# New Program Request Form
## CA1

### General Information

<table>
<thead>
<tr>
<th>Institution submitting proposal</th>
<th>Neosho County Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, title, phone, and email of person submitting the application</td>
<td>Brenda Krumm, Dean</td>
</tr>
<tr>
<td><strong>contact person for the approval process</strong></td>
<td>620.432.0364</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bkrumm@neosho.edu">bkrumm@neosho.edu</a></td>
</tr>
<tr>
<td>Identify the person responsible for oversight of the proposed program</td>
<td>Brenda Krumm</td>
</tr>
<tr>
<td>Title of proposed program</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Proposed suggested Classification of Instructional Program (CIP) Code</td>
<td>46.0503</td>
</tr>
<tr>
<td>CIP code description</td>
<td>A program that prepares individuals to practice as licensed plumbers by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, cooling, drainage, lubricating, sprinkling, and industrial processing systems in home and business environments. Includes instruction in source determination, water distribution, waste removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards.</td>
</tr>
<tr>
<td>Standard Occupation Code (SOC) associated to the proposed program</td>
<td>47-2152</td>
</tr>
</tbody>
</table>
| SOC description                  | **Occupation Title:** Plumbers  
|                                  | **Occupation Description:** Assemble, install, or repair pipes, fittings, or fixtures of heating, water, or drainage systems, according to specifications or plumbing codes. |
| Number of credits for the degree and all certificates requested | 21 |
| Proposed Date of Initiation      | Fall 2023 |
| Specialty program accrediting agency | NA |
| Industry certification           | OSHA 10, NCCER Core and Plumbing Level 1 Preparation for the Journeyman Plumbing exam |

**Signature of College Official** [Signature]  
**Date** 9/6/22

**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.

Neosho County Community College was made aware of the local need for plumbers in 2018 and started the development of a new program. At that time funding was not available to move forward with program development. Recently, NCCC received approval to use Title III funds to develop a plumbing program. This includes instructor salaries and equipment for the program. This program will be housed in the newly renovated Mitchell Career and Technology Center in Chanute. Over $5 million dollars in grants and donations were received to create the MCTC.

The local need for plumbing is greater today than it was in 2018 and NCCC now has funding and a facility to house the program.

Program Description
- Provide a complete catalog description (including program objectives) for the proposed program.

The Plumbing certificate program is a 21-credit hour program that includes theory, hands-on application, and an externship. In Kansas individual cities and counties issue licenses for plumbers. Check your local area to determine specific licensing requirements. The first requirement is typically attainment of the Journeyman classification through training and passing the Journeyman exam. This program provides foundational skills that will assist students in their work as an apprentice and provide knowledge needed for the Journeyman exam.

The program utilizes the National Center for Construction Education and Research (NCCER) curriculum. NCCER is a nationally recognized credentialing and certification system. Successful students will obtain the NCCER Core and Plumbing Level 1 credentials. Successful students will also obtain OSHA 10 certification.

In this program, students will learn about the plumbing trade including an overview of the profession, safety, plumbing tools, plumbing math, and blueprints. Students will learn about plastic, copper, cast-iron, and carbon steel plumbing materials and the differences of each. Students will have hands-on experience with fixtures, drains, waste, vent systems, water distribution systems, and the International Plumbing Code. US Department of Labor, Bureau of Labor Statistics indicates employment of plumbers is expected to grow 11.9% in southeast Kansas and 6.1% statewide from 2018 to 2028. The median annual wage for plumbers in Kansas was $52,780 in 2018.

Plumbing Certificate Program Outcomes
1. Demonstrate an understanding of OSHA safety standards.
2. Demonstrate the ability to correctly use power and hand tools.
3. Demonstrate the ability to read blueprints.
4. Use basic math to perform plumbing-related calculations.
5. Demonstrate proper techniques to measure, cut, and join plastic pipe and copper tube.
6. Demonstrate proper techniques to measure, cut, and join cast-iron and steel pipes.
7. Demonstrate proper installation techniques for plumbing fixtures, drain, waste, and vent systems.
8. Demonstrate employability skills.

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

Although there are no examinations required for general admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college’s resident placement test. Official transcripts of all GED or high school work and transcripts of all prior college coursework are required of all degree-seeking students. Transcripts must be sent directly to the student services office at NCCC by the issuing school.

The following are categories of students who will be admitted to NCCC:
1. Graduates of an accredited high school;
2. High school students who have completed the freshman year of high school and are approved by the high school administration;
3. Gifted children, as defined in K.S.A. 72-962 (g), who are enrolled in any of the grades 9 through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their freshman year or have not been designated as gifted may enroll for audit during summer session with permission of their high school principal;
5. Persons who have successfully completed the General Education Development (GED) test battery;
6. Persons 18 years of age or older who have not graduated from a state-accredited high school may be admitted conditionally after taking the ACCUPLACER or other suitable assessment to determine if the student has the ability to benefit from the courses in which the student wishes to enroll;
7. Students transferring from an accredited college or university;
8. Students who were home schooled and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Any student from a non-accredited high school must also take the ACCUPLACER for proper placement;
9. Students that have been determined by NCCC, after evaluation of their educational credentials, to be able to benefit from the courses in which they wish to enroll.
10. Students who demonstrate the ability to benefit from college as defined by NCCC policy.

The Board of Trustees grants a variety of certificates. Requirements for the certificates include the successful completion of all courses within the certificate and a minimum cumulative GPA of 2.0 in all courses within the certificate. To be eligible for a certificate, students must have earned at least 50% of the certificate hours from NCCC including their final semester at NCCC.
Course numbers under 100 will not count toward the hours required for the certificate. All currently enrolled students who plan to receive a certificate at the conclusion of any semester must file Intent to Receive Certificate form at the time they enroll for their final semester so that their records may be checked to ensure that all certificate requirements have been met.

Students in the Electrical Technology program must successfully complete the 21 credit hours in the program with a cumulative GPA of 2.0 or higher in all program courses.

**Demand for the Program**

- Using the Kansas Department of Labor’s Long Term Occupational Outlook, identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.

<table>
<thead>
<tr>
<th>Kansas Long-term Occupational Projections 2018-2028</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statewide</strong></td>
</tr>
<tr>
<td>Employment</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Statewide</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Southeast Region</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Southeast</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Advisory Committee</th>
<th>Guest Speaker</th>
<th>Internship Site</th>
<th>Hire graduates</th>
<th>Donate Supplies</th>
<th>General Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lamp Liters, Inc</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>White Plumbing Co</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Kane Plumbing</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>City of Lawrence</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Steanson Plumbing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>City of Chanute</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>School District</th>
<th>Letter of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iola – USD 257</td>
<td>Attached</td>
</tr>
<tr>
<td>Chanute – USD 413</td>
<td>Attached</td>
</tr>
</tbody>
</table>

- Describe how the Perkins Comprehensive Local Needs Assessment supports the program initiation.
Plumbing was identified as a gap in the February 1, 2022 PCLNA for the Chanute region. A severe shortage of plumbers currently exists in Southeast Kansas. On page 10 on the PCLNA the plumbing pathway/program is identified with a demand of 30 annual openings and a high annual wage of $48,420. It was noted that the local stakeholder team identified gaps in availability of service. Long wait times are common for in home repairs. The team also discussed that facilities are often in the market for plumbing specialists, rather than general maintenance personnel. The team reported unanimous support for this program in the region.

- Describe/explain any business/industry partnerships specific to the proposed program.

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

Numerous plumbing entities have agreed to assist the program by serving on the advisory committee, serving as guest speakers, providing internship sites, hiring graduates, donating supplies, and providing general support of the program. While no formal partnership agreements exist, all entities expressed support of the program.

The City of Chanute provided extensive feedback on the design of the program. This program is a relatively short training program – 21 credit hours. The City and the employers are supportive of this CERTA program as it will get students into the workforce quickly, with specific skills that are necessary to work as an plumbing apprentice. As noted in the email from the City of Chanute, plumbing apprentices are often used as “laborers and go fors” who do not understand the rationale behind the techniques being performed by the journeyman or master plumber. This training program will provide dedicated time to teach the skills needed, the rationale for the skills, and the codes that govern plumbing. While this program will not eliminate the need for two years of apprenticeship, it will provide valuable knowledge of topics that will be included on the journeyman examination. The program includes instruction on the calculations and equations needed for water, sewer, and vent needs, which are often the most difficult topics for journeymen and master plumbers to teach apprentices.

Valuable partnerships exist that will assist students in being placed in internship positions. The term externship is used synonymously with the term internship in this document. Typically the term externship refers to unpaid positions and we do not require employers to pay students during this course; however, employers are more familiar with the term internship.

The USD 413 and 257 school districts received a Work-Based Learning grant. They are actively placing their high school students in job opportunities that complement CTE training. They will assist NCCC in finding paid or unpaid internship opportunities for our plumbing students. The USD 413 CTE coordinator, who oversees the Work-Based Learning grant, is housed in the Mitchell Career and Technology Center, where the plumbing program is located.

The local KansasWorks office with three employees is also located in the Mitchell Career and Technology Center. These individuals will assist students in finding employment after they complete the plumbing training program.

Finally, NCCC has a Guided CTE Pathways Coordinator is housed at the Mitchell Career and Technology Center. The role of this coordinator is to find and support the internship opportunities for these plumbing students. She is tasked with helping students stay on the plumbing path to completion.
She assists them if they struggle in the coursework and she assists in making sure they enroll in the second semester and beyond.

**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.

Program Search on the KBOR website shows three institutions with Plumbing programs in Kansas.

### 2020 K-TIP Data

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program Title</th>
<th>Total # Declared Majors</th>
<th># Program Graduates</th>
<th># graduates exiting the system and employed</th>
<th>Annual Median wage for graduates exiting and employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton Community College</td>
<td>Plumbing / 16 credit hour CERT CIP 46.0503</td>
<td>33</td>
<td>26</td>
<td>24</td>
<td>*</td>
</tr>
<tr>
<td>Johnson County Community College</td>
<td>Plumbing Technology / 30 credit hour CERT CIP 46.0503</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>North Central Kansas Technical College</td>
<td>Plumbing, Heating &amp; Air Conditioning / 44 credit hour CERT CIP 47.0201</td>
<td>32</td>
<td>24</td>
<td>21</td>
<td>$30,506</td>
</tr>
<tr>
<td>Northwest Kansas Technical College</td>
<td>Plumbing / 68 credit hour AAS CIP 46.0503</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northwest Kansas Technical College</td>
<td>Plumbing / 28 credit hour CERT CIP 46.0503</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washburn Institute of Technology</td>
<td>Plumbing Technology / 30 credit hour CERT CIP 46.0503</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Data was not present in the 2020 K-TIP Report for Johnson County’s Plumbing Technology program under CIP 46.0503. Data was present for their Heating, Air Conditioning, Ventilation and Refrigeration maintenance Technology program (CIP 47.0201). Data for that CIP is listed below for JCCC.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program Title</th>
<th>Total # Declared Majors</th>
<th># Program Graduates</th>
<th># graduates exiting the system and employed</th>
<th>Annual Median wage for graduates exiting and employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson County Community College</td>
<td>HVAC and Refrigeration CIP 47.0201</td>
<td>122</td>
<td>26</td>
<td>18</td>
<td>$52,022</td>
</tr>
</tbody>
</table>

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

Collaboration was not pursued. NCCC can provide this short (21 credit hour) certificate program and meet the needs independently.
This program was requested by residents in the Southeast portion of Kansas. This program was also identified as a gap in the most recent Carl Perkins Needs Assessment for the Chanute region. A severe shortage of plumbers currently exists in Southeast Kansas.

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

CMCT 105 OSHA 10 Safety Orientation
1 credit hour
This course provides students with the best practices for some of the most common and hazardous situations on the job site. It is designed for all students prior to working on the job site.

1. Demonstrate the knowledge of OSHA.

CMCT 106 Introduction to Craft Skills
3 credit hours
This course explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. It discusses the causes and results of accidents and the impact of accident costs. It defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. It further identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces.

1. Demonstrate the fundamentals of Basic Safety. MODULE 00101-15 – BASIC SAFETY & CONSTRUCTION SITE SAFETY ORIENTATION
2. Demonstrate the ability to perform construction math. MODULE 00102-15 – INTRODUCTION TO CONSTRUCTION MATH
3. Demonstrate the ability to correctly use hand tools. MODULE 00103-15 – INTRODUCTION TO HAND TOOLS
4. Demonstrate the ability to correctly use power tools. MODULE 00104-15 – INTRODUCTION TO POWER TOOLS
5. Demonstrate the ability to read and utilize blueprints. MODULE 00105-15 – INTRODUCTION TO CONSTRUCTION DRAWINGS
6. Demonstrate basic rigging. MODULE 00106-15 – INTRODUCTION TO BASIC RIGGING
7. Demonstrate basic communication skills. MODULE 00107-15 – BASIC COMMUNICATION SKILLS
8. Demonstrate basic employability skills. MODULE 00108-15 – BASIC EMPLOYABILITY SKILLS

ELEC 102 Print Reading
3 credit hours
This course teaches students to read specification manuals and prints as applied to residential, commercial, and industrial buildings.

1. Identify standard electrical symbols and notations
2. Interpret dimensions using scales
3. Identify basic layout of drawing set
4. Identify site plans, floor plans, one line diagrams and detail drawings

PLMB 102 Plumbing Fundamentals
3 credit hours
This course introduces students to the careers available in the plumbing profession. It covers safety and basic tools of the plumbing trade. This course introduces plumbing math and application of calculations.

1. Describe the tasks and responsibilities of professionals in the plumbing industry.
2. Discuss common causes of plumbing-related accidents and injuries.
3. Identify basic plumbing tools and describe their functions.
4. Demonstrate proper use, care, and maintenance of basic plumbing tools.
5. Use basic math to perform plumbing-related calculations.

PLMB 104 Plastic and Copper Pipe, Tube, and Fittings
3 credit hours
This course introduces the various types of materials, schedules, and applications of plastic and copper piping and tubing. Students will learn how to determine the appropriate types of fittings, valves, hangers, and supports needed for plastic piping and copper tubing and demonstrate the ability to measure, cut, and join plastic piping and copper tubing.

1. Identify the various types of plastic pipe and copper tube.
2. Identify the material properties, storage, and handling requirements of plastic pipe and copper tube.
3. Identify the types of fittings and valves used with plastic pipe and copper tube.
4. Identify the techniques used in hanging and supporting plastic pipe and copper tube.
5. Properly measure, cut, and join plastic pipe and copper tube.
6. Identify the hazards and safety precautions associated with plastic pipe and copper tube.

PLMB 106 Cast Iron and Carbon Steel Pipe and Fittings
3 credit hours
This course introduces proper and improper applications of cast-iron and steel pipe and fittings. Students will learn how to identify materials, schedules, and fittings used with cast-iron piping and steel pipe, as well as how to properly measure, cut, join, and support cast-iron and steel pipe.

1. Identify the various types of cast-iron and steel pipes.
2. Identify the material properties, storage, and handling requirements of cast-iron and steel.
3. Identify the types of fittings and valves used with cast-iron and steel pipe.
4. Identify the techniques used in hanging and supporting cast-iron and steel pipe.
5. Properly measure, cut, and join cast-iron and steel pipes.
6. Identify the hazards and safety precautions associated with cast-iron and steel pipe.

PLMB 108 Fixtures and Drain, Waste, and Vent Systems
3 credit hours
This course discusses the most common types of fixtures and the types of faucets available. It covers the factors that influence drain, waste, and vent system design and how different types of drains, fittings, vents, and pipe are used to move waste out of a building. Students will learn installation requirements that prevent malfunctions in the system. Additionally, students will learn the processes in which water is distributed.

1. Identify the basic types of materials used in the manufacture of plumbing fixtures.
2. Identify common types of sinks, lavatories, faucets, bathtubs, showers, toilets, urinals, and bidets.
3. Identify and describe common types of drinking fountains and water coolers as well as other appliances connected by a plumber.
4. Explain how waste moves from a fixture through the drain system to the environment.
5. Identify the major components of a drainage system and describe their functions.
6. Describe the different types of traps, their components, their role, and sealing features.
7. Describe the code and health issues, violations, and consequences related to DWV systems.
8. Describe the process by which water is distributed in municipal, residential, and private water systems.

PLMB 110 Plumbing Externship
2 credit hours
This course provides an opportunity for formal classroom training to be applied in a supervised work experience. A minimum of 100 hours work under a licensed plumber is required.

1. Demonstrate workplace skills directly related to the plumbing industry.
2. Demonstrate workplace skills common to all jobs.

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

No additional coursework is available. After completing the training, students will be assisted in finding employment in the field. After one year in the field, students may sit for the

- 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 following sequence of courses will be offered during the day for high school students and for traditional college students who may be taking additional coursework.

<table>
<thead>
<tr>
<th>Sequence of Courses</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>CMCT 105 OSHA 10 Safety Orientation</td>
<td>1</td>
</tr>
<tr>
<td>CMCT 106 Introduction to Craft Skills</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102 Print Reading</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>PLMB 102 Plumbing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PLMB 104 Plastic and Copper Pipe, Tube, and Fittings</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Semester III</strong></td>
<td></td>
</tr>
<tr>
<td>PLMB 106 Cast Iron and Carbon Steel Pipe and Fittings</td>
<td>3</td>
</tr>
<tr>
<td>PLMB 108 Fixtures and Drain, Waste, and Vent Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
<tr>
<td><strong>Semester IV</strong></td>
<td></td>
</tr>
<tr>
<td>PLMB 110 Plumbing Externship</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Plumbing Certificate Credits</strong></td>
<td>21</td>
</tr>
</tbody>
</table>
For students needing full-time coursework, the following schedule could be utilized.

<table>
<thead>
<tr>
<th>Sequence of Courses</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>CMCT 105 OSHA 10 Safety Orientation</td>
<td>1</td>
</tr>
<tr>
<td>CMCT 106 Introduction to Craft Skills</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102 Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>PLMB 102 Plumbing Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PLMB 104 Plastic and Copper Pipe, Tube, and Fittings</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>PLMB 106 Cast Iron and Carbon Steel Pipe and Fittings</td>
<td>3</td>
</tr>
<tr>
<td>PLMB 108 Fixtures and Drain, Waste, and Vent Systems</td>
<td>3</td>
</tr>
<tr>
<td>LMB 110 Plumbing Externship</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
</tr>
<tr>
<td>+ Additional elective course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Plumbing Certificate Credits</strong></td>
<td>21+3</td>
</tr>
</tbody>
</table>

- 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.

Not applicable.

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

Experience with maintenance, construction, and plumbing including 4,000 hours in the field, plus industry credential are minimum requirements. Licensed master plumber preferred.

**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.).

Costs:

**Physical Facilities:** This program will be housed in NCCC’s Mitchell Career and Technology Center which was constructed with $5.3 million dollars of grants and donations.

**Equipment/Supplies:** The following items will be purchased for the plumbing lab. Title III grant funds will pay for these needs, $78,508.05. Complete list provided.
<table>
<thead>
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Faculty: One full-time faculty will be hired. The salary will depend on qualifications and the negotiated salary scale. It is anticipated this cost will be approximately $42,000. The Title III grant will cover this salary for one year. NCCC will absorb the faculty cost over a period of three years.

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

- Provide Excel in CTE fee details on the **CA-1b form.** See attached.

- If the program is requesting Perkins funding, provide details on the **CA-1c form.** See attached.

- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form.** See attached.

- 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 Mitchell Career and Technology Center (MCTC), which includes the plumbing classroom and lab, was built with donations from the following sources:

- USDA Rural Business Development Grant: $89,613
- USDA Rural Development RISE: $745,476
- Sunderland Foundation: $750,000
USD 413     $500,000
The Mitchell Family    $1,400,000
Title III Grant     $293,765
JIIST Grant     $26,411
NCCC Endowment Foundation $20,000
SEK Prosperity Foundation $25,000
The Monarch Cement Company $25,000
Community National Bank     $12,000
Orizon Aerostructures  $25,000
K-K Electric, Inc.    $1,000
TCI Fabrication/Industrial   $1,000
Private Individual Donations   $5,000
State of Kansas Higher Ed Challenge Grant $1,500,000

Total of all funding sources:  $5,419,265

A $2.25M Title III grant was awarded to NCCC to develop new programs. Plumbing is one of the approved programs. It will provide support for the program for three years.

Program Review and Assessment
- Describe the institution’s program review cycle. See attached Program Review Guidelines.

Program Approval at the Institution Level
- Provide copies of the minutes at which the new program was approved from the following groups:
  o Program Advisory Committee - Attached.
    *(Including a list of the business and industry members)*

<table>
<thead>
<tr>
<th>Electric – Plumbing Advisory Board</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company</strong></td>
</tr>
<tr>
<td>Plumbing</td>
</tr>
<tr>
<td>Plumbing</td>
</tr>
<tr>
<td>Plumbing</td>
</tr>
<tr>
<td>Plumbing</td>
</tr>
<tr>
<td>Electric</td>
</tr>
<tr>
<td>Electric</td>
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<tr>
<td>Electric</td>
</tr>
<tr>
<td>Plumbing</td>
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<td>Electric</td>
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<tr>
<td>Plumbing</td>
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<td>Electric</td>
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<tr>
<td>Electric</td>
</tr>
<tr>
<td>Electric</td>
</tr>
<tr>
<td>Plumbing</td>
</tr>
</tbody>
</table>
Curriculum Committee - Attached.
Governing Board - Attached.
( 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
## IMPLEMENTATION COSTS

### Part I. Anticipated Enrollment

Please state how many students/credit hours are expected during the initial year of the program? $15 \times 13\text{cr} = 195$

<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Headcount:</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

### Part II. Initial Budget

<table>
<thead>
<tr>
<th></th>
<th>Implementation Year</th>
</tr>
</thead>
</table>
| A. Faculty           | Existing:  
                      | New: $42,000  
                      | Funding Source:  
                      | Title III Grant  |
| B. Equipment required for program | $ |
| C. Tools and/or supplies required for the program | $78,508.05  
                      | Funding Source:  
                      | Title III Grant  |
| D. Instructional Supplies and Materials | $ |
| E. Facility requirements, including facility modifications and/or classroom renovations | $124,246  
                      | Funding Source:  
                      | USDA RISE Grant  |
| F. Technology and/or Software | $ |
| G. Other (Please identify; add lines as required) | |

**Total For Implementation Year** $244,754.05

### PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

### Part I. Program Enrollment

Please state how many students/credit hours are expected during the first two years of the program? $25/275$

<table>
<thead>
<tr>
<th></th>
<th>Second and Third Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Headcount:</td>
<td>$15 \times 13\text{cr} = 195 \times (10 \times 8 = 80) = 275$</td>
</tr>
</tbody>
</table>

### Part II. Ongoing Program Costs

<table>
<thead>
<tr>
<th></th>
<th>First Two Years</th>
</tr>
</thead>
</table>
| A. Faculty           | Existing:  
                      | New: $43,680  
                      | Funding Source:  
                      | Title III and General fund  |
| B. Equipment required for program | $ |
| C. Tools and/or supplies required for the program | $ |
| D. Instructional Supplies and Materials | $ |
| E. Facility requirements, including facility modifications and/or classroom renovations | $ |
| F. Technology and/or Software | $ |
| G. Other (Please identify; add lines as required) | |

**Total For Program Sustainability** $43,680  
                      | Title III and General fund  |
Please indicate any additional support and/or funding for the proposed program:

Program-specific funding has come from the USDA RISE grant and Title III grant. Institutional funding will not be needed until the second year as the Title III faculty funding starts to gradually decline.

Submit the completed document to the following:
Director of Technical Programs & Curriculum
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 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.

<table>
<thead>
<tr>
<th>Institution Name:</th>
<th>Neosho County Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Title:</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Program CIP Code:</td>
<td>46.0503</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Fee</th>
<th>Short Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Short Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMCT 105</td>
<td>OSHA 10 Safety Orientation</td>
<td>$8</td>
</tr>
<tr>
<td>PLMB 104</td>
<td>NCCER Module Tests 6 x $3</td>
<td>$18</td>
</tr>
<tr>
<td>PLMB 108</td>
<td>NCCER Module Tests 6 x $3</td>
<td>$18</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Short Description</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks</td>
<td></td>
<td>$87</td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Educational Award Level</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAPP</td>
<td>1-15</td>
</tr>
<tr>
<td>Certificate A</td>
<td>16-29</td>
</tr>
<tr>
<td>Certificate B</td>
<td>30-44</td>
</tr>
<tr>
<td>Certificate C</td>
<td>45-59</td>
</tr>
<tr>
<td>Associate of Applied Science</td>
<td>60-69</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Neosho County Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, title, phone, and email of person submitting the Perkins Eligibility application (contact person for the approval process)</td>
<td>Dr. Sarah Robb 620.432.0302 <a href="mailto:sarah_robb@neosho.edu">sarah_robb@neosho.edu</a></td>
</tr>
<tr>
<td>Name, title, phone, and email of the Perkins Coordinator</td>
<td>Dr. Sarah Robb 620.432.0302 <a href="mailto:sarah_robb@neosho.edu">sarah_robb@neosho.edu</a></td>
</tr>
<tr>
<td>Program Name</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Program CIP Code</td>
<td>46.0503</td>
</tr>
<tr>
<td>Educational award levels and credit hours for the proposed request(s)</td>
<td>Certificate Level A 21 Credit Hours</td>
</tr>
<tr>
<td>Number of concentrators for the educational level</td>
<td>Estimated 15 part-time students</td>
</tr>
<tr>
<td>Does the program meet program alignment?</td>
<td>NA</td>
</tr>
<tr>
<td>How does the needs assessment address the occupation and the program (provide page number/section number from the CLNA and describe the need for the program)</td>
<td>Regional Perkins Needs Assessment identified Plumbing as a high need occupation. Page 10 of Comprehensive Local Needs Assessment</td>
</tr>
<tr>
<td>Justification for conditional approval: (how will Perkins funds will be used to develop/improve the program)</td>
<td>Perkins funds may be utilized in future years to enhance equipment and/or instructor training.</td>
</tr>
<tr>
<td>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? (Contact Board staff for technical assistance if there are questions regarding accessibility)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Signature of College Official: [Signature]
Date: 8/31/22

Signature of KBOR Official: __________________
Date: __________

Last updated: 4/13/2022
Kansas Promise
Eligibility Request Form

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

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Neosho County Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, title, and email of person responsible for Academic program</td>
<td>Brenda Krumm, Dean of Outreach and Workforce Development, <a href="mailto:bkrumm@neosho.edu">bkrumm@neosho.edu</a></td>
</tr>
<tr>
<td>Name, title, and email of Financial Aid contact</td>
<td>Jennifer Daisy, Financial Aid Director, <a href="mailto:jdaisy@neosho.edu">jdaisy@neosho.edu</a></td>
</tr>
</tbody>
</table>

Last updated: 8/17/2022
# Kansas Promise
## Eligibility Request Form

**Information Technology and Security**

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>Program Name</th>
<th>High Wage, High Demand, or Critical Need</th>
<th>Type of Award (AAS, AA, AS, AGS, Certificate)</th>
<th>Scholarship Effective Date</th>
</tr>
</thead>
</table>

**Mental and Physical Healthcare**

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>Program Name</th>
<th>High Wage, High Demand, or Critical Need</th>
<th>Type of Award (AAS, AA, AS, AGS, Certificate)</th>
<th>Scholarship Effective Date</th>
</tr>
</thead>
</table>

**Advanced Manufacturing and Building Trades**

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>Program Name</th>
<th>High Wage, High Demand, or Critical Need</th>
<th>Type of Award (AAS, AA, AS, AGS, Certificate)</th>
<th>Scholarship Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>46.0503</td>
<td>Plumbing</td>
<td>High Wage, High Demand</td>
<td>Certificate A</td>
<td>Fall 2023</td>
</tr>
</tbody>
</table>

**Early Childhood Education and Development**

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>Program Name</th>
<th>High Wage, High Demand, or Critical Need</th>
<th>Type of Award (AAS, AA, AS, AGS, Certificate)</th>
<th>Scholarship Effective Date</th>
</tr>
</thead>
</table>

**College Designated Field of Study:**

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>Program Name</th>
<th>High Wage, High Demand, or Critical Need</th>
<th>Type of Award (AAS, AA, AS, AGS, Certificate)</th>
<th>Scholarship Effective Date</th>
</tr>
</thead>
</table>

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

_Signature of College Official_ [Signature]  
_Date 8/31/22_

_Signature of KBOR Official_ [Signature]  
_Date______________

**Special Note to Kansas Independent Colleges:**

Please carbon copy the KICA contact below when submitting this application to the Kansas Board of Regent office:

Matt Lindsey, President KICA  
[matt@kscolleges.org]

_Last updated: 8/17/2022_
NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

AGENDA

April 17, 2018 – 5:30 P.M.
Student Union – Room 209

I. Call to Order

II. Roll Call

III. Public Comment
   a.

IV. Approval of the Agenda

V. Consent Agenda
   A. Minutes from March 13, 2018
   B. Minutes from April 3, 2018 Special Meeting
   C. Claims for Disbursement for March 2018
   D. New Course Approval
   E. Personnel

VI. Reports
   A. Faculty – Andrew Ouellette
   B. Treasurer – Sandi Solander
   C. President – Dr. Brian Inbody

VII. Old Business
    A.

VIII. New Business
    A. Resolution 2018-11: Faculty Renewal Recommendations
    B. Resolution 2018-12: Administrative Employees Contract Renewals
    C. Resolution 2018-13: Hourly Non-Exempt Employees Contract Renewals
    D. Executive Session: Real Estate
    E. Executive Session: Negotiations
    F. Executive Session: Employee Matters
    G. Executive Session: Employee Matters

IX. Adjournment
NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

AGENDA

April 17, 2018 – 5:30 P.M.
Student Union – Room 209

I. CALL TO ORDER

David Peter called the meeting to order at approximately 5:30 p.m. in Room 209 of the Student Union.

II. ROLL CALL

The following members were present: Kevin Berthot, Lori Kiblinger, David Peter, Dennis Peters and Jennifer Westerman.

Also in attendance were: Kerrie Coomes, Andrew Ouellette, Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Kent Pringle, Kerry Ranabargar, Sarah Robb, Angela Rowan, Mike Saddler, Jon Seibert, Ben Smith, Sandi Solander, and The Chanute Tribune.

III. PUBLIC COMMENT

IV. APPROVAL OF THE AGENDA

On motion by Dennis Peters and second by Jennifer Westerman, the agenda was approved as presented.

V. CONSENT AGENDA

On motion by Dennis Peters and second by Lori Kiblinger, the following items were approved by consent:

A. Minutes from March 13, 2018

B. Minutes from April 3, 2018 Special Meeting

C. Claims for Disbursement for March 2018

D. New Course Approval

At the March 2018 Board of Trustees meeting, the Board approved the courses for a plumbing certificate program and an electrical technology certificate program. The program sheets for these two new programs, as approved by the institutional curriculum committee. Approval of these two new programs by the Board of Trustees is requested, please see the following.
Electrical Technology
Certificate
AAS Degree (option)

The Electrical Technology certificate program is a 30-credit hour program that includes theory and hands-on application. The program prepares students to take the Journeyman Electrician exam. In Kansas, individual cities and counties issue licenses for electricians. The first requirement is typically attainment of the Journeyman classification through training and passing the Journeyman exam. Graduates of a college program need only one additional year of field experience (2,000 hours) under the supervision of a licensed journeyman or master electrician in order to sit for the journeyman licensing exam.

The program utilizes the National Center for Construction Education and Research (NCCER) curriculum. NCCER is a nationally recognized credentialing and certification system. Students completing the program will cover NCCER Core and Electrical Level 1. Successful students will also obtain OSHA 10 certification. This program is aligned with the Kansas Board of Regents Electrical Technology Program CIP: 46.0302.

Electricians install, maintain, and repair electrical power, communications, lighting, and control systems in homes and businesses. Students may enter the industry as journeyman electricians, ready to perform on-the-job training in preparation for licensure. US Department of Labor Bureau of Labor Statistics indicates employment of electricians is expected to grow 9 percent from 2016 to 2026. The median annual wage for electricians was $52,720 in May 2016.

In this program, students will learn about the electrical trade with strong emphasis on electrical safety. Students will learn electrical theory and the National Electric Code. Students will obtain hands-on experience with electrical circuits, device boxes, raceways and fittings, conductors and cables. Additionally, students will learn how to read electrical construction drawings and how to use electrical testing equipment.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Sequence of Courses</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMCT 105</td>
<td>OSHA 10 Safety Orientation</td>
<td>1</td>
</tr>
<tr>
<td>CMCT 106</td>
<td>Introduction to Craft Skills</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 102</td>
<td>Print Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 104</td>
<td>National Electrical Code I</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 106</td>
<td>AC/DC Circuits I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 108</td>
<td>Residential Wiring I</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 204</td>
<td>National Electrical Code II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 206</td>
<td>Commercial Wiring I</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 210</td>
<td>Electrical Externship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>7</td>
</tr>
</tbody>
</table>

Total Electrical Technology Certificate Credits: 30

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology should visit with an advisor to determine general education requirements. The AAS Degree requires 64 credit hours including a minimum of 42 technical credits hours. First-time, full-time students are required to take CURR 100, First Year Seminar.

Required General Education Courses include:
- ENGL 101 English Composition I, 3 cr hrs
- COMM 213 Interpersonal Communication, 3 cr hrs
- CSIS 100 Computer Concepts and Applications, 3 cr hrs
- Additional General Education Hours to bring degree total to 64.

For more information contact:
Program Advisor:
Brenda Krumm, 620-432-0364
bkrumm@neosho.edu
Plumbing
Certificate
AAS Degree (option)

The Plumbing certificate program is a 21-credit hour program that includes theory and hands-on application. The program prepares students to take the Journeyman Plumbing exam. In Kansas, individual cities and counties issue licenses for plumbers. The first requirement is typically attainment of the Journeyman classification through training and passing the Journeyman exam. Check in your local area to determine specific licensing requirements. Graduates of a college plumbing program need only one additional year of field experience (2,000 hours) under the supervision of a licensed journeyman or master plumber in order to sit for the journeyman licensing exam.

The program utilizes the National Center for Construction Education and Research (NCCER) curriculum. NCCER is a nationally recognized credentialing and certification system. Students completing the program will cover NCCER Core and Plumbing Level 1. Successful students will also obtain OSHA 10 certification.

Plumbers assemble, install, or repair pipes, fittings, or fixtures of heating, water or drainage systems in homes and businesses according to the International Plumbing Code. Students may enter the industry with journeyman skills, ready to perform on-the-job training in preparation for licensure. US Department of Labor, Bureau of Labor Statistics indicates employment of plumbers is expected to grow 16 percent (much faster than average) from 2016 to 2026. The median annual wage for plumbers was $51,450 in May 2016.

In this program, students will learn about the plumbing trade including an overview of the profession, safety, plumbing tools, plumbing math, and blueprints. Students will learn about plastic, copper, cast-iron, and carbon steel plumbing materials and the differences of each. Students will have hands-on experience with fixtures, drains, waste, vent systems and water distribution systems.

Plumbing Certificate Program Outcomes
9. Demonstrate an understanding of OSHA safety standards.
10. Demonstrate the ability to correctly use power and hand tools.
11. Demonstrate the ability to read blueprints.
12. Use basic math to perform plumbing-related calculations.
13. Demonstrate proper techniques to measure, cut, and join plastic pipe and copper tube.
14. Demonstrate proper techniques to measure, cut, and join cast-iron and steel pipes.
15. Demonstrate proper installation techniques for plumbing fixtures, drain, waste, and vent systems.
16. Demonstrate employability skills.

<table>
<thead>
<tr>
<th>Sequence of Courses</th>
<th>Cr Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>CMCT 105</td>
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<tr>
<td>CMCT 106</td>
<td>Introduction to Craft Skills</td>
</tr>
<tr>
<td>ELEC 102</td>
<td>Print Reading</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>PLMB 102</td>
<td>Plumbing Fundamentals</td>
</tr>
<tr>
<td>PLMB 104</td>
<td>Plastic and Copper Pipe, Tube, and Fittings</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Semester III</strong></td>
<td></td>
</tr>
<tr>
<td>PLMB 106</td>
<td>Cast Iron and Carbon Steel Pipe and Fittings</td>
</tr>
<tr>
<td>PLMB 108</td>
<td>Fixtures and Drain, Waste, and Vent Systems</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Semester IV</strong></td>
<td></td>
</tr>
<tr>
<td>PLMB 110</td>
<td>Plumbing Externship</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Plumbing Certificate Credits</strong></td>
<td>21</td>
</tr>
</tbody>
</table>

Associate of Applied Science Option

Students interested in completing an Associate of Applied Science degree in Industrial Engineering Technology should visit with an advisor to determine general education requirements. The AAS Degree requires 64 credit hours including a minimum of 42 technical credits hours. First-time, full-time students are required to take CURR 100, First Year Seminar.

Required General Education Courses include:
- ENGL 101 English Composition I, 3 cr hrs
- COMM 213 Interpersonal Communication, 3 cr hrs
- CSIS 100 Computer Concepts and Applications, 3 cr hrs

Additional General Education Hours to bring degree total to 64.

For more information contact:
Program Advisor: Brenda Krumm, 620-432-0364
bkrumm@neosho.edu
E. Personnel

1. Withdrawal of Resignation of English Instructor – Ottawa Campus

It was the President’s recommendation that the Board accept the withdrawal of the resignation of Jeremy Gulley, English Instructor on the Ottawa campus. Mr. Gulley had requested that his contract not be renewed for 2018-19, which the Board approved at the April Special Board meeting. The Board’s acceptance of Mr. Gulley’s resignation withdrawal means that he will be eligible for a contract for the 2018-2019 academic year.

2. Resignation of Director of Admissions

It was the President’s recommendation that the Board approve the resignation of Tristan Jones, Director of Admissions. Her last day will be April 20, 2018.

3. Resignation of Theatre Instructor

It was the President’s recommendation that the Board approve the resignation of Dustin Shaffer, Theatre Instructor. His last day will be May 16, 2018.

4. Resignation of Sociology Instructor

It was the President’s recommendation that the Board approve the resignation of Nick Gemas, Sociology Instructor. His last day will be May 16, 2018.

5. Resignation of Nursing Instructor – Ottawa Campus

It was the President’s recommendation that the Board approve the resignation of Crickett Johnston, Nursing Instructor. Her last day will be May 16, 2018.

6. Resignation of Office Services/Switchboard (Part-Time)

It was the President’s recommendation that the Board approve the resignation of Traci Follmer, Office Services/Switchboard, pending her approval to Payroll/Accounts Payable Clerk.

7. Payroll/Accounts Payable Clerk

It was the President’s recommendation that the Board approve the employment of Traci Follmer, Payroll/Accounts Payable Clerk.

Ms. Follmer has been an employee at Neosho County Community College since September of 2016.

Ms. Follmer will be paid $11.50 per hour, (Level III) beginning April 23, 2018.

8. Simulation Clinician

It was the President’s recommendation that the Board approve the employment of Mamie Haque, Simulation Clinician. Ms. Haque has a Bachelor’s Degree in Nursing from Mid-America Nazarene University, Associates Degree in Nursing from NCCC – Ottawa Campus and a B.S. in Human Biology from University of Kansas.

Ms. Haque’s prior work experience includes Clinical Coordinator at DaVita, Registered Nurse at Stormont-Vail Health Center and Charge Nurse at Medicalodges.

Ms. Haque will be paid an annual salary of $43,415.00 (MS+15 step 13) beginning April 18, 2018.
9. Custodian (Part-Time) – Ottawa Campus

It was the President’s recommendation that the Board approve the employment of Mark Ginsbach, Custodian (part-time) – Ottawa Campus.

Mr. Ginsbach’s prior work experience includes Assistant Maintenance Director/Custodian at USD 287 Pomona School District and Head Custodian at Spearfish School District.

Mr. Ginsbach will be paid $11.50 per hour, (Level 1) beginning April 18, 2018.

VI. REPORTS

A. Faculty – Andrew Ouellette reported what the faculty are doing. See attachment.
B. Treasurer – Sandi Solander gave a treasurer’s report. Revenue for the month of March was $2,705,944.75 and disbursements were $2,516,927.09. See attachments.
C. President – Dr. Brian Inbody gave his president’s report. See attachment.

VII. OLD BUSINESS

A.

VIII. NEW BUSINESS

A. Faculty Renewal Recommendations

As Kansas statutes dictate, the Board must inform contracted full-time faculty of their intent to renew or not renew their contracts before the next academic year. These recommendations are given by the faculty member’s respective division chair or director then confirmed by the Chief Academic Officer. If a faculty member receives their fourth consecutive contract from the Board, the instructor receives additional due process rights if a request for nonrenewal occurs.

Completion of Probation
The following faculty on the renewal list have completed three probationary contracts. This fourth contract will give them a continuing, non-probationary contract with full rights of due process:

Lindsay Reustle
Mindy Covey

The following coaching faculty on the renewal list has completed three probationary contracts. By statute coaches are not eligible for non-probationary contracts:

Rafael Simmons
Shareese Hicks

NCCC Faculty Recommended for Non-probationary Contract Renewal

The administration recommends the following faculty for non-probationary contract renewal for the 2018-2019 academic year:

Melinda Ayers
P. Kevin Blackwell
Debra Callahan
Michael Campbell
Nancy Carpenter
Chad DeVoe
Rita Drybread
Bobbie Forrest
Curtis Hughes
William Jordan
Luka Kapkiai
Nikki King
Janet Mitchell
Alan Murray
Alex Myers
Andrew Ouellette
Eric Row
Kristy Snyder
Nathan Stanley
Amber Vail
Cheryl VanHemert
Kristin Varner-Lee                    Richard Webber                     Ruth Zollars
Dyan Vespestad                       Mary Weilert                       Steve Yuza
Paul Walcher

NCCC Faculty Recommended for Probationary Contract Renewal
The administration recommends the following faculty for probationary contract renewal for the 2018-2019 academic year:

Jackie Bennett                        Mamie Haque                         Reena Thomas
Ashley Davis                          Marty Moyer                         Anthony Vidal
Cathy Gordon                          Nick Northern                       Maureen Wiederholt
Jeremy Gulley                         Melissa Lawrence                    Kala White
Jim Halstead

NCCC Coaches Recommended for Contract Renewal
The administration recommends the following coaches for contract renewal for the 2018-2019 academic year (by statute coaches are not eligible for non-probationary contracts):

Kim Alexander                        J. J. Davis                         Hiroko Matsuura
Jeremy Coombs                         Asya Herron                        Steve Murry

Resolution 2018-11
RESOLVED, that the Board of Trustees of Neosho County Community College approves the recommendation from the administration to renew faculty/coaches contracts for the 2018-2019 academic year as presented.

On motion by Dennis Peters and second by Lori Kiblinger, the above resolution was approved unanimously.

B. Administrative Employees Contract Renewals

It was the President’s recommendation that the Board approve 2018-2019 employment contracts for the administrator and management support employees listed below under the classification system which was approved at the September 2008 Board meeting:

Executive Administrator

Robb, Sarah – Vice President for Student Learning
Smith, Ben – Vice President for Operations (rolling 3-year contract)
Solander, Sandi – Chief Financial Officer

Senior Administrator

Christiansen, Claudia – Director of Development and Marketing
Coomes, Kerrie – Dean of Student Services
Gardner, Marie – Dean for the Ottawa and Online Campuses
Krumm, Brenda – Dean of Outreach and Workforce Development (11 months)
Ranabargar, Kerry – Dean of Operations/CIO
Saddler, Mike – Athletic Director
Administrator

Bures, Kyle – Director of the Teaching & Learning Center-Ottawa
Cadwallader, Sarah – Director of International Student Services
Cain, Jennifer – Surgical Technology Program Director-Ottawa
Carman, Peggy – Occupational Therapy Assistant Instructor/Fieldwork Coordinator-Ott
*Chaney, Bart – STARS Student Support Services Project Director
*Clay, Krista – Director of Adult Basic Education
Clements, Lori – Assistant Director of Financial Aid
Covault, Pam – Director of Nursing-Ottawa
Daisy, Jennifer – Director of Financial Aid-Ottawa
Ferguson, Jennifer – Surgical Technology Program Instructor/Clinical Coordinator-Ott
Barbara – Occupational Therapy Assistant Program Director-Ottawa
*Haggard, Sandra – Retired Senior Volunteer Program Director
Haworth, Andrew – Director of Academic Advising & Counseling
Jacobson, Karin – Director of Human Resources
Kellogg, Karah – Outreach Director – Southern Area
Knispel, Todd – Coordinator of Library Services
*Lyden Heather – Assistant Director of Adult Basic Education
Mallett, Laura – Assistant Director of Nursing
Morris, Amy – Registrar
*Nunn, Michaele – Director of Youth Activities
Ouellette, Allison – Director of Residence and Student Life (11 months)
Rhine, Tracy – Director of Allied Health
Richardson, Kaleigh – Assistant Director of Residence and Student Life (11 months)
Rossman, Wendy – Director of Outreach & Workforce Development
Seibert, Jon – Director of Technology Services
Seufert, Kyle – Director of Facilities
Solander, T. J. – Assistant Director of Facilities
*Vaughn, Adrienne – Upward Bound Director
*Wiltse, Nicci – Talent Search Project Director

Management Support

Allen, Samantha – Assistant Softball Coach
Bentley, Adam – STARS Math Specialist
*Collier, Jamie – ABE Instructor-Ft. Scott
Compton, Marisa – Assistant Volleyball Coach
*Donovan, Lindsay – Student Support and Data Specialist for Student Support Services
*Duft, Aubrey – ABE Instructor-Ft. Scott
Fairman, Justin – Assistant Men’s Basketball Coach
Gliner, Michael – Assistant Baseball Coach
*Goins, Megan – Student Support Services English/Reading Specialist
Guzman, Cristhian – Assistant Cheer & Dance Coach (9 month)
Hale, Kara – Bookstore Coordinator-Chanute
Hauser, LuAnn – Coordinator of Institutional Research and Reporting
Hecker, Caleb – Coordinator of Residence & Student Life (part time)
Hicks, Antwon – Assistant Track Coach
Hudson, Danny – Network Systems Administrator
Isaac, Nancy – Advertising/Media Coordinator (half-time)
Jacks, Ben – Assistant Baseball Coach (part time)
Lamer, Steven – ABE Instructor-Ottawa
Landaverde, J. Nelson – Assistant Men’s Soccer Coach
Maring, Virginia – Admissions Specialist
McDaniels, Jenna – Admissions Specialist – Ottawa
*Monaco, Pamela – Nursing Student Success Specialist
*Morton, Jane – ABE Instructor-Ottawa
Munsell, Ramona – TRIO Grant Writer (half-time)
Owens, Heather – Upward Bound Academic Coordinator
*Ramsay, Amber – Youth Activities Data Specialist (half-time)
*Robinson, Isaac – ABE Instructor-Chanute
*Rose, Mike – Talent Search Academic Advisor (11 months)
Savage, Christina – Assistant Director of Health Information Technology (10 months)
Smith, Sarah – Alumni Relations/Development Assistant
Speed, DeAndre – Assistant Track Coach (part time)
*Steinert, Nancy – ABE Instructor-Labette
Sudja, Sally – Teaching & Learning Center (TLC) Specialist (11 months)
Urenda, Tim – Assistant Wrestling Coach
Vanatta, Kim – Developmental Lab Coordinator
Vineyard, Julie – Bookstore Coordinator-Ottawa
*Wark, Ruthanne – Court Reporting Coordinator/Technical Education Recruiter

* Denotes grant positions. Employment is contingent upon continued funding of the individual grant.

Resolution 2018-12

RESOLVED that the Board of Trustees of Neosho County Community College approves the 2018-2019 employment contracts for the administrator and management support employees listed above under the classification system which was approved by the Board and contingent upon future grant funding for grant employees effective at the end of the current contracts.

On motion by Dennis Peters and second by Lori Kiblinger, the above resolution was approved unanimously.
C. Hourly Non-Exempt Employees Contract Renewals

It was the President’s recommendation that the Board approve 2018-2019 employment contracts for the following hourly, non-exempt employees:

Alexander, Larry – Bus Driver (part-time)
Allen, Karl – Bus Driver (part-time)
Anderson, Tracy – Lead Custodial Services
Barker, Steve – Safety Officer (half-time, 11 months)
Barr, Mary – Switchboard/Administrative Assistant
Beeman, Gloria – Office Services Clerk
Benton, Garrett – Desktop Support Technician-Ottawa
Benton, Patty – Cashier-Ottawa
Bitts, Kendall – Groundskeeper (part-time)
Burk, Cheryl – Administrative Assistant to Health Occupations (half-time)
Burkholder, Kevin – Safety Officer
Burton, Linette – Bookstore Assistant (part time)
*Carroll, Daniel – Administrative Assistant for Upward Bound
Clinesmith, Trisha – CLC Associate (half-time)
Crawford, Sharlene – Custodian
Dix, Marcy – Administrative Assistant to Director of Nursing-Ottawa
Dodson, Joyce – Maintenance - Ottawa
Eagle, Vincent – Maintenance (part time)
Ensminger, Kim – Administrative Assistant to Athletic Director
Ewen, Mary – Accounts Payable/Payroll Clerk
Follmer, Traci – Payroll/Accounts Payable Clerk
Fugate, Jamie – Custodian
Garner, Tony – Bus Driver (part time)
Ginsbach, Mark – Custodian - Ottawa (part time)
Godinez, James – Safety Officer (half-time, 11 months)
Hale, Jonathan – Desktop Support Technician
Hamm, Kelly – Administrative Assistant to the Director of Nursing
Hershberger, Sue – Bookstore Assistant – Ottawa (part time)
Jacobson, Tony – Financial Aid Specialist (part-time, 27 hrs wk)
Kahler, Autumn – Accounts Receivable Clerk
Kimberlin, Starlet – Library Clerk (half-time)
Klaassen, Gail – Bookstore Assistant (part time)
Kroenke, Jean - Custodian
Kuzen-Stephens, Lorraine – Library Clerk (half-time)
Madden, Dan – Maintenance Carpentry
Mitchell, Dustin – Maintenance HVAC
Morton, Rita – AA to Division Chairs, Faculty & Assessment Coordinator (10 months)
Murrow, Gretchen – Cashier
Nelson, Monty – Groundskeeper (part-time)
Parker, Rebecca – Registration Specialist-Ottawa
Parriott, Paulette – Receptionist/Switchboard-Ottawa
Rogers, LuAnn – Custodian
Rose, Ryan – Registration Specialist
*Roseberry, Gwen – Administrative Assistant to ABE/Receptionist for CLC
Rowan, Angela – Administrative Assistant to the President
Schommer, Debra – Administrative Assistant to Vice President for Student Learning
Setter, Kasie – Accounting Specialist
Smith, Amy – Administrative Assistant to Outreach and Workforce Development
Smith, Melissa – Administrative Assistant to the Dean of Student Services (half-time)
Snyder, Rena – Receptionist/Data Clerk
Stephens, Melissa – Administrative & Technical Assistant for Chief Financial Officer
*Thomas, Rhonda – Administrative Assistant for Talent Search
Unrein, Jyl – Administrative Assistant to the Vice President for Operations
Vining, Cassie – STARS Student Support & Data Specialist
Waymire, Allison – Administrative Assistant to Health Occupations –Ottawa (part time)
Westhoff, Rebecca – Custodian
Woolman, Sheri – Administrative & Technical Assistant for the Online Campus

* Denotes grant positions. Employment is contingent upon continued funding of the individual grants.

Resolution 2018-13

RESOLVED that the Board of Trustees of Neosho County Community College approves 2018-2019 employment contracts of the hourly, non-exempt employees listed above contingent upon future grant funding for grant employees effective at the end of the current contracts and conditioned upon continued good standing.

On motion by Lori Kiblinger and second by Dennis Peters, the above resolution was approved unanimously.

D. Executive Session – Real Estate

Mr. Chairman,
I move that the Board recess into executive session to discuss potential properties to be acquired, pursuant to the open meetings exception for preliminary discussions relating to acquisition of real property and that our President, both Vice-Presidents, Chief Financial Officer and attorney be included. The open meeting will resume here in the Oak Room in 15 minutes.

On motion by Dennis Peters and second by Lori Kiblinger, the Board entered into executive session at 6:00 pm.

RESOLVED that the Board of Trustees approves the contract for the purchase of real estate and improvements at 4101 Ross Lane, Chanute Kansas.

On motion by Dennis Peters and second by Lori Kiblinger, the above resolution was approved unanimously.

E. Executive Session – Negotiations

Mr. Chairman,
I move that the Board recess into executive session to discuss proposals to modify the Negotiated Agreement pursuant to the open meetings exception for matters relating to employer-employee negotiations and that our President, both Vice-Presidents, Chief Financial Officer and attorney be included. The open meeting will resume here in the Oak Room in 15 minutes.

On motion by Dennis Peters and second by Jennifer Westerman, the above resolution was approved unanimously.
F. Executive Session – Employee Matters

Mr. Chairman,
I move that the Board recess into executive session to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President, both Vice-Presidents, Chief Financial Officer and attorney be included. The open meeting will resume here in the Oak Room in 10 minutes.

On motion by Dennis Peters and second by Lori Kiblinger, the Board entered into executive session.

Resolution 2018-14
RESOLVED, that it is the intent of the Board of Trustees of Neosho County Community College that the employment contracts of Nichole Bushnell, Blake Cochran, Dan Fossoy, William Harrington, Veronica Polak and Richard Ryan, not be renewed for the 2018-2019 academic year, and that written notice of the Board’s intent not to renew employment contracts be given as required by Board policy.

On motion by Lori Kiblinger and second by Dennis Peters, the above resolution was approved unanimously.

G. Executive Session – Employee Matters

Mr. Chairman,
I move that the Board recess into executive session to discuss an individual employee’s performance pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President be included and NCCC attorney on standby. The open meeting will resume here in the Oak Room in 20 minutes.

On motion by Kevin Berthot and second by Lori Kiblinger, the Board entered into executive session.

Resolution 2018-15
RESOLVED, by the Board of Trustees of Neosho County Community College that the Employment Agreement with Dr. Brian Inbody as President and Chief Executive Officer of Neosho County Community College be extended for an additional one year, for a total of four years, ending in June of 2022 updating the written Goals and Objectives, as discussed in Executive Session.

The Chairman of the Board shall provide written Notice of Extension with modified compensation and benefits stated, and updated written Goals and Objectives attached, to be prepared by the Board Attorney on or before June 15, 2018.

On motion by Dennis Peters and second by Lori Kiblinger, the above resolution was approved unanimously.

IX. Adjournment

On motion by Dennis Peters and second by Lori Kiblinger, the meeting adjourned at 7:10 pm.

Respectfully submitted,

David Peter, Board Chair
Angela Rowan, Board Clerk
CURRICULUM COMMITTEE MEETING
AGENDA
Friday, March 2, 2018
1:30 – 2:30pm
SU 213/*Zoom

I. Approval of Agenda

Consent Agenda

A. Approval of minutes Feb 2, 2018 – Minutes were approved via email and posted to InsideNC.

II. New Business
A. ELEC 102 Print Reading
B. ELEC 104 National Electrical Code I
C. ELEC 106 AC – DC Circuits I
D. ELEC 108 Residential Wiring I
E. ELEC 204 National Electrical Code II
F. ELEC 206 Commercial Wiring I
G. ELEC 210 Electrical Externship
H. Electrical Technology Program Sheet
I. PLMB 102 Plumbing Fundamentals
J. PLMB 104 Plastic and Copper Pipe Tube and Fittings
K. PLMB 106 Cast Iron and Carbon Steel Pipe and Fittings
L. PLMB 108 Fixtures and Drain Waste and Vent Systems
M. PLMB 110 Plumbing Externship
N. Plumbing Program Sheet
O. Accommodations Master Syllabus Language
P. Process For Ending A Program (Healthcare Documentation and Medical Transcription)

III. Old Business

A. (Pre-Professional Studies)

IV. Next Meeting – April 6, 2018 1:30 – 2:30pm SU 213

V. Adjournment
CURRICULUM COMMITTEE MEETING
MINUTES
Friday, March 2, 2018
1:30 – 2:30pm
SU 213/*Zoom

Ex-Officio:  *Pam Covault, *Marie Gardner, Brenda Krumm, Amy Morris, Dr. Sarah Robb, *Nathan Stanley

The meeting was called to order at 1:30pm.

I. Approval of Agenda
   Marie Gardner moved to approve the agenda, Brenda Krumm seconded the motion. Motion carried

II. New Business

A. ELEC 102 Print Reading
B. ELEC 104 National Electrical Code I
C. ELEC 106 AC – DC Circuits I
D. ELEC 108 Residential Wiring I
E. ELEC 204 National Electrical Code II
F. ELEC 206 Commercial Wiring I
G. ELEC 210 Electrical Externship
H. Electrical Technology Program Sheet
   Most of the discussion among committee members focused on minor grammatical changes and punctuation. Brenda provided an overview of the program and curriculum basis. She shared the benefits to providing an externship and how chapters are referred to in the industry. There was some discussion that completing this program does not qualify for journeyman licensure. The committee members determined the best wording and placement for this information. Each course, along with the program sheet and matrix, all received a motion to approve and each motion received a second. All motions to approve the courses, program sheet, and matrix carried.

I. PLMB 102 Plumbing Fundamentals
J. PLMB 104 Plastic and Copper Pipe Tube and Fittings
K. PLMB 106 Cast Iron and Carbon Steel Pipe and Fittings
L. PLMB 108 Fixtures and Drain Waste and Vent Systems
M. PLMB 110 Plumbing Externship
N. Plumbing Program Sheet
   Most of the discussion among members again focused on minor grammatical changes and punctuation. Brenda shared that there was no data on the KBOR website indicating there is no Plumbing program in the state of Kansas. She explained how there is a need not being met and an interest shown in providing such a program. She provided an overview of the program and curriculum basis. This program completion also does not qualify for licensure and the committee members agreed to apply similar wording and placement for this
information. Each course, along with the program sheet and matrix, all received a motion to approve and each motion received a second. All motions to approve the courses, program sheet, and matrix carried.

O. Accommodations Master Syllabus Language – The language for accommodations mirrors the ADA language and the placement order recommended on the Master Syllabus was Accommodations language, followed by the Non Discrimination language, and then the Title IX language. Marie moved to approve the accommodations language and recommended placement order of the three subjects. The motion was seconded by Kristy Snyder. Motion to approve carried.

P. Process for Ending A Program (Healthcare Documentation and Medical Transcription) - Dr. Robb saw an opportunity to go over the process for ending a program with the Healthcare Documentation and Medical Transcription programs. She explained that generally the process begins with a departmental decision that is taken to the Program Review Committee. If a recommendation to approve the ending of a program is reached, that recommendation is then taken to the Curriculum Committee for input and feedback. The Vice President then makes a final decision. With the process reviewed, she explained why the two programs on the table were recommended to end and asked for any questions, input, or feedback from the committee members. Amy Morris moved to terminate the Healthcare Documentation and Medical Transcription programs. Brenda seconded the motion. The motion carried.

III. Old Business

A. Pre Professional Studies – Kevin Blackwell reported on Dr. Kapkiai’s behalf that the Applied Science Division met to work on this and will have a draft for the next meeting.

IV. Next Meeting – April 6, 2018 1:30 – 2:30pm SU213 – Kevin informed the committee members that the meeting for April will be rescheduled.

V. Adjournment – The meeting adjourned at 2:40pm

Minutes were recorded by Rita Morton.
Plumbing and Electrical Advisory Meeting  
March 13, 2018  
12:00PM NCCC Ottawa Campus  

Attendees: David Rossman – Performance Electric, John Storms – Faith Technologies, Brian Kane – Kane Plumbing, Ray Steanson - Servatius Plumbing, Brenda Krumm, Wendy Rossman, Ruthie Wark and Amy Smith all with NCCC.

Started the meeting off by round table introductions. Brenda then thanked each of them for coming, as we know they are all busy, but the support/interest is greatly appreciated. She then went over the Electrical Program Sheet and explained that they are all aligned programs except for the internship as she felt it was important to add that for some actually fieldwork experience for the students. Our thinking is that most of the audience will be juniors and seniors in high school as the high school students will have first rights to classes over adults as they work on their class schedules.

John with Faith explained how they do training at their facility and showed us the custom book they use and he did leave one for Brenda to review. He stated that he does not see anything that raises a red flag to him with the layout of the courses. He also mentioned he would like to visit with us about an articulation agreement with Faith Technologies in the future.

David Rossman expressed that there is a large market for use of workers without a licensure. Also brought up that with the decrease of industrial trades classes offered in high schools has really effected the drive of high school students coming out looking for jobs. He said that they use to have students come looking for summer jobs or afternoon job and that just does not happen anymore. Kids are getting lazy and just not being taught the trades in school, so they do not really know what they are capable of doing or what there interest really are.

David also mentioned that he was able to walk through the Ottawa High School new technology portion and was concerned with where they would have the hands on lab space for Electrical and Plumbing programs. He said he really feels like they will need something like the space at Garnett. Brenda had wondered about the same thing and the idea she had was possibly using a regular classroom for class portion and the new area for the lab portion of the class. That is just one idea.

Brenda then asked for help from all of the industrial attendees to keep eyes and ears open for instructors for the programs, as this will be a part time position. Possibly a retired professional trade’s person. If they had any ideas to please share them with her and her contact, information is on the program sheets that they were provided before meeting.

John asked if we work on interview skills or anything like that within the programs. Brenda explained how we do; we either bring in a company or guest to do mock interviews with students. She also mentioned that just because we do cover does not mean that they are always utilized. Scott did say he would be more than willing to be a contact to come in and do mock interviews.

David Rossman did express concern about getting word out about the programs.
Brenda then continued on and went over the Plumbing Program Sheet and explained that we used curriculum straight out of NCCER and that they would notice the first 3 course for each of the programs were exactly the same.

Brenda then explained how we had to have three letters of support for each program, not just one that says we will support these programs. They have to say specifically what you are willing to do will you come in for interviews, come to advisory meetings or come speak to classes.

David Rossman said he will report back to Performance Electric company and see about being a member of the advisory board and anything else that they could do for us.

John Storms said he would be happy to be guest speaker, be on advisory board and hire qualified graduates to send them there way! He explained they are a growing company and are always growing.

Brian with Kane Plumbing said he would do letter did not elaborate on what he is willing to provide.

Ray with Steanson Plumbing said he would do letter as well.

Brenda said our goal is to start these programs this fall. We would like to have letters of support back to us by March 23rd.

John offered for us to come tour Faith Industries, just contact him to set that up.

Ray mentioned to contact Inspection Company of Johnson County as they might be a good contact for these programs.
NCCC Electrical Technology Advisory Committee Meeting

Thursday, April 28, 2022, 4:00 PM

Conference Room

Committee:
Advantage Electric Eric Crowley
Faith Technologies John Storms
Performance Electric Solutions John Campanelli
Gibson Electric Bryan Mille
Gibson Electric Will
Gibson Pride Services Kevin Prouty
NCCC Electrical Instructor Tom Cox
NCCC HVAC Instructor Alex Myers
NCCC HVAC Instructor Tom Swafford
NCCC Amy Smith
NCCC Ruthie Wark
NCCC Wendy Rossman
NCCC Brenda Krumm
NCCC Christina Stange
Ottawa High School Stella Tharp
Wellsville High School Ashli Votaw
West Franklin High School Shannon Hassler

I. Approval of Agenda
II. Approval of Minutes
III. Minutes from Fall 2021 meeting were approved via email.
IV. Information Items
   a. Introductions
   b. Program Sheet
   c. Student certification numbers – Students complete OSHA 10 in semester 1 of the course sequence, which was last fall semester. Of the 9 enrolled, 1 student was withdrawn administratively, 1 did not pass, 4 completed OSHA successfully, and 3 had completed it already.
      Two students successfully completed this program, having their certificate conferred in December.
   e. Course/Program assessment results – Course outcomes were met.

V. Reports
   a. Basic Structure of the Electrical Program - Curriculum is based on NCCER guidelines. Class meets on Tuesday and Thursday evening in our lab housed at Ottawa High School. Stella asked about adding an additional blueprint reading
section. Would like to spend more time on grounding and bonding. A guest speaker came to class for pipe bending. Students go to a jobsite at least once per semester. Tom is attending Greenlee training over the summer. b. Students – Started the semester with 8 students enrolled. Three of the students were new this semester, 1 has been withdrawn administratively. We have three new students enrolled for to start this program in Fall 2022 so far.

V. New Business
   a. Trends, Suggestions
      Promise Act All Outreach programs cover employability skills. Tom Swafford used role-play in his class.

VI. Adjournment, 4:42 PM

VII. Next Meeting – approximately 6 months
Sep 22, 2022

Kansas Board of Regents:

I have been asked to write a letter of support for Neosho County Community College in regards to the creation of a Plumbing program at the Mitchell Career & Technology Center located in Chanute, Kansas.

I am currently the Career & Technical Education Coordinator for USD413 Chanute Public Schools, I oversee all internship and work-based learning programs for our high school students. Along with USD 257 Iola Public Schools, USD 413 received a Work Based Learning grant that allowed us the opportunity to connect with area business and industry professionals. A part of this grant we completed many Local Comprehensive Needs Assessments to find out what employment gaps we have in our region with what education programs that are available in our area. Plumbing was one of the careers specifically listed as a high employment need in our region.

The Chanute community has a high need for skilled plumbers, I receive numerous phone calls requesting if any students are interested in participating in a plumbing internship. I feel that having a program like this will have a positive impact on our community as well as fill some employment gaps and educational opportunities for our high school students.

I highly support the start of a Plumbing program with Neosho County Community College.

Thank you,

Sherri Bagshaw

Sherri Bagshaw
CTE Coordinator
USD 413 Chanute Public Schools
August 24, 2022

Kansas Board of Regents

I have been asked to write a letter of support for Neosho County Community College for the Plumbing dual credit program they are requesting to establish at their Mitchell Career & Technology Center in Chanute. With numerous construction projects our school district has recently completed, I feel assured to be able to offer testimony of the need for qualified plumbers in SEK.

In the community of Iola, with a population of roughly 5,500 people, there is one local plumbing company. They are an outstanding company, family owned & run, but with limited family staff. They have repeatedly shared with me they would gladly hire more staff—if they were available. They work diligently to handle the needs of our community, but scheduling can be weeks out, potentially longer.

When we have a school project involving plumbing, which most do, it routinely is delayed, due to lack of availability to service all the needs of the community & school district at the same time. In my opinion, plumbing is an honorable profession, but one that few HS students pursue on their own, without a CTE dual-credit program to offer support while in HS.

In closing, I hope you strongly consider NCCC’s request for a Plumbing Program. The need for plumbers is evident in SEK.

Sincerely,

[Signature]

Mr. Stacey Fager
Superintendent of Schools
USD 257-Iola
September 15, 2022

Kansas Board of Regents:

Here you will find a letter of support for Neosho County Community College for the plumbing dual credit program they are requesting to establish at their Mitchell Career & Technology Center in Chanute. With the numerous construction projects our school district has recently completed, it is quite easy to speak to the need for qualified plumbers in southeast Kansas.

There are very few plumbing companies here in Chanute with a population approaching 10,000. Even though these family operated and owned companies are fantastic, they have specifically spoken to the willingness to hire more plumbers if they were available. Trying to get a job completed could potentially be weeks before someone is onsite due to the high demand and low amount of qualified plumbers currently.

The thought of having another project delayed due to lack of availability makes it very easy to speak in support of this program. It is very difficult to support school systems along with the community with such a high need. Plumbing may not sound like the most glamorous job as a young student, but when coupled with CTE dual credits and a way to be qualified out of high school, it becomes much more appealing.

Please consider the addition of the plumbing program to be offered by Neosho County Community College. Our schools and community need it tremendously.

Sincerely,

Sherri Bagshaw

Kellen J. Adams       Zack Murry       Sherri Bagshaw
USD 413 Superintendent Chanute High School Principal CTE Coordinator
From: Preston Stich <PStich@Chanute.org>
Sent: Wednesday, September 21, 2022 11:07 AM
To: Brenda Krumm <bkrumm@neosho.edu>
Subject: RE: EXTERNAL -- One more request re Plumbing program

Brenda,

What Steve said yesterday is true many times apprentices do much of the leg work with little knowledge of why they are taking these needed steps in the process. There are different reason a journeyman or master may not take the time to walk a apprentices though the steps of why they are doing something in a certain way. Many times there are deadlines on jobs or a rush to get a portion of a job done so another trade can start in that work area. Also there is many cases in which a apprentices moves on to new career before achieving the necessary years of experience to take the journeyman exam. Because of this it can take time before a apprentice earns the respect of a journeyman/master for them to take the time out of there day to teach a apprentice.

I believe that taking this class would give a apprentice a head start in this profession and help them catch the eye of the journeyman/master. Entering the trade with some basic knowledge will show that they care about their work and they are not just for a paycheck. The knowledge from this class will also help them understand some of the more complex parts of the trade that hard to learn on the job.

Finally the most important part to me is there are many apprentices that never even open a code book until they are ready to take there journeyman exam. These code books can be hard to understand at first. There is terminology in code books that is not used on most jobsites. Also the equations used to figure for water, sewer, and vent demands are mostly used in the planning for jobs and apprentice would never see this.

Preston Stich
City of Chanute
Building Inspector
101 S. Lincoln Avenue
Chanute KS, 66720
Office: 620-431-5279
Fax:620-431-5238
Cell: 620-3051002
pstich@chanute.org

From: Steve Trester <STrester@Chanute.org>
Sent: Wednesday, September 21, 2022 9:32 AM
To: Brenda Krumm <bkrumm@neosho.edu>
Subject: NCCC Plumbing Program

Brenda,

We believe that the Plumbing Program that NCCC is preparing to offer would be a great benefit to the local plumbing community. A step in the right direction for future Journeyman and Master Plumbers. Often times, apprentices are laborer’s and “go fors” that are given instructions to do certain things, but, are often not explained to, as to why they are doing that or that it is a code requirement. We feel that this
course will give them some understanding of code requirements that they will need to know and understand when they take the test for their trade.

Thank you,

Steven Trester  
City of Chanute  
101 S. Lincoln Avenue  
Chanute KS, 66720  
Office: 620-431-5291  
Fax: 620-431-5238  
Cell: 620-212-4884  
strester@chanute.org
August 30, 2022

Kansas Board of Regents

I have been asked to write a letter of support for Neosho County Community College for the Plumbing dual credit program they are requesting to establish at their Mitchell Career & Technology Center in Chanute.

CDL Electric Company needs workers with plumbing experience, and we are pleased to learn that NCCC will start a plumbing program in Chanute. CDL Electric will be happy to help as our schedule permits.

CDL Electric Company supports this training program, and we will serve on your advisory committee and be glad to speak to your students about the importance of plumbing skills.

We are always looking for qualified employees and will look forward to having your graduates as applicants. We will hire qualified graduates of the program.

CDL Electric Company would also be happy to donate supplies.

This training will be beneficial to our community.

In closing, I hope you strongly consider NCCC’s request for a Plumbing Program. The need for plumbers is evident in SEK.

Thank you,

Dennis Howard
CDL Electric Company
1308 N. Walnut
Pittsburg, KS 66762
620-231-6420
Brenda,

Lamp Liter, Inc., would be happy to support the addition of a plumbing program at the Mitchell Career and Technology Center. The demand for Master Plumbers in our area is extremely high. Currently, the workload is very demanding and in some cases creating a full schedule for months at a time. A training program in southeast Kansas is very much needed to help encourage ones to join this field.

We would be happy to support the program by hiring qualified graduates and providing internship opportunities and/or serving in an advisory capacity.

Sincerely,

Kayla Martin
Lamp Liter, Inc.
8-26-22  
Kansas Board of Regents  

I have been asked to write a letter of support for Neosho County Community College for the Plumbing dual credit program they are requesting to establish at their Mitchell Career & Technology Center in Chanute.

White Plumbing Co. needs workers with plumbing experience and we are pleased to learn that NCCC will start a plumbing program in Chanute. Our company has been in business for 112 years and we have never had so much trouble finding help.

White Plumbing Co. supports this training program and we will serve on your advisory committee and be glad to speak to your students about the importance of plumbing skills.

We are always looking for qualified employees and will look forward to having your graduates as applicants. We will hire qualified graduates of the program.

This training will be beneficial to our community.

In closing, I hope you strongly consider NCCC’s request for a Plumbing Program. The need for plumbers is evident in SEK. When the older plumbers retire there is nobody to take their place and even at our shop we just have my son and my husband who is 81. The younger people we have tried do not want to do this type of work when they can have something that is computerized and never get dirty.

Very Sincerely,

Carol Harris, Owner  
White Plumbing Co.  
Erte, KS
13 March 2018

Ms. Krumm,

Kane Plumbing is extremely excited about the prospect of bringing in a plumbing trades curriculum to the Ottawa campus. As a trade professional for the last 18 years, I have seen a steady decline in the number of plumbers. This is a national problem and I am pleased to be a part of the discussion to help bring about more options for our young people while also increasing the number of young plumbing professionals.

With that said, I fully support the initiation of the plumbing program. I am willing to serve in any way I can, including teaching or serving on the Advisory Committee. I am also willing to allow students to assist me with real world applications of what they will be learning. Please let me know how I can be of service as you begin this endeavor.

Sincerely,

Brian Kane

Kane Plumbing
To: Brenda Krumm, Dean  
Neosho County Community College  
800 W. 14th St.  
Chanute, KS 66720

From: Jason Stowe, Manager, Building and Structures Manager  
CC: Mark Theil Asst. Public Works Director  
Charles Soules Public Works Director

Re: Letter of Support

Dear Ms. Krumm,

As the manager of the Building and Structures Division of the Public Works Department at the City of Lawrence, I am pleased to hear that you are considering establishing electrical and plumbing certification programs at Neosho County Community College. This division would be able to support an internship for both programs during the last semester of the programs. There is potential for graduates of this program which may make them eligible for hire in any one of our maintenance level worker positions. I also would be willing to participate as a guest speaker or participate in group conversations related to these programs.

Best regards,

Jason Stowe

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We are committed to providing excellent city services that enhance the quality of life for the Lawrence Community.
Brenda Krumm, Dean
Neosho County Community College
800 W 14th St.
Cherokee, KS 66720

Dear Ms. Krumm,

Steanson Plumbing is pleased to hear that Neosho plans to start a plumbing program. In support of the program, I will be glad to serve on the advisory committee.

Sincerely,

Mary D. Steanson