses? VP Dowell stated Yes. Kansas Board of Regents said there will be few exceptions and they will be posted on Kansas Board of Regents site.

VP Dowell reported that the task for this committee today is to discuss and determine which SCCC courses are eligible for the 7th bucket. The next due date is on April 1st, 2023. The requirements will require that we list the courses that will count in the 7th bucket. This bucket is the institutional choice and needs to include 6 total hours.

Discussion: The Kansas Board of Regents has a list of all of the system wide transfer classes, and which bucket they fall in. We will be utilizing the Kansas Board of Regents provided document. Note that there are some in the list that we don't have on our course list however we will be prepared for any students transferring in these types of classes.

Our General Education list covers most all the system wide transfer classes.

Out of state still needs to be decided.

Include the General Education Framework document and requirements in the next advisor update. This should be done to let advisors know how to read the new degree sheet and bucket requirements.

Bucket 7 courses to include:

- First Year Seminar and Concepts of Health and Wellness – 2 credit hours.
- The entire list of general education courses that meet the general education requirements as that would allow flexibility.

VP Dowell made a motion to approve the list of general education courses listed on the degree sheets under the categories of Humanities, Social & Behavioral Science, Natural & Physical Sciences as our bucket 7 courses.

Second by Annette. Motion passed.

4. New Business

A. Approve the Course List Provided for inactivation in the Data System Effective Summer 2023.

Teresa presented the course list that are slated to be inactivated for summer of 23. She requested approval by the committee.

Discussion:

Annette asked if there are there some general education courses on the list. She would prefer not to inactivate those.

There were several on the list that were identified by the committee.

Teresa requested to take to divisions and review the list and send to Teresa which should not be inactivated.

Alaina stated that if the course is inactivated, the course still does exist and can be counted on a degree sheet.

Annette stated if it is eligible to be used for a returning and transfer student, the courses on the list can be inactivated.

Teresa Wehmeier made a motion to table the item to the next meeting. Second by Dr. Campbell Motion passed

B. Division Syllabi Mission Statement Revision

The mission statements for each program/department were compiled into a list by subject area and posted on the agenda item. These need to be reviewed. This is an informational item only.

Discussion:

The list contains department and program statements only. The question is, should we have a standard statement for every course in that program?

Every program needs to review their mission statement.

VP Dowell stated each department/Program should regularly review the mission statement and make sure each support the SCCC mission statement.

Teresa requests that each area review the list and have any revisions submitted by the next Academic Affairs meeting on April 17th, 2023. Upon approval, each statement will be submitted to clean catalog.

VP Dowell –During the assessment meeting, this will be added to the agenda so that programs/departments can take some time in the workshop to work on the statement to submit.

Dr. Campbell – To make it more efficient should the Academic Affairs committee provide input? Allied health has a mission statement that is one sentence while others are much longer. Should the charge be to write the statement as one sentence that states the mission of the program/department or written in a broad sense so if curriculum is revised the statement doesn't need to be revised?

Dr. Jones –The trend in mission statements appears to be one sentence. Would it be important for the mission statement to be measurable? Is it important that it is specific to their program?

Dr. Campbell - Let's establish guidelines to give to faculty.

Dr. Jones –Instructors in the Industrial Technology area would like to have a single division mission statement.

Dr. Campbell - Line 28 is an overall Industrial Technology and a good overall statement. The statement should not cover every area of expertise. Keep in mind some programs may need their own for their accreditation body.

VP Dowell - Don't use the SCCC mission statement to define the statement for each department. He would like to see that the mission is meaningful to that area. The bottom line when thinking about the statements is: How do courses in each program cover the SCCC mission statement.

Academic Affairs committee does not have to approve the mission statements. Each Deas and Division chair will approve, and VP Dowell will review.

Teresa will add the document in a SharePoint site that will have the current statement and the new statement and will include columns to show who would approve.

C. Approve the attached program revision to Machine Technology which includes the name change to Machining and Manufacturing Technology as well as a realignment.

Request approval for a program revision to Machine Technology. The CERT A and B were approved in Fall, 2022. Since that time the Kansas Board of Regents completed a realignment that falls in the path of both certs. They also made a name change. This program revision will align with both certs A and B, and the realignment. Upon review of the course list on CA2A, a misspelled word was identified.

VP Dowell made a motion to approve the program with the noted change. Alaina seconded. Motion passed.

D. Approve a New Program for the Maintenance Technician Program CERTA for 17 credit hours. This program was formally called industrial maintenance. This program will give basic entry level maintenance and repair skills. Working with industry partners it was determined that students need to know how to workplace ethics and how to read a blueprint. This program includes a new course. This program is designed to meet several student populations such as those seeking a cert in the area, full time students and will work with multiple other programs. All courses listed are approved for SB155 for dual students. Upon completion, graduates will have two (2) credentials which are the NCCR core, OSHA10 and a Cert for Maintenance Technician.

Discussion

Teresa – Can this be a prerequisite for other programs? Dr. Jones stated yes, this will give them the basics.

Dr. Campbell – two (2) letters are included; however program approval requires 3 letters from industry partners.

Dr. Jones is working with partners to get the 3rd letter.

VP Dowell made a motion to approve the Maintenance Technician Program with changes and typographical errors fixed and a 3rd letter obtained. Second - Dr. William Bryan.

Call for question - The letter will be obtained in time for the next board meeting to be held April 3rd. Email corrections to Teresa. Motion passed.

Request for re-approval via email 4/18/2023:

The Maintenance Tech program has a change, and they are looking for a reapproval via email. The program has added a 1 credit hour course OSHA10, changing the program from 17 to 18 hours.

As AAC Chair, I'm requesting an electronic vote on the approval of the Maintenance Technician CERTA program revisions.

Teresa's request is the motion to approve. The first yes vote responding, will be the second for this motion.

With 11 voting to approve, the motion to approve the revisions to the Maintenance Technician CERTA program passes.

Thanks for the quick response!

Casandra

5. Academic Affairs Committee Policy Review

A. Policy 10.20 Guidelines and Process for Course Approval

Deedee Flax requested to table this policy until the next meeting.

B. Policy 30.02 (Formerly 30.11) Instructional Methods – Definition

VP Dowell requested to table this policy until the next meeting

6. Other

A. Agenda Items for Next Meeting

List for course deactivation, Policy 10.20, Policy 30.20

7. Closing Items

A. Next Meeting Date - April 17th from 3:00-5:00

B. Adjourn – Motion to adjourn by VP Dowell, Second by Dr. Campbell.

**Regular Meeting of the SCCC Board of Trustees
(Monday, April 3, 2023)**

Members present

Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

1. Opening Items

Procedural: A. Call to Order

Meeting called to order at 7:30 pm.

Action, Minutes B Approval of Minutes

That the Board approve the minutes of March 6, 2023, Regular Meeting of the Board of Trustees, as presented.

Motion by Marvin Chance, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

2. Visitor Reports

Information: A. Introductions to Board

Dr. Jones, the Dean of Industrial Tech, attended to present the new program approval for Maintenance Technicians
Kit Hernandez, the Director of Residence Life & Safety, attended to present the bid for housing software.

Reports B Athletics Update

- **Tennis:** Is fighting hard despite being low on numbers. Individuals are highly ranked nationally.
- **Soccer Programs:** The schedule is tight competition, and uniforms and supplies are ordered. Assistant Coach should be completed shortly as well. Men's Soccer has recruited 44 players for the season.
- **Esports:** A lot of equipment has been ordered, and the space is coming together. A lot of excitement for the program!

Reports: C. Development Office Update

1. Sharp Family Champions Center Phase 2 Flooring has been installed in the restrooms. The project moves closer to completion.
2. Annual Giving and Alumni Engagement Day of Giving moved to April 27, 2023, so as not to coincide with Ag Week. Goal is
3. Development / Foundation Annual Meeting went well – despite down markets, there was positive growth in program support and support of other college activities. We have provided over \$1.6 million to support college, students, and activities. We were working on setting up strategic scholarships.

Information: D. Board of Trustee Comments

- Trustee Burtzloff thanked Seward County Community College (SCCC) for the opportunity to travel to Chicago for the Higher Learning Commission Conference (HLC). She told the group that the most important message she received from the conference was to "take care of your president." She indeed agreed with this statement and thanked President Bennett for his service to SCCC. She also stated she learned much about the current political climate and how this would impact higher ED moving forward.
- Board Chair Oliver highlighted on the student Board dinner that was had before this meeting he would like to see more students turn out at these dinners. Unfortunately, attendance has been getting low.

3. Old Business

4. Hearings/Petitions

5. New Business

Action: A. Personnel Report

President Bennett presented the personnel report to the Board

Mathematics Instructor

Biology Instructors

Accounting Instructor

Nursing Instructor
Instructional Designer
Adult E.S.L. Instructor
Athletic Trainer
Assistant Soccer Coach
Assistant Tennis Coach
Assistant Volleyball Coach
Executive Director of Enrollment
Recruiter for Admissions/ Outreach
CDL Instructor
Vice President of Student Affairs

That the Board approve the Personnel Report, as presented.

Motion by Marvin Chance, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

Action: B. Board Policy Manual - Annual Review: Series 400: Student Services, Policies 420-428
The Vice President of Student Affairs, Celeste Donovan, presented the annual review series 400 student services, policies 420-428.

That the Board acknowledge their annual review and approve the continuation of Board Policy Manual Series 400: Student Services, specifically policies 420: Student Travel Policy, 421: Student Complaint and Grievance Procedure Policy, 422: Record of Student Complaint Policy, 423: Policy on Student Records in Accordance with the Family Educational Rights and Privacy Act (FERPA Policy), 424: Student ID Numbers Policy, 425: Background Check for Employees and Students Involved in Internship and Clinical Experiences Policy, 426: Policy of Student Insurance Coverage, and 427: Missing Student Notification Policy, as presented.

Motion by Dustin Ormiston, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

Action: C. Board Policy Manual - Updates to Series 400: Student Services, Policies 420-428
The Vice President of Student Affairs, Celeste Donovan, presented the annual review: series 400: student services, policies 420-428

That the Board approve the updates to the Board Policy Manual, Series 400: Student Services, specifically policy 428: Tuberculosis Prevention Plan, as presented.

Motion by Dustin Ormiston, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

Action: D. New Program Approval: Maintenance Technician
The VP of Academic Affairs, Luke Dowell, and the Dean of Industrial Tech, Dr Amber Jones, presented the new program approval maintenance technician to the Board.

That the Board approve the new program proposal for the Maintenance Technician Certificate A, as presented.

Motion by Dustin Ormiston, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

6. Bids and Quotes

Action: A. Bid: Desktop Computers Annual Purchase.
The Chief Information Officer Louie Lemert presented the desktop computer's annual purchase bid to the Board.

That the Board approve the annual purchase of desktop computers, as presented.

Motion by Dustin Ormiston, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

Action: B. Bid: E-Sports Gaming Systems

The Chief Information Officer Louie Lemert presented the bid for E-Sports gaming systems to the Board.

That the Board approve spending up to \$68,053 for competition units to support the new E Sports program, as presented.

Motion by Dustin Ormiston, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

Action: C. Bid: Housing Software

The Director of Residence Life & Safety, Kit Hernandez, presented the bid for housing software to the Board

That the Board accept the bid from eRezLife for the housing software at the price of \$16,466, as presented.

Motion by Marvin Chance, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

Action: D. Bid: Fleet Vans

The Vice President of Business Affairs, Madalen Day, presented the bid for fleet vans to the Board.

That the Board approve the purchase of the 2023 Ford Transit 15 Passenger Van, from Foss Motor Company of Liberal, Kansas, for \$50,110.00.

Motion by Kay Burtzloff, second by John Engel.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

Action: E. Bid: Student Living Center Painting

The Vice President of Business Affairs, Madalen Day, presented the bid for the student living center painting to the Board.

The Board accepts the bid from Touch of Class Painting and French Construction for the SLC painting at \$100,275, as presented.

Motion by Kay Burtzloff, second by John Engel.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

Action: F Bid: Subscription Management Software

The Vice President of Business Affairs, Madalen Day, presented the bid for subscription management software to the Board.

The Board accepts the quote from DebtBook for the Debt and Lease Management Software at the price of \$15,000, as presented.

Motion by Kay Burtzloff, second by Marvin Chance.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

7. College Reports

Reports: A. Chief Information Officer

General Departmental Projects:

Switches – configuring and installing.

UPS – the installation will be completed as we replace the switches.

Fiber Upgrade SWKO is waiting for components to become available

**Website replacement has been broken down into three segments:
 Page and login migration
 Departmental need assessment and documentation
 Graphical User Interface (GUI) design and implementation**

Reports: B. Vice President of Student Services

We will be conducting interviews for the Executive Director of Enrollment this month. In addition, we are still gathering applications for the additional recruiting coordinator. Therefore, we will also have an excellent pool to start interviewing for that position.

- We have started to receive applications for the Mental Health Counselor position. Once selected, this position will be in place for fall 2023.
- Kit Hernandez and Dan Artamenko attended a statewide Title IX collaboration meeting this month. It included many of the Title IX Coordinators from around the state. They brought back some good information and shared it with the rest of our Title IX Team for further discussion.
- President Bennett, Luke Dowell, Celeste Donovan, Annette Hackbarth Onson, Charlotte Peterson, Amber Jones, and Marvin Chance will participate in the PTK Academic All-American celebration this month with SCCC students and their families. This is a beautiful event to celebrate our students' high academic achievements.

Reports: C. Vice President of Academic Affairs

- Higher Learning Commission Conference: Seven individuals attended the Higher Learning Commission Annual Conference in Chicago March 24 – 28. As a result, we gained ideas on how other colleges are addressing issues we are addressing, got updates that will help us with our accreditation process, and networked with others to build connections around the region.
- Accreditation Update: Our Institution update was completed and submitted on March 23. Thank you to Vice President of Academic Affairs Madalyn Day, Institutional Research and Data Analyst Teresa Wehmeier, and Director of Human Resources Charlotte Peterson for their work in getting this done early.

Reports: D. Vice President of Finance Affairs

- New giftable ideas have been arriving daily and just in time for graduation. Regalia sales will be open to the students at the beginning of April.
- The business department has been working on getting students situated for the semester. Accounts Receivable are still working their way through the write-off list and working with other departments to prepare for the saints ahead scholarship. Finally, accounts payable is working on collecting contracts for all of our software subscriptions to get us ready for this year's audit.

Reports: E. President

- President Bennett thanked everyone that attended the HLC Conference in Chicago.
- President Bennett is serving on a task force for competency-based education.
- The fascia at the Industrial Tech Building has been replaced and looks great. We are also working on several remodeling projects on campus.
- We applied for a grant to get a pickleball court on campus.

8. Bills Pending

Action: A. Payment of Bills Pending

That the regular monthly bills be approved for payment, as presented.

Motion by Marvin Chance, second by Kay Burtzloff.

Final Resolution: Motion Carries

Yea: Dustin Ormiston, John Engel, Kay Burtzloff, Marvin Chance, Ron Oliver, Keeley Moree

9. Other

10. Executive Session

11. Adjourn

Board Chair Ron Oliver adjourned the meeting at 8:21 pm.

APPENDIX D - LETTERS OF SUPPORT



2/23/2023

Jordan Leak
High Plains Ponderosa Dairy
2042 V Road
Plains, KS 67859

Dear Seward County Community College:

As the Chief Operating Officer of High Plains Ponderosa Dairy, we support the introduction of an Industrial Maintenance course of study program to be offered by Seward County Community College.

High Plains Ponderosa Dairy has worked through the years with SCCC Business & Industry for its training needs. One of the discussions of needs is a workforce of employees skilled in Industrial Maintenance. If SCCC were to add this program, it would help our business fill the employment gap and provide a more direct supply of high-quality employees to the labor pool.

There is a pressing need for communities to “grow our own” workforce. Unfortunately, many rural communities see their young people graduate and move away because of a perceived lack of employment options. SCCC’s new program will provide our young people with another outlet for vocational training close to home. This program will replenish the industry workforce as older employees retire.

Businesses like High Plains Ponderosa Dairy are eager to hire graduates of this program, and work in collaboration with the college and related entities, by providing internships, supplies, or advisory input. We are excited about the possibilities of the program and support it wholeheartedly.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Leak', is written over the typed name.

Jordan Leak
High Plains Ponderosa Dairy

APPENDIX D - LETTERS OF SUPPORT

March 1, 2023

Dennis Boyles
National Beef Packing Company
PO Box 978
Liberal, KS 67905-0978

Dear Seward County Community College:

As the General Manager/Vice President of National Beef Liberal, we support the introduction of an Industrial Maintenance course of study program to be offered by Seward County Community College.

National Beef Liberal has worked through the years with SCCC Business & Industry for its training needs. One of the discussions of needs is a workforce of employees skilled in Industrial Maintenance. If SCCC were to add this program, it would help our business fill the employment gap and provide a more direct supply of high-quality employees to the labor pool.

There is a pressing need for communities to “grow our own” workforce. Unfortunately, many rural communities see their young people graduate and move away because of a perceived lack of employment options. SCCC’s new program will provide our young people with another outlet for vocational training close to home. This program will replenish the industry workforce as older employees retire.

Businesses like National Beef Liberal are eager to hire graduates of this program, and work in collaboration with the college and related entities, by providing internships, supplies, or advisory input. We are excited about the possibilities of the program and support it wholeheartedly.

Sincerely,



Dennis Boyles
General Manager/Vice President
National Beef Packing Company Liberal



Seaboard Energy Oklahoma, LLC | 3291 Desert Rd | Guymon, OK 73942 | (580) 468-3790

4/24/2023

To Seward County Community College:

Seaboard Energy supports introducing a Maintenance Technician course of study to be offered by Seward County Community College.

Seaboard Energy has worked with SCCC Business & Industry for years for their training needs. We enjoy and utilize several of the training programs for new hires and continued education classes offered by SCCC throughout the year. Having a program like this in the area saves our company money and our employees time away from home.

There is a rising demand for skilled trade professionals as we continue to see young people graduate and move away from rural communities for a perceived lack of employment opportunities. SCCC's new program will provide another outlet for vocational training close to home.

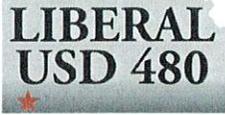
Seaboard Energy has and will continue to hire interns that have completed or working to complete classes offered at SCCC. This Maintenance Technician course would be an asset to SCCC and the surrounding community, as many businesses like ours seek to hire the same trade professionals.

We are excited about the possibilities of the program and support it wholeheartedly.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Stavig", with a long horizontal flourish extending to the right.

Randy Stavig
Biogas Operations Manager



Dr. Todd Carter - Superintendent
Liberal Unified School District No. 480
7 Parkway Blvd. Liberal, KS 67901-0949

todd.carter@usd480.net
Phone: (620) 604-1010
Fax: (620) 604-1011

Appendix E - School District Letter of Support

Dr. Amber Jones
Dean of Industrial Technology
Seward County Community College
1801 N. Kansas Ave
Liberal, KS 67901

June 14, 2023

RE: Maintenance Technician Program, Seward County Community College (SCCC)

Dear Dr. Jones,

USD 480 supports the Maintenance Technician Program designed by SCCC. There is a regional and local need for entry-level Maintenance Technicians. The largest employers in our area are meat processing, feedlots, and dairy facilities. These industries are experiencing worker shortages due to an aging population, creating a vacuum of skilled labor.

USD 480 serves a high poverty student population and many of these students must work to support their families. The Maintenance Technician Program gives our students the opportunity to earn a certificate and credential in one year, while still attending high school. They can then enter the workforce in a high demand, high wage occupation after graduation. The largest industries in this area have told us that finding qualified entry-level employees can be difficult. For students who wish to, or need to join the workforce right out of high school, the Maintenance Technician program is a great option that meets employer and student needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Carter", with a long horizontal flourish extending to the right.

Dr. Todd Carter

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Seward County Community College

Proposed Program: Maintenance Technician Cert A

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		10	10	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$ 100,000	\$ NA	Institutional
Part-time/Adjunct	#	\$ NA	\$ NA	
		Amount	Funding Source	
B. Equipment required for program		\$0		
C. Tools and/or supplies required for the program		\$0		
D. Instructional Supplies and Materials		\$500	Institutional	
E. Facility requirements, including facility modifications and/or classroom renovations		\$0		
F. Technology and/or Software		\$0		
G. Other <i>(Please identify; add lines as required)</i>		0		
Total for Implementation Year		\$100,500	Institutional	

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		30	20	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$ 275,000	\$ 0	Institutional
Part-time	#	\$ 0	\$ 0	
		Amount	Funding Source	
B. Equipment required for program		\$ 0		
C. Tools and/or supplies required for the program		\$ 0		
D. Instructional Supplies and Materials		\$ 0		
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 0		
F. Technology and/or Software		\$ 0		
G. Other <i>(Please identify; add lines as required)</i>				
Total for Program Sustainability		\$ 275,000	Institutional	

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

Currently, Seward County Community College is pursuing grant and industry support to acquire optional equipment that could be utilized in these courses for instructional purposes.

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

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

Institution Name:	Seward County Community Collge
Program Title:	Maintenance Technician
Program CIP Code:	46.0401

<i>Please list all fees associated with this program: Only list costs the institution is charging students.</i>		
Fee	Short Description	Amount

<i>Please list all courses within the program and any fees associated to those courses : Only list costs the institution is charging students. Do not duplicate expenses.</i>		
Course ID	Short Description	Amount
ID1001	TSA EXAM OSHA10 CREDENTIAL FEE	\$27

<i>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.</i>		
Item	Short Description	Estimated Amount
	TEXT BOOK: ID1004: CORE CURRICULUM: TRAINEE GUIDE - 9780134130989	\$78
	ONLINE SUBSCRIPTION: ID1103: CENGAGE UNLIMITED - 9780357700006	\$180
	SOLID PROFESSOR ACCESS CODE: DF1103	\$100

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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

Program Eligibility

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.

Program Levels:

Educational Award Level	Credit Hours
SAPP	1-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as “Technical Program” in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

1. Designated as “Technical Program” in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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>	Amber D. Jones, Dean of Industrial Technology amber.jones@sccc.edu 620-417-1651
Name, title, phone, and email of the Perkins Coordinator	Amy Knudsen, Controller and Perkins Coordinator 620-417-1019, amy.knudsen@sccc.edu
Program Name	Maintenance Technician
Program CIP Code	46.0401
Educational award levels <u>and</u> credit hours for the proposed request(s)	Certificate A (proposed) 18 credit hours
Number of concentrators for the educational level	0 – new program
Does the program meet program alignment?	Not applicable – no current alignment available
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	According to the CLNA for 2022-2024, page 11 question 2, identified the need for an Industrial Mechanic or Maintenance Technology program with local high demand and high wages. This indicator is one of the reasons why regional industries like National Beef and Seaboard Foods were approached to collaborate on the specifics of their workforce needs. The CIP was adjusted to 46.0401 and the name was adjusted to Maintenance Technician after further research was done and the correct name and CIP code was included in the FY24 Perkins application for this proposed program.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Energy Advisory boards met in Spring 2023 recommended to pursue the proposed program and continue to collaborate with local employers and pursue ways to develop this program. Perkins funds would be utilized not only to train faculty on CTE educational best practices but also help fund the purchase of industry relevant equipment to train students on the most state-of-the-art, relevant equipment possible. SCCC would also utilize Perkins funds to market to underserved and underrepresented populations in the area.

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	Yes
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Signature of College Official  Date 6/19/2023

Signature of KBOR Official _____ Date _____

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

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

Program Eligibility

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

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

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

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

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

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

Name of Institution	Seward County Community College
Name, title, and email of person responsible for Academic program	Dr. Amber D. Jones Dean of Industrial Technology amber.jones@sccc.edu
Name, title, and email of Financial Aid contact	Amy Bridenstine Director of Financial Aid Amy.bridenstine@sccc.edu

