

New Program Request Form CA1

General Information

Institution submitting proposal	Northwest Kansas Technical College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Ben Schears, President, 785-890-1501 Ben.schears@nwktc.edu
Identify the person responsible for oversight of the proposed program	Lisa Blair, Dean of Academic Advancement
Title of proposed program	Plumbing Technology
Proposed suggested Classification of Instructional Program (CIP) Code	46.0503
CIP code description	Plumbing Technology/Plumber 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.
Standard Occupation Code (SOC) associated to the proposed program	47-2152
SOC description	Plumbers, Pipefitters, Steamfitters Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and colling equipment and mechanical control systems. Includes sprinkler fitters.
Number of credits for the degree <u>and</u> all certificates requested	28 credits – Cert A 52 credits – Cert C 67 credits - AAS
Proposed Date of Initiation	Fall 2022
Specialty program accrediting agency	NCCER
Industry certification	NCCER Level 1, NCCER Level 2, NCCER Level 3, NCCER Level 4

Signature of College Official  Date 10-8-21

Signature of KBOR Official _____ Date _____

Narrative

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

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

Program 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.

The city of Goodland and the service area associated with NWTKC are experiencing backlogs in addressing plumbing projects due to decreased numbers of individuals trained and qualified as plumbers. Recent conversations among city planners, county leaders, economic development directors, and members of the plumbing industry have urged NWTKC President Ben Schears to develop this program and to meet the demand for plumbers in the region.

The proposed program is designed to fulfill the need for plumbers in Northwest Kansas, which lacks a strong union presence. Few plumbers in Northwest Kansas are licensed (which is not required by the state of Kansas, but may be a requirement by a city or county employer). The proposed program may serve as two years of experience/training if the student seeks an apprenticeship with a union. The career path for plumbing starts with training/apprenticeship, progresses to journeyman after about 4 years, and then progresses to Master Plumber after five years experience as a journeyman. (source: <https://nationalitc.com/certifications/star-plumbing-mastery.cfm>). The proposed plumbing program will prepare students for future testing and licensure by following the NCCER curriculum, and offering practice tests (source: <https://www.tests.com/journeyman-plumber-test>) which will help students prepare for the journeyman test. NWTKC may even consider offering licensure test prep as a Continuing Education offering in the future.

Program Description

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

Catalog Description

The Plumbing Technology program prepares students for entry into the plumbing industry. Core concepts to be covered include the following: print reading; estimating; backflow prevention; residential/commercial plumbing; plumbing code review; drain/waste/vent pipe and fittings; water volume and distribution requirements; and installation/testing of materials.

Program Objectives

1. Interpret plumbing blueprints
2. Generate estimates for plumbing work
3. Analyze residential and commercial plumbing needs
4. Install and repair plumbing fixtures and systems
5. Install and test backflow prevention devices
6. Determine water volume and distribution requirements
7. Design drain/waste/vent (DWV) sizing requirements

8. Interpret and comply with plumbing code and OSHA regulations

Admission Requirements

Northwest Tech is an open enrollment, public college. Students must meet one of the following requirements for admission:

- Graduated from an accredited high school
 - Earned a General Education Development (GED) Diploma
 - Enrolled as a high school junior or senior with written permission from the high school principal
 - Enrolled as a high school freshman in a recognized gifted program with an individual education plan (IEP) and written permission from the high school principal
- Northwest Tech reserves the right to deny admission or readmission to a student if it is determined to be in the best interest of the college to do so or if the college is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.
1. Students applying for admission to Northwest Tech—who have not completed previous coursework with the college—should complete the following steps:
 1. Complete and submit an application for admission either online or at the admissions office. Electronic applications are available on the college website (<http://www.nwktc.edu/admissions/apply-now>) and paper applications are available through the admissions office.
 2. Pay the \$25 Application Fee.
 3. Request an official high school transcript, including final grades and graduation date, or GED examination results be sent directly to the Registrar's Office, PO Box 668, Goodland, KS 67735.
 4. Request official transcripts from all previously attended post- secondary institutions be directly sent to the Registrar's Office, PO Box 668, Goodland, KS 67735. College transcripts will be evaluated in their entirety to determine the transfer of credit on the semester hour system.
 5. Request ACT, COMPASS, or SAT scores, taken within the last three years be sent to Admissions, PO Box 668, Goodland, KS 67735. The COMPASS test is available at Northwest Tech. Contact the admissions office to schedule a test time and date.
 6. Submit the Federal Application for Student Financial Aid and enter the corresponding school code (005267), if applicable.

To ensure a smooth transition to Northwest Tech, the required documents must to be on file prior to the beginning of the semester. If the admissions requirements are not met, enrollment in the following semester may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

Students transferring to Northwest Tech from another postsecondary institution must request a high school transcript or GED examination scores as well as official post- secondary transcripts from all institutions previously attended. The transcripts must be sent to the Registrar's Office, PO Box 668, Goodland, KS 67735.

Transfer credits will be evaluated on a course-by-course basis subject to the policies outlined in the Academic Advising and Course Registration section of the college catalog. Credits will be converted to the semester credit hour system, if applicable.

Transfer students with academic sanctions from previous institutions may enroll at Northwest Tech under a probationary status to ensure student success. Transfer students filing for federal financial aid must submit all college transcripts prior to packaging and awarding financial aid to ensure compliance with all regulations.

Northwest Tech adheres to the eligibility guidelines established by concurrent credit partnerships in relation to enrolling secondary students in post-secondary coursework. High school sophomores, juniors, and seniors enrolled in public, private, or homeschool institutions may enroll in college courses with written permission from the high school principal. All high school students must achieve a minimum 2.5 GPA or higher as well as meet established course pre-requisites and/or minimum test scores. All courses use college syllabi and students are responsible for obtaining the appropriate textbooks. Annual cooperative agreements with the school district or homeschool are required for college credit to be granted. Individual student permission forms must be submitted each semester enrolled. Students and parents may contact the high school counselor, high school concurrent credit coordinator, or Northwest Tech Dean of Academic Advancement for more information.

Graduation Requirements

1. Commencement exercises are held in May and are designed to give the graduating students the recognition deserved for completing a technical certificate program and/or an AAS Degree at Northwest Kansas Technical College. Students completing their education and leaving during the calendar year are encouraged to participate in the May graduation. Following the May commencement, the actual certificate or degree will be mailed to students who graduated prior to May and to students who graduate after the May commencement. A student must have an overall GPA of 2.0 or better, for the entire program of study, to receive the technical certificate or degree.

All graduating students on occupational work experience (OWE) are expected to return to the college in May as designated within each department for final visitation with instructors and graduation.

Demand for the Program

- Using the Kansas Department of Labor’s Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.
- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.
- Describe how the proposed program supports the Perkins Comprehensive Local Needs Assessment.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

KLIC.dol.ks.gov data:

CIP code 46.0503 (Plumbing Technology/Plumber) aligns with SOC code 47-2152 (Plumbers, Pipefitters and Steamfitters).

Employment trends and projections statewide

- **Occupational Growth:** The job outlook for plumbers is expected to increase 6% over the next ten years, with a projected 619 annual openings for the next ten years
- **Occupational replacement rates:** 31 annually; 313 over ten year period
- **Estimated annual median wages:** The average annual wage is \$55,080.
- **Typical education level needed for entry:** The background needed for entry into this occupation is HS diploma and apprenticeship.

The plumbing industry is ranked 138 with a total demand score of 14 for KDOL High Wage High Demand Occupations.

Regional occupational data. The industry projection for "Specialty Trade Contractors" in Northwest Kansas shows an 11.2% change for the next ten years, with an annual growth rate of 1.1%. These rates for Northwestern Kansas are higher than the overall statewide rates. The base employment for specialty trade contractors in Northwestern Kansas in 2018 was 1,273 while the projection for 2028 is 1,416.

Mike Gibson, Executive Vice President of the Associated General Contractors of Kansas, reported that the need for plumbers will grow by 3,000-4,000 over the next five years, and by 6,000-7,000 over the next ten years, due to retirements of current plumbers. (phone conversation, Sept. 27, 2021)

NWKTC plans to work with AGC and the BUILD UP KANSAS initiative to help our students find employment upon successfully completing the plumbing program at NWKTC.

Letters of support are included at end of this application document.

1. Sherman County Community Development, Julica Oharah
2. McClure Plumbing and Heating, Mike McClure
3. Dennis Howard (retired plumber)
4. Gove County Economic Development, Ericka Nicholson

Perkins Comprehensive Local Needs Assessment

The November, 2019 Local Needs Assessment did not mention plumbing or HVAC. However, it will be included in the 2022 updated version of the Local Needs Assessment.

Business/Industry Partnerships

NWKTC has developed partnerships with the Sherman County Community Development office, the Gove County Economic Development office, and several businesses within the town of Goodland and the entire service region for NWKTC.

Duplication of Existing Programs

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

- Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

K-TIP listings for similar programs (taken from AY2019 K-TIP report):

- Institution: Barton Community College. The plumbing program is offered to inmates at Larned Correctional Mental Health Facility.
- Program Title: Plumbing Technology/Plumber
- Number of Declared majors: 13
- Number of program graduates: 11
- Number of graduates exiting/employed: 10
- Annual median wage exiting/employed: \$14,378

Programs Not Shown in KTIP:

1. Washburn Tech also teaches the NCCER plumbing program at KJCC. However, this program has been taught as part of the HVAC program so no KTIP data exists.
2. There is a new program at Johnson County Community College that started in AY21. There is no data in K-TIP at this time for the JCCC program.
3. Other community colleges offer plumbing as part of HVAC programs, so the data for plumbing students is not parsed out from the HVAC data.

Collaboration:

While at Washburn Tech, Lisa Blair reached out to Barton Community College (Dr. Kathleen Kottas) and Johnson County Community College (Dr. Howard Hendren) who provided insight, guidance and tips throughout the program development period for WIT's proposed plumbing program. Now at NWKTC, Dr. Blair will engage in further collaboration as the opportunities arise.

NWKTC has also reached out to North Central Kansas Technical College (Robert Chitty) to discuss the programs at Beloit and Hays, and to request a visit to their facilities.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.
- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seek said accreditation
 - If seeking accreditation, also describe the plan to achieve it

Courses (prefix, number, title and description)

PLM 100 OSHA-10 (1 credit)

This course introduces students to basic safety concepts for the general industry OSHA safety program.

PLM 105 Craft Skills for Plumbing (4 credits)

This course presents the NCCER Core of introductory craft skills and safety, communication skills, and introduction to construction drawings.

PLM 110 Plumbing Tools and Safety. (2 credits)

This course introduces students to the plumbing profession; plumbing safety; tools of the trade. Prerequisite: PLM100, PLM 105

PLM 115 Plumbing Math and Drawings I (2 credits)

This course introduces students to plumbing math and plumbing drawings. Prerequisite: PLM100, PLM 105

PLM 120 Pipes and Fittings (4 credits)

This course introduces students to plastic pipe and fittings; copper tube and fittings; cast-iron pipe and fittings; and steel pipe and fittings. Prerequisite: PLM100, PLM 105

PLM 125 DWV and Water Distribution Systems (2 credits)

This course introduces students to plumbing fixtures; drain, waste and vent (DWV) systems; and water distribution systems. Prerequisite: PLM100, PLM 105

PLM 130 Plumbing Math and Drawings II. (4 credits)

This course introduces students to Plumbing Math II, reading commercial drawings; structural penetrations, insulation and fire-stopping. Prerequisite: PLM 115

PLM 135 Building Supply Systems. (4 credits)

This course introduces students to Installing and testing DWV; installing roof, floor and area drains; installing and testing water supply piping.

PLM 140 Plumbing Fixtures and Valves. (3 credits)

This course introduces students to types of valves; installation of fixtures and valves; installing water heaters.

PLM 145 Electricity and Fuel Gas. (2 credits)

This course introduces students to basic electricity and fuel gas systems.

PLM 200 Water Supply Systems. (4 credits)

This course introduces students to sizing and protecting the water supply system; Potable Water Supply Treatment and applied math for plumbing.

PLM 210 Venting and Pumps. (4 credits)

This course introduces students to types of venting; sizing DWV and storm systems; sewage pumps and sump pumps.

PLM 215 Intermediate Plumbing. (3 credits)

This course introduces students to corrosive resistant waste piping; compressed air; and service pumping.

PLM 220 Advanced Plumbing. (4 credits)

This course introduces students to water pressure booster and recirculation systems; indirect and special waste; business principles for plumbers and the fundamentals of crew leadership.

PLM 225 Codes and Special Systems. (2 credits)

This course introduces students to hydronic and solar heating systems; codes.

PLM 230 Private Systems. (3 credits)

This course introduces students to private water supply well systems; private waste disposal systems; swimming pools and hot tubs; plumbing for mobile homes and travel trailers parks.

PLM 235 Medical Gas and Vacuum Systems. (1 credits)

This course introduces students to medical gas and vacuum systems.

PLM 240 Occupational Work Experience or Special Projects (4 credits)

This course offers students the option to gain practical work experience with a plumber or to complete a special plumbing project demonstrating mastery of the program competencies.

COMM150. Interpersonal Communications (3 credits)

This course is an introduction to interpersonal and group communication theories and their application in relationship development, conflict resolution, group problem solving, and group presentations.

MATH105. Technical Math (3 credits)

This course provides material designed for career technical students who need to study particular mathematical topics. These are presented on an introductory level and the emphasis is on the applications.

CF101. Computer Fundamentals (3 credits)

This course is designed to include computer concepts, terminology, hardware structures and software applications for business and professional use. Special emphasis will be on the operating systems, the Internet, word processing, database, presentation, graphics, and spreadsheets.

BA215. Personal Finance (3 credits)

This course will provide an overview of personal and family financial planning with an emphasis on recordkeeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning.

HUM105 Ethics (3 credits)

This course introduces the significance of moral philosophy in a broader context. Students will demonstrate an understanding of major normative ethical theories and recognize key characteristics of philosophical inquiry as well as apply ethical theories to moral problems.

Pathways

- Cert A – The NWKTC Junior/Senior option allows area high schools students the opportunity to complete the first 28 credits of the plumbing courses (not including the Interpersonal Communication and Technical Math courses)
- Cert C – Students who complete all four semesters of the plumbing program will earn the Cert C.
- AAS – Students who complete all four semesters of the plumbing program, including the general education requirements, will earn the Associate of Applied Studies degree.

Plumbing		2022-2023	
PROGRAM GUIDE		M-F 8:00-2:30	
YEAR I: FIRST SEMESTER		22 FALL	22 FALL
Course #	Course Name	Credits	Credits
<input type="checkbox"/> PLM 100	OSHA 10	1	1
<input type="checkbox"/> PLM 105	Craft Skills for Plumbing	4	4
<input type="checkbox"/> PLM 110	Plumbing Tools and Safety	2	2
<input type="checkbox"/> PLM 115	Plumbing Math and Drawings I	2	2
<input type="checkbox"/> PLM 120	Pipes and Fittings	4	4
<input type="checkbox"/> PLM 125	DWV and Water Distribution Systems	2	2
<input type="checkbox"/> COMM 150	Interpersonal Communications	3	3
TOTAL SEMESTER CREDITS		18	18
YEAR I: SECOND SEMESTER		23 SPRING	23 SPRING
Course #	Course Name	Credits	Credits
<input type="checkbox"/> PLM 130	Plumbing Math and Drawings II	4	4
<input type="checkbox"/> PLM 135	Building Supply Systems	4	4
<input type="checkbox"/> PLM 140	Plumbing Fixtures and Valves	3	3
<input type="checkbox"/> PLM 145	Electricity and Fuel Gas	2	2
<input type="checkbox"/> MATH 105	Technical Math	3	
<input type="checkbox"/> MATH 107	Technical Math w/Review		5
TOTAL SEMESTER CREDITS		16	18
YEAR II: FIRST SEMESTER		23 FALL	23 FALL
Course #	Course Name	Credits	Credits
<input type="checkbox"/> PLM 205	Water Supply Systems	4	4
<input type="checkbox"/> PLM 210	Venting and Pumps	4	4
<input type="checkbox"/> PLM 215	Intermediate Plumbing	3	3
<input type="checkbox"/> BA 215	Personal Finance	3	3
<input type="checkbox"/> HUM 105	Ethics	3	3
TOTAL SEMESTER CREDITS		17	17
<input type="checkbox"/> MATH 105	Technical Math	3	3
<input type="checkbox"/> MATH 107	Technical Math w/Review	5	5
YEAR II: SECOND SEMESTER		24 SPRING	24 SPRING
Course #	Course Name	Credits	Credits
<input type="checkbox"/> PLM 220	Advanced Plumbing	4	4
<input type="checkbox"/> PLM 225	Codes and Special Systems	2	2
<input type="checkbox"/> PLM 230	Private Systems	3	3
<input type="checkbox"/> PLM 235	Medical Gas and Vacuum Systems	1	1
<input type="checkbox"/> PLM 240	Occupational Work Experience or Special Projects	4	4
<input type="checkbox"/> CF 101	Computer Fundamentals	3	3
TOTAL SEMESTER CREDITS		17	17
TOTAL PROGRAM CREDITS		68	70
Degree Audit:			
<input type="checkbox"/>	Cert B/Diploma 2		
<input type="checkbox"/>	Cert C/Diploma 3		
<input type="checkbox"/>	AAS		

AAS -- Plumbing

Exit Points:

Junior/Senior Option: Semesters 1 and 2 (PLM classes only - 28 credits; earns Cert A)

AAS degree: Semesters 1, 2, 3, 4 (64 credits; earns Cert B and Cert C as well as AAS)

NCCER modules		---->	NWKTC classes		Credits
Hours	Module Name		Class Number	Class Name	
217.5 LEVEL 1					
Semester 1					
72.5	Core: Introductory Craft Skills	---->	PLM105	Craft Skills for Plumbing	4
			PLM100	OSHA-10	1
5	Introduction to Plumbing Profession	---->	PLM110	Plumbing Tools and Safety	2
22.5	Plumbing safety				
10	tools of the plumbing trade				
12.5	introduction to plumbing math	---->	PLM115	Plumbing Math and Drawings I	2
17.5	introduction to plumbing drawings				
12.5	plastic pipe and fittings	---->	PLM120	Pipes and Fittings	4
12.5	copper tube and fittings				
12.5	cast-iron pipe and fittings				
12.5	steel pipe and fittings				
7.5	introduction to plumbing fixtures	---->	PLM125	DWV and Water Distribution Systems	2
10	introduction to DWV systems				
10	introduction to water distribution systems				
			COMM150	Gen. Ed: Interpersonal Communication	3
170 LEVEL 2					
Semester 2					
15	plumbing math 2	---->	PLM130	Plumbing Math and Drawings 2	4
20	reading commerial drawings				
20	structural penetrations, insulation and firestopping				
25	installing and testing DWV piping	---->	PLM135	Building Supply Systems	4
5	installing roof, floor and area drains				
20	installing and testing water supply piping				
5	types of valves	---->	PLM140	Plumbing Fixtures and Valves	3
20	installing fixtures and valves				
10	installing water heaters				
10	basic electricity	---->	145	Electricity and Fuel Gas	2
20	fuel gas systems				
			MATH105	Gen. Ed: Tech Math	3

160 LEVEL 3		Semester 3		17	
17.5	applied math	---	PLM200	Water Supply Systems	4
30	sizing and protecting the water supply system				
15	potable water supply treatment				
20	types of venting	---	PLM210	Venting and Pumps	4
20	sizing DWV and storm systems				
12.5	sewage pumps and sump pumps				
7.5	corrosive resistant waste piping	---	PLM215	Intermediate Plumbing	3
10	compressed air				
27.5	service plumbing				
			CF101	Personal Finance	3
			HUM105	Gen. Ed: Ethics	3

145 LEVEL 4		Semester 4		13	
15	business principles for plumbers	---	PLM220	Advanced Plumbing	4
20	fundamentals of crew leadership				
12.5	water pressure booster and recirculation systems				
17.5	indirect and special waste				
17.5	hydronic and solar heating systems	---	PLM225	Codes and Special Systems	2
12.5	codes				
10	private water supply well systems	---	PLM230	Private Systems	3
10	private waste disposal systems				
7.5	swimming pools and hot tubs				
7.5	plumbing for mobile homes and travel trailer parks				
15	introduction to medical gas and vacuum systems	---	PLM235	Medical Gas and Vacuum Systems	1
			BA215	Gen. Ed: Computer Fundamentals	3

Hours	Credits
217.5	18
170	16
160	17
145	13
692.5	64

Program Accreditations

The NWKTC program follows the NCCER curriculum, with each Level of the NCCER curriculum corresponding to one semester of the NWKTC plumbing program.

Therefore, upon completion of the entire program, students will have completed NCCER Level 1, NCCER Level 2, NCCER Level 3, and NCCER Level 4.

NWKTC will apply for accreditation for the plumbing program with NCCER; NWKTC is already accredited for the electrical and carpentry programs with NCCER.

Faculty

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

Faculty Credential Policy (page 36-37 of Employee Handbook 2021 Revision)

Northwest Tech will employ qualified faculty members who have the formal education or related work experience for the area in which they will be employed. All faculty will be placed on a professional development plan upon employment.

At the time of hiring, all technical faculty members must hold a minimum of a high school diploma or equivalent, and two years of work experience within, or closely related to, the field of study of their instruction. Technical faculty who do not already possess an associate's degree will be required to earn said degree within the first three (3) years of employment. Upon completion of the associate's degree, technical faculty will be required to earn a bachelor's degree within the following four (4) years through a curriculum relevant the work they undertake at the College.

At the time of hiring, all general education faculty members must hold a minimum of a master's degree or higher with a minimum of eighteen (18) hours within the discipline of instruction. Northwest Tech recognizes the difficulty of finding qualified technical and general education faculty. In cases where this exists, the college reserves the right to hire faculty with reduced or alternative qualifications, provided, there is a professional development plan in place. The professional development plan must be developed to raise the qualifications of the faculty member to the standard appropriate by the College and external accrediting bodies.

Specifically, instructors in the Plumbing program will be expected to bring at least 3-5 years of experience in the plumbing industry (licensed plumbers preferred) and to complete NCCER certification.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form**.
- Provide Excel in CTE fee details on the **CA-1b form**.
- If the program is requesting Perkins funds, provide details on the **CA-1c form**.
- If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

Budget Narrative (physical facilities, equipment, faculty, instructional materials, accreditation, etc.)

Facilities, Equipment, Instructional Materials

The facility for the plumbing classroom/lab space consists of approximately 1200 square feet, in the same building on the NWKTC campus as the carpentry program. The facility will be equipped using funding from a Congressionally Directed Spending Request, if approved. This grant proposal is now working its way through the U.S. Congress. Other funds will be requested from Perkins, Maintenance of Effort, or capital outlay, as appropriate. Instructional materials will be provided through the general fund.

Faculty.

Faculty will be paid through the NWKTC general fund.

Accreditation Fees/Certification Training.

Expenses associated with applying for accreditation or training instructors for the NCCER testing protocol will be provided through either Perkins Professional Development funds or the college's general fund.

- CA-1a – see appendices
- CA-1b – see appendices
- CA-1c – see appendices
- CA-1d – see appendices

Grants and Outside Funding Sources

Currently, NWKTC has a grant proposal for the Congressionally Directed Spending Request working its way through the U.S. Congress.

NWKTC will also consider allocating some of the Maintenance of Effort funds to this program.

Additionally, one of the advisory board members has pledged scholarship funds and donations of equipment to help launch and support the Plumbing program.

Program Review and Assessment

- Describe the institution's program review cycle.

The NWKTC Curriculum & Assessment Committee oversees the Program Review process. Currently, each program completes an annual review and an assessment plan that is reviewed by the C&A committee, the Dean of Academic Advancement, the program Advisory Boards, and the college President. If programs are deficient in any area, they work with the Dean of Academic Advancement to set goals for the upcoming year.

Program Approval at the Institution Level

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

Attached in the appendices, please find:

1. Minutes of the Area Board of Control that oversees NWKTC
2. Minutes of the Plumbing Program Advisory Board
3. Minutes of the Curriculum & Assessment Committee

Submit the completed application and supporting documents to the following:

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

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Northwest Kansas Technical College
 Proposed Program: 46.0503. Plumbing Technology

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment			Implementation Year	
Please state how many students/credit hours are expected during the initial year of the program?				
			Full-Time	Part-Time
A. Headcount:			--	6
Part II. Initial Budget			Implementation Year	
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$ 61,650	General Fund and/or Perkins allocation if eligible
Part-time/Adjunct	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$ 150,000	Congressionally Directed Spending and Maintenance of Effort	
C. Tools and/or supplies required for the program		\$ 50,000	Congressionally Directed Spending	
D. Instructional Supplies and Materials		\$ 5,000	General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 10,000	Congressionally Directed Spending	
F. Technology and/or Software		\$ 5,000	General Fund	
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		\$281,650		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		6	6	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$ 61,650	\$	General Fund and/or Perkins allocation if eligible
Part-time	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$ 1000	General Fund	
C. Tools and/or supplies required for the program		\$ 5000	General Fund	
D. Instructional Supplies and Materials		\$ 2500	General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$ 1000	General Fund	

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

G. Other (<i>Please identify; add lines as required</i>)		
Total for Program Sustainability	\$ 71,150	

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

- Congressionally Directed Spending Request (submitted summer 2021; currently working its way through U.S. Congress)
- Perkins V funding (anticipated)
- Capital Outlay
- Maintenance of Effort
- JIIST grants
- Dane G. Hansen Foundation

Submit the completed application and supporting documents to the following:

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

KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

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

Institution Name:	Northwest Kansas Technical College
Program Title:	Plumbing Technology
Program CIP Code:	46.0503

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

Fee	Short Description	Amount
Tools	Students will be asked to purchase tools for use in class/lab. Upon successful completion of the program, students will need to retain these tools as employees/plumbers.	\$320
PPE/Safety gear	Safety glasses; set of 5 work shirts	\$208
NCCER exam fees	one rate for 12 months; unlimited testing per student	\$24

*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.*

Course ID	Short Description	Amount
PLM100 Craft Skills	Textbook - NCCER Level 1. (9780136637905 - etext)	\$27.99
PLM135. Building Supply Systems	Textbook - NCCER Level 2. (9780133148503 - paperback)	\$133.32
PLM205 Water Supply Systems	Textbook - NCCER Level 3. (9780134440200 - digital access code)	\$133.32
PLM220 Advanced Plumbing	Textbook - NCCER Level 4. (9780133824223 - paperback)	\$133.32

*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*

Item	Short Description	Estimated Amount

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2021)

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

Program Eligibility

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

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

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

Program Levels:

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

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

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

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

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

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2021)

Name of Institution	Northwest Kansas Technical College
Name, title, phone, and email of person submitting the Perkins Eligibility application (<i>contact person for the approval process</i>)	Ben Schears, President 785-890-1501 Ben.schears@nwktc.edu
Name, title, phone, and email of the Perkins Coordinator	Michael Zimmerman, Instructor 785-890-1578 Michael.zimmerman@nkwtc.edu
Program Name	Plumbing Technology
Program CIP Code	46.0503
Educational award levels <u>and</u> credit hours for the proposed request	Cert A – 28 credit hours Cert C – 52 credit hours AAS – 65 credit hours
Percentage of tiered credit hours for the educational level of this request	Cert B: 91% Cert C: 88% AAS: 77%
Number of concentrators for the educational level	Cert B: anticipated 6 each year Cert C: anticipated 6 each year AAS:
Does the program meet program alignment?	n/a
Justification for conditional approval: (<i>this section must reference information found within the Local Needs Assessment</i>)	<p>The plumbing industry is ranked 138 with a total demand score of 14 for KDOL High Wage High Demand Occupations.</p> <p>Regional occupational data. The industry projection for “Specialty Trade Contractors” in Northwest Kansas shows an 11.2% change for the next ten years, with an annual growth rate of 1.1%. These rates for Northwestern Kansas are higher than the overall statewide rates. The base employment for specialty trade contractors in Northwestern Kansas in 2018 was 1,273 while the projection for 2028 is 1,416.</p> <p>Mike Gibson, Executive Vice President of the Associated General Contractors of Kansas, reported that the need for plumbers will grow by 3,000-4,000 over the next five years,</p>

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2021)

	<p>and by 6,000-7,000 over the next ten years, due to retirements of current plumbers. (phone conversation, Sept. 27, 2021)</p> <p>Employment trends and projections statewide:</p> <ul style="list-style-type: none">• Occupational Growth: The job outlook for plumbers is expected to increase 6% over the next ten years, with a projected 619 annual openings for the next ten years• Occupational replacement rates: 31 annually; 313 over ten year period• Estimated annual median wages: The average annual wage is \$55,080.• Typical education level needed for entry: The background needed for entry into this occupation is HS diploma and apprenticeship.
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Signature of College Official  _____ Date 10-8-21

Signature of KBOR Official _____ Date _____

<p style="text-align: center;"><i>For KBOR Staff use</i></p> <p>Approval effective for Academic Year:</p> <p>Approval effective for Perkins fund spending for Fiscal Year:</p> <p>Perkins Grant reporting required beginning:</p>

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

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.

A complete list of approved Promise Eligible programs may be located at:
https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship

Program Eligibility

2021 House Bill 2064, section 2, (7) (A) identifies promise eligible programs as (i) Information Technology and Security, (ii) Mental and Physical Healthcare, (iii) Advanced Manufacturing and Building Trades, (iv) Early Childhood Education and Development.

Section 3, (c) allows for the postsecondary educational institution to designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need occupation. The Act further states the postsecondary educational institution shall maintain the promise eligible program for at least three consecutive years.

Name of Institution	Northwest Kansas Technical College
Name, title, and email of person responsible for Academic program	Lisa Blair, Ph.D. Dean of Academic Advancement Lisa.blair@nwktc.edu
Name, title, and email of Financial Aid contact	Penny Nemechek Financial Aid Specialist Penny.nemechek@nwktc.edu

Add programs under the appropriate category the institution would like reviewed for Kansas Promise Eligibility. Add additional rows as needed.

Information Technology and Security			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Mental and Physical Healthcare			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Advanced Manufacturing and Building Trades			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

Kansas Promise Eligibility Request Form

CA-1d Form (2021)

46.0503	Plumbing Technology	AAS	FA22

Early Childhood Education and Development			
CIP Code	Program Name	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

The postsecondary educational institution may designate an additional promise eligible program that corresponds to a high wage, high demand, or critical need** occupation.

College Designated Program				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date (FA21, SP22, SU22)

**If the above program is considered "critical need," please provide supporting documentation:

Signature of College Official  Date 10-8-21

Signature of KBOR Official _____ 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



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

RE: Letter of Support for new Plumbing Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Plumbing Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent the Sherman County Community Development Corporation and am currently serving on the Advisory Board.

The need for plumbers in our service region is dire. As the Executive Director of Community Development, I have seen the importance and urgent need for plumbers in our area and region. In working with local builders and residents in our community there is a long waitlist of projects to be completed due to the shortage of this profession.

In order to fulfill this need, I am willing to contribute by serving on the Advisory Board, meeting once a semester. I will work with local and regional contacts to help create internships, apprenticeships, and job placement opportunities for the students in this program.

In summary, it is my opinion that this new program will provide the training and opportunities for employment that will enhance our local community.

Thank you for your consideration of the NWKTC proposal for the Plumbing Program.

Type text here

Sincerely,

A handwritten signature in cursive script that reads "Julica Oharah".

Julica Oharah
Executive Director of Community Development
Sherman County Community Development Corporation
Julica.oharah@gogoodland.org
(785)-821-0403



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

RE: Letter of Support for new Plumbing Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Plumbing Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I represent McClure Plumbing & Heating Inc. and am currently serving on the Advisory Board.

The need for plumbers in our service region is dire. In the past 18 months our industry has been hard hit by Covid related deaths in the areas plumbers, retirement and relocation, as well as a lack of training for new technicians. For my specific community, I have been left as the only Plumbing business with licensed service technicians and installers. This has put my community in a dire situation, affecting the ability to take on and promote new construction, community projects, maintenance and repair, as well as, emergency repairs service.

In order to fulfill this need, I am willing to contribute in the following ways:

Continue to serve on the Advisory Board, meeting once per semester

- ◇ Offer expertise and feedback regarding the curriculum, facilities, training and equipment
- ◇ Offer scholarships to prospective and/or continuing students
- ◇ Offer internships or apprenticeships to students and/or recent graduates
- ◇ Offer donations of equipment or materials to support in-class instruction
- ◇ Serve as a guest speaker in class to discuss current issues or professional development with the students
- ◇ Give highest consideration for employment to NWKTC graduate

In summary, it is my professional opinion that this new program will provide the training and opportunities for employment that will enhance our local community

Thank you for your consideration of the NWKTC proposal for the Plumbing Program.

Regards,

A handwritten signature in black ink, appearing to read "Michael McClure".

Michael McClure
McClure Plumbing & Heating Inc.
1214 Main Avenue
Goodland, Kansas 67735
785) 899 - 6229

Dennis K Howard
Retired, Howard's Plumbing
Tribune KS 67879

Director of Workforce Development
Kansas Board of Regents
10000 SW Jackson St., Suite 520
Topeka, KS. 66612-1368

RE: Letter of Support for new Plumbing Program at NWKTC

Dear Director of Workforce Development:

It is my pleasure to provide this letter of support for the proposed Plumbing Program at Northwest Kansas Technical College (NWKTC) in Goodland, KS. I am currently serving on the Advisory Board.

The need for plumbers in our service region is dire. I retired the end of 2018 and sold the inventory to an employee. He is 66 years old and will retire soon. The closest plumbing business is 40 miles away.

In order to fulfill this need, I am willing to contribute in the following ways:

- Continue to serve on the Advisory Board, meeting once per semester
- Offer expertise and feedback regarding the curriculum, facilities, training and equipment
- Serve as a guest speaker in class to discuss current issues or professional development with the students.

In summary, it is my professional opinion that this new program will provide the training and opportunities for employment that will enhance our local community. I graduated from NWK Vo-tech School in 1974. The plumbing instructor taught the plumbing code as well as hands on training. In the fall of 1974 my wife and I purchased a plumbing business 60 miles from Goodland and in Dec. 2018 I retired.

Thank-you for your consideration of the NWKTC proposal for the Plumbing Program.

Sincerely,

Dennis K Howard
PO Box 85, Tribune, Ks 67879-0085 dmhoward1773@gmail.com 620-376-8379





October 1, 2021
Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, KS. 66612-1368

RE: Letter of Support for new Plumbing Program at NWKTC

Dear Director of Workforce Development:

My name is Ericka Nicholson and I am the Director of Economic Development in Gove County Kansas.

I see employers in my area struggle with qualified workforce every day. The lack of qualified employees affects our local /regional economy in many ways. As our communities struggle to meet these needs, I have been impressed with NWKTC continued commitment to rural Kansas in their efforts to find innovative ways to connect students to education and ultimately placing them into professional careers.

An area with a particular shortage in our region is Plumbing. Last year, our only licensed plumber Mr. James Bogert passed away. His business was called Main Street Plumbing. This left not only Quinter, but our entire county without a qualified plumber. As you can imagine, this slowed down any current and new project development while customers had to wait for available appointments from plumbers who drove great distances to repair or build new plumbing. I strongly support the NWKTC efforts to expand – ultimately these expansions in educational programs ripple out to also have strong impacts on keeping youth in our area.

To help fulfill this need, I am willing to do the following:

- continue to serve on the advisory board
- connect students with employers in need
- speak to students about the need I am seeing in our region
- continue to seek funding for NWTKC's innovative expansion projects

I have been impressed with the forward thinking that the leadership at NWTKC has shown right here in Gove County and with certainty it is paying off.

Please reach out to me should you have any questions or concerns.

Ericka Nicholson

Ericka Nicholson
Director of Economic Development
102 Sunset Avenue
Quinter, KS 67752
785.754.8328
govecoed@ruraletel.net

MINUTES

The regular monthly meeting of the Area Board of Control, Northwest Kansas Technical College, Goodland, Kansas, was called to order in Goodland, KS, on Saturday, February 20, 2021, at 3:00 pm MT, by Chairman Dan Wasson with the following present:

Area Board of Control Members

Dan Wasson	Paul Bruggeman
Brad Bucl (via Zoom)	Frank Otter (via Phone)
Mark Hanson (via Zoom)	Billi Beckman (via Zoom)
Ginger Gibson (via Zoom)	John Faber
Brad Schick (via Zoom)	Thad DeWeese (via Zoom)

College Administration, Staff & Guests

Ben Schears, President
Sherri Knitig, VP of Operations

As each member had received a copy of the minutes before today's meeting, the minutes were not read. There being no additions, deletions, or corrections to the minutes, Paul Bruggeman moved to approve the regular meeting minutes of January 23, 2021, as written, seconded by Billi Beckman. Motion carried.

Dan Wasson read for Frank Otter, Treasurer, the 1/31/2021 reconciled checking, savings, clearing, and ICS account reports. The Treasurer Report was moved by Frank Otter, seconded by Mark Hansen to accept the report as presented. Motion carried.

The board reviewed a recap of February invoice payments. A detailed electronic listing of all invoices and journal entries was available to members to review as desired. Ben Schears reviewed the monthly fund balance report and unusual expenditures. Schears explained that the second round of the CARES Act (CRRSSA) can be used for loss of revenue due to loss of enrollment. The eligible expenditure categories are a lot more flexible than what we have received prior. And, the funds this round were certainly a blessing at this juncture.

Northwest Tech had one 15-passenger van nearing the end of its life, yet still had a good trade-in value. The need to go back to three vans for athletic and departmental travel was determined because of the abundant travel with sports competitions being rescheduled for spring due to COVID-19. The college determined trading in the older van and leasing three vans was the best option. Considering the limitation we have with licensed CDL drivers, the vans are used much more frequently. We use the bus(es) from time to time, but not often. So, we are discussing that maybe offloading one of the buses would be a smart decision, or we might look at getting a smaller size bus, but we definitely do not want a big bus (bigger bus, bigger problems). We are currently evaluating a repair to one bus, which also incurred some damage by a large tree while entering a parking lot. We sealed the roof damage as a temporary fix (to prevent leaks), but it will need to be appropriately repaired.

In other news, the Kansas State Fair will open back up in September. We have a booth reserved.

We are continuing to implement LED bulbs throughout campus. The admin hallway has been updated with LEDs. We are getting bulbs converted one-by-one to reduce our utility usage.

Additional hoops will be installed so our basketball teams can utilize the fitness center more efficiently during practices. Larry Kierns (namesake) left a \$10k gift for the fitness center. He wanted the funds to significantly improve the facility for students. We have been waiting for the perfect project to come along to use the funds. To prepare for the new hoops, we have removed the old bleachers (we did finally sell the blue bleachers for \$185 on Purple Wave), painted, and added a thick trim around the gym. The gym is looking really sharp. I talked with Etta Mae Keirns a few months ago around Christmas to update her on the facility and all the great things going on at Northwest Tech.

Billi Beckman moved to approve the expenditures and journal entries for February, Brad Schick seconded the motion. Motion carried.

OLD BUSINESS:

Dane G. Hansen Funds. We received the first check from Dane G. Hansen early this week. The check is for \$200,000. We have already had many discussions on the plans for these funds. The general idea is to use the funds to drive enrollment and advance college revenue through students. We will be focusing our efforts on the Carpentry program. There has been significant prospective student interest in this program, and I believe revamping the space will ensure we get more students in the program. As you may know, the current Carpentry lab/classroom shares a building with, what used to be, Electrical Technology. The old Electrical Technology lab/classroom space is currently being used for storage (IT, Maintenance, general). Soon, the entire building will become Carpentry, but with a space for a future potential plumbing classroom/lab. Current Carpentry students will be doing the remodel. They will be creating sections for cabinet making, tiny homes, etc. After the remodel, there will be ample space for in-house projects. They have really outgrown their current space, so this is a great opportunity for Joseph Dobbs to take hold and develop his program. I told Dobbs that he could start with a \$30k budget for the renovation. They will be carving the northeast quarter of the building for plumbing (another conversation we will pursue with KBOR). The idea is to add an optional short-term plumbing certificate for carpentry students and attract non-traditional students to the plumbing program. We are estimating the plumbing course would be one semester, utilizing weekends and evenings. Offering the course on evenings and weekends would allow non-traditional students to attend (re-train, employer training, community members looking to pick-up a skill). The course might look like 2 nights a week in-class and bookwork online. There is a significant need in the tri-state area for plumbing. Our region does not have an established plumbing certification program, so this space allocation will set us up for a big opportunity. The plan is to also add an additional faculty member to manage/teach the plumbing program. This faculty member would also be a supplementary carpentry instructor. We have to go through the KBOR program approval process for Plumbing, so given that process the estimated timeline to begin the program would be January 2022. Brad Bucl moved for the college to pursue the addition of a Plumbing program, seconded by Mark Hanson. Motion carried.

Strategic Planning. Active strategic planning committee meetings are happening every two weeks right now as we gear up to develop and deploy a survey to stakeholders.

Graduation - May 7. We intend and plan to hold the Graduation Ceremony in person on May 7th. We will be allocating a maximum 5 tickets/per student for invites- per COVID restrictions/precautions.

Tiny Homes. As mentioned, work continues on the construction of the first tiny home. One of the current students is funding this first project so when he graduates he has a home to be moved to wherever he locates and can be relocated as needed with construction jobs. This first home was built on a trailer for mobility, but discussion is being held if we plan to build on trailers in the future or build for them to be placed on permanent foundations.

Other. No other old business.

NEW BUSINESS:

Endowment Report. We are working on Dane G. Hansen Matching Fund Campaign marketing ideas. The board conducted a first reading of a new endowed funds policy. Set stipulations included that the minimum gift for endowed funds must be at least \$5k in order to create an endowed scholarship. Endowed funds are different than expendable- the corpus must stay in-tact and only interest once enough is earned will be distributed - thus, building and sustaining growth of the Endowment Association.

The Spring Fundraiser is still set for Friday, June 4th, 2021- Kentucky Derby theme. The Alumni Survey is being created and Kelly has finished the placement report for 2020 Graduates.

Grant Report. \$1.6 million in funds have been received through local, state, and private grants in the last 3 years. Brenna Henry is currently working on the Perkins Reserve Grant (Growth and Advancement) and a grant for automotive diagnostic equipment.

Academic Affairs Report. Mike Zimmerman is working on Perkins V for next year's grant. The new ventilators have arrived for the Respiratory Therapy program. A NRCF grant for Precision Ag is in process. We are also working on an S-Stem federal grant, which will benefit the Engineering program (the grant would help with scholarship funds for underprivileged students with academic talent).

Athletic/SkillsUSA Report. In NT Athletics news, track and wrestling are doing very well. Track is 10th in the nation; this is track's highest rank in school history. We currently have the fastest 5k runner in the country on our team, and we have a few athletes that are a couple of seconds off the mile record. Women's basketball had their guns-a-blazin' - they were 4-1, but now have the standing record of 4-3. A few days ago they were sitting at number 1 for women's west. Two Northwest Tech athletes (Men's Track, Women's Basketball) were named NJCAA's player of the week. Men's Basketball was 0-5, and now 0-6 as of today. Wrestling holds 11th place in the country- doing well.

Softball is rocking and rolling, although we had to cancel a bunch of games due to weather. Rory Kling has stepped in to assist softball. We lost the first couple of games, but we did not get blown out of the water. We have a great group of girls and they play well together. Thankfully, we did not have a fallout after the decision last month to make a change in the head coach position. We currently have 17 girls and it's early in the season. Fifteen girls are planning to return next year; we will see how things shake out. Kaitlynn Raile is the assistant coach, and will serve as interim head coach; she is a local (goodland native), and NT graduate. She played for us second year -JUCO ball and came back. She does a good job managing the girls.

IT & Farm Update. On the farm side of things, we are getting things prepared for planting season. We have had a lot of conversations ensuring purchases are cleared through administration. The process has been created; we are just working on getting that process adhered to. NRCS Grant: The State Office requested us to apply for it so we are going after it with the help of Merchant McIntyre. The grant will fund two-three day workshops for NRCS or Ducks staff. We are working on the budget now, we will probably end up requesting \$300-350k. IT updates are coming along well. The last round of COVID federal funding will allow us to upgrade our campus fiber to the single mode fiber and place the main hub in the Union, where we have the backup generator.

Admissions & Outreach Report. We are still continuing to do visits on campus - it continues to be a challenge to get into high schools to recruit. We are trying to get spring visits set up, but are having marginal success at this time. We will be focused on hosting program days on our campus once a month in order to get students on campus. One change we decided to make for the rest of this semester is to remove the \$25 application fee. The idea is to remove this barrier hoping it will increase enrollment. Schears noted that we did not make this decision as a knee jerk decision, statistics on the website show we are losing 100 hits on the application when students get to the step where payment is required. We hope this change will at least get them in the admissions pipeline and the conversion rate for enrollment will increase significantly. This change will be reevaluated in fall to determine the success. Kayla Luera is doing great work in a 4-county radius to increase information to area superintendents about the junior/senior program options. Brewster has requested information, we have had meetings with Colby administration, parents and students, and conversations are being held with Cheylin, St. Francis, Weskan and Sharon Springs.

On the marketing side, Jordan is working on collecting video on each program. Schears noted we had a marketing director for a month, but no longer have one. This position needs will be discussed and reevaluated. One of the new features was to add a software that allows direct chat on the college's website. This has already been heavily used and we hope to see an impact on increased enrollment. We are also working with a group called Beesley on a 3-month trial basis to do some targeted marketing.

The enrollment report reflects that we are continuing to trail on enrollment compared to last year, but we are optimistic as our big enrollment months are traditionally March, April and May.

Student Life Activities & Discipline Report. Jason Showalter continues to serve as the point person for COVID-19. We are currently averaging 1-2 cases at a time. Testing has shifted from the County Health Department; we are now doing our own tests. The Health Department has issued us spit kits, which are as accurate as the nasal swab test. Students or staff members take the test and seal it, we then drop it at the Fed Ex pick up at the 24/7 Store and if we deliver by 11 am the results are available within 24-48 hours. The County is still helping with rapid testing for student athletes to meet participation guidelines. Cooperation has been excellent between the County and the College.

One of the biggest challenges seems to be participation in student life activities such as trivia, movie nights, etc. It seems either kids have gotten used to not many activities during the COVID times or they continue to be cautious.

The City of Goodland and Sherman County Sheriff's office did run the drug dogs through student housing recently. We are happy to report we didn't have any arrests. Discipline tickets are significantly down this year.

At 4:00 pm MT, the board took a five-minute break. The meeting reconvened at 4:05 pm MT.

President's Report. Current state-wide technical college conversations churn around apprenticeships and the need to figure out how to eliminate the bottleneck for employers at the state level in order to increase these opportunities.

The hot topic in the legislature right now is the push for colleges to get back in person or to provide significant reduction of costs to students. This would be a big hit on the universities and any two-year colleges in the same boat would not be able to absorb the impact. Schears commented that this is a concern, but since our college has been in session all year, we are not in a position to currently fear this type of legislation.

The legislature continues to show support for technical education and a positive attitude for the Excel in CTE program.

The KBOR Performance Agreement reports were reviewed by KBOR. Seven colleges were provided the opportunity to defend their performance results, of which the college was one. Each college must pass 4 of the 6 goals in order to get 100% of any new funding that may be provided by the state. The college was able to successfully defend our results. Even though our retention performance was lower than our goal, the college remains in the top one-third on overall retention rates in the state. In addition, Schears noted that when we deal with smaller numbers, percentages can be impacted easily. We missed the mark by 3%, which sounds significant, but technically that was only a loss of 4 students. Schears commented that COVID-19 did have an impact on some reporting this year, but pointed out to the Regents that next year many colleges are likely to struggle meeting many of their target goals due to the impact of COVID-19. Schears noted that besides retention, one of the college's goals is for students to complete and earn third party credentials, with COVID this past year and the college going online in March through the end of the semester most all of the testing was unable to be completed. In addition, many testing companies were also not open to provide the opportunity.

The Topside Aquatics agenda item is tabled indefinitely, as conversations have stalled at the moment. The group way back had talked about the potential of using some of the college's land south of the Elks for indoor lap and therapy pools, but ended up with another building/location in town. The group is having some issues with their current landlord, so they are potentially exploring additional options.

With the new Apple and NC3 partnership, the college is looking for new ways to grow and enhance the Cloud Computing & App Development Program. Plans are being explored in regards to how to promote and develop the "Everyone Can Code" initiative to a "Northwest Kansas Can Code" initiative. Working with area high schools to expand Excel in CTE offerings and building enrollment in the program through promotion of this partnership are new strategies the college is exploring.

The HLC visit for the Gove County location in Quinter is complete. Mike Zimmerman, Kayla Luera, Sherri Knitig, and Ben Schears traveled to Quinter to meet with the students, instructor and Myrna Perkins, HLC Peer Reviewer. Perkins met with students first, then met with administrators and then toured the facility and visited with Brad Wagoner, instructor. The visit took about an hour and only favorable comments were received from Perkins, who was excellent to work with, so we believe we should get HLC's official letter within thirty days or so approving the location.

Board Training. The monthly topic for board training this month is - governance and structure. Schears commented that most members understand the structure of the board having served a while, but many are new enough we hope to provide new insights. The idea of taking time each meeting to discuss topics will serve as refreshers and allow more in-depth conversations; and, perhaps maybe even identify the need for potential changes or clarifications. Schears referred to the Employee Handbook for this review. Schears commented that the handbook does an excellent job of laying things out clearly. The board's sole hiring and firing responsibility is the president of the college. The board hires the president to manage the day-to-day employees and operations of the college, and provides direction, support, and participates in planning for the institution as well as ensures adherence to policies. Schears noted that during his time at the college the board has always done an excellent job of allowing this process and not getting into any micromanaging of the day-to-day operations. The board has also adhered and been great about if any complaints come to them as board members, they contact the president with the information and allow him to react and respond to these items. The board in its entirety consists of 24-25 advisory members. Each advisory member is appointed by a participating school district, with the exception of one at-large member who is appointed by the Board to represent Sherman County and elected as the Assistant Treasurer. From the full board, officers (Chair, Vice Chair, Secretary, Treasurer) and committee chair (Faculty, Buildings & Grounds, Curriculum, Public Relations and Student Welfare) are elected to make up the 9-member Area Board of Control. The 9-member Area Board meets monthly to review and approve financials, recommendations, policies and any actions. This 9-member board must have a majority each month to meet quorum requirements. Once a year, the Annual Area Advisory meeting is held to organize for the year and a quorum of the full board is required at that meeting. Each year the board allows voting rights to all members in an effort to encourage as many members as possible at all meetings. The school districts in our 17-county approved service area choose to be a

participating district, sign an agreement, and pay a \$150 annual fee. This fee helps cover some of the meal costs and mileage reimbursements for members. The committees don't often have a lot of separate meetings, but in case of a student hearing, faculty hearing or building project, those committees may meet separately. Each committee chair, at the annual meeting, does share a report of items related to their areas. Additional policies reviewed were the Conflict of Interest and Emergency Authority Extended to the President.

The College completed the application for consideration, and was again designated as a Military Friendly institution.

Northwest Tech and the University of Birmingham were the two schools spotlighted in the launching of the Apple and NC3 partnership. This new partnership will focus on a train-the-trainer approach to enhance the "Everyone Can Code" initiative.

The Brewster visit to discuss the junior/senior option is at a great launching point. The NTHS induction ceremony originally scheduled for February 25, will be rescheduled at a later date.

Personnel & Legal. At 4:40 pm MT Brad Bucl moved for the board to conduct a twenty-minute executive session with senior administration for discussion of personnel and legal. Seconded by John Faber. Motion Carried. The meeting reconvened at 4:55 pm MT.

Resignation(s)/Termination(s): Drew Kaup, Head Softball Coach/Fleet Manager, Gavin Brown, Dorm Manager, and Travis Bockenstedt, Marketing Director. Brad Bucl moved to approve the termination (Kaup) and resignations (Brown, Bockenstedt) of the above employees, seconded by Mark Hanson. Motion carried. Appointment(s): Lena Haun, Admissions Representative. Billi Beckman moved to approve the above appointment, seconded by Brad Schick. Motion carried. Other: Schears noted that we are currently advertising for a Head Softball Coach, Respiratory Therapy Instructor, Marketing Director, Dean of Academic Advancement, and Housing Manager. The second reading of the new and improved Employee Handbook was held. Brad Schick moved to approve the Employee Handbook, seconded by Billi Beckman. Motion carried.

Other. None.

Board Member Remarks. Dan Wasson thanked all the members for coming and/or attending via Zoom.

Other. Ben Schears noted that he appreciates everyone serving on the board, and even though sometimes amidst the pandemic we have a few curveballs, we do still have many positive things happening on campus. Schears also noted his appreciation to the faculty and staff for having done an excellent job making things work this year.

At 5:00 pm MT Brad Bucl moved to adjourn the meeting, seconded by Mark Hanson. Motion carried.

Chairman

Secretary

Sherri Knitig, Recording Secretary

Plumbing Advisory Board Meeting

September 28, 2021

6:00 p.m MST

Zoom: <https://us06web.zoom.us/j/83813028498?pwd=SWNCbXFKbTFkajY5a2xZUTVHbzR3QT09>

Agenda:

1. Introductions
2. Proposed Curriculum
3. Equipment/facilities
4. Feedback/questions/suggestions
5. Letters of support
6. Potential instructors – help us recruit!!

Attendance:

Ben Schears, President, NWKTC

Lisa Blair, Dean of Academic Advancement, NWKTC

Julica Oharah, Director of Sherman County Community Development

Mike McClure, owner of McClure Plumbing and Heating

Dennis Howard, retired plumber, Tribune, KS

Absent (but interested)

Jared Sowers, owner, Comfort Source, Bird City, KS

Travis Williams, plumber, Wakeeney, KS

Minutes

The meeting was called to order at 6:00 p.m. MST. Following introductions, Lisa Blair presented an overview of the plumbing program and curriculum. Discussion regarding the curriculum resulted in unanimous approval of the way the NCCER modules were converted into credit-bearing classes, along with the junior/senior pathway to get high school students involved in plumbing. The group also approved the AAS pathway and general education classes (including the first year student seminar).

Lisa Blair described the plan to use the currently unoccupied half of the carpentry building as the space for the plumbing program. Based on the materials list provided by NCCER, the facility will be equipped with lab stations that are partially plumbed allowing students to practice for testing, installing and repairing tasks.

Lisa also mentioned her efforts to reach out to NCKTC department chair Robert Chitty to discuss the NCKTC program and to visit their facilities for ideas on how to build out the lab space.

President Schears briefly mentioned that grant applications that are available to fund the start-up of the program. One of our proposals is a Congressionally Directed Spending request, which is in progress in the U.S. Congress, sponsored by Senator Moran.

Lisa asked for input or suggestions regarding any aspect of the plumbing program proposal from the committee. Committee members expressed satisfaction with the plans so far, and expressed their desires that students adequately develop plumbing skills along with the soft skills such as accountability, reliability, problem solving, etc. They expressed the need for students to have the full two years of training and practice, which is not always the case at other schools or training facilities.

The members also expressed strongly that they believe this program should be a stand-alone plumbing program, not blended with HVAC. They agreed that NWKTC may also pursue an HVAC program, and they wished it to remain separate from the plumbing program.

Lisa Blair requested letters of support. At this point, Sherman County Community Development had submitted one and McClure Plumbing and Heating submitted their letter. Dennis Howard indicated that both he and another professional would send letters this week.

When asked for ideas about potential instructors, both Mike and Dennis indicated it may be difficult to find someone, as plumbers are so rare that anyone who is currently working would not have time to teach, and anyone who is retired may not be interested in teaching. Ben reviewed the pay rate for technical instructors at the college, and reiterated that we would hope to hire someone in January (assuming our proposal is approved by the TEA and KBOR). We plan to have the new instructor building the lab space during spring semester, and then in the fall we would start enrolling students.

Following general discussion about the state of plumbing and lack of plumbers, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Lisa Blair
Dean of Academic Advancement
NWKTC

C&A Meeting - 10/1/2021

Committee Members: Kerri Bellamy, Jason Cook, Joseph Dobbs, Michaela Kaus, Dennis Misurell, Jack Polifka, Rachel Schears, Lois Seibert, Jeremy Skrdlant, Lynda Welch, Shea Vrbka, Michael Zimmerman, Trista Zimmerman, Lisa Blair, Sylvia Shores, Christa Bergsma

Members in attendance: Jeremy, Jason, Trista, Lois, Rachel, Jack, Joseph, Sylvia, Lisa, Christa, Lynda, Shea, Dennis

Dennis - Proposal for New Course – Intermediate Algebra with Review – MATH 112

- KCOG members are redesigning developmental math courses and developing math “pathways” in order to accelerate learning.
- KBOR minutes from a December 2020 meeting contain this set of directives from the Future of Higher Education Council:
 - 1) Implement/incentivize systemwide corequisite remediation in math and English**
- *Board staff will survey institutions in Spring 2021 to obtain feedback about the timeline for implementation and plans to implement systemwide corequisite remediation by July 2022.*
 - 2) Develop a plan to address implementing math pathways**
- *Board staff recommends beginning work on a plan next academic year.*
- Budgetary constraints in state funding suggest that purely “developmental” courses (non-transferable) will lose fiscal support in the near future. Beginning Algebra is considered to be such a developmental course.
- Northwest Tech already has committed to acceleration with corequisite remediation by removing Pre-Algebra and Fundamentals of Math from its schedule of offered courses.
- Both the Beginning Algebra with Review and the Technical Math with Review courses this year are on track to have pass rates of over 85%. Most students are proving that we can accelerate student learning with additional teacher time and attention.
- Providing corequisite support while achieving Intermediate Algebra learning outcomes is a rational acceleration of learning. There is considerable overlap in topics between the two courses.
- By combining the material in the Beginning Algebra and the Intermediate Algebra courses into a single five credit hour course, we cut the time spent on mathematics in half for most students and we provide students with transferable math credits (within Kansas) at the end of the course.
- Intermediate Algebra will be able to serve as the “gateway” course for two typical math “pathway” courses, Elementary Statistics and College Algebra.

Programs Affected:

In Spring 2022, CSI will serve as the test program.

Eventually all programs that require Beginning or Intermediate Algebra classes in their programs will be affected: CSI, RT, BT, ET, CC, AG, MA (optional)

Modality: Face to Face (preferred), Hybrid (as sports and program schedules may require eventually), No completely online options.

See proposed syllabus in ‘21/22 - Files’ folder in C&A Drive

Discussion: How will 5 credit hours change programs? No change, already scheduled for 5 credit hours, but hybrid could be an option if necessary.

Committee voted to approve proposal for New Course – Intermediate Algebra with Review – MATH 112

Lisa - Proposal for Plumbing Program

- See proposed plumbing program in '21/22 - Files' folder in C&A Drive
- Proposal has support from area plumbers and economic development agencies as well as 3 letters of support.
- Concerns include finding instructors
- The hope is to get approval this semester and hire instructors next semester to begin building the program, facilities, enrollment, etc.

Discussion - 2nd year, spring semester is 13 credits and includes computer fundamentals. Many students transfer computer fundamentals from other institutions. This would leave 10 credits or less than full time. Committee suggested adding 'Occupational Work Experience and/or Special Projects' for 4 credits to ensure students full time status.

- Program will be located in the carpentry building, currently the carpentry side of the facility is being updated. Plumbing side will need updates as well.
- Jr/Sr Option = 1, 2 Semesters, 34 credits, Cert B
- AAS Degree = 1,2,3,4 Semesters 64 credits, Cert B, C & AAS
- With industry experience, students will be able to sit for licensure exams

Committee voted to approve proposal for plumbing program

Next meeting will be Wednesday, Oct 6th @ 2:00 in Cosmetology and through Zoom.