New Program Request Form
CA1

General Information

Institution submitting proposal	Colby Community College
Name, title, phone, and email of person submitting the application *(contact person for the approval process)*	Tiffany Evans, Ph.D. Vice President of Academic Affairs Tiffany.Evans@colbycc.edu 785-460-5403 (office); 704-654-1417 (mobile)
Identify the person responsible for oversight of the proposed program	Aaron Thayer Welding Instructor Aaron.Thayer@colbycc.edu 785-877-6701 (office); 785-302-1720 (mobile)
Title of proposed program	Welding Technology/Welder
Proposed suggested Classification of Instructional Program (CIP) Code	Welding Program Alignment CIP:48.0508
CIP code description	A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards.
Standard Occupation Code (SOC) associated to the proposed program	51-4121 Welders, Cutters, Solderers, and Brazers 51-4122 Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
SOC description	51-4121 Use hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. 51-4122 Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Includes workers who operate laser cutters or laser-beam machines.
Number of credits for the degree and all certificates requested	16 Credit Hours for Level I Welding Certificate (CertA) 32 Credit hours for Level II Welding Certificate (CertB)
Proposed Date of Initiation	Fall 2021
Specialty program accrediting agency	AWS SENSE (American Welding Society)

Industry certification	AWS (American Welding Society)

Signature of College Official _____ Date 8-3-21

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.

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

Program Rationale:

Norton Correctional Facility (NCF) is located in the Colby Community College (CCC) service area. CCC has been an NCF educational partner since 2010, and in 2021 was awarded the bid to be NCF's educational provider. The College successfully offers the following programs at NCF: work and life skills training, GED programming, Work Keys certifications, manufacturing skills, telecommunications certifications, and the renewable and sustainable energy program.

According to the American Welding Society (AWS) Learning, welding education in prisons makes good sense. Prison educational programs can help reduce the severity of the ever-growing skills gap that threatens to leave thousands of jobs unfilled. AWS estimates that in 2020, there was a shortage of nearly 300,000 welding-related positions. Research[1] [2] [3] and evidence has shown that welding education in prisons also reduces recidivism. Recidivism is measured by criminal acts that resulted in re-arrest, reconviction, or return to incarceration with or without a new sentence during a three-year period following the prisoner's release. Recidivism is a not just a problem for offenders who must return to incarceration; it is a problem for state governments and taxpayers. Among all the technical trades that are offered, welding is proving to be the most successful for recidivism because American employers are in desperate need of welders.[4]

In collaboration with the Kansas Department of Corrections (KDOC), NCF, and business and industry partners, CCC explored the possibility of expanding the existing NCF welding laboratory and offering Certificates A and B in welding from NCF.

After research and exploration, it was determined that NCF residents did have interest in pursuing certificate-bearing credentials in welding at NCF, that NCF administrators were in support, and that business and industry members felt that residents would be employable after program completion and release (see Appendix A).

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[1] https://awo.aws.org/2016/08/welding-education-in-correctional-facilities-spurring-positive-change/

[2] https://www.npr.org/2015/09/07/437589596/amid-a-shortage-of-welders-some-prisons-offer-training

[3] https://www.gptc.edu/former-inmates-earn-welding-certification-through-dekalb-county-sheriffs-office-training-program-at-gptc/

[4] https://awo.aws.org/2016/08/welding-education-in-correctional-facilities-spurring-positive-change/

CCC has built the curriculum for the welding certificate through the lens of best practices of sister institutions, the needs and recommendations of business and industry, and the best practices of AWS. The Advisory Board is comprised of CCC faculty, CCC and NCF administrators, and will be seeking out business and industry partners in early fall 2021.[5]

Catalog Description:

The demand for highly skilled welders continues to grow each year, and with the number of open jobs quickly outpacing the number of professionals entering the industry, the opportunities to pursue a career in the field of welding are significant.

The Colby Community College (CCC) Welding Technology Program at the Norton Correctional Facility (NCF) prepares residents for careers as welding professionals in a wide array of career sectors, including manufacturing, fabrication, maintenance, and the construction trades. Through a balanced blend of class and lab time, the certificate programs create an environment that helps develop students to be confident in, and prepared for, the contemporary industrial technology workplace.

Students learn shielded metal arc welding, gas tungsten arc welding, core wire welding, and gas metal arc welding. Graduates of this program have the opportunity to pursue careers as general welders, layout technicians, cutters, fabricators and even entrepreneurs (independent welding contractors). Other career opportunities include brazing in the construction, manufacturing, and utilities industries. Specific job titles include welding technician, supervisors, inspectors, instructors, and shop owners.

The CCC Welding program at the Norton Correctional Facility allows residents the opportunity to complete certificates at two levels. The Level I (Cert A) Welding certificate is for students who intend to seek entry-level employment. The Level II (Cert B) certificate is for students interested in advancing their skill and knowledge level beyond Level I and securing higher level employment. All graduates will be eligible to sit for the AWS (American Welding Society) Certification exam.

NCF students are required to maintain the same standards regarding grades, academic integrity, and behavior as all CCC students.

Program Objectives (students):

- Apply safe working practices while welding and cutting.
- Produce quality oxy-acetylene welds and cuts.
- Demonstrate shielded metal arc welding skills.
- Demonstrate gas metal arc welding skills.
- Prepare quality welds using brazing processes.
- Demonstrate gas tungsten welding.
- Demonstrate effective mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening and time management skills.
- Successfully develop a resume and cover letter.

[5] CCC personnel learned that the KDOC contract for NCF had been awarded in late June 2021.

- Demonstrate effective interview techniques and essential soft skills.

Program Objectives (College)

- Stay connected with employers within the state of Kansas to determine employment, skill, and knowledge needs.
- Provide professional welding training for North West Kansas
- Direct program completers to viable employment opportunities
- Serve as the pipeline for program completers entering the work force
- Employ instructors with up-to-date industry knowledge
- Maintain up-to-date curriculum

Admission Requirements

Any person who qualifies in one or more of the following categories is eligible for admission:

- A high school or home school graduate.
- A holder of a G.E.D. Certificate of high school equivalency.
- A person 18 years or older with the ability to benefit.

Graduation Requirements

- Application for graduation filed with the CCC Registrar's Office one semester prior to registration for the student's final semester.
- Successful completion (passing grade) of all credit hours required for completion of the certificate program (repeated courses count only once)
- A grade point average of 2.00 (both CCC and cumulative)

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. ***See Appendix A for support letter.***
- 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.
  CCC currently does not currently have any active business and industry partnerships for the welding program. Once the program is formally approved, CCC will secure business and industry partnerships for the Advisory Board and as potential employers for completers.

Kansas Long-Term Occupational Projections, 2018 to 2028

Occupational Code	51-4121
Occupational Title	Welders, Cutters, Solderers, and Brazers
Employment	
Base Year 2018	6,766
Projected Year 2028	7,062
Change in Employment	
Numerical	296
Percent	4.4%
Percent: Annual	0.4%
Openings due to	
Exits	1,770
Exits: Annual	177
Transfers	5,806
Transfers: Annual	581
Numerical Change	296
Numerical Change: Annual	30
Total {1}	
Openings	7,872
Openings: Annual	788
Wages {2}	
Annual Mean	$43,710
Annual Median	$41,220
Education and Training {3}	
Typical Education Needed for Entry	High school diploma or equivalent
Work Experience in a Related Occupation	None
Typical On-the-Job Training Needed to Attain Competency	Moderate-term on-the-job training
Percent Distribution {4}	
Base Year 2018	-
Projected Year 2028	-

Kansas 10 Year (Long-Term) **Job Outlook: 2018-2028 (abridged version)**
51-4121 Welders, Cutters, Solderers, and Brazers
Employment--Base Year 2018: 6,766
Employment—Projected Year 2028: 7,062
Change in Employment: 4.4%
Openings: 7,872
Annual Openings: 788
Annual Wages--Mean: $43,710
Annual Wages--Median: $41,220
Typical Education Level: High school diploma or equivalent
Typical On-the-Job Training: Moderate-term on-the-job training

O*NET Wage Data for Welders, Cutters, Solderers, and Brazers

- In Kansas:
  Workers on average earn $41,380.
  10% of workers earn $30,190 or less.
  10% of workers earn $61,700 or more.

- In the United States:
  Workers on average earn $44,190.
  10% of workers earn $30,640 or less.
  10% of workers earn $66,250 or more.

US Bureau of Labor Statistics
Job Outlook: Employment of welders, cutters, solderers, and brazers is projected to grow 3 percent from 2019 to 2029, about as fast as the average for all occupations.

Job Prospects: Overall job prospects will vary with the worker's skill level. Job prospects should be good for welders trained in the latest technologies. However, welders who do not have up-to-date training may face strong competition for jobs.

Supporting the Perkins Comprehensive Local Needs Assessment
The local needs assessment notes that the American Welding Society (AWS), the welding shortage will reach a deficit of 400,000 by 2024. Older welders are reaching retirement age, and younger welders aren't replacing them fast enough, In fact, the average age of a welder is 55, and fewer than wo percent are under the age of 35 (page 24, *Comprehensive Local Needs Assessment*). The local needs assessment also states that based on labor market data, that post secondary welding program should be offered in the region and that there is evidence of local demand (page 39, *Comprehensive Local Needs Assessment*).

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.

Similar Programs in Kansas

- Barton Community College - Great Bend, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 104
  - Number of Program Graduates: 77
  - Number of Graduates Existing the System and Employed: 70
  - Annual Median Wage of Graduates Exiting and Employed: $16,703
  - Distance from Norton Correctional Facility: 158 miles

- Butler Community College--El Dorado, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 38
  - Number of Program Graduates: 14
  - Number of Graduates Existing the System and Employed: 7
  - Annual Median Wage of Graduates Exiting and Employed: $30,130
  - Distance from Norton Correctional Facility: 269 miles

- Coffeyville Community College - Coffeyville, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 38
  - Number of Program Graduates: 16
  - Number of Graduates Existing the System and Employed: 13
  - Annual Median Wage of Graduates Exiting and Employed: $39,538
  - Distance from Norton Correctional Facility:392 miles

- Cowley County Community College -Arkansas City, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 74
  - Number of Program Graduates: 19
  - Number of Graduates Existing the System and Employed: 16
  - Annual Median Wage of Graduates Exiting and Employed: $37,075
  - Distance from Norton Correctional Facility: 318 miles

- Dodge City Community College -Dodge City, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 44
  - Number of Program Graduates: 10
  - Number of Graduates Existing the System and Employed: 5
  - Annual Median Wage of Graduates Exiting and Employed: $37,185
  - Distance from Norton Correctional Facility: 159 miles

- Flint Hills Technical College -Emporia, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 41
  - Number of Program Graduates: 22
  - Number of Graduates Existing the System and Employed: 14

  - Annual Median Wage of Graduates Exiting and Employed: $39,308
  - Distance from Norton Correctional Facility: 281 miles

- Fort Scott Community College- Fort Scott, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 108
  - Number of Program Graduates: 49
  - Number of Graduates Existing the System and Employed: 23
  - Annual Median Wage of Graduates Exiting and Employed: $27,457
  - Distance from Norton Correctional Facility: 399 miles

- Garden City Community College -Garden City, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 58
  - Number of Program Graduates: 18
  - Number of Graduates Existing the System and Employed: 14
  - Annual Median Wage of Graduates Exiting and Employed: $31,210
  - Distance from Norton Correctional Facility: 174 miles

- Highland Community College - Highland, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 64
  - Number of Program Graduates: 15
  - Number of Graduates Existing the System and Employed: 12
  - Annual Median Wage of Graduates Exiting and Employed: $36,838
  - Distance from Norton Correctional Facility: 247 miles

- Hutchinson Community College -Hutchinson, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 90
  - Number of Program Graduates: 31
  - Number of Graduates Existing the System and Employed: 18
  - Annual Median Wage of Graduates Exiting and Employed: $35,811
  - Distance from Norton Correctional Facility: 233 miles

- Independence Community College - Independence, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: N/R
  - Number of Program Graduates: N/R
  - Number of Graduates Existing the System and Employed: N/R
  - Annual Median Wage of Graduates Exiting and Employed: N/R
  - Distance from Norton Correctional Facility: 371 miles

- Johnson County Community College -Overland Park, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 116
  - Number of Program Graduates: 11
  - Number of Graduates Existing the System and Employed: 11
  - Annual Median Wage of Graduates Exiting and Employed: $42,981

- Distance from Norton Correctional Facility: 318 miles

- Kansas City Kansas Community College-Kansas City, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 105
  - Number of Program Graduates: 42
  - Number of Graduates Existing the System and Employed: 31
  - Annual Median Wage of Graduates Exiting and Employed: $43,132
  - Distance from Norton Correctional Facility: 314 miles

- Labette Community College – Parsons, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 108
  - Number of Program Graduates: 49
  - Number of Graduates Existing the System and Employed: 23
  - Annual Median Wage of Graduates Exiting and Employed: $27,457
  - Distance from Norton Correctional Facility: 385 miles

- Manhattan Area Technical College - Manhattan, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 35
  - Number of Program Graduates: 28
  - Number of Graduates Existing the System and Employed: 20
  - Annual Median Wage of Graduates Exiting and Employed: $32,860
  - Distance from Norton Correctional Facility: 199 miles

- Neosho County Community College- Chanute, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 151
  - Number of Program Graduates: 91
  - Number of Graduates Existing the System and Employed: 34
  - Annual Median Wage of Graduates Exiting and Employed: $23,613
  - Distance from Norton Correctional Facility: 361 miles

- North Central Kansas Technical College -Beloit, KS (Manufacturing, Welding Engineering Technology/Technician, Assoc/Cert 15.0614; Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)

  Welding Engineering Technology/Technician
  - Declared Majors: N/R
  - Number of Program Graduates: N/R
  - Number of Graduates Existing the System and Employed: N/R
  - Annual Median Wage of Graduates Exiting and Employed: N/R

Welding Technology/Welder
- Declared Majors: 37
- Number of Program Graduates: 14
- Number of Graduates Existing the System and Employed: 12
- Annual Median Wage of Graduates Exiting and Employed: $40,146
- Distance from Norton Correctional Facility: 99 miles

- Northwest Kansas Technical College -Goodland, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 35
  - Number of Program Graduates: 26
  - Number of Graduates Existing the System and Employed: 20
  - Annual Median Wage of Graduates Exiting and Employed: $34,154
  - Distance from Norton Correctional Facility: 119 miles

- Salina Area Technical College -Salina, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 53
  - Number of Program Graduates: 20
  - Number of Graduates Existing the System and Employed: 15
  - Annual Median Wage of Graduates Exiting and Employed: $34,822
  - Distance from Norton Correctional Facility: 175 miles

- Seward County Community College -Liberal, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 31
  - Number of Program Graduates: 7
  - Number of Graduates Existing the System and Employed: 5
  - Annual Median Wage of Graduates Exiting and Employed: N/R
  - Distance from Norton Correctional Facility: 238 miles

- Washburn University Institute of Technology -Topeka, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 195
  - Number of Program Graduates: 83
  - Number of Graduates Existing the System and Employed: 53
  - Annual Median Wage of Graduates Exiting and Employed: $31,156
  - Distance from Norton Correctional Facility: 254 miles

- Wichita Area Technical College – Wichita, KS (Manufacturing, Welding Technology/Welder, Assoc/Cert 48.0508)
  - Declared Majors: 123
  - Number of Program Graduates: 40
  - Number of Graduates Existing the System and Employed: 44
  - Annual Median Wage of Graduates Exiting and Employed: $32,306
  - Distance from Norton Correctional Facility: 260 miles

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

Course Listing
Level I (CertA) Welding Certificate

This certificate is for students seeking an entry-level welding position after completion. Students must successfully complete the WD 155 OSHA Safety 10 course before attempting any other welding course.

Course Requirements (16 credits)

WD 155	OSHA Safety 10	1 credit hour
WD 120	Oxy Acetylene and Safety	3 credit hours
WD 130	Gas Tungsten Arc Welding	3 credit hours
WD 150	Shielded Metal Arc Welding	3 credit hours
WD 160	Gas Metal Arc Welding	3 credit hours
WD 180	Pipe Layout and Blueprint Reading	3 credit hours

Recommended Course Sequence
Semester I: WD 155 (must complete before any other coursework is attempted); WD 120; WD 130

Semester II: WD 140; WD160; WD 180

Level II (CertB) Welding Certificate

The Level II (CertB) certificate is for students interested in advancing their welding skill level and welding knowledge beyond the Level I (CertA) certificate.

Course Requirements (32 credit hours)

Level I Certificate Requirements		16 credit hours
WD 210	Advanced GTAW	4 credit hours
WD 220	Advanced GMAW	4 credit hours
WD 240	Advanced SMAW	4 credit hours
WD 260	Specialized Welding	4 credit hours

Recommended Course Sequence
Semester I: WD 210 and WD 240

Semester II: WD 220 and WD 260

Acronyms List
GMAW: gas metal arc welding
GTAW: gas tungsten arc welding
MIG: metal inert gas
OSHA: Occupational Safety and Health Administration
SMAW: shielded metal arc welding
TIG: tungsten inert gas

Welding Positions
1 refers to a flat position – either 1F or 1G
2 refers to a horizontal position – either 2F or 2G
3 is a vertical position – either 3F or 3G
4 is an overhead position – either 4F or 4G

Course Descriptions

WD 155
OSHA Safety 10
Prerequisite: None
Credit Hours: 1
This course focuses on OSHA standards and ensuring proper safety techniques.

WD 120
Oxy Acetylene and Safety None
Prerequisite: WD 155 OSHA 10
Credit Hours: 3
Course topics include: oxy acetylene welding, cutting, and repair. Safety rules and their interpretation for using oxy acetylene equipment are emphasized. This class will delve in the technology of systems used in contemporary welding, manufacturing, construction, power/energy, transportation, fabrication, and piping processes.

WD 130
Gas Tungsten Arc Welding Reading
Prerequisite: WD 155 OSHA 10
Credit Hours: 3
This lab-based course is designed to give students practical work experience working with GTAW/TIG welding. Students will learn to properly set up and operate GTAW/TIG welding equipment, and to weld in all positions on pipe.

WD 140
Shielded Metal Arc Welding
Prerequisite: WD 155 OSHA 10
Credit Hours: 3
Course topics include: the SMAW process, the safe and correct set up of the SMAW workstation, associate SMAW electrode classifications, the demonstration of proper electrode selection, how to perform basic SMAW welds on selected weld joints, and how to perform accurate visual inspection of welds.

WD 160
Gas Metal Arc Welding
Prerequisite: WD 155 OSHA 10
This lab-based course is designed to give students expanded practical work experience in GMAW. Students will study the various components of the GMAW process, will learn to properly set up and operate MIG welding equipment to weld 1F, 1G, 2F, and 2G positions.

WD 180
Pipe Layout and Blueprint Reading
Prerequisite: WD 155 OSHA 10, WD 130 Gas Tungsten Arc Welding, WD 140 Shielded Metal Arc, WD 160 Gas Metal Arc Welding
Credit Hours: 3
This course spans the study of industrial production and fabrication of piping formations and processes. Emphasis is placed on terminology, symbols, and industry standard welding processes. Students will demonstrate their ability to interpret industry plans and drawings, as well as the application of fabrication and layout skills.

WD 210
Advanced Gas Tungsten Arc Welding
Prerequisite: Level I Certification
Credit Hours: 4
Course topics include: the GTAW/TIG gas tungsten welding process, demonstration of the safe and correct set up of the TIG workstation, the relationship between the TIG electrode and filler metal classifications, the building of proper electrode and filler metal selection and use, the build pads of weld beads with selected electrodes and filler material in the vertical and overhead positions, basic TIG welds on selected weld joints, and the proper visual inspection of TIG welds.

WD 220
Advanced Gas Metal Arc Welding
Prerequisite: Level I Certification
Credit Hours: 4
Course topics include: the GMAW/MIG process, the safe and correct set up of the MIG workstation, associate MIG electrode classifications with base metals and joint criteria, the demonstration of proper electrode selection, the building of pads of weld beads with selected electrodes in the vertical and overhead positions, basic MIG welds on selected weld joints, and the proper visual inspection of MIG welds.

WD 240 Advanced Shielded and Metal Arc Welding
Prerequisite: Level I Certification
Credit Hours: 4
Course topics include: the SMAW process, demonstration of the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria, the demonstration of proper electrode selection and use, the building of pads of weld beads with selected electrodes in the vertical and overhead positions, perform basic SMAW welds on selected weld joints, and perform proper visual inspection of welds.

Program Accreditation

CCC will offer a credit and credential-bearing (CertA and CertB) program in welding at NCF. The CCC welding program is not designed for the welding hobbyist or home welder, but rather for the student seeking a high-wage and high-demand welding career, afforded through a certified and accredited welding program. The CCC program will follow the state welding curriculum alignment and will pursue American Welding Society accreditation.

Faculty

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

Job Summary: Responsible for providing welding instruction at Norton Correctional Facility.

Qualifications:
Required:

- Have a minimum of 4,000 hours of valid occupational experience in welding.
- Have a GED or High School diploma and be willing to meet all requirements and standards established by the Kansas Board of Education for certification as a Career Technical Instructor or Kansas Board of Regents for approval as a Career Technical Instructor.
- Hold or be willing to obtain a relevant industry certification.
- Excellent organizational and communication skills
- Valid driver's license.
- Immunization records up-to-date.

See ***Appendix B*** for resume of hired instructor, Mr. Aaron Thayer. Mr. Thayer is currently his completing his AWS Certified Welding Educator certification, and will take his certification exam in September 2021.

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.**
- 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. ***See Appendix C for a full list welding equipment already at NCF.***

Program Review and Assessment

- Describe the institution's program review cycle.

Program Review Cycle: All programs at CCC are reviewed on a three-year cycle. Classes are reviewed each semester.

Overview of Assessment at Colby Community College:

CCC assesses student learning at three different levels:

1. General Education
2. Program Education

3. Course Education

The CCC assessment program was established to enhance the quality and effectiveness of the curriculum, programs, and services of the College. The institution-wide assessment activities focus on analytical, quantitative, communicative, and aesthetic skills. Each department conducts assessment activities that address discipline-specific learning goals. Courses are assessed each semester, and full program assessment occurs on a three-year cycle.

The CCC general student outcomes are below:

For each degree offered there is a specifically defined core curriculum. The courses may vary among degrees, but are all designed to prepare students for success in their chosen fields, both in additional academic endeavors as well as in the workplace. CCC has identified the following expectations for all completing students:

1. Demonstrate effective oral communication.
2. Communicate effectively in writing.
3. Apply critical thinking skills.
4. Integrate a variety of techniques for problem solving.
5. Utilize technology relevant to their field of study.
6. Evaluate cultural awareness in student's life.

CCC recognizes the increasing importance of soft skills in the contemporary marketplace, and the need to integrate these skills into all curriculum, including that which is taught at NCF. CCC has placed an emphasis on embedding and blending the essential soft skills throughout its curriculum, and consistently emphasizes the importance of career preparedness and workplace readiness. All CCC correctional education faculty and staff, will devote some instructional and guidance time on the essential soft skills.

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 ***See Appendix D***
    - Governing Board ***See Appendix D***
      (including a list of all Board members and indicate those in attendance at the approval meeting)

Program Advisory Committee

- Dr. Tiffany Evans, VPAA, CCC
- Brandon Gay, Program Coordinator, CCC (NCF-based)
- Aaron Thayer, Welding Faculty, CCC (NCF-based)
- Derrek Reilly, Technical Faculty, CCC
- Nance Munderloh, Director of Adult Education, CCC
- Hazel Peterson, Warden, NCF (NCF-based)
- Sara Collins, Assistant Warden, NCF (NCF-based)
- CCC will be seeking out business and industry partners in early fall 2021

Curriculum Committee

- Dr. Tiffany Evans, VPAA/Chair
- Brette Hankin, Registrar
- Autumn Hoffman, Chair, Nursing and Allied Health/Faculty
- Dana Juenemann, Faculty/Assessment
- Shanda Mattix, Chair, Agriculture/Faculty/Chair, Faculty Alliance
- Linda Nelson, Director of Advising
- Crystal Pounds, Chair, Business, Math, and Science/Faculty
- Todd Voss, Chair, Arts and Letters/Faculty

Governing Board

- Quintin Flanagin, Chair
- Donna Henry
- Audrey Hines, Treasurer
- Arlen Leiker, KACCT Representative
- Patrick Toth
- Jessica Vaughn, Vice Chair

Submit the completed application and supporting documents to the following:

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

Appendix A

HESS SERVICES, INC.
P.O. Box 843 / Hays, Kansas 67601 / www.hess-services.com
(888) 455-4377 toll free / (785) 625-9295 / (785) 625-4030 fax

20 March 2021

Mark Hess
Vice President of Operations
Hess Services, Inc.
2670 E. 9th St.
Hays, KS 67601

To Whom it May Concern:

I am writing in support of Colby Community College's venture to begin a Welding Program at the Norton Correctional Facility. President Seth Carter at Colby Community College is starting a sound program that will aid in the career placement of prisoners after release. At Hess Services, Inc. we have a program that allows prisoners to work in the plant both before and after their release.

Hess Services, Inc. designs, fabricates, repairs, grit blasts, and paints oilfield and industrial equipment including storage tanks, pressure vessels, piping truck mounted service rigs, well service rigs, and drilling rigs. Possessing a skill such as welding, will give each prisoner that takes part in the program an advantage toward their future. Welding is a highly skilled occupation that in turn pays well. Thus, affording them the ability to support themselves and any family they may have. I can say with certainty that Hess Services, Inc. would help employ said prisoners while they are incarcerated and after their release. We are always in need of skilled welders and the program that Colby Community College is starting will fit nicely into our hiring efforts.

I am giving my full support and commitment to Colby Community College in order for them to begin a Welding Program. This venture will be advantageous for Colby Community College, Norton Correctional Facility, Hess Services, Inc. and the prisoners, who's lives will be forever changed by the program's positive effects. I look forward to hearing about its success.

Sincerely,

Mark Hess
Vice President of Operations
Hess Services, Inc.

Appendix B

AARON THAYER

JOURNEYMAN PIPEFITTER/WELDER/FABRICATOR

Email: aaronmthayer@yahoo.com
Phone#: 785-302-1720
Address: 308 S. Pleasant St.
Stockton, Ks 67669

OBJECTIVE:

Seasoned Pipefitter/Welder seeking reliable employment with reputable company as a trade specific or maintenance worker/operator.

SKILLS & EXPERIENCE:

16 years of experience in heavy industrial construction. Worked throughout the trade as a Journeyman Instrument Fitter, Pipefitter, Pipe Welder, Foreman, General Foreman, Draftsman, and equipment operator. The different work environments/projects I have worked on include: Nuclear Facilities, Food Processing Plants, Coal-fire Power Plants, Ethanol/Bio-diesel Plants, Compressor Stations(both gas and oil), Pipelines(Welder & Fitter), Chemical Processing Plants, Oil Rig chasing(welding/fitting), Paper Mills, ect...

I possess the ability to read, interpret, design, and draft P&ID's, Isometric Drawings, and Blueprints. I pride myself on critical thinking, accuracy, quality, and efficiency when applying my trades. I've also managed work crews in the piping industry with great success.

I can fit and weld aluminium, stainless steel, carbon steel, duplex, alloy 20, hastelloy, inconel, and titanium. Trade related proficient welding processes include: GTAW, SMAW, MIG, FLUXCORE.

I have experience in the operation of heavy machinery: small cranes, carry decks, mini excavators, backhoes, telehandlers, forklifts, farm equipment, and many others should that pertain to any position I apply for.

Previous employers include: The Atlantic Group, TIC, Casey Industrial, Fagen, Wanzek, Willbros, Westcon, and many more. A detailed list is available if needed.

Recent employers:

-Wilkens Manufacturing
6/3/19-Current
Position- Welder/Fabricator

-ULG Skilled Trades
3/18/19-5/15/19
Position- Pipefitter

-Street Heating Plumbing & Electric
12/1/18-3/15/19
Position- Equipment Operator

-Thayer Fabrications(self employed)
2/5/16-11/30/18
Position- Welding and Fabrication

-Casey Industrial
10/2/15-1/20/16
Position- PipeFitter/Welder

-WB Services
3/1/12-8/25/15
Position- Pipefitter/Welder,Foreman, & GF

I thank you for your consideration and look forward to working for you.

REFERENCES:

Ryan Brown 785-476-5594
Troy Williams 785-737-6245
Tony Fisher 785-303-0904

This is a condensed Resume. An extensive one is available upon request.
Thank you for your Consideration.

Appendix C

WELDING--Existing Equipment at NCF

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
A CRIB	BENDER, HYDRALIC	NA	A	1		
A CRIB	KITS, WELDING TOOL - 7PC	ASSTD	A	12		
A CRIB	BLOCK AND TACKLE, CHAIN	LG	A	1		
A CRIB	SAW, CHOP	14"	A	1		
A CRIB	BODIES, TRACK TORCH	NA	A	4		
A CRIB	DRILL, CORDLESS	12V	A	2		
A CRIB	GRIDER, CORDLESS	4 1/2"	A	1		
A CRIB	GRINDER, ANGLE	4 1/2"	A	2		
A CRIB	GRINDER, ANGLE	4 1/2"	A	8		
A CRIB	HANDLE, TORCH	4'	A	1		
A CRIB	HANDLE, TORCH	NA	A	1		
A CRIB	HANDLES, TORCH	NA	A	8		
A CRIB	SHEAR, PWR	NA	A	1		
A CRIB	TORCH, HARRIS CUTTING	22"	A	2		
A CRIB	GRIDER, ANGLE	7"	A	6		
A CRIB	GRINDER, TUNGSTEN - 3PC	NA	A	1		
A CRIB	GUN, SPOOL	NA	A	1		
A CRIB	LIFTING CLAMPS	NA	A	1		
A CRIB	NAILER, BRAD	NA	A	1		
A CRIB	NIBBLER, PWR	NA	A	1		
A CRIB	SANDER, BELT	NA	A	1		
A CRIB	SAW, CIRCULAR	NA	A	1		
A CRIB	SAW, JIG	NA	A	1		
A CRIB	SAW, RECIPROCATING	NA	A	1		
A CRIB	SCALER, NEEDLE	NA	A	6		
A CRIB	TORCH, MOTORIZED HAND	NA	A	1		
A CRIB	ADJUSTABLE CIRCLE	NA	A	2		
A CRIB	ANGLE FINDER	NA	A	1		
A CRIB	BAR, CROW	SM	A	1		
A CRIB	BAR, CROW	LG	A	1		
A CRIB	BIT, REAMER	ASSTD	A	15		
A CRIB	CHAIN, LIFTING	ASSTD	A	2		
A CRIB	CHAIN, LOG	NA	A	1		
A CRIB	CHISEL, COLD	ASSTD	A	9		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
A CRIB	COMEALONG- CHAIN	NA	A	1		
A CRIB	COMPASS	SM	A	12		
A CRIB	CUTTER, HOLE	NA	A	1		
A CRIB	DRILL, CORDED	3/8"	A	1		
A CRIB	DRILL, CORDED	1/2"	A	2		
A CRIB	DRILL, SDS	NA	A	1		
A CRIB	FILE SET - 11 PC	ASSTD	A	1		
A CRIB	FILE, FLAT	10"	A	1		
A CRIB	FILE, FLAT	12"	A	1		
A CRIB	FILE, FLAT	9"	A	1		
A CRIB	FILE, FLAT	14"	A	4		
A CRIB	FILE, FLAT	12"	A	4		
A CRIB	FILE, ROUND	ASSTD	A	2		
A CRIB	FILE, SQUARE	12"	A	1		
A CRIB	FILE, TRIANGLE	ASSTD	A	2		
A CRIB	HAMMER, BALL PEIN	LG	A	2		
A CRIB	HAMMER, BALL PEIN	SM	A	2		
A CRIB	HAMMER, CHIPPING	NA	A	5		
A CRIB	HAMMER, MAGNETIC	SM	A	2		
A CRIB	HAMMER, PLASTIC TIP	SM	A	1		
A CRIB	HAMMER, PLASTIC TIP	LG	A	1		
A CRIB	HAMMER, PUNCH	SM	A	1		
A CRIB	HAMMER, SLEDGE	4LB	A	1		
A CRIB	HAMMER, SLEDGE	8LB	A	1		
A CRIB	HAMMER, WOOD	SM	A	2		
A CRIB	IRON, SOLERING	NA	A	1		
A CRIB	KNIFE, PUTTY	1 1/2"	A	2		
A CRIB	PLIERS, COMBINATION	LNG	A	3		
A CRIB	PLIERS, LINEMAN	LG	A	2		
A CRIB	PLIERS, LINEMAN	7"	A	4		
A CRIB	PLIERS, NEEDLENOSE	SM	A	5		
A CRIB	PLIERS, SIDE CUTTER	7"	A	5		
A CRIB	PUNCH	ASSTD	A	4		
A CRIB	PUNCH, CENTER	ASSTD	A	26		
A CRIB	SAW, HACK	12"	A	1		
A CRIB	SCISSORS	6"	A	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
A CRIB	SCREWDRIVER, PHILLIPS - 7PC	ASSTED	A	1		
A CRIB	SCREWDRIVER, STANDARD	4"	A	1		
A CRIB	SCREWDRIVER, STANDARD - 8PC	ASSTD	A	1		
A CRIB	SCREWDRIVER, STUBBY	1 1/2"	B	1		
A CRIB	SNIPS, TIN	10"	A	4		
A CRIB	SNIPS, TIN	12"	A	5		
A CRIB	STRIKERS	NA	A	17		
A CRIB	STRIPPERS, WIRE	8"	A	2		
A CRIB	WRENCH, PIPE	14"	A	1		
A CRIB	WRENCH, PIPE	10"	A	1		
A CRIB	WRENCH, PIPE	12"	A	3		
B CRIB	ADAPTER, SOCKET	3/8"	B	1		
B CRIB	APEX	6"	B	2		
B CRIB	BIT, NUT DRIVER - SAE - 6 PC	1/4" - 1/2"	B	1		
B CRIB	BIT, NUT DRIVER- MM - 6 PC	6MM - 12MM	B	1		
B CRIB	BIT, STEP	NA	B	1		
B CRIB	BITS, LATHE	ASSTD	B	18		
B CRIB	BOX, CHALK	NA	B	1		
B CRIB	BRUSH, WIRE	NA	B	6		
B CRIB	CALIPER, DIAL	6"	B	7		
B CRIB	CALIPER, DIGITAL	6"	B	9		
B CRIB	CALIPER, VERNIER	6"	B	4		
B CRIB	C-CLAMP	6"	B	3		
B CRIB	CHUCK, AIR	NA	B	1		
B CRIB	CLAMP, PIPE	ASSTD	B	7		
B CRIB	CLAMP, TABLE - 58PC	ASSTD	B	1		
B CRIB	CLAMP, VISE GRIP C	LG	B	1		
B CRIB	CLAMP, VISE GRIP C	11R	B	6		
B CRIB	CLAMPS, PANEL CLAMPS	NA	B	6		
B CRIB	DRESSER, STONE	NA	B	2		
B CRIB	DRILL, AIR	NA	B	1		
B CRIB	DRIVER, INSERT BIT	NA	B	1		
B CRIB	DRIVER, NUT - SAE - 7 PC	ASSTD	B	2		
B CRIB	EXTENSION, 3/8" DRIVE	6"	B	1		
B CRIB	EXTENSION, 3/8" DRIVE	3"	B	2		
B CRIB	FLASHLIGHT	NA	B	2		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
B CRIB	FLASHLIGHT, CORDLESS	12V	B	1		
B CRIB	FLASHLIGHT, CORDLESS	18V	B	1		
B CRIB	GUAGES, WIRE	NA	B	2		
B CRIB	GUN, PAINT	NA	B	1		
B CRIB	GUN, RIVET	SM	B	2		
B CRIB	HANDLE, TAP	LG	B	2		
B CRIB	HARNESS, SAFETY	NA	B	1		
B CRIB	INDICATOR, DIAL	NA	B	4		
B CRIB	JACK, BOTTLE	NA	B	1		
B CRIB	KEY, CHUCK	NA	B	3		
B CRIB	LANYARD, SAFETY	NA	B	1		
B CRIB	LEVEL	2'	B	1		
B CRIB	LEVEL	4'	B	2		
B CRIB	LEVEL, TORPEDO	SM	B	2		
B CRIB	LOCKOUT SET - 22PC	ASSTD	B	1		
B CRIB	MEASURE, TAPE	12'	B	13		
B CRIB	MULTI METER	NA	B	1		
B CRIB	NOZZLE, AIR	NA	B	2		
B CRIB	PLIERS, CHANNEL LOCK	SM	B	2		
B CRIB	PLIERS, CHANNEL LOCKS	LG	B	2		
B CRIB	PLIERS, CHANNEL LOCKS	NA	B	8		
B CRIB	PLIERS, HOSE CRIMP	9"	B	1		
B CRIB	PLIERS, SNAP RING	ASSTD	B	4		
B CRIB	PLIERS, VISE GRIP	7CR	B	2		
B CRIB	PROTRACTOR	NA	B	1		
B CRIB	PROTRACTOR	ASSTD	B	16		
B CRIB	RULER	5'	B	1		
B CRIB	RULER	4'	B	12		
B CRIB	SET, 3/8" DRIVE SOCKET - 12PC	ASSTD	B	1		
B CRIB	SET, 3/8" DRIVE SOCKET - 35PC	ASSTD	B	1		
B CRIB	SET, DIE - 85PC	ASSTD	B	1		
B CRIB	SET, EZ OUT - 12PC	ASSTD	B	1		
B CRIB	SET, TAP - 10PC	ASSTD	A	1		
B CRIB	SET, TAP - 15PC	ASSTD	B	1		
B CRIB	SET, TAP - MM - 16 PC	ASSTD	B	1		
B CRIB	SOCKET, 24MM W/ BAR	NA	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
B CRIB	SOCKET, 3/8" DRIVE	9MM	B	1		
B CRIB	SOCKET, 3/8" DRIVE	1/2"	B	1		
B CRIB	SOCKET, 3/8" DRIVE	5/8"	B	1		
B CRIB	SOCKET, 3/8" DRIVE	11MM	B	1		
B CRIB	SOCKET, 3/8" DRIVE	15MM	B	1		
B CRIB	SOCKET, 3/8" DRIVE	13MM	B	1		
B CRIB	SOCKET, 3/8" DRIVE	7/16"	B	2		
B CRIB	SOCKET, 3/8" DRIVE	9/16"	B	2		
B CRIB	SOCKET, 3/8" DRIVE	11/16"	B	2		
B CRIB	SOCKET, 3/8" DRIVE, DEEP	3/4"	B	1		
B CRIB	SOCKET, 3/8" DRIVE, DEEP	9/16"	B	1		
B CRIB	SOCKET, 3/8" DRIVE, DEEP	3/8"	B	1		
B CRIB	SOCKET, 3/8" DRIVE, DEEP	7/16"	B	1		
B CRIB	SOCKET, 3/8" DRIVE, DEEP	11/16"	B	1		
B CRIB	SOCKET, 3/8" DRIVE, DEEP	13/16	B	1		
B CRIB	SOCKET, 3/8" DRIVE, DEEP	5/8"	B	3		
B CRIB	SQUARE, COMBO	12"	B	19		
B CRIB	SQUARE, FRAMING	NA	B	9		
B CRIB	SQUARE, SPEED	NA	B	2		
B CRIB	SQUARE, T	NA	B	3		
B CRIB	VERDICT	NA	B	1		
B CRIB	WRENCH, BASIN	NA	B	1		
B CRIB	WRENCH, CHAIN	NA	B	1		
B CRIB	WRENCH, COMBINATION - MM	12MM	B	1		
B CRIB	WRENCH, COMBINATION - MM	22MM	B	1		
B CRIB	WRENCH, COMBINATION - MM	17MM	B	1		
B CRIB	WRENCH, COMBINATION - MM	9MM	B	1		
B CRIB	WRENCH, COMBINATION - MM	10MM	B	1		
B CRIB	WRENCH, COMBINATION - MM	13MM	B	1		
B CRIB	WRENCH, COMBINATION - MM	14MM	B	1		
B CRIB	WRENCH, COMBINATION - SAE	7/8"	B	1		
B CRIB	WRENCH, COMBINATION - SAE	9/16"	B	2		
B CRIB	WRENCH, COMBINATION - SAE	11/16"	B	2		
B CRIB	WRENCH, COMBINATION - SAE	5/8"	B	2		
B CRIB	WRENCH, COMBINATION - SAE	3/4"	B	2		
B CRIB	WRENCH, CRESCENT	10"	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
B CRIB	WRENCH, CRESCENT	6"	B	1		
B CRIB	WRENCH, CRESCENT	15"	B	1		
B CRIB	WRENCH, CRESCENT	8"	B	3		
B CRIB	WRENCH, CRESCENT	12"	B	6		
B CRIB	WRENCH, RATCHET - MM - 16 PC	ASSTD	B	1		
B CRIB	WRENCH, RATCHET - SAE - 13 PC	ASSTD	B	1		
B CRIB	WRENCH, RIVET GUN	NA	B	1		
B CRIB	WRENCH, SPANNER	ASSTD	B	8		
B CRIB	ADAPTER, SDS BIT	NA	B	1		
B CRIB	BIT, CHISEL	7"	A	6		
B CRIB	BIT, SDS	1/2" X 6	A	1		
B CRIB	BIT, SDS	3/8" X 6	A	1		
B CRIB	BRUSH, CUP	2 1/4"	B	2		
B CRIB	BRUSH, WIRE	NA	B	41		
B CRIB	VISE	NA	B	7		
B CRIB	CORD, EXTENSION	25' - 100'	B	2		
TOOLBOX 1	ADAPTER, CHUCK	NA	B	1		
TOOLBOX 1	ADAPTER, 1/2" DRIVE - 3/8" DRIV	1/2"	B	1		
TOOLBOX 1	ADAPTER, 3/8" DRIVE - 1/2" DRIV	1 1/2"	B	1		
TOOLBOX 1	ADAPTER, 3/8" DRIVE - 1/4" DRIV	1"	B	1		
TOOLBOX 1	BAR, 1/2" DRIVE BREAKOVER	14"	B	1		
TOOLBOX 1	BAR, 3/8" DRIVE BREAKOVER	9"	B	1		
TOOLBOX 1	EXTENSION, 1/2" DRIVE	3"	B	1		
TOOLBOX 1	EXTENSION, 1/2" DRIVE	10"	B	1		
TOOLBOX 1	EXTENSION, 1/2" DRIVE	5"	B	1		
TOOLBOX 1	EXTENSION, 1/4" DRIVE	6"	B	1		
TOOLBOX 1	EXTENSION, 1/4" DRIVE	2"	B	1		
TOOLBOX 1	EXTENSION, 1/4" DRIVE	1"	B	1		
TOOLBOX 1	EXTENSION, 1/4" DRIVE	3"	B	1		
TOOLBOX 1	EXTENSION, 3/8" DRIVE	1 1/2"	B	1		
TOOLBOX 1	EXTENSION, 3/8" DRIVE	6"	B	1		
TOOLBOX 1	EXTENSION, 3/8" DRIVE	3"	B	1		
TOOLBOX 1	RATCHET, 1/2" DRIVE	11"	B	1		
TOOLBOX 1	RATCHET, 1/2" DRIVE FLEX HEAD	12"	B	1		
TOOLBOX 1	RATCHET, 1/4" DRIVE	5"	B	1		
TOOLBOX 1	RATCHET, 3/8" DRIVE	8"	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	RATCHET, 3/8" DRIVE FLEX HEAD	9"	B	1		
TOOLBOX 1	RATCHET/WRENCH COMBO, 1/4"	NA	B	1		
TOOLBOX 1	WOBBLER, 1/2" DRIVE	3"	B	1		
TOOLBOX 1	WOBBLER, 1/4" DRIVE	1 1/2"	B	1		
TOOLBOX 1	WOBBLER, 3/8" DRIVE	2"	B	1		
TOOLBOX 1	WRENCH, RATCHET - MM	12 MM	B	1		
TOOLBOX 1	WRENCH, RATCHET - MM	13 MM	B	1		
TOOLBOX 1	WRENCH, RATCHET - MM	14 MM	B	1		
TOOLBOX 1	WRENCH, RATCHET - MM	10 MM	B	1		
TOOLBOX 1	WRENCH, RATCHET - MM	18 MM	B	1		
TOOLBOX 1	WRENCH, RATCHET - MM	15 MM	B	1		
TOOLBOX 1	WRENCH, RATCHET - MM	17 MM	B	1		
TOOLBOX 1	WRENCH, RATCHET - SAE	1/2"	B	1		
TOOLBOX 1	WRENCH, RATCHET - SAE	3/4"	B	1		
TOOLBOX 1	WRENCH, RATCHET - SAE	7/16"	B	1		
TOOLBOX 1	WRENCH, RATCHET - SAE	3/8"	B	1		
TOOLBOX 1	WRENCH, RATCHET - SAE	9/16"	B	1		
TOOLBOX 1	WRENCH, RATCHET - SAE	5/8"	B	1		
TOOLBOX 1	WRENCH, RATCHET - SAE	11/16"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	1"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	1 1/16"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	7/16"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	1 1/8"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	9/16"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	7/8"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	13/16"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	3/4"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	11/16"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	5/8"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	1 1/4"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	15/16"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	1/2"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	3/8"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	11/32"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	5/16"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - SAE	1/4"	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	WRENCH, IGNITION - SAE	15/64"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	5/16"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	3/16"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	13/64"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	5/32"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	1/4"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	7/16"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	3/8"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	9/32"	B	1		
TOOLBOX 1	WRENCH, IGNITION - SAE	7/32"	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	24 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	11 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	9 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	5 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	5.5 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	7 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	8 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	10 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	32 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	30 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	25 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	22 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	21 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	19 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	18 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	17 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	16 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	15 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	14 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	13 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	12 MM	B	1		
TOOLBOX 1	WRENCH, COMBINATION - MM	27 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	9 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	11 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	5.5 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	10 MM	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	WRENCH, IGNITION - MM	4 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	6 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	4.5 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	5 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	8 MM	B	1		
TOOLBOX 1	WRENCH, IGNITION - MM	7 MM	B	1		
TOOLBOX 1	BIT INDEX - 20PC	ASSTD	A	1		
TOOLBOX 1	BIT, INSERT	ASSTD	B	51		
TOOLBOX 1	BIT, INSERT - 37 PC	ASSTD	B	1		
TOOLBOX 1	GRINDER, DIE - 17 PC	NA	B	1		
TOOLBOX 1	INDEX, BIT - 14 PC	ASSTD	A	1		
TOOLBOX 1	INDEX, STEEL BIT	ASSTD	A	1		
TOOLBOX 1	TOOL SET (SM BLACK BOX) - 23PC	ASSTD	B	1		
TOOLBOX 1	WRENCH ROLL - 18 PC	ASSTD	B	1		
TOOLBOX 1	GEARS, PLASTIC (SM RED BOX)	ASSTD	B	10		
TOOLBOX 1	PLIERS, CRIMP	NA	B	1		
TOOLBOX 1	WRENCH, SPANNER	ASSTD	B	2		
TOOLBOX 1	WRENCH, SPANNER	ASSTD	B	7		
TOOLBOX 1	WRENCH, ALLEN - 9 PC	ASSTD	A	1		
TOOLBOX 1	WRENCH, ALLEN - MM - 10 PC	ASSTD	B	1		
TOOLBOX 1	WRENCH, ALLEN - MM - 10 PC	ASSTD	B	1		
TOOLBOX 1	WRENCH, ALLEN - MM - 15 PC	ASSTD	A	1		
TOOLBOX 1	WRENCH, ALLEN - MM - 9 PC	1.5MM - 10MM	A	1		
TOOLBOX 1	WRENCH, ALLEN - SAE - 10 PC	ASSTD	B	1		
TOOLBOX 1	WRENCH, ALLEN - SAE - 10 PC	ASSTD	B	1		
TOOLBOX 1	WRENCH, ALLEN - SAE - 12 PC	.050" - 3/8"	A	1		
TOOLBOX 1	WRENCH, ALLEN - SAE & MM - 12	ASSTD	A	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	1/4"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	5/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	3/8"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	9/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	7/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	1/2"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	7/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	3/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT - SAE	9/32"	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	SOCKET, 1/4" DRIVE - 12 PT- SAE	11/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	1/4"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	9/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	5/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	3/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	7/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	7/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	1/2"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	5/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	9/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - SAE	11/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT- SAE	3/8"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	5/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	7/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	9/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	1/2"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	9/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	1/4"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	5/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	3/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	7/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	11/32"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	3/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	7/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	1/4"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	11/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	5/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	3/4"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	7/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	13/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	9/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	5/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	1/2"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - SAE	3/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	3/4"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	7/8"	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	5/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	15/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	1"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	11/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	13/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	1/4"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	5/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	1/2"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	7/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	9/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - SAE	3/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 8 PT - SAE	3/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 8 PT - SAE	7/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 8 PT - SAE	1/2"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 8 PT - SAE	5/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - SPARK PLU	13/16	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - SPARK PLU	5/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	7/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	7/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	13/16	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	3/4"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	11/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	5/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	5/16"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	1/2"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	3/8"	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	9/16"	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	9 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	13 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	12 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	10 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	8 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	7 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	6 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	5.5 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	5 MM	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	4.5 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	4 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	3.5 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE - 6 PT - MM	11 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	14 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	7 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	4 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	6 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	8 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	9 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	10 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	11 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	12 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	13 MM	B	1		
TOOLBOX 1	SOCKET, 1/4" DRIVE DEEP - 6 PT -	5 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	13 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	15 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	9 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	10 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	12 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	14 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	17 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	18 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	19 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	21 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	16 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 12 PT - MM	11 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	17 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	7 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	8 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	9 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	10 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	11 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	12 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	13 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	14 MM	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	16 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	19 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	21 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	22 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	6 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	18 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	15 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE - 6 PT - MM	20 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	16 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	10 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	11 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	12 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	13 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	14 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	9 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	15 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	17 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	18 MM	B	1		
TOOLBOX 1	SOCKET, 3/8" DRIVE DEEP - 6 PT -	19 MM	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - MM	6 MM	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - MM	5 MM	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - MM	4 MM	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - MM	3 MM	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - MM	8 MM	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - MM	10 MM	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - MM	7 MM	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - SAE	7/32"	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - SAE	3/16"	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - SAE	3/8"	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - SAE	1/8"	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - SAE	1/4"	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - SAE	5/32"	B	1		
TOOLBOX 1	HEX, 3/8" DRIVE - SAE	5/16"	B	1		
TOOLBOX 1	PHILLIPS, 3/8" DRIVE	PH 3	B	1		
TOOLBOX 1	PHILLIPS, 3/8" DRIVE	PH 1	B	1		
TOOLBOX 1	PHILLIPS, 3/8" DRIVE	PZ 2	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	PHILLIPS, 3/8" DRIVE	PH 2	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	14 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	10 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	20 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	12 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	9 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	15 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	16 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	17 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	22 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	19 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	21 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	11 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	18 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - MM	13 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	3/4"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	1"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	5/8"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	1 1/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	7/8"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	13/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	15/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	11/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	9/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	3/8"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	1/2"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE - 12 PT - SAE	7/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	17 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	10 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	16 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	9 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	18 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	19 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	21 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	22 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	15 MM	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	14 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	11 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	12 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	13 MM	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	3/4"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	1/2"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	9/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	3/8"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	1"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	11/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	13/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	7/8"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	7/16	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	15/16"	B	1		
TOOLBOX 1	SOCKET, 1/2" DRIVE DEEP - 12 PT	5/8"	B	1		
TOOLBOX 1	STD, 3/8" DRIVE	4	B	1		
TOOLBOX 1	STD, 3/8" DRIVE	6	B	1		
TOOLBOX 1	STD, 3/8" DRIVE	5	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T9	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T8	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T60	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T55	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T30	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T15	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T27	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T50	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T10	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T40	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T45	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE	T20	B	2		
TOOLBOX 1	TORX, 3/8" DRIVE	T25	B	2		
TOOLBOX 1	TORX, 3/8" DRIVE - SECURITY	T27	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE - SECURITY	T30	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE - SECURITY	T40	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE - SECURITY	T55	B	1		
TOOLBOX 1	TORX, 3/8" DRIVE - SECURITY	T45	B	1		

Area 2	Description	Measurem't	Class	Amt.	Correct	Correction
TOOLBOX 1	TORX, 3/8" DRIVE - SECURITY	T15	B	1	_____	_____
TOOLBOX 1	TORX, 3/8" DRIVE - SECURITY	T20	B	1	_____	_____
TOOLBOX 1	TORX, 3/8" DRIVE - SECURITY	T50	B	1	_____	_____
TOOLBOX 1	BIT, STEEL (GREEN BOX)	9/64	B	1	_____	_____
TOOLBOX 1	BIT, STEEL (GREEN BOX)	15/64	B	1	_____	_____
TOOLBOX 1	BIT, STEEL (GREEN BOX)	?	B	1	_____	_____
TOOLBOX 1	BIT, STEEL (GREEN BOX)	15/64	B	1	_____	_____
TOOLBOX 1	DIE (GREEN BOX)	3 X0.6	B	1	_____	_____
TOOLBOX 1	DIE (GREEN BOX)	1/4 X 28	B	1	_____	_____
TOOLBOX 1	DIE (GREEN BOX)	5/16 X 24	B	1	_____	_____
TOOLBOX 1	EXTRACTOR (GREEN BOX)	5/16"	B	1	_____	_____
TOOLBOX 1	HANDLE, DIE (GREEN BOX)	NA	B	1	_____	_____
TOOLBOX 1	HANDLE, TAP (GREEN BOX)	NA	B	1	_____	_____
TOOLBOX 1	TAP (GEEN BOX)	5 X 09	B	1	_____	_____
TOOLBOX 1	TAP (GREEN BOX)	1/4 X 28	B	1	_____	_____
TOOLBOX 1	TAP (GREEN BOX)	5/16" X 24	B	1	_____	_____
TOOLBOX 1	TAP (GREEN BOX)	1/4 X 28	B	1	_____	_____
TOOLBOX 1	TAP (GREEN BOX)	8 X 36	B	1	_____	_____
TOOLBOX 1	TAP (GREEN BOX)	4 X 40	B	1	_____	_____
TOOLBOX 1	TAP (GREEN BOX)	7 X 10	B	1	_____	_____
TOOLBOX 1	TAP (GREEN BOX)	?	B	1	_____	_____
TOOLBOX 1	WRENCH, ALLEN (GREEN BOX)	3/16"	B	1	_____	_____
TOOLBOX 1	WRENCH, ALLEN (GREEN BOX)	1/4"	A	1	_____	_____

_____ _____

Tool Control Specialist Date

Appendix D

CCC Mission Statement:	Challenge students to adapt to a diverse society. Create opportunities for student growth. Connect student learning with professional experiences.
Committee Name:	Academic Council / Curriculum Committee
Date of Meeting	September 24, 2020
Time of Meeting	8:10 a.m.
Individuals Present	Brad Bennett, Brette Hankin, Autumn Hoffman, Dana Juenemann, Shanda Mattix (for Shad Clymer), Linda Nelson, Crystal Pounds, Todd Voss
Individuals Absent	Jenny Hurtt
Purpose of Meeting	To make academic and curriculum decisions

In the box below, describe agenda items that were discussed and decisions made with appropriate rationale:

Celebrate Achievements

Curriculum Committee

1. Credit Hour Discussion
2. PE

Academic Council

1. Approve Minutes (09-17-20)
2. No Show Drop Policy
3. Spring Schedule
4. Welding
5. Interim AC Chair

In the box below, explain how decisions/changes etc., will be used for improvement and how it will be measured. Please be specific:

Celebrate Achievements

Campus cases are still low.
Brette enrolled students in classes at the prison.

Curriculum Committee

1. Credit Hour Discussion – Start planning to change the required credit hours from 62 to 60. We could still have optional PE credit hours and still address Student Success content in another format. Change should occur Fall 2021.
2. PE – Working with coaches to get syllabi in place.

Academic Council

1. Approve Minutes (09-17-20) – Stand as approved.
2. No Show Drop Policy – Brette emailed the policy to the council.

ADMINISTRATIVE DROP POLICY

Students are expected to be regular and punctual in class attendance and to fully participate in the course. Students who have not participated in an on-campus course(s) or given notice of intention to participate within the first seven calendar days of the term/session will be administratively dropped from the course(s). For online courses, attendance is defined as completion of at least one gradable assignment within the first seven calendar days. For accelerated courses (4-week and late fall) the administrative drop date will adhere to the published dates from the Registrar's office.

The start of the semester is defined as the first calendar day classes are offered, including online classes. Students who do not physically attend classes on-campus within 10 class days of the start of the semester will be dropped from **all** on-campus classes.

Discussion regarding the policy and recommended changes. This is the revised policy but it has not been voted on/adopted.

3. Spring Schedule – The overall survey was recapped. Students voted for January 11. Faculty voted for January 11. Academic Council voted for January 11. Shanda provided an update from Faculty Alliance. They voted for January 19. Admin Council met Monday and voted for January 19 start date.

4. Welding – Northwest Tech and NCK have been contacted regarding CCC offering welding at the prison and agreed as long as it stays at the prison. We can take 10 students. Will need someone to do the new program. Dana is going to work with Brad to setup a new program.
5. Interim AC Chair – Based on the timeline, Brad encouraged the council to name an interim chair so the council can continue meeting till a new VPAA is named. Crystal will be the interim academic council chair.
6. Academic Calendar – Brette has both done. Moving forward MLK will be a day off. We have some big decisions to make with the calendar. Is there value ending before Thanksgiving? Or is it better off going back to the way we used to do it? Divisions are split with swing Fridays but everyone sees the value of the traditional schedule. Brette will work on revisions with full Thanksgiving break, traditional schedule, no swing Fridays, don't remove Presidents' Day.

Other Items:

Action Item	Responsible	Date Due
Credit Hour Discussion-Vote	All	10-01-20
Student Success Content Format	Linda	10-01-20
Get information from other schools	Brette	10-01-20
Credit Hour Discussion-PE	All	10-01-20
Academic Calendars	Brette	09-25-20

In the boxes below, record the Plus/Delta for the meeting (Plus = those things that made the meeting successful; Delta = those things that could have been improved)

Plus	Delta
Good participation and discussion.	

Submit completed form electronically.

Tiffany Evans

From:	Tiffany Evans
Sent:	Thursday, June 17, 2021 9:16 AM
To:	Autumn Hoffman; Brette Hankin; Crystal Pounds; Dana Juenemann; Jenny Hurtt; Linda Nelson; Shanda Mattix; Todd Voss
Cc:	Seth Carter
Subject:	Welding Program
Importance:	High

Hi All—

I hope that you are enjoying the summer!

I need your assistance. We need to have an E-mail vote regarding the development and implementation of the new Welding Program at Norton Correctional Facility (NCF). As part of our submission documentation, we need to officially codify new program approval by Academic Council/Curriculum Committee. Please remember that this is a technical program that will only be offered at NCF. Only Certificates A and B will be offered.

Please send your vote to me by COB on Friday, June 18.

Best,
Tiffany

L. Tiffany Evans, Ph.D.
Vice President of Academic Affairs
Colby Community College
1255 South Range Avenue
Colby, KS 67701

785-460-5403 (office)
704-654-1417 (mobile)

I am not afraid, I was born to do this…Joan of Arc

Reply Reply All Forward

Thu 6/17/2021 9:18 AM

LN Linda Nelson <linda.nelson@colbycc.edu>

Re: Welding Program

To Tiffany Evans

Tiffany.

I vote yes.
Thank you,

Linda Nelson

Reply Reply All Forward

Thu 6/17/2021 9:49 AM

SM Shanda Mattix <shanda.mattix@colbycc.edu>

Re: Welding Program

To Tiffany Evans

Cc Autumn Hoffman; Brette Hankin; Crystal Pounds; Dana Juenemann; Jenny Hurtt; Linda Nelson; Todd Voss; Seth Carter

I so move- Shanda

Reply Reply All Forward

Thu 6/17/2021 9:57 AM

BH Brette Hankin <brette.hankin@colbycc.edu>

Re: Welding Program

To Shanda Mattix

Cc Tiffany Evans; Autumn Hoffman; Crystal Pounds; Dana Juenemann; Jenny Hurtt; Linda Nelson; Todd Voss; Seth Carter

I second!

Reply Reply All Forward

Thu 6/17/2021 10:15 AM

DJ Dana Juenemann <dana.juenemann@colbycc.edu>

Re: Welding Program

To Tiffany Evans

I vote yes!

Reply Reply All Forward

Thu 6/17/2021 10:46 AM

TV Todd Voss <todd.voss@colbycc.edu>

Re: Welding Program

To Tiffany Evans

Yes on the welding program

Reply Reply All Forward

Fri 6/18/2021 8:38 AM

AH Autumn Hoffman <autumn.hoffman@colbycc.edu>

Re: Welding Program

To Tiffany Evans

I agree

Reply Reply All Forward

Fri 6/18/2021 9:32 AM

CP Crystal Pounds <crystal.pounds@colbycc.edu>

Re: Welding Program

To Brette Hankin

Cc Shanda Mattix; Tiffany Evans; Autumn Hoffman; Dana Juenemann; Jenny Hurtt; Linda Nelson; Todd Voss; Seth Carter

You replied to this message on 6/18/2021 9:49 AM.

I vote yes. We have the telecommunications catalog page so who is providing me with the welding catalog page curriculum?

Crystal

COLBY
COMMUNITY COLLEGE
CHALLENGE · CREATE · CONNECT

June 21, 2021

Dear Members:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 21, 2021, at 5:00 p.m.** in the Board Room, Thomas Hall, of Colby Community College, Colby, Kansas, to access the meeting via Zoom, please utilize this link: https://colbycc.zoom.us/j/7507007180 *Password:* 101520CSC or call in utilizing this number: + 1 312 626 6799 US (Chicago), *Meeting ID:* 750 700 7180

Items of business on the agenda include the following:

I. Open Meeting

II. Introductions

III. Approval of the Consent Agenda
- A. Minutes of May 17, 2021
- B. Resolution #11 (as presented in the finance packet)

IV. Business
- A. Old Business
  - a. Board of Trustees Policy (Action)
- B. Billboard Lease-Gove County (Action)
- C. Board of Trustees Meeting Date Change Request (Action)
- E. Budget and Senate Bill 13 (Discussion and Action if Necessary)
- F. Colby Health and Rehab-Clinical Agreement (Action)
- G. Collections Report (Action)
- H. Disposition of Surplus (Action)
- I. Guardian Home Care-Clinical Agreement (Action)
- J. Logan County Senior Living-Clinical Agreement (Action)
- K. National Veterinary Associates Agreement (Action)
- L. Niche Contract (Action)
- M. Policy Review (Audit and Inventory Control; Condolences and Other Recognition; Investment of Funds; and Moving Policy)-(Action)
- N. Syllabi Software (Action)
- O. Vehicle RFP (Action)
- P. Resignation (Action)
- Q. Executive Session (Non-Elected Personnel)
  - a. Action if Necessary

V. Foundation Update

VI. Reports
- A. Reports from administrators
  1. Nikol Nolan, Student Affairs
  2. Tiffany Evans, Academic Affairs
  3. Justin Villmer, Business Affairs
  4. Doug Johnson, Public Information
  5. Mike Saddler, Athletics
  6. Seth Carter, President

VII. Reports and Comments
- A. Comments from Trustees
- B. Other Items

VIII. Adjournment

Respectfully,

Seth Macon Carter
President

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

May 17, 2021

I. **CALL TO ORDER**:

The Regular board meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas, was held in Thomas Hall on Monday, May 17, 2021, at 5:00 p.m. Guests could access the meeting via a zoom web address listed in the meeting agenda.

MEMBERS PRESENT:

Quintin Flanagin, Arlen Leiker, Patrick Toth, Donna Henry, Audrey Hines and Dr. Seth Carter were present.

MEMBERS ABSENT:

Jessica Vaughn.

OTHERS PRESENT:

Doug Johnson, Public Relations Director, Marion Ballard, Colby Free Press. Chriss Ellison recorded the minutes.

II. **INTRODUCTIONS:**

No introductions.

III. **APPROVAL OF THE CONSENT AGENDA:**

There was a contract added for the Adult Education department. Arlen Leiker moved to accept the amended agenda, and Donna Henry seconded the motion. The motion passed 5-0.

IV. **BUSINESS**

A. **OLD BUSINESS:**

None.

B. **CULTURAL ARTS CONCRETE REPLACEMENT (ACTION):**

The administrative team at the College recommended Weigel Concrete, LLC, to replace the concrete in front of the Cultural Arts Center (CAC) in the amount of $34,779.50. The project should be completed by June 30, 2021, but is not guaranteed to be completed within that time frame. A motion was made by Audrey Hines to accept the bid for $34,779.50. Arlen Leiker seconded the motion and it passed 5-0.

C. **HAZARD PAY (ACTION)**:

The administrative team at the College recommended utilizing CRRSAA: Higher Education Emergency Relief Fund (HEER II) monies to provide hazard pay for employees who had substantive face-to-face interaction with students and who have been employed at the College since the first day of the fall semester (August 17, 2020) and/or the first day of the spring semester (January 19, 2021). The hazard pay funds are for individuals who interacted with the larger campus daily and ran the risk of contracting COVID-19. A motion was made by Arlen Leiker to approve the hazard pay and was seconded by Patrick Toth. The motion was approved 5-0.

D. **LATE FALL TUITION RATE (ACTION)**:

The College administrative team requested tuition of $141.25 per credit hour during the Late Fall enrollment period, which would align with the College's new in-state online rate. Last year's rate was $138.50 per credit hour. A motion was made by Audrey Hines to approve the rate increase and was seconded by Patrick Toth. This was approved 5-0.

E. **MOVE2PLAY PHYSICAL THERAPY-PTA CLINICAL AGREEMENT (ACTION)**:

The PTA department requested a clinical agreement with MOVE2PLAY Physical Therapy from Wichita, KS. This is a standard clinical agreement but new to the

College. A motion was made by Arlen Leiker to accept the agreement as presented. Donna Henry seconded the motion, and it was approved 5-0.

F. **NEGOTIATIONS APPROVAL (ACTION):**
The Board of Trustees needs to formally approve changes in the Master agreement as negotiated by the faculty. Donna Henry moved to accept the negotiated changes as presented and was seconded by Arlen Leiker. The motion passed 5-0.

G. **NO STONE UNTURNED-PTA CLINICAL AGREEMENT (ACTION):**
The College recommended approval of a standard clinical agreement between a new facility in Manhattan, KS, and the PTA department. Audrey Hines moved to approve the lease as presented. This was seconded by Donna Henry and was approved 5-0.

H. **PASTURE LEASE (ACTION):**
The College recommended the approval of the annual summer lease for the College's cattle. The cost for the lease is $6,250. Audrey Hines moved to accept the lease as written, and Arlen Leiker seconded the motion. It passed 5-0.

I. **PROPOSED DORM RENAMING-KREHBIEL HALL(ACTION):**
The College administrative team recommended renaming the east section of Living Center East to Krehbiel Hall. Patrick Toth moved to approve the name change, and Donna Henry seconded the motion. It passed 5-0.

J. **PROPOSED DORM RENAMING-SCHNELLBACHER HALL(ACTION):**
The College administrative team recommended renaming the north section of Living Center East to Schnellbacher Hall. Arlen Leiker moved to approve the name change as presented. Audrey Hines seconded the motion, and it passed 5-0.

K. **POLICY REVIEW (ADMINISTRATIVE ORGANIZATION, BOARD OF TRUSTEES, BUDGET, SATISFACTORY ACADEMIC PROGRESS POLICY) (ACTION):**
There were no revisions to the Administrative Organization and Budget policies. A motion was made by Audrey Hines to accept the Board of Trustee policy with the revision as presented and was seconded by Donna Henry. It passed 5-0. A motion was made by Patrick Toth to accept the Satisfactory Academic Progress for Students policy, with revisions. This was seconded by Arlen Leiker and passed 5-0.

L. **SKID STEER LEASE (ACTION):**
The College administrative team recommended leasing a 2021 236D3 skid steer from Foley Equipment in the amount of $6,000 for 500 hours. This is the same annual agreement the College has done for the past several years. A motion was made by Audrey Hines to accept the lease, and it was seconded by Arlen Leiker. The motion passed 5-0.

M. **WELDING APPROVAL REQUEST (ACTION):**
The Kansas Board of Regents (KBOR) paperwork was finalized on May 11, 2021, for the welding program at the Norton Correctional Facility. The College is required to have the Board of Trustees formally approve the program offering for it to be Title IV eligible. The paperwork will be sent to the Technical Education Authority for initial approval and forwarded to the KBOR. Arlen Leiker made a motion to approve the Norton Correction Facility welding program, and this was seconded by Patrick Toth. The motion passed 5-0.

N. **RESIGNATIONS (ACTION):**
Resignations were presented from Ms. Cathy McVey, Practical Nursing program faculty member, Dr. Shad Clymer, Veterinary Nursing program faculty member, and

Mr. Mitch Houghton, head wrestling coach. A motion was made by Audrey Hines to accept the resignations as presented. A second was made by Donna Henry, and the motion passed 5-0.

O. EXECUTIVE SESSION (NON-ELECTED PERSONNEL):

At 5:34 p.m., a motion was made by Donna Henry for the board to move into a 10-minute executive session. Arlen Leiker seconded the motion and it passed 5-0. At 5:44, the board entered into open session.

a) Action Taken: A motion was made by Audrey Hines to approve the agreement discussed in the executive session. Arlen Leiker seconded the motion, and it passed 5-0.

V. FOUNDATION UPDATE:

The Endowment Foundation is providing a Digital Story training for College faculty and staff from May 25 thru May 28, 2021, at no cost. The maximum class size is 10 people, and it was already full. The Foundation board will provide another class to the community for $150 per person on a date to be determined. Save-the-Date postcards were mailed in May for the benefit auction on Friday, August 13, 2021, at the City Limits Convention Center. Ron Freeman, a former N.F.L. football player, will be the Pickerill Lecture series speaker in September. Mr. Freeman will also be speaking at the Rotary meeting, a Thomas County Museum event, and student-athletes on August 8, 2021. The monthly board meeting will be Monday, May 24, 2021, at 6:30 p.m. via Zoom.

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan, Vice President of Student Affairs, thanked everyone for their help with graduation and the nursing pinning. There were many positive comments and compliments to the College.
2. Dr. Tiffany Evans, Vice President of Academic Affairs, presented an update on the Smarter Summer Program. Current enrollment was up to 533 credit hours for tuition totaling $71,283. The Commission on Dental Accreditation board held a virtual site visit and it went very well. The Higher Learning Commission conducted a physical site visit at the Norton Correctional Facility and it also went well.
3. Justin Villmer, Vice President of Business Affairs and C.F.O., shared that the Adult Education budget allocation for FY22 would be decreased by $8,000, but the Carl Perkins grant allocation had increased in funding for FY22. He and the Controller will be attending the state municipality budget training in Hays, KS in June. He is meeting weekly with the vendors working at the farm to monitor progress which has been slowed by the continuing rain.
4. Doug Johnson, Director of Public Information, shared that the College has contracted with an engineer to do some deferred maintenance on the College radio station transmitter and antenna. The engineer will also advise the College about a more energy-efficient transmitter as the current one is 31 years old.
5. Mike Saddler, Athletic Director, thanked everyone for their support of athletes during the past year. Mike expressed a special thank you to Kipp Nelson, athletic trainer. It is not yet known if athletes will need to be vaccinated for COVID for next season.
6. President Carter shared that the Kansas Lt. Governor had visited the campus earlier in the day, and the visit went very well.

VI. REPORTS AND COMMENTS: