

New Program Request Form

CA1

General Information

Institution submitting proposal	Garden City Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Marc Malone, Vice President for Instructional Studies, (620) 276-9597, marc.malone@gccccks.edu
Identify the person responsible for oversight of the proposed program	Marc Malone
Title of proposed program	Computer Support Specialist
Proposed suggested Classification of Instructional Program (CIP) Code	11.1006
CIP code description	A program that prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.
Standard Occupation Code (SOC) associated to the proposed program	15-1232 Computer User Support Specialists
SOC description	Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.
Number of credits for the degree <u>and</u> all certificates requested	Certification Level A requiring 16 credit hours
Proposed Date of Initiation	Fall 2021
Specialty program accrediting agency	None
Industry certification	CompTIA A+ certification through the Computer Technology Industry Association

Signature of College Official  Date 2/11/21

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.

The Computer Support Specialist A+ certification is a 15-credit hour program which provides an excellent starting point for individuals who wish to pursue a career in the Information Systems industry. Technical and communication areas of training include the development of skills in hardware, software, networking, written communication, verbal communication and problem solving. The completed program prepares students for the industry recognized CompTIA A+ certification exam, to join the computer support workforce or to continue their education.

PLO 1: An ability to analyze a problem, and identify and define the appropriate computing requirements

PLO 2: An understanding of professional, ethical, legal, security and social issues and responsibilities

PLO 3: An ability to use current techniques, skills, and tools necessary for computing practice

PLO 4: An understanding of computer hardware, software necessary to pursue industry-based certifications

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

There are no specific admission requirements for this program. Institutional requirements are described below:

New students: New students must obtain, complete, and submit the following:

- 1.) An application for Admission.
- 2.) An official high school/home-school transcript, including final grades, grade point average, class ranking (if available), and graduation date, or an official copy of GED Scores.
- 3.) An official transcript from each university/college attended.
 - All first-time students are required to take a Placement Assessment through the Mary Jo Williams Assessment Center located in the SCSC.
 - Applicants are strongly advised to take the ACT Assessment for scholarship, advising, and counseling purposes (GCCC's ACT code is 1414).
 - Official transcripts must be mailed by the issuing institution or transmitted electronically directly to the GCCC Admissions Office. Hand-carried, faxed, or emailed copies are not acceptable.
 - A complete medical form is required for all students in the nursing, cosmetology programs, and for residential hall residents and athletic program participants. Students in these areas will be advised according to departmental policy and the appropriate forms will be provided.

4.) Student Health Requirements—Tuberculosis (TB)

In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results prior to attending class/completing enrollment. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes or enroll for classes, or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the TUBERCULOSIS SCREENING QUESTIONNAIRE and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.

High School Students:

High school sophomore, junior, and senior students, including home-study program students, may enroll concurrently in college courses with written permission of their high school principal and parent or legal guardian. A yearly cooperative agreement with the unified school district or the home-study school and the college must be on file in the Registrar's Office for college credit to be granted. Individual student permission forms must be submitted each semester.

Graduation Requirements

Students who successfully complete the certificate will complete 18 credit hours with a grade of "D" or higher in the following courses: Introduction to Management Information Systems (3 credits), Introduction to Programming (3 credits), Computer Concepts and Applications (3 credits), CompTIA A+ Essentials (3 credits), and CompTIA A+ Practical Applications (3 credits).

Demand for the Program

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

Per the Kansas Department of Labor's Long Term Occupational Outlook, Computer User Support Specialists number 7,485 in 2018 and are projected to number 8,311 in 2028. The increase of 826 represents an 11% increase, or 1.1% annual increase. After considering Exits, Transfers, the Total Openings are 7,299, or 730 on an annual basis. The Annual Mean salary is \$46,660 and the Annual Median salary is \$45,120. Typical Education Needed for Entry is some college, no degree, no work experience and no on-the-job training. Per the Kansas Labor Information Center – Occupational Profile, there are 104 job openings advertised online for Computer Use Support Specialists on October 29,2020.

- 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.

- 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.

There are no formalized partnerships or agreements existing for this program application.

Duplication of Existing Programs

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

Insert a table from the KBOR TEA K-Tip Report

https://www.kansasregents.org/workforce_development/k-tip-report

Use the CIP code to identify any programs within the state operating under that same CIP code.

Information Technology --- Academic Year 2018

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited and Employed	Average Wage: Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
11.1006	Computer Support Specialist	Hutchinson Community College	ASSOC/CERT	41	14	27	^	^	^	^	^
	Computer Support Specialist	Johnson County Community College	ASSOC/CERT	91	22	40	7	5	5	^	^
	Computer Support Specialist	Kansas City Kansas Community College	ASSOC/CERT	33	24	16	18	6	5	\$18,876	\$21,897
	Computer Support Specialist	Labette Community College	ASSOC/CERT	^	^	^	^	^	^	NR	NR
	Computer Support Specialist	Neosho County Community College	ASSOC/CERT	6	^	^	^	^	^	^	^
	Computer Support Specialist	Wichita State University Campus of Applied Sciences and Technology	ASSOC/CERT	135	60	79	6	^	^	^	^

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

Collaboration has not been attempted because of the geographic distance between institutions which offer this program. These courses have traditionally been taught face-to-face.

Program Information

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

CSCI-101 Introduction to Management Information Systems (3 credits)
 CSCI-102 Introduction to Programming (3 credits)
 CSCI-110 Computer Concepts and Applications (3 credits)
 CSCI-125 CompTIA A+ Essentials (3 credits)

CSCI-126 CompTIA A+ Practical Applications	(3 credits)
PCDE-109 Career Success	(1 credit)

Course Descriptions

CSCI-101 Introduction to Management Information Systems 3 credit hours

This course is an introductory class that assists students in learning about how computers work and about how the computer is used in our world. Topics range from what parts a computer is made of to how to write a computer program. Also, addressed are topics such as how data are stored, how networks and the Internet work, how to secure a computer from malware, and ethical dilemmas that arise in modern computing. This class included detailed discussion of computer logic, data flow, number systems and computer memory.

CSCI-102 Introduction to Programming 3 credit hours

This course is recommended for computer science majors. It covers the basic logic required to design and develop good logical computer programs. Course topics include hardware and software configurations as well as the concepts of program logic, top-down design, and structured programs. This course may be taken concurrently with Introduction to Management Information Systems.

CSCI-110 Computer Concepts and Applications 3 credit hours

This course provides an introduction to the basics of computer usage for Internet, email, word processing, spreadsheet, database, and presentation software programs. This first course provides information to the non-computer user and familiarizes the student with the basics of computer usage. Successful completion of this course will enable the student to continue studying the advanced features of the studied software. This course may be repeated for additional credits as software use changes.

CSCI-125 CompTIA A+ Essentials (new) 3 credit hours

Students will gain the knowledge required to assemble components based on customer requirements, install, configure and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, resolve and document common hardware issues while applying troubleshooting skills.

CSCI-126 CompTIA A+ Practical Applications (new) 3 credit hours

Students will gain the knowledge required to install, configure and maintain software for end users. This course will also cover the basics of networking and security/forensics, properly and safely diagnose, resolve and document common software issues while applying troubleshooting skills. Students will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment.

PCDE-109 Career Success 3 credit hours

This course is designed to instill the necessary attitudes, skills, and behaviors in students to be successful in the classroom as well as the workplace. The focus of this course is to assist students in the development or refinement of good work ethic behaviors. All degree seeking students must complete this course or College Success (PCDE-101) with a grade of C or higher.

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

No alternative paths or multiple curricula.

- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

The completion of the six courses (16 credit hours) for the Certificate Level A could be accomplished in one semester for students who are studying full-time. It could also be taken over two or more semesters, if needed.

CSCI-101 Introduction to Management Information Systems	3 credits
CSCI-102 Introduction to Programming	3 credits
CSCI-110 Computer Concepts and Applications	3 credits
CSCI-125 CompTIA A+ Essentials	3 credits
CSCI-126 CompTIA A+ Practical Applications	3 credits
PCDE-109 Career Success	1 credit
Total in Cert A:	16 credits

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

The program is not specifically accredited by any external agency or organization. It does however prepare students for a relevant industry certification: CompTIA A+ certification provided by the Computing Technology Industry Association.

Faculty

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

At minimum, for an instructor to teach courses designed to transfer to a four-year university, qualifications include a Master's degree in Computer Science or a Master's degree in a related area with 18 credit hours of graduate study in Computer Science. For an instructor to teach a technical course, instructors must generally have a Bachelor's degree or a combination of other credentials including, but not limited to, an Associate's degree in the field, recognized industry certification, or a minimum of 4,000 work hours in a related industry.

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.).

We estimate the total initial cost to deliver the program over two years to be approximately \$127,000. The majority of these costs are for full- and part-time faculty members currently on staff who are qualified to teach within the program. Excluding these costs, total **new costs** for the first two years are estimated at \$10,000. We are able to keep costs for tools, supplies,

and equipment low by repurposing existing equipment and lab space within the institution. While this program offering is not planned until Fall 2021 (FY 2022), any startup costs incurred during FY 2021 would be re-allocated from the President's "Consulting/Contract Services" budget line, historically used for new program development. The CA-1a form is included with this application.

Future costs would be incorporated into future budget planning. Each year, beginning in January, the college undertakes its annual budget planning process according to the Budget Planning Policy. College policies are located here:

https://www.gccc.edu/about_gccc/policies/budget_planning_policy.pdf The policy instructs each department to generate budget requests based on the college strategic plan. These requests are filtered through division leaders and then to the Budget Planning Committee, which aggregates and prioritizes institution-wide needs.

- Provide detail on **CA-1a form**.
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

There are no grants or sources of outside funding that will be used for the first two years of the program.

Program Review and Assessment

- Describe the institution's program review cycle.

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

GCCC's assessment processes and methodologies were adapted from the Assessment 101 model, which has been used successfully for over a decade at many schools. Although GCCC faculty chose to modify processes and templates to fit institutional culture, they retained the core practices represented in this model: (1) develop quality outcomes; (2) identify multiple measures (direct and indirect) to measure student learning on those outcomes; (3) establish pre-determined targets for overall student performance on the measures; (4) devise appropriate strategies for data collection that are reasonably representative of the student population (and include program majors only for program assessment); (5) ensure that all intended data are collected; (6) analyze and interpret data to identify factors that led to results that were observed; (7) identify and implement action plans aimed at improving student learning and track results across cycles; and (8) integrate assessment results and resource needs from related action plans into budget and planning processes at the program, department, and institutional levels. Additionally, faculty

ensure that assessment occurs in a consistent manner across instructional locations and modalities, including distance learning and dual enrollment high school courses.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee
(including a list of the business and industry members)
 - Curriculum Committee
 - Governing Board
(including a list of all Board members and indicate those in attendance at the approval meeting)

Submit the completed application and supporting documents to the following:

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

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Garden City Community College

Proposed Program: Computer Support Specialist 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:		5	5	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$55,000	\$0	Existing—No new funding source needed.
Part-time/Adjunct	#2	\$3,600	\$0	
		Amount	Funding Source	
B. Equipment required for program		\$0	President's Budget "Consulting/Contract Services"	
C. Tools and/or supplies required for the program		\$0		
D. Instructional Supplies and Materials		\$2,500		
E. Facility requirements, including facility modifications and/or classroom renovations		\$0		
F. Technology and/or Software		\$2,500		
G. Other (<i>Please identify; add lines as required</i>)				
Total for Implementation Year		\$5,000	President's Budget "Consulting/Contract Services"	
<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:		5	10	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$110,000	\$0	Existing—No new funding source needed.
Part-time	#2	\$7,200	\$0	
		Amount	Funding Source	
B. Equipment required for program		\$0	President's Budget "Consulting/Contract Services"	
C. Tools and/or supplies required for the program		\$0		
D. Instructional Supplies and Materials		\$5,000		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$5,000		
G. Other (<i>Please identify; add lines as required</i>)				
Total for Program Sustainability		\$127,200		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

The program will use existing faculty members who are qualified to teach in the content area.

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

Carl D. Perkins Funding Eligibility Request Form

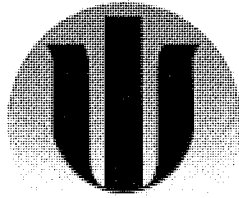
Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Garden City Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Marc Malone, Vice President for Instructional Studies, (620) 276-9597, marc.malone@gcccks.edu
Name, title, phone, and email of the Perkins Coordinator	Chuck Pfeifer, Dean of Technical Education and Workforce Development
Program Name	Computer Support Specialist
Program CIP Code	11.1006
Educational award levels <u>and</u> credit hours for the proposed request	Certificate A
Percentage of tiered credit hours for the educational level of this request	56.25%
Number of concentrators for the educational level	0
Does the program meet program alignment?	Yes
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	This Computer Support Specialist certificate is targeted specifically at the type of technology jobs needed in our area by focusing on relatively low-level technical support needed by area businesses as they become increasingly reliant on technology infrastructure. The needs assessment highlights needs in “Information Support and Services” including “tech support jobs” (p. 7) and “Business Administrative Technology” including knowledge going “beyond the typical clerical and administrative duties that currently exist in our labor force” (p. 6). This program is designed to produce employees who can provide the type of support noted as a need in the needs assessment.

Signature of College Official *Marc Malone* Date 2/8/21

Signature of KBOR Official _____ Date _____



WESTERN STATE BANK

"Quality Tradition You Can Trust"

Dear President Ruda,

I write this letter in support of Garden City Community College's Computer Support Specialist technical certificate.

Western State Bank and western Kansas in matter of fact are always looking for well-educated technical support. This being the ability to process think through networking needs or troubleshooting. With the offering of this class I believe not only Western State Bank will benefit but Western Kansas will.

Western State Bank can offer support to the program in the form of advisory committee participation, professional development, internships, guest speaking and many more that GCCC will ask assistance from or with. We will be there to help assist when can be.

Happily signing to support the development of Education,

Jason D. Drohman Sr VP

Western State Bank



December 1, 2020

Dear President Ruda,

I am writing this letter in support of the Garden City Community College's Computer Support Technical Certificate.

I own a local computer store that has been in business since 1983. We have been providing sales and support to southwest Kansas individuals and businesses in that time. We know there is a growing need for employees in our area with the skills necessary to help rural America shine. As technology advances it becomes more important to understand and be able to navigate the new trails technology brings.

Palace Computer Center is pleased to be able to help support a program locally to assure the needs of Southwest Kansas are being met. We are happy to serve on the advisory committee and help the program grow and expand as needed. We have years of experience that can be valuable in speaking with students as they obtain their education. We can give insight into what the industry looks like in our area and what skills employers will be looking for in future employees.

Thank you for the opportunity to help with this program.

Sincerely,

Robin Bergkamp

Robin Bergkamp

President

Finney County Economic Development Corporation



November 20, 2020

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

Dear President Ruda,

I would like to offer the support of Finney County Economic Development Corporation for the funding and development of a Computer Support Specialist Program at Garden City Community College. We continuously hear of shortages in computer support technicians from our business community and judge this program could help alleviate some of those shortages.

Garden City Community College has a long history of providing workforce training “at the speed of business” and we fully support this new endeavor. We will continue to support Garden City Community College’s efforts through recommendation of this program to employers, sharing of financial resources opportunities as we become aware of them, and promotion of the program through our community and economic development channels.

Professionally,



Lona DuVall
President/CEO

Finney County Economic Development Corporation

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

Garden City Community College
Computer Support Specialist
MEETING MINUTES
November 11, 2020
Presidents Conference Room – GCCC Campus
2:00 P.M.
Special Meetings as Necessary

Mission

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

Vision

GCCC will be the premier educational nexus to progress, providing world class learning in a dynamic environment. From Here, you can go anywhere.

Values

Bold innovation

Unwavering Integrity

Service and Collegiality

Trust, Transparency, & Accountability

Empowered Creativity & Academic Freedom

Responsible Leadership

Student-centered focus

Board Members:

Ron Carlson – Garden City Community College, Instructor

Hector Martinez – Garden City Community College, Instructor

Robin Bergkamp – Palace Computer Center, President

Jason Drohman Sr. – Western State Bank, Vice President of Operations, Technology, and Security

Julie Farr – Garden City Community College, Administrative Assistant for the Dean of Technical Education

Pat Howard – Paraclete Computer Services, Owner

Attendees: Ron Carlson, Hector Martinez, Marc Malone (Vice President for Instructional Services, GCCC), Robin Bergkamp, Jason Drohman, Julie Farr

- I. Meeting Called by: Marc Malone
Time: 2:00 p.m.
 - A. Introductions
 - a. Greetings around the room
 - b. Robin and Jason both expressed excitement for building the program.
 - c. Comments:
 - i. Certificates might help students stay “Home,” i.e. our local area
- II. Review Minutes from previous meeting
 - A. Brand new program – currently no minutes to provide
- III. Campus Update
 - A. No comments
- IV. Perkins Grant Update
 - A. Currently under New Program Probation – one year
 - B. Explanation for the Requirement of the Advisory Board and brief description of the committee’s involvement
 - a. One meeting per semester
 - b. Asked for suggestions for additional members

- i. City of Garden City – IT Department
- ii. Keller Leapold

V. New Business

A. Curriculum Review

- a. Currently intend to offer a Cert A program
 - i. 15 – 18 credit hours
 - 1. One semester of work and the students will have something to show for it – worth value to the industry
 - ii. Will consider Cert B and C in the future
 - 1. These will build upon each other
 - 2. Could turn into a 2-year Technical Degree
- b. Course descriptions were provided for consideration
 - i. CSCI 101
 - 1. Business Program Requirements
 - a. Matches closely with Fort Hays University
 - ii. CSCI 102
 - 1. Hands on course – mainly using Python language
 - a. Questioned by the Board
 - 2. Should this be in the Cert B?
 - a. Concerns about the approach of jumping into programming before they understand other important concepts
 - i. As per Ron – this class is best used and designed as an introductory course for students to develop skills and/or decide which concept is the best fit.
 - iii. CSCI 110
 - 1. Course will transfer to a 4 year institution
 - 2. Presents professional communication skills
 - iv. CSCI 125 and CSCI 126
 - 1. State required courses
 - 2. Break up topics between Hardware and Software

VI. Old Business

A. Course offering options

- a. Beginning level courses will be offered to local High School students for college credit as well as credit toward their high school graduation
 - i. Submission for approval will happen by December 2020 for Garden City High School
- b. Prep courses could be offered by Hector and the GCCCA for non-traditional students wanting to take courses

VII. Open Discussion

A. Suggestion for a customer relation type of course

- a. Course description given for Career Success as an option
 - i. Topics: leaning how to join the workforce and soft skill enhancement

B. CSCI 102 – continued discussion concerning the pros and cons of this course

- a. Industry demands the knowledge of a variety - not just the python language
- b. The board asked about a different course for the program - other options
 - i. KBOR has CSCI 140 to be considered

- c. Ultimately the group all came to the agreement to have Ron rework the content of this course to include some work with SQL and possibly some instruction for APP development.
- C. Letters of Support
 - a. Templates offered and requested to be returned by Thanksgiving
 - b. Other potential types of support were discussed

VIII. Adjournment

- A. Set date for next meeting
 - a. Undetermined

Curriculum & Instruction Committee

Minutes 11/12/2020

- I. Present
 - a. *Committee:* Karen Adams, Nancy Unruh, Nicole Dick, Michael Knutson (virtual), Larry Pander
 - i. Amy Waters and Devin Wackerla were absent
 - b. *Guests:* Brenda Barrett, Sam Sanger (virtual), Jodie Tewell, Marc Malone, Leslie Wenzel (virtual), Chuck Pfeifer (virtual), Ron Carlson

- II. Approve Minutes of prior meeting:
 - a. Approved 10/8/20 Minutes with corrections
 - b. Motioned by Karen, Second by Nicole

- III. Committee Reports
 - a. Dev Ed Committee – currently no rep on C&I
 - b. Core Committee – Karen Adams
 - i. Look for a video of Karen explaining possible changes to Personal Wellness requirement for graduation, expanding “wellness” to include more than just physical wellness
 - ii. Sent to everyone for feedback, not just faculty
 - iii. Trying to allow more options for students.
 - c. Instructional Council – Larry Pander
 - i. Survey Administration policy was passes to next level: College Council
 - ii. Admin has been using the GCCC app to share information with students about post-Thanksgiving expectations
 - d. Virtual Advisor Conference – Leslie Wenzel
 - i. Leslie attended this conference and has some ideas.
 - ii. One goal is to build relationships with advisees and help advisees learn more about their possible career paths.

- IV. Old Business
 - a. None

- V. New Business:
 - a. Graduation Substitution – Nicole Dick
 - i. Informal query about possibility of a general graduation substitution approval form. With the changes to the AS and AA for some classes,



- could we have an agreement that BIOL 105 as 4 credits can waive the Science/Math required number of hours to 10 instead of 11?
- ii. This is not be possible because we need to keep track of the substitutions for each student.
 - iii. Discussion only, no action taken.
- b. AS and AA Requirements and Organic Chemistry – Nicole Dick**
- i. Organic Chemistry I and II are not on the degree checklist, why is this?
 - ii. One reason – if a student takes OrgChem, they’ve already taken College Chem so their hours in lab science are met.
 - iii. Discussion only, no action taken.
- c. Updates on HPER – Karen Adams**
- i. HPER 281: Introduction to Exercise Science – Course description updated. Prerequisite removed.
 - 1. Changes are made to more accurately reflect the GCCC class. The new SLOs are more general than the previous ones.
 - ii. HPER 212: Athletic Training Practicum – Prerequisite removed.
 - 1. This course is instructor permission only, the prerequisite o HPER 211 is not needed for enrollment in this course.
 - iii. Approved – Motion by Nancy to approve the SLO and prerequisite changes to HPER 281 and the prerequisite changes to HPER 212. Second by Nicole.
- d. Course Title Change – Ron Carlson**
- i. CSCI 125: IT Essentials: Hardware (A+) – revised course title, description, and SLOs to align with KBOR mandated “Computer Support Specialist’ program.
 - ii. CSCI 126: IT Essentials: Software (A+) – revised course title, description, and SLOs to align with KBOR mandated “Computer Support Specialist’ program.
 - iii. These changes will help our existing courses to align with the KBOR courses. Changes are needed to certify the program.
 - iv. Approved – Karen motions to approve changes to CSCI 125 and 126. Second by Michael.
- e. New Program Request – Ron Carlson**
- i. Request to create Computer Support Specialist program, paperwork includes CA1 form (with CIP code: 11.1006)
 - ii. Program will help students to be better trained in IT and customer service. Advisory board has met and includes 3 experienced community members.
 - 1. Advisory board suggested adding Career Success requirement to the program, this will raise the number of hours from the proposed 15 to 16.

December 8, 2020

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, December 8, 2020**. The meeting will be held by Zoom. Please Join from a PC, Mac, iPad, iPhone, or Android device:

Please click this URL to join. <https://zoom.us/j/97531570015?pwd=Y29TNjF3TzJMa2ExNmFDWlJuc1dLQT09>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 975 3157 0015

For **PUBLIC COMMENTS** please contact Amy McVey, amy.mcvey@gcccks.edu by 5:00 pm CST Tuesday, December 8, 2020.

5:30 PM Dinner in the **President's Conference Room**

6:00 PM Regular board meeting called to order in the President's Conference Room located in the SCSC Building.

AGENDA

I. CALL TO ORDER:

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

II. CONSENT AGENDA Action

- A. Approval of minutes from previous meetings (October 22, 2020 and November 10, 2020)
- B. Approval of personnel actions-Human Resources.....pg 14
 - B-1 Human Resources Report.....pg 15
 - B-2 Adjunct/Outreach Contracts.....pg 16
- C. Financial information.....pg 27
 - C-1 Monthly Summary Published Funds Operating Revenues and Expenses.....pg 28
 - C-2 Checks processed in excess of \$50,000.....pg 29
 - C-3 Revenues.....pg 30
 - C-4 Expenses.....pg 32
 - C-5 Cash in Bank.....pg 40
- D. Computer Support Specialist Cert A Approval.....pg 41
- E. HVAC Cooling Tower Approval.....pg 42
- F. Approval of Addition on Bank Signature Card.....pg 50

III. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS **Consensus Approval**

B. Review Monitoring Report

IV. OTHER

A. Open comments from the public

1. Public Comment: 30 minutes total, 5 minutes per individual. Comments should be relevant to matters over which the Board has authority. Speakers should respect the rights of all persons, and they should not engage in personal attacks or disruptive behavior. This time is not intended to be a question and answer time. The Board cannot take any binding action on matters not on the agenda. The Board has a right to conduct an orderly and efficient public meeting.
2. Comments directed to the Board should pertain to Ends; Mission, Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, and Workforce Development.

B. President’s Report

C. Incidental Information

D. Report from FCEDC

E. Report from KACCT

F. Report from SGA

G. Report from Faculty Senate

V. OWNERSHIP LINKAGE

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

Upcoming Calendar Dates:

December 7-10	Final Exams
December 8	BOT Meeting, 6 p.m., President’s Conference Room
December 11	All-Employee Meeting, 1:30 p.m., Zoom
December 19-January 3	Christmas Break, campus closed
January 4	Campus Re-opens
January 6	Inservice/Faculty Return
January 11	Spring 2021 Semester Begins
January 12	BOT Meeting, 6 p.m., President’s Conference Room
January 15	All Employee Meeting, 2:30 p.m., Zoom
January 18	Martin Luther King Observance

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE
December 8, 2020**

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

Others Present: Dr. Ryan Ruda, President
Amy McVey, Deputy Clerk
Karla Armstrong, Vice President
Colin Lamb, Vice President
Marc Malone, Vice President
Andrew Knoll, IT Director
Meghan Flynn, Garden City Telegram
Mike Pilosof, Sports Information Director
Perla Salazar, Faculty Senate/Math Instructor
Rodney Dozier, Campus Police Chief
Jean Lamfers, Community Member
Toni Douglass, Community Member
Jodie Tewell, Executive Assistant to the President

CALL TO ORDER:

Chair Wasinger called the board meeting to order at 6:00 PM.

COMMENTS FROM THE CHAIR:

Trustee Wasinger discussed an amendment to the consent agenda regarding the addition of Pyxis Med dose delivery system Item II G.

Motion:

Hitz moved, seconded by Tedrow, to approve amendment II G.

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

Nays: None

Motion Carried: 6-0

Trustee Wasinger reminded trustees about the Board of Trustees Retreat on December 12, 2020, from 8:00 – 3:30 PM. He also stated there would be an executive session at the end of the meeting.

INTRODUCTION OF NEW EMPLOYEES:

No new employees

CONSENT AGENDA:

Chair Wasinger asked if Trustees wished to remove any items from the consent agenda.

Trustee Smith requested agenda item II G: Pyxis Med dose delivery system removed from the agenda for further discussion.

Chair Wasinger then asked for a motion approving consent agenda items II A, II B-1, II B-2, II C-1, II C-2, II C-3, II C-4, II C-5, D, E, F.

Motion:

Tedrow moved, seconded by Rupp, to approve consent agenda II A, II B-1, II B-2, II C-1, II C-2, II C-3, II C-4, II C-5, D, E, and F. Holding II G for a separate discussion.

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

Nays: None

Motion carried: 6-0

Approved actions follow:

- A. Approval of minutes of previous meetings (October 22, 2020, and November 10, 2020)
(Supporting documents filed with official minutes.)
- B. Approval of personnel actions-Human Resources
 - B-1 Human Resources Report
 - B-2 Adjunct/Outreach Contracts
(Supporting documents filed with official minutes.)
- C. Financial information
 - C-1 Monthly Summary Published Funds Operating Revenues and Expenses
 - C-2 Checks Processed more than \$50,000
 - C-3 Revenues
 - C-4 Expenses
 - C-5 Cash in Bank
(Supporting documents filed with official minutes.)
- D. Computer Support Specialist Cert A Approval
- E. HVAC Cooling Tower Approval
- F. Approval of Addition on Bank Signature Card

II G: Pyxis Med dose delivery system: Discussion over system. Trustee Smith asked about benefits to students. President Ruda stated the current system on-campus dates to the 1980s. Funding for the new system will be through Kansas State grants and the Corley funds through Endowment. Trustee Rupp commended Patricia Zeller for her hard work for the program; credit also goes to VP Malone and Dean Pfeifer.

Motion:

Douglass moved, seconded by Smith, to approve consent agenda item II G: Pyxis Med dose delivery system.

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

Nays: None

Motion carried: 6-0

(Supporting documents filed with official minutes.)

EDUCATIONAL PRESENTATIONS:

No presentation

MONITORING REPORTS and ENDS REPORT:

No reports were presented.

REVIEW MONITORING REPORT:

No report was presented.

PUBLIC COMMENTS:

No public comments.

PRESIDENT'S REPORT:

MEATS TEAM WINS NATIONAL TITLE

The 2020 GCCC Buster Red Meats team competed and won the 2020 High Plains Virtual Contest, taking home National Championship status.

- It is the 6th National Championship in program history.
- The team set a school record in Beef Grading and Questions.
- Makayla Fleming placed 2nd overall, placing 1st in questions and 5th in beef grading. Angelica Rodriguez-Garcia was 3rd overall-4th in questions and 4th in questions. Jessica Garcia-Reyes was 4th overall, ranking 3rd in beef grading and 5th in questions. Miguel Fermin was 5th overall, ranking 2nd in questions.
- The team won by 135 points, which ranks as one of the highest margins of victories in program history.

MARY JO WILLIAMS GRANT RECIPIENTS

- The Garden City Community College Endowment Association is pleased to announce the following grant requests have been approved and fully funded by the Mary Jo Williams Charitable Trust's trustees.
 - The Mary Jo Williams Comprehensive learning center requests \$19,206.40 to purchase and install 11 additional private study cubicles and purchase 5 study tables to replace tables that have reached the end of their everyday lives.
 - The GCCC Auto-Tech program is requesting \$18,168 to purchase two brake lathe kits. Students will utilize them at the college and high school at both Garden City and Holcomb.
 - The carpentry program is requesting \$6,808 to purchase a Saw Stop Table Saw with 52" industrial t-slide and a large sliding table.
 - The Counseling and Advising staff at GCCC are requesting \$19,747.65 to purchase 68 100eGoogle Chromebooks for the advising staff.

FACILITIES RAMPING UP PROJECT SCHEDULE

Below is a list of the upcoming projects through our facilities department

- November 30 – December 30 – Access control installation and implementation.
 - IT and Maintenance will be working with and coordinating with Kenton Brothers for software and hardware install and campus wide door access control configuration.
- November 30 – (December 30) – Network Switch Refresh
 - IT will be working through the break to install the new network switches around campus.
- December 8 – January 31 – Cooling tower replacement & Ammonia Chillers demo
 - If approved by the board in Dec, Maintenance will be working with a mechanical contractor and engineer to replace two cooling towers and demolishing and removing existing ammonia chillers over the break.
- December 14 – January 8 – Building Controls installation
 - Maintenance will be working with C&C Group to install and implement building controls at the GCCC Energy center.

- November 31 – December 18 – Criminal Justice back classroom remodel
 - Maintenance will be replacing the ceiling grid, ceiling tiles, and lighting. Maintenance will paint the walls before replacing the flooring on December 14 – December 18.
- December 14 – December 23 – JCVT classroom remodel
 - Maintenance will work through the break if needed to remodel JCVT Classroom. Walls will be removed to create a larger classroom space.
- December 14 – December 30 – BTSC esports remodel
 - Maintenance will remodel the downstairs theater room to house the new eSports arena. Desks, chairs, signage have been purchased. We will also be installing black lighting for a better atmosphere.
- November 30 – December 14 – Business office Remodel
 - Maintenance will be removing furniture/equipment beginning November 30. Carpet, paint, and cove base will be replaced. They are installing a digital sign.
- November 30 – December 30 – 911 Compliance
 - IT will work with Allegiant to provide e911 information for 911 compliance by January 6 on 250 phones and offices.
- Nov 23,24,25,27 – SharePoint
 - IT will be using the thanksgiving break to create approximately 80 SharePoint online folders to replace department docs. Test security of the SharePoint folders in Office 365. Test migrating department docs to SharePoint online. If all tests go OK and approval from Cabinet, we will move a few department docs onto SharePoint. Show end-users how to access their department docs from SharePoint and collaborate better using live update docs.
 - November 30 – December 30 – Migrate remaining 75 department docs to SharePoint online. Provide training to end-users. Migrate the remaining 310 user documents to OneDrive. Provide end-user training and access from their desktop.
- December 21 – December 30 – Linda will be finishing migrations off server 2008 for the Colleague servers. Confirm migration to new colleague servers and shut down GCAPS, GCDATA, Dexter.
- December 21 – December 30 – Migrate VM's off Host 1 to host 2, 3, 4. Upgrade host 1 Firmware to a newer version. Repeat process for host 2, 3, 4. Complete Firmware upgrade on all four hosts. Upgrade VMWare software from version 6.5 to 7.0. Upgrade Cisco unity firmware. Confirm complete upgrade to the newest version of Firmware on Dell EMC, Cisco Unity, and VMware. Windows and antivirus updates to 65 servers.
- November 30 – December 30 – Work with Staff and Faculty for a timeline to upgrade their machines to Windows 10 20H2. Upgrade approximately 350 Staff/Faculty machines to Windows 10 20H2. Upgrade 380 lab machines to Windows 10 20H2.
- November 30 – December 30 – Activate multi-factor authentication for staff/faculty who log in to Office 365 for the 2nd layer of security.

GENEROUS DONATION TO GCCC CAMPUS CLOSET

- The United Way donated a \$250 gift card to the Garden City Community College Campus Closet.

*Meeting of Trustees
December 8, 2020*

BRONCBUSTERS IN THE COMMUNITY

- Garden City Community College PTK and GC3 department of public safety students teamed up to collect items and stuff stockings for the Travis Bachman Memorial Christmas Stocking Drive. They stuffed 89 stockings and collected \$273 for shipping!

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):

No report.

REPORT FROM KACCT:

Trustee Tedrow reported on KACCT Zoom Meeting from December 5, 2020. She gave legislative and budget updates. Trustee Tedrow spoke about KBOR Higher Education Council Report, which included a program-to-program articulation and concurrent enrollments. She talked about the Kansas Chamber 2020 Workforce Report; we need to get more involved due to no growth projected in the next decade. Kansas unemployment Council reported that they might need to borrow from feds and fraudulent claims are a problem. The next meeting will be remote, with no date set.

REPORT FROM SGA:

No report

REPORT FROM FACULTY SENATE:

Perla Salazar, Math Instructor/Faculty Senate, communicated that they are in finals week. All finals are online. There have been issues, but the faculty is working with students to get through the struggles. Jamie Durler has been extremely helpful with issues in Canvas, and IT has helped with computer problems. Faculty Senate is working on Quarantine guidelines and zoom meeting guidelines for students. Faculty are also working on assessments. They have two workshops on Monday to finish up, and these are due on Tuesday of next week.

OWNERSHIP LINKAGE:

No report

EXECUTIVE SESSION:

Motion:

Douglass moved, seconded by Tedrow, to go into executive session for thirty (30) minutes, to discuss confidential employee information pursuant to open meetings exception for personnel matters on non-elected personnel which if discussed in the open meeting might violate their right to privacy and that only the board be included. The open meeting will resume in the President's Conference Room of the SCSC in thirty (30) minutes (7:11 PM). Included in the executive session will be the Board of Trustees and President Dr. Ryan Ruda.

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

Nays: None

Motion carried: 6-0

Board recessed into executive session at 6:41 PM.

Included in Executive Session:

GCCC Board of Trustees and President Dr. Ryan Ruda

Board reconvened into an open session at 7:11 PM.

No action was taken.

EXECUTIVE SESSION:

Motion:

Douglass moved, seconded by Tedrow, to go into executive session for fifteen (15) minutes, to discuss confidential employee information pursuant to open meetings exception for personnel matters on non-elected personnel which if discussed in the open meeting might violate their right to privacy and that only the board be included. The open meeting will resume in the President's Conference Room of the SCSC in fifteen (15) minutes (7:27 PM). Included in the executive session will be the Board of Trustees and President Dr. Ryan Ruda.

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

Nays: None

Motion carried: 6-0

Board recessed into executive session at 7:12 PM.

Included in Executive Session:

GCCC Board of Trustees and President Dr. Ryan Ruda

Board reconvened into an open session at 7:29 PM.

No action was taken.

The Next Board meeting will be on January 12, 2021

Meeting adjourned at 7:30 PM by Chair Wasinger.

Amy R McVey
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Blake Wasinger
Chairman of the Board

December 8, 2020