

New Program Request Form

CA1

General Information

Institution submitting proposal	Cloud County Community College (CCCC)
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Dr. Brian Stark Dean of Math, Science, and Technical Programs 785.243.1435 ext. 216, brian.stark@cloud.edu
Identify the person responsible for oversight of the proposed program	Stefanie Perret MSN. RN Director of Nursing & Allied Health
Title of proposed program	Pharmacy Technician Certificate
Proposed suggested Classification of Instructional Program (CIP) Code	51.0805
CIP code description	A program that prepares individuals, under the supervision of pharmacists, to prepare medications, provide medications and related assistance to patients, and manage pharmacy clinical and business operations. Includes instruction in medical and pharmaceutical terminology, principles of pharmacology and pharmaceuticals, drug identification, pharmacy laboratory procedures, prescription interpretation, patient communication and education, safety procedures, record-keeping, measurement and testing techniques, pharmacy business operations, prescription preparation, logistics and dispensing operations, and applicable standards and regulations.
Standard Occupation Code (SOC) associated to the proposed program	29-2052
SOC description	Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.
Number of credits for the degree <u>and</u> all certificates requested	16 credit hour certificate
Proposed Date of Initiation	Fall 2021
Specialty program accrediting agency	Pharmacy Technician Accreditation Commission (ASHP) Pharmacy Technician Certification Board (PTCB) Recognized Education/Training Program
Industry certification	Pharmacy Technician Certification Board Exam (CPhT)

Signature of College Official Kin Zant Date 4-16-21

Signature of KBOR Official _____ Date _____

Narrative

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

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

Program Description

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

Catalog Description

The program provides fundamental training needed for entry-level employment as a Pharmacy Technician. Students receive training in calculations, pharmacy practices, and preparation techniques for pharmaceutical products. Upon successful completion of the program, students receive a Pharmacy Technician Certificate. Students are then eligible to sit for the Pharmacy Technician Certification Examination to become a Nationally Certified Pharmacy Technician.

Program Learning Outcomes (PLO):

- Apply the federal, state, and local laws; regulations and professional standards to pharmacy practice
- Follow safety and infection control procedures for protection of client, self, and others
- Perform math function, dosage calculation and compounding techniques
- Utilize effective communication techniques with clients and members of the interdisciplinary healthcare team

Institutional Learning Outcome (ILO): Employment

- Demonstrate knowledge of norms and expectations of professional environments.
- Demonstrate skills in working with others in a professional and constructive manner.

Admission Requirements

The admission requirements for the Pharmacy Technician Certificate parallel the requirements for CCCC. A certificate seeking student wishing to be admitted to CCCC must meet one of the following requirements:

- A graduate of an accredited high school
- A recipient of a general educational diploma (GED) or equivalent
- A high school sophomore, junior, or senior, including home-schooled students, with written permission from the high school principal
- A high school freshman enrolled in a recognized gifted program with an IEP and with written permission from the high school principal

Applicants who do not meet any of the above requirement should seek admission as a special student.

Graduation Requirements

To earn the Pharmacy Technician Certificate, a student must complete all 16 credits of requirements.

Those students wanting a degree must petition in their iCloud account. Students will complete a short questionnaire. Emails reminders are sent out to students and most advisors will mention it as they are enrolling them in their last semester. Students must petition for graduation before the due date listed on the college website.

Program Objective

The pharmacy technician courses at Cloud will prepare individuals, under the supervision of pharmacists, to prepare medications, provide medications and related assistance to patients, and manage pharmacy clinical and business operations adhering to applicable healthcare laws and ethics.

Program Goals

The Pharmacy Technician Program is designed to prepare students with the educational tools necessary to become a qualified Pharmacy Technician. As a graduate, students will be readied to take the Pharmacy Technician Certification Board exam (CPhT) through Pharmacy Technician Certification Board (PTCB) and gain entrance to the field.

A Pharmacy Technician works with a licensed pharmacist to facilitate the patients' needs in pharmaceuticals. A properly trained and well-educated technician will work directly with the public, meeting and greeting patients to establish records; communicate findings through industry-driven computer software; have a working knowledge of prescriptions, as well as the body and its functions; and process medication requests meticulously and with confidence.

CCCC serves a large rural area comprised of 12 counties. Pharmacy Technicians are needed to staff full-time and part-time industry positions throughout the urban and rural communities within our service area as well as outside our service area, including Kansas and across the United States.

Relationship to Institutional Mission

CCCC's mission is to "prepare students to lead successful lives and enhance the vitality of our communities". As part of our mission, CCCC is responsive to local and regional workforce needs to "enhance the vitality of our communities". And through developing and implementing technical programs in high wage/high demand fields, such as Pharmacy Technician, we are "preparing students to lead successful lives".

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/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.

Student Demand

A need for the Pharmacy Technician Certificate was identified by Advisory Committee Members and local stakeholders. This need is demonstrated by rural pharmacies' letters of support. According to the Perkins Needs Assessments for Greater Manhattan Area, 51.0805 CIP code is not identified. While the need for Pharmacy Technicians did not show up on the needs assessment, the constituents we service

state that a need exists. With this certificate there is an opportunity to collaborate with area high schools. Offering concurrent credit in a technical program that prepares them for a career after high school. A letter of support is included for USD 475.

Employer Demand and Market Needs

According to the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook at <https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>, the Job Outlook is described as follows:

Employment of Pharmacy Technicians is projected to grow 4 percent from 2019 to 2029, about as fast as the average for all occupations.

The population is aging, and older people typically use more prescription medicines than younger people. Higher rates of chronic diseases, such as diabetes, among all age groups also will lead to increased demand for prescription medications. Advances in pharmaceutical research will allow for more prescription medications to be used to fight diseases.

In addition, pharmacy technicians will be needed to take on a greater role in pharmacy operations because pharmacists are increasingly performing more patient care activities, such as giving flu shots. Technicians will need to perform tasks-such as collecting patient information, preparing more types of medications, and verifying the work of other technicians-that were previously done by pharmacists.

Kansas																		
Long-Term Occupational Projections																		
2018 to 2028																		
Occupational Code	Occupational Title	Employment		Change in Employment			Openings due to						Total (1)		Wages (2)	Education and Training (3)		
		Base Year 2018	Projected Year 2028	Numerical	Percent	Percent: Annual	Exits	Exits: Annual	Transfers	Transfers: Annual	Numerical Change	Numerical Change: Annual	Openings	Openings: Annual		Typical Education Needed for Entry	Work Experience in a Related Occupation	Typical On-the-Job Training Needed to Attain Competency
29-2052	Pharmacy Technicians	3,757	3,888	131	3.5%	0.3%	1,105	110	1,977	198	131	13	3,213	321	\$34,390	High school diploma or equivalent	none	Moderate-term on-the-job training

High Demand Occupations in Health and Bio Sciences														
Local Area 2 (Northeast Kansas)														
2020														
SOC Code	Occupation Title	LT ¹	ST ²	Kansas Works ³	Total Demand Score	Rank	Education	Work Experience	Job Training	Median Annual Wage ⁴	High Demand High Wage	Career Cluster	Career Pathway	Projected Average Annual Job Openings U.S.
29-2052	Pharmacy Technicians	6	5	3	14	106	High school diploma or	None	Moderate-term on-the-job training	\$31,534		Health & Bio Sciences	Health Science	33,400

Source: Kansas Department of Labor, Labor Market Information Services (LMIS)

1. Long-term Projections Score is based off of the 2018-2028 round of projection data

2. Short-term Projections Score is based off of the 2019-2021 round of projection data

3. Kansas Works Score is based off of job openings posted on www.kansasworks.com during 2nd quarter 2020

4. Wage data is from the 2020 Edition of the Kansas Wage Survey (data collected in 2019) and corresponds to the respective Local Area

Note: List only includes occupations with above average demand in one of the three categories and a total demand score greater than or equal to 10

Employment projections data for pharmacy technicians, 2019-29

Occupational Title	SOC Code	Employment, 2019	Projected Employment, 2029	Change, 2019-29		Employment by Industry
				Percent	Numeric	
Pharmacy technicians	29-2052	422,300	437,600	4	15,200	Get data

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

According to the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook at <https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>,

The median annual wage for pharmacy technicians was \$33,950 in May 2019. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$24,120, and the highest 10 percent earned more than \$49,130. In May 2019, the median annual wages for pharmacy technicians in the top industries in which they worked were as follows:

Hospitals; state, local, and private	\$38,310
Pharmacies and drug stores	\$31,840
Food and beverage stores	\$31,610

Most pharmacy technicians work full time. Pharmacies may be open at all hours. Therefore, pharmacy technicians may have to work nights or weekends.

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

The 16 credit hour certificate will be delivered in online lecture format only. Clinical hours are not required per the PTCB. Thus the certificate will not require clinical partnership due to the nature of the online course delivery. Formal Business and Industry partnership has not been established, but is available if PTCB requirements change.

Letters of support – see attached

Auburn Pharmacy
 Funk Pharmacy
 Panther Pride Pharmacy
 CVS Pharmacy
 USD 475
 Economic & Employment Services DCF
 Junction City workforce center

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.

Kansas Public Institutions Offering Pharmacy Technician Certificates: CIP **51.0805****

In order of closest to furthest distance from Cloud County Community College

Institution	Distance from Cloud County CC	Program Title	# Declared Majors	#Program Graduates	#Graduates Exiting and Employed	Annual Median Wage***

Hutchinson Community College	113 miles	Pharmacy Technician/Assistant	27	7	*	*
Barton Community College	122 miles	Pharmacy Technician	40	*	*	*
North Central Kansas Technical College - Hays	140 miles	Pharmacy Technician	8	6	*	*
Allen Community College	234 miles	Pharmacy Technician	17	*	*	*

*Information not available in the K-TIP Report

**According to the AY 2019 K-TIP Report

***Annual Median wage for graduates exited and employed

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

Collaboration has not been pursued at this time. This 16 credit hour certificate consists of classes that will have a direct focus and short completion time. The nearest program listed in K-TIP is located 113 miles away at Hutchinson Community College.

Program Information

There is no alignment information available on the Kansas Board of Regents for Pharmacy Technician.

- 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.
Will offer a 16 week semester track

The 16 credit hour certificate will be offered in the online course delivery format only. The courses listed below fit this single track.

PM101 Community Pharmacy Practice...1 credit hour

In this course we examine the history and roles of pharmacists and pharmacy technicians, we look at the evolution of laws and regulations that guide the practice of community pharmacies, begin basic patient prescription processing, introduce extemporaneous compounding, and explore the changing face of community pharmacy away from dispensing only functions.

MA107 Medical Mathematics...1 credit hour

This course covers application problems involving medical dosages and intravenous fluid rates. Students who need orientation to the mathematical procedures of medication calculations will benefit from this course.

BE122 Medical Office Vocabulary...2 credit hours

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation.

PM102 Healthcare Law Overview...1 credit hour

The purpose of this course is to introduce principles of law and ethics in pharmacy. The course will examine the federal and state laws that impact the practice of pharmacy, while emphasizing the legal and ethical principles applied by staff in their daily decision-making. Students will learn the governmental framework within which pharmacy is practiced, as well as acquire an understanding of the laws, regulations, and the ethical responsibilities applicable to pharmacy staff so that they will be able to protect the public and ensure patients' well-being.

PM103 Pharmacology for Pharm Tech...3 credit hour

In this class we examine the various drug classes and the mechanisms of action for many drugs. This course provides students a comprehensive pharmacology background to further prepare them for employment in community, institutional and other pharmacy settings.

PM110 Hospital and Specialty Pharmacy Practice...1 credit hour

Explores the role of pharmacy technicians and the practice of pharmacy in the hospital, specialty, and institutional setting. This course covers institutional and pharmacy organization, operation, terminology, medication distribution systems, packaging and preparation of intravenous admixtures.

PM111 Pharmacy Calculations...3 credit hour

In this course we continue to build upon the skills acquired in Medical Math but focus on more complex forms of non-sterile and sterile compounding of pharmaceuticals. Pharmacy technicians are increasingly being asked to assist the pharmacist in calculating appropriate dose and dosage form. It is vital that the advanced technician be able to confidently and accurately perform these functions.

PM112 Medication Safety and Advanced Practice...1 credit hour

Exploration of Medication Therapy Management and the pharmacy technician's role in assuring best practice and patient safety. Technicians are being increasingly relied on to assist pharmacists in caring for patient needs outside of drug dispensing. Through examination of over the counter, natural health, and complementary health options the student will be well prepared to assist the pharmacy customer on the retail side of the counter.

CM101 English Comp I...3 credit hour

English Composition I provides instruction in writing with emphasis on grammatical correctness, acceptable usage, effective organization, and expression of ideas. Assigned reading, research and expository writing are required. Prerequisites: Appropriate ACT/Accuplacer score or Transitional English (CM098) with a C or better and enrollment in co-requisite, Composition Workshop (CM094). Composition Workshop (CM094) determined by appropriate ACT/Accuplacer score.

(or)

CM115 Public Speaking...3 credit hour

Public Speaking is an elementary course in the study and practice of the basic principles of speech and interpersonal communication with emphasis on critical thinking, the creative and intelligent selection of material, organization and oral presentation. Students taking this class in an online format will be required to record and submit speeches electronically. All speeches must be recorded in front of a live audience which the students must arrange. Minimum audience numbers vary by speech.

One Academic Year Format		
Course	Course Name	Credits
<i>First Semester</i>		
PM101	Community Pharmacy Practice	1
MA107	Medical Mathematics	1
BE122	Medical Office Vocabulary	2
PM102	Healthcare Law Overview	1
PM103	Pharmacology for Pharm Tech	3
	Semester Total	8
<i>Second Semester</i>		
PM110	Hospital and Specialty Pharmacy Practice	1
PM111	Pharmacy Calculations	3
PM112	Medication Safety and Advanced Practice	1
CM	English Comp I <i>or</i> Public Speaking	3
	Semester Total	8
	Certificate Total	16

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

Program accreditation is offered by the Pharmacy Technician Accreditation Commission (ASHP). At this time CCC does not plan to seek accreditation with ASHP. The cost of application is \$720 with annual assessment fee of \$2,900. Due to the nature of this cost we will not seek accreditation at this time. National accreditation is not required for the student to take the Pharmacy Technician Certification Board Exam.

CCCC will request to be a PTCB recognized education/ training program. This endorsement allows students to test with PTCB for the Pharmacy Technician Certification Board Exam (CPhT)

PTCB Recognized Education/Training Programs are a key component for technicians seeking to earn PTCB credentials. To be recognized, programs are required to attest that their curriculum meets the knowledge requirements for that particular credential. PTCB requires applicants for the CPhT Certification to complete a PTCB-Recognized Education/Training Program OR equivalent work experience. The process to become PTCB-recognized for the CPhT Program is free and completed online. It is a key step for pharmacy technician education/training programs that ensures their students are prepared and eligible for PTCB Certification. Once an education/training program is PTCB-recognized, students who complete it fulfill PTCB's 2020 eligibility requirements. <https://www.ptcb.org/become-a-ptcb-recognized-education-training-program>

Faculty

Pharmacy Technician courses will be taught by faculty who meet the minimum qualifications for the course.

All Faculty will be expected to meet requirements established in policy D22 – Faculty Qualifications. Degree in Industry with Tested Experience. The individual teaching in career and technical education (occupational) college-level certificate and occupational associate degree programs should hold a bachelor's degree in the field and/or combination of education, training and tested experience.

Faculty teaching career and technical education or occupational courses (courses incorporated into an associate of applied science degree or certificate and not within the non-occupational disciplines) will hold a bachelor's degree or, at a minimum, an associate's degree and/or industry endorsed certification/licensure or a recognized distinction in the field in which they are teaching.

The lead faculty member who has developed and plans to teach the required PM courses is a Pharmacist (PharmD) currently on staff.

Cost and Funding for Proposed Program

The budget required for this program is minimal due to the online nature not requiring facilities and additional equipment. Instructional equipment will include student purchased lecture material (ebook) and computer with internet access. No equipment, tools, or supplies are needed. National accreditation will not be obtained at this time. CCCC anticipates becoming a Recognized Education/Training Program with PTCB at no cost to the institution.

New course development will be paid at \$667 per credit hour with a total of 10 new credit hour for a total of \$6,670. Adjunct faculty are paid at \$560 per credit hour. Total first year cost is \$12,270. The additional 6 credit hours in the program are already being offered to all students.

The ongoing cost for the program will be \$5,600 for adjunct faculty instruction.

The Perkins fund request will be reviewed and submitted if applicable.

See attachment

Resources and Enrollment

Advising services at CCCC are located in the Advisement Center on the Concordia campus and Student Services Office on the Geary County Campus. Both offices are open from 8am to 5pm with evening and virtual advising available as needed. Advising services are provided by faculty advisors. Additional services provided including assessment, orientation, transfer information, campus visits from transfer institutions, scholarship information, and assistance for veteran and active duty military. Referrals are made for other services including financial aid, career counseling, student housing, mental health counseling, health care, and community services.

- 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 startup of the new program and to sustain the proposed program.

The program is not seeking any additional outside grants or funding sources at this time.

Program Review and Assessment

Two distinct but related components comprise the program assessment process at Cloud County Community College. The assessment and evaluation of student learning outcomes (SLO) at the course, program, and institution level and program reviews.

The assessment of SLO includes the course learning outcomes for each course, the program learning outcomes indicated the skills and knowledge expected of students and the institutional learning outcomes represent the broad ideas expected of every student and support the mission and guiding values of the college.

Program reviews pull together evidence and data from SLOs, academic and co-curricular student interactions, labor force needs, resource management, and strategic planning initiatives. The information gathered and analyzed in program reviews is used in the planning and budget processes as part of zero based budgets.

Program Approval at the Institution Level

Institutional Process

At CCCC, the program approval process starts at the department level. Any new coursework or programs are proposed within the department and if approved, go to the Division level for support and approval. If Division approval is met, all new coursework and programs or revisions to existing programs must be approved by the Academic Affairs Committee. If a new program falls outside of a current department, then it begins Academic Affairs; which reviews the course syllabi and program content to be assured they meet the College mission. After Academic Affairs has approved the revision or new program, the information is then submitted to the President's Cabinet for approval. After the President's Cabinet has approved the revision or new program, the information is then submitted to the College Board of Trustees for approval. Once approval is gained from the College Board, the program is submitted to the Kansas Board of Regents for review and approval.

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

Submit the completed application and supporting documents to the following:

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

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Cloud County Community College

Proposed Program: Pharmacy Technician 16 hour certificate

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment			Implementation Year: 2021-22	
Please state how many students/credit hours are expected during the initial year of the program?				
			Full-Time	Part-Time
A. Headcount:			--	24
Part II. Initial Budget			Implementation Year	
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$	
Part-time/Adjunct	# 1-2	\$	\$ 12,270	CCCC adjunct budget
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$		
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other <i>(Please identify)</i> :				
Total for Implementation Year				

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment			Second and Third Years	
Please state how many students/credit hours are expected during the first two years of the program?				
			Full-Time	Part-Time
A. Headcount:			--	24
Part II. Ongoing Program Costs			First Two Years	
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$	\$	
Part-time/Adjunct	# 1-2	\$	\$8,960	CCCC adjunct budget
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$		
D. Instructional Supplies and Materials		\$		
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other <i>ASHP Accreditation Fee - Annual</i>				
Total for Program Sustainability				

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

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:	Cloud County Community College (CCCC)
Program Title:	Pharmacy Technician Certificate
Program CIP Code:	51.0805

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

Fee	Short Description	Amount
CPhT	Pharmacy Technician Certification Board Exam (CPhT) testing fee that will be sent to PTCB to register students for the certification exam	\$129
Transcript Fee	Fee to send Official Transcript to PTCB for certification exam	\$5

*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
Textbook	eBook will be available through Tbooks. Text to be determined	TBD

*Please list items the student will need to purchase on their own for this program:
 Institution **is not** charging students these costs, rather students are expected to have these items for the program.*

Item	Short Description	Estimated Amount
Computer with internet access	Computer with internet access	\$2,000

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

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 (2020)

Name of Institution	Cloud County Community College (CCCC)
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Dr. Brian Stark Dean of Math, Science, and Technical Programs 785.243.1435 ext. 216 brian.stark@cloud.edu
Name, title, phone, and email of the Perkins Coordinator	Amanda Strait Director of Outreach 800-729-5101 ext 377 astrait@cloud.edu
Program Name	Pharmacy Technician Certificate
Program CIP Code	51.0805
Educational award levels <u>and</u> credit hours for the proposed request	16 credit hour certificate
Percentage of tiered credit hours for the educational level of this request	Tiered: BE122, PM101, PM103, PM110, PM111, PM112 = 11 cr hr Not Tiered: MA107, CM101, PM102 = 5 cr hr 11/16 = 68.75%
Number of concentrators for the educational level	8-10 project concentrators per year.
Does the program meet program alignment?	Alignment not available on the KBOR website
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	Local industry letters of support.

Signature of College Official *Kemi Zant* Date 4-16-2

Signature of KBOR Official _____ Date _____

RMJB HEALTH INC.
dba Funk Pharmacy

1020 Elmhurst Ave. – Concordia, KS 66901
(785) 243-4414 Fax (785) 243-1827

April 15, 2021


Cloud County Community College
2221 Campus Drive
Concordia, KS 66901

Re: Pharmacy Technician Certificate Program

To Whom it May Concern:

Funk Pharmacy would support a 'Pharmacy Technician Certificate Program' at Cloud County Community College. There are several community and hospital pharmacies in and around Cloud County that could benefit from a program such as this at Cloud County Community College. We would support clinical activities and serve on an advisory committee as needed.

Please let us know if we can be of any assistance.
Thanks.



Robb Rosenbaum, Pharm.D. and Meredith Rosenbaum
Owners



March 1, 2021

MEMORANDUM FOR RECORD

RE: Letter of support for a Pharmacy Technician Program

As a representative of Panther Pride Pharmacy, I support the Cloud County Community College proposal for creating a Pharmacy Technician certificate in the Nursing & Allied Health Department. Our support is based on the need for more quality pharmacy technicians in the State of Kansas. We are also willing to support clinical needs of the program. We recognize the value of this certificate to provide support for students in this area.

If you have any further questions, please feel free to call me at 785-614-3492.

A handwritten signature in black ink, appearing to read "B. Bombardier". The signature is fluid and cursive, with a large initial "B" and a long, sweeping tail.

Bryan Bombardier, PharmD
Panther Pride Pharmacy



In partnership with



March 16, 2021

Jennifer Zabokrtsky
Director-Geary County Campus
Cloud County Community College
631 Caroline Avenue
Junction City, KS 66441

Dear Ms. Zabokrtsky:

On behalf of Heartland Works, Inc., and the Junction City Workforce Center, I am pleased to provide this letter of support to Cloud County Community College in their intention to offer an online, 16 credit hour, Pharmacy Technician certificate beginning August 2021.

HWI, the Junction City Workforce Center and Cloud County Community College share a mission to help job seekers and students complete training leading to industry recognized credentials. Key to the success of this mission is employer demand for and support of the training and credentials offered.

The Workforce Centers (WFCs) of Kansas Local Area II are points of entry to a network of employment, training and educational programs and providers in Northeast Kansas. The Centers help employers find skilled workers and help job seekers access the tools needed to manage their careers. Job seekers utilize the Centers to look for work as well as work one-on-one with Center staff to develop a resume and practice their interviewing skills. The Center offers assessment tools which allow the job seeker to evaluate their skills and which job openings best fit their current skill levels. For job seekers who lack the skills needed to enter a demand occupation, additional services are available, up to and including financial aid for classroom training and supportive services. These services are available for Cloud County Community College students.

We support Cloud County Community College's initiative to provide short-term, customized pharmacy technician training.

Sincerely,

A handwritten signature in black ink, appearing to read "David Brennan".

David Brennan
Executive Director





03/05/2021

As a representative of Auburn Pharmacy, I support the Cloud County Community College proposal for creating a Pharmacy Technician certificate in the Nursing & Allied Health Department. Our support is based on the need for more quality pharmacy technicians in the State of Kansas. We recognize the value this certificate would bring to students in the surrounding area. If you have any further questions, please feel free to contact me at 785-243-1212.

Sincerely,

Carlee Stensaas, PharmD
PIC & Manager

March 19, 2021

Jennifer Zabokrtsky
Director of the Geary County Campus
Cloud County Community College

To Whom It May Concern:

I believe that Cloud County Community College can provide a pharmacy technician certification program that will be beneficial to our immediate and surrounding area.

Many states require pharmacy technicians to earn formal education prior to registering for their license. We are located near a military base and many of the military spouses begin or continue their pharmacy careers while in Junction City. Having a brisk, yet thorough option available could be helpful regardless of their length of stay.

Even though Kansas does not ask for initial education, they do require technicians to become nationally certified within two years to maintain licensure. The Cloud County curriculum would provide preparation and increase the technicians' overall knowledge and success.

From my own personal experience in retail pharmacy, I am thrilled to see certain courses as part of the accreditation. For example, the Medical Math and Pharm Calculations will be important for conversions and figuring dosages and day supplies. Pharmacology will help technicians become more familiar with both brand and generic drug names and their indications. Healthcare Law Overview will assist in understanding the legal aspects of pharmacy and Public Speaking will increase comfort in communicating with patients.

We appreciate and support the Pharmacy Technician educational program. We hope to see it offered soon through our local Cloud County Community College.

Sincerely,

Jodi Heimerman

Jodi Heimerman
Pharmacy Manager
CVS Pharmacy



Junction City High School
900 N. Eisenhower
Junction City, KS 66441
785.717.4200
Fax: 785.717.4311
<http://jchs.usd475.org>

Michelle Schultze
Junction City High School
900 N. Eisenhower
Junction City, KS 66441
3/19/2021

Cloud County Community College
Nursing Department and Allied Health
2221 Campus Drive
Concordia, Kansas 66901

Dear Cloud County Community College:

It is my pleasure to provide a letter of recommendation for the Pharmacy Technician program being discussed at CCCC. My name is Michelle Schultze, and I began working in the health science pathway at Junction City High School two years ago. There are three of us that teach in this pathway and discussion of a pharmacy tech option has come up multiple times. It is one of our CTE options in the pathway, but we have had no way of adding this with certification until now. There are already a few students who have shadowed our local pharmacists, but we have never had a formal program with a certification. This would be a welcome program that our students could work on concurrently with other high school classes.

I strongly recommend this program and your favorable consideration will be much appreciated.

Sincerely,

Michelle Schultze
Junction City High School/Cloud County Community College



Freshmen Success Academy • Business and Information Technology Academy • Fine Arts and Human Services Academy • Science, Engineering and Technology Academy

*Relationships, Relevance,
and Rigor*

March 2, 2021

Jennifer Zabokrtsky
Director of the Geary County Campus
Cloud County Community College
631 Caroline Ave
Junction City, KS 66441

Dear Jennifer,

Recently, the Employment Services staff at the Dept. for Children & Families discussed the need for more options for certification trainings in our local area. Many options were brought up, including that of a Pharmacy Technician Certification option that you have inquired about. All of our Career Navigators agreed that this would be a good option for our area and that our clients would find value in it!

Currently, clients interested in this field, must look at options outside of the local area. This increases the costs for travel and housing which can be a tough barrier to overcome, especially for our clients that often struggle financially. Having an opportunity to receive the training in Junction City, would allow students to stay closer to their support networks. We believe this would increase their chances for success.

I have always appreciated the many training and educational options offered through Cloud County Community College – Geary Campus and would love to see a Pharmacy Technician Certification added to the list!

Sincerely,

Eric Hunt

Eric Hunt
Lead Regional Resource Coordinator
Economic & Employment Services
Department for Children and Families
785-776-4011 x 292

**Cloud County Community College
Advisory Committee Meeting**

Date: March 19, 2020

Time: 2:00 pm

<https://cloudbirds.zoom.us/j/97701041367>

Members present by Zoom: Stefanie Perret, Robb Rosenbaum, JoDee Ball, Sara Beikman, Kristin Kruse, Ali Elsasser, Krista Bryant, Della Strait

Mission: Cloud County Community College prepares students to live successful lives and enhance the vitality of our communities.

AGENDA

Call to Order

Introductions

New Business

Standard 1 Mission and Administrative Capacity

- Department Growth
 - Pharmacy Tech 16hr Certificate

Standard 6 Outcomes

-

Executive Session

- **Schedule Spring Meeting** - Set date for Advisory Meeting

TOPIC	DISCUSSION	ACTION
Introductions	Robb Rosenbaum from Funk Pharmacy was asked to join the Advisory Committee.	
New Business		
Department Growth	<p>Pharmacy Tech 16 hour Certificate will be housed under the Nursing and Allied Health. This will be an online delivery with an anticipated start of Fall 2021.</p> <p>Offerings are limited in our area, with the closest being Hutch and Hays. Both schools and Barton have an on campus component. Little River High school provides their students with preparation courses but no certificate.</p> <p>There are no clinical hours required for certification, but we can work with students to set up internships. A student who has not gone through a formal program can sit for the exam after 500 hours working in a pharmacy under a licensed pharmacist.</p> <p>We are proposing classes that prepare them for the exam offered by PTCB. Which then allows industry certification: Pharmacy Technician Certification Board Exam (CPhT)</p> <p>There has been some strong interest from high schools in health care pathways, but they have to be 18 before they can test. Students will take the PTCB test recognized by the Kansas Pharmacy Board and Pharmacy Technician Certification Board Exam.</p> <p>We currently offer medical math and medical office vocabulary and one gen ed. Public Speaking or English Com I would best prepare them for industry.</p> <p>Course Sequencing would be one academic year with eight credit hours in the fall and eight in the spring. This will better align with</p>	

high school students, but in the future, we plan for first and second session offerings. This would allow the students to complete in one semester.

We are working with PTCB to be a recognized education/training program site, but not apply for accreditation immediately as the annual cost is around \$3000. It is important that we have a strong program built before we seek accreditation.

Course descriptions and outcomes are available. Stefanie can send them out if you wish.

Funk Pharmacy uses the PTCB and feels that a program of this type would prepare students well to take the exam.

We have not discussed continuing education, as there are several free options available online.

The number of declared majors are variable across the schools that offer a similar program. We are looking at relatively small class sizes, but the benefit is that we can work concurrently with high school students. This will allow them to graduate with an industry-recognized certificate, and the courses fall under CTE.

Wal-Mart has their own training program.
Peasly Tech out of Kansas City provide externships with Walgreens and CVS.

The exam fee will come out of their fees, so that students that qualify with the CTE or Financial aid will have that covered instead of having to come up with it themselves.

	Approval of a Pharmacy Technician 16 credit hour certificate offered online, starting in fall 2021. Della moved to approve the new program and Kristin seconded the motion.	All in favor, no opposition, motion passed.
Next Meeting	<p>Schedule Spring Nursing Advisory Meeting</p> <p>It needs to occur the month of April. Krista suggested April 9th or 16th. If anyone wants to come in person, we can meet in TW100 on campus.</p> <p>Amendment – spring meeting scheduled for April 9 at 2pm to allow time for Board of Trustees meeting prior to May 1, 2021</p>	Committee tentatively agreed on April 16 th at 2pm.

Adjourned at 2:25 pm.
Respectfully Submitted
Amanda Wolf

Committee Membership									
Last Name	First Name	Company	Address	City	State	Zip	Telephone	Representing	Email
Rosenbaum	Rob	Funk Pharmacy	1020 Elmhurst	Concordia	ks	66901	785-243-4414	Owner / Pharmacist	rosenbaum@funkrx.com
Robison	Joan	Pet's Choice Pharmacy, LLC Lambert Vet Supply	814 K St.	Belleville	KS	66935	877-347-7387	CPhT Pet Supply Pharmacy/Educator	
Strait	Della	Cloud County Health Center	1100 Highland Drive	Concordia	KS	66901	785-243-1234	Hospital Acute Care	dmstrait@cchc.com

Bombardier	Bryan	Panther Pride Pharmacy	124 W. 6th	Concordia	KS	66901	785-614- 3492	Owner / Pharmacist Educator	b.bombardier@cloud.edu
Bryant	Krista	Nurse Mentor	2221 Campus Drive	Concordia	KS	66901	785-614- 1697	Emeritus Faculty	kbryant@cloud.edu



Academic Affairs Committee
March 16, 2021
Minutes

Mission: Cloud County Community College prepares students to live successful lives and enhances the vitality of our communities.

Members Present: Shelly Farha, Spencer Farha, Kris Farmer, Kristina Frost, Suzette Ghent, Jamie Gross, Suzi Knoettgen, Andy Myers, Stefanie Perret, Brent Phillips, Jennifer Schroeder, Janice Stangel, Brian Stark, Amanda Strait, Kit Thompson, Josh Urban, Mark Whisler, and Dr. Kim Zant

Guests: Cindy Lamberty, Monte Poersch

Call Meeting to Order: Dr. Zant called the meeting to order.

Approval of Minutes: Cindy moved and Mark seconded to approve the minutes from the February 9, 2021 meeting.

Old Business:

Course Name Change - CM141 Introduction to Acting
CM142 Acting I

Andy Myers reported the Communications Department had discussed the name changes and is recommending leaving the name of CM141 as Introduction to Acting and to change CM142 from Acting I to Acting II. Brent moved and Kristina seconded to accept this change. The motion carried.

New Business:

New Course – Elementary Technical Math – 3 credits – Mark Whisler – This course was developed last fall by Gwen Carnes in collaboration with the Renewable Energy Department. Mark is recommending dropping the word “Elementary” from the title and to use the number and the name of a course we had on the books, but had not been offered in a number of years, of MA104 Technical Mathematics. There will be no prerequisite for the course. He also suggested the number of proposed outcomes for the course be reduced. He said he understood it is to take the place of Intermediate Algebra for technical programs. Program and Institutional Outcomes will need to be added. The word Renewable Energy will be removed from the proposed course description to open it up to other technical programs. Brent moved and Shelly seconded to accept the course with changes as noted. The motion passed. It will be taken to the gen ed committee for consideration of being added as a gen ed option for technical programs.

New Course – Introduction to Additive Manufacturing (3D Printing) – 3 credits – Monte Poersch - This course was originally part of the Intro to Robotics and 3D printing class. It is being split into two separate classes to allow more content to be taught. This course is the 3D printing portion of the class. There was discussion as to whether the outcomes should be Business Outcomes or Renewable Energy Outcomes. This will be discussed further with the Assessment Coordinator. Kristina moved and Kit seconded to approve the course. The motion carried.

Course Credit Change – IE117 OSHA 10-hr General Industry Training – change from ½ credit to 1 credit – Brian Stark – This course will be part of the proposed welding program. It is offered at most other schools for 1 credit as it is part of the KBOR aligned welding program. Therefore, we would like to change the credit amount to be in alignment. Cindy moved and Brent seconded to approve the changing of the credit amount. The motion carried.

Pharmacy Technician – Brian Stark-

New Courses: Community Pharmacy Practice – 1 credit
Healthcare Law Overview – 1 credit
Pharmacology – 3 credits
Hospital and Specialty Pharmacy Practice – 1 credit
Pharmacy Calculations – 3 credits
Medication Safety and Advance Practice – 1 credit

These courses will be part of the proposed new Pharmacy Technician Certificate. Although the courses will be part of the Nursing and Allied Health Department, a new moniker will be used for these courses. Mark moved to approve the courses and Josh seconded. The motion carried.

New 16-Hour Pharmacy Technician Certificate:

This will be a certificate that will be offered completely online. People working in pharmacies must be certified within a year. This program will prepare the students to become certified. At the end of the program they will be eligible to sit for a board licensure. It will part of the Nursing and Allied Health Department. Josh moved and Jennifer seconded to approve the certificate. The motion carried.

sUAS – Monte Poersch

New Courses: UA110 sUAS Ground School – 3 credits
UA140 sUAS Applications – 3 credits
UA150 sUAS Personnel, Safety, & Resource Management – 3 credits

These courses are being proposed to be part of the current sUAS program. As drones are being utilized by many industries, these courses will give students more options than just in the renewable energy field. They will also be part of the proposed 18-hour sUAS certificate. These classes will be offered online beginning this fall. Jamie moved and Josh seconded to approve the courses as presented. The motion carried.

New 18-Hour sUAS Certificate:

The Renewable Energy Department was proposing an 18-hour certificate to go along with the 30-hour and AAS in sUAS. Changes are being made to both the 30-hour and AAS to make them stackable. The same CIP code will be used for all three. Stefanie moved to accept the proposal for the 18-hour certificate. Amanda seconded the motion. The motion carried.

Welding – Brian Stark

- New Courses:** IE125 Blueprint Reading and Cutting Processes – 2 credits
IE126 Shielded Metal Arc Welding – 3 credits
IE127 Gas Metal Arc Welding – 3 credits
IE128 Flux Core Arc Welding – 3 credits
IE129 Gas Tungsten Arc Welding – 3 credits

These courses will be part of the proposed new 18-Hour Welding Certificate. Kristina moved and Andy seconded to approve the courses, The motion carried.

New 18-Hour Welding Certificate:

This certificate has been developed at the request of Junction City High School. We are currently looking at a partnership with them and will use their equipment to begin with. Their students will be able to complete the certificate while taking the courses concurrently. It will be a 1-year certificate split into two semesters due to the limited number of welders available at this time. Interest in the certificate has also been expressed by area industry. This will be under the Agriculture Department and could be stackable as part of their AGS degree. Kristina moved to accept the program and Shelly seconded the motion. The motion carried.

Policy Updates:

- Policy D25 Assessment
Procedures D25 - Cindy Lamberty – Cindy asked the committee to look at these procedures and let her know of any changes they feel need made. An electronic vote will be taken later.

The following items will be brought back to the next meeting due to time restraints.

- Policy D6 – Credit for Prior Learning - Cassie
- Policy D5 – Enrollment and Withdrawal – Kris Farmer
- D5 – Enrollment and Withdrawal - Kris Farmer
 - Prerequisites
 - Overloads
- D14 – Procedures Academic Probation and Suspension – Kris Farmer
- D21 – Administrative Withdrawal – Kris Farmer
- D3 – Grades and Grading – Kris Farmer

Other:

Brent moved and Amanda seconded to adjourn the meeting. The motion carried and the meeting was adjourned.

Cloud County Community College

BOARD OF TRUSTEES

March 23, 2021

Present: Ellen Anderson, Greg Askren, Richard Hubert, Jim Koch, Pat Macfarlane, Jesse Pounds, President Amber Knoettgen, Dr. Kim Zant, Samantha Pounds-Board Clerk.

Others Present:

Attorney-Justin Ferrell, Jim Lowell - Blade Empire, Toby Nosker – KNCK, Chris Wilson, Jennifer Zabokrtsky, Matt Bechard, Brian Stark, Jessica LeDuc, Susan Dudley, Mark Whisler, Beth Whisler, Stefanie Perret, Kit Thompson, Amanda Wolf, Josh Urban, Kristina Frost, Cindy Lamberty, Carleen Nordell, Brent Phillips, Tom Roberts, Joy Cunningham, Everett Ford, Caesar Wood, Cathy Forshee, Heather Gennette, Monte Poersch, Deb Monzon, Deb Taylor, Suzi Knoettgen, and Amy Huncovsky.

-
- I. The meeting was called to order by Chairman Jesse Pounds at 5:01 pm in Room 257 of the President's Addition.
 - II. **Pledge of Allegiance**
 - III. **Adoption of the Agenda** – Ellen Anderson moved and Jim Koch seconded to adopt the amended agenda to include the names of Assistant Men's Basketball Coach, Taylor Jones, and Assistant Women's Basketball Coach, Josiah White, for contract renewals and to include an executive session for non-elected personnel under action items. Motion passed.
 - IV. **Guest Comments** – Beth Whisler announced the Diversity Equity and Inclusion Council is sponsoring Drs. Curt and Karen Brungardt to speak in our college gym Tuesday April 6th from 11:00-12:00. They started the Jana's Campaign after their daughter, a K.U. law student, was murdered when a person that she had dated finally killed her. She was the victim of domestic violence. Her parents have a powerful message focusing on education and prevention of intimate violence. On Thursday April 8th from 11:00-12:00 in our college gym Mr. Mark Potter and his wife will speak about major depression and how Mr. Potter's depression affected their family. Mr. Potter is a coach and has a very insightful message for faculty, staff, and students to understand. The CCCC Athletic

Department and the Diversity Equity and Inclusion Council are sponsoring this event. Mark Potter and his wife will speak at 7 P.M. in the gym with the same presentation and it will be open to the public and to our CCCC people.

V. Introductions and Highlights

A. Wrestling Team – Coach Cody Cole reported that the teams current record is 5-9 in Duels and they are ranked 13th in the Country. Trustees stated they were impressed by the number of wrestlers that are part of our program.

VI. Consent Agenda – Ellen Anderson moved and Greg Askren seconded to approve the Consent Agenda to include the minutes from February 23, 2021 regular board meeting; the minutes from March 4, 2021 special board meeting; the Treasurer's Report; the Purchasing and Payment of Claims; and Contract Renewal Recommendations for Taylor Jones and Josiah White. Motion passed.

VII. Reports:

A. President - Amber Knoettgen – Opened her report with the mission statement and guiding values. She reminded us of the role and impact the College has within the community. The spring semester is now on the downhill slide. Midterm grades were due last Sunday, March 21st. Second session courses began yesterday, March 22nd. Things have continued to go well and Amber was excited that we will be able to host a graduation ceremony in May for our students, their families, faculty, and staff. It will be modified with limited seating and those details will be communicated to students in the coming weeks as we create a plan. Currently there are 188 students from fall, spring, and summer that plan on attending commencement.

1) *President's Report* – Big thank you to the Diversity Equity and Inclusion Council for their work to bring two great speaking events to campus. Dating violence and mental health are very real issues. New Dean of Student Affairs, J.D. Koons, will begin on April 1st and we are excited to welcome him to Cloud! It would be great if we can bring a Vice President for Administrative Services to the board for approval at the April meeting. There will be an open session included for board members to attend like the Vice President for Academic Affairs search. There was a KJCCC meeting on March 1st keeping events at 25%, but now allowing the sale of bottled drinks. Congratulations to Jaycee Burghart and Jose Luna that were inducted to PTK on March 3rd. Thanks to sponsors Mark Whisler and Aero MacWhinnie at GCC. We are working on a partnership with WSU and KSU on drones. The Chair of the TEA, Ray Frederick, came on March 5th to visit with Kim and Amber. He also toured our Renewable Energy Facilities. Thank you to Kit Thompson, Stacey Baker, Craig Smith, Chuck Henry, and Monte Poersch for doing such a great

job for our students. Cloud made a great impression on Chair Frederick. Amber attended a Kansas Board of Regents meeting on March 17th. We met with USD 475 Junction City for a Career and Academic Partnership meeting again on March 8th to discuss expanding concurrent offerings within the high schools as well as how Cloud can expand service to the Junction City Community. There was a Campus Community Meeting via zoom on Friday March 19th that was well attended with 75 faculty and staff. These meetings provide the opportunity for college updates, open discussion, and transparency among all faculty and staff.

- 2) *Marketing* – We have a commercial running on KSNT out of Topeka (They have the NBC, ABC, FOX, and CW stations in Northeast Kansas). We are currently working on a full length commercial and digital marketing with a marketing firm out of Manhattan that is owned by an alumni and former employee, Jeff Hake.
- 3) *Enrollment and Student Services* – Admissions counselors continue to visit area high schools. Junior Day is scheduled for April 27th. They have been sending emails, texts, and calling students about enrolling in second session. Our marketing efforts have reached 28,808 people and had 700 clicks. It ran for 25 days. Fall 2021 enrollment opens on April 5th and New Student Enrollment Days have been set. New Students can begin registering now.
- 4) *Financial Aid* – The Financial Aid Office is working with the Business Office on the HEERF II Grants to figure out the checks to be issued to students in April. Waiting on Guidance from the Department of Education on the HEERF III Grants. Teryl Goeckel the Counselor at Washington High School notified the Financial Aid Office that the Washington High School had the highest FAFSA completion rate of the 2A schools in Kansas. Courtney Stensaas received a KASFAA scholarship to attend the Summer Institute Training in June at University of Nebraska, Kearney.
- 5) *Foundation* – The 2021 Auction is moving forward, set for April 24 in the Arley Bryant Gymnasium. The Foundation has sold several tables so far. The deadline to RSVP is April 9th. There is no theme this year. We will be bringing it back to what the event is truly about, raising money for our outstanding students. The Foundation awarded 202 scholarships last week in the first round of awards, giving away \$339,000.
- 6) *Upcoming Meetings* – The Higher Learning Commission Conference will be held virtually the week of April 5th. The Council of President’s meeting will be at Cowley College on April 9th. KJCCC Meeting on April 26th.

B. Vice President for Academic Affairs - Dr. Kim Zant

- 1) On March 15th, our Cloud HLC team comprised of Kim Zant, Amber Knoettgen, Brandon Galm, Cindy Lamberty and April Benne presented to the IAC board the steps they have taken since our HLC site visit. They received a

report from the team yesterday and now are tasked with writing a response within two weeks to submit to them. They are all working together making the finals adjustments to our Fall Schedules in preparation of enrollment which begins on April 5th. Congratulations go out to Brandon Galm and his KVCO students, Noah Helget and Hannah Owens for their awards from the Kansas Association of Broadcasters (KAB). Noah received 2nd Place for Complete Sports Feature; Episode of his podcast "Helget's Huddle" in which he interviewed student athlete Kya Johnson. Noah and Hannah received 2nd Place for Sports Play-by-Play; 6 minutes of highlights from their broadcast of the overtime-win women's basketball game. They both received an Honorable Mention for Complete Sportscast; the full broadcast of that same women's basketball game. Noah and Hannah will receive their awards in April, when they attend the virtual 2021 KAB Student Seminar. On April 17th, KVCO is hosting the Live Stream Telethon Fundraiser. Auditions for the Night of the Chicken Play are March 31st at 7:00 pm in the Cook Theatre. The performance is April 17th at 3:00 pm. Our Virtual Art Show is on April 16 – At present there are 9 high schools participating. Each school is limited to 10 entries. There will be a virtual Awards ceremony to close the show at 1:00 pm. A Cook Series Event will be happening on April 22. Starting with a panel discussion by Kevin Pounds, Chris Langsford, Amy Kern, Kristina Frost, Paul Gardner and Brent Phillips at 11:00 where the students and the community attending will be prepped for the evening presentation. At 7:00pm – The Zoomed Lessons from Kent State: The 50th Anniversary event will begin. We have limited seating capacity in Cook Theatre. (This was the event postponed last year because of the pandemic). Also, on April 22 our Jazz Choir will perform for Rotary. The choir will be on tour to area high schools in April for recruiting as well. There is a Band Concert on May 3, 7:00 pm and a Choir Concert on May 4, 7:00 pm both located in Cook Theatre. We are also planning a Talent Show and a Video Game Competition. Thor's Annual "Write It!" Contest for high school juniors and seniors is gearing up. Suzette Ghent is spearheading the contest to help with recruiting for the college as well as the English/Communications department. Our turbines are scheduled to be serviced this week. Aggie Days will be April 7th on campus. The agriculture dept will be hosting this all-day event which will include a livestock contest with awards. The John Deere 5050E tractor for the agriculture department has been delivered and we are working to equip it for utilization within the precision agriculture courses. Jamie Gross had a successful hog sale for our local youth on March 13th. The hogs were purchased by our local youth, so they can be shown in our local fairs. They raised over \$2,300 from the 18 hogs. This is a great partnership with our local communities.

- 2) As discussed at last months meeting, there are several tours occurring weekly between Agriculture, Nursing, Math, Renewable Energy and Science (Observatory and Cadaver) for area high school students, both live and virtual. The tours begin with our Admissions department sharing the benefits of Cloud, then the students embark upon the tours. After the tours, each student receives a personalized letter that is signed by their tour guide thanking them for attending as well as additional information about Cloud opportunities. They are also sending the instructors thank you notes for their help in organizing and for sharing their students with us for the day. Admissions is then providing follow-ups reaching out and asking the students to enroll with us at Cloud.
- 3) The Nursing Department applied for The Kansas Nursing Initiative Grant, as well as the Perkins Growth and Enhancement Grant. Both grants provide an opportunity to ask for resources to include simulators to better support our nursing program. Thank you to Stefanie for all her work on the KS Nursing Initiative Grant and both Stefanie and Amanda for their collaborative work on the Perkins Growth and Enhancement Grant.
- 4) Our Geary Campus has also been busy with Becky Woolever making three campus visits this past month plus one virtual visit. Keela Andrews hosted a First-Generation Panel on March 16th to our College Skills class. Jen Zabokrtsky's team held a FHSU Transfer Connect Info meeting via Zoom March 17. Tom Roberts and Jen have made plans for the installation of new classroom technology to include Promethean boards, sounds bars, and cameras at our Geary Campus. Jen shared that our Geary County Applications for admissions received for Summer and Fall are both up compared to same timeframe last year.
- 5) Kim wanted to thank our Cloud team. Everyone has been working hard to fulfill the recommendations that were given from HLC to include the annual program review process as well as all assessments for both academics and co-curricular programs. She also wants to say thank you to Brian Stark and his team for the work on the proposed certificates that they are bringing forward this evening. Brian Stark, Jen Zabokrtsky, Stefanie Perret, Bryan Bombardier, Monte Poershe, Kit Thompson, Mike and Jared Gross, and Annette Starr all made significant contributions to the proposals. If the Pharm Tech and Welding certificates are approved tonight, they will then move to the Technical Education Authority or TEA Program Curriculum committee (May 13) then to the TEA meeting (May 27) and to the KBOR meeting (June 16-17) for the needed approval steps. The sUAS certificate, if approved tonight, will only need to go to the KBOR for approval due to it being a subordinate credential to the current sUAS 30 hour certificate and the AAS degree.

C. Vice President for Administrative Services - Amber Knoettgen

- 1) *Financials* – They are currently conducting interviews for the Vice President for Administrative Services. Although, enrollment is down, overall, the finances are doing well because they have offset that by cutting expenses. They are receiving another round of HEERF funds (Higher Education Emergency Relief funds). Currently awaiting guidance on this round of CARES money before pulling down those funds.
- 2) *COVID-19 Update* – Concordia Campus is at 5 positive cases. Geary County Campus has 3 positive cases. This is a great start since January 4th. All faculty and staff can receive the vaccine, which is an important step in resuming a sense of normalcy.
- 3) *Auxiliary Services – Bookstore*: Morgan Cool is working on the course materials with faculty and adjuncts for summer 2021 and Fall 2021, such as textbooks, T-books, and lab kits. *Residence Life*: 150 Students have applied for housing for fall 2021. We are working on the summer maintenance and renovation plans. Including building #8 demolition. Residence Assistants interview process will begin soon for the Fall semester. *Food Services*: The ice cream machine is back- students love it! They are working with Consolidated to offer more of a variety of foods the next 6 weeks. *Children's Center*: Had 100% participation in parent teacher conferences. Planning 1st family event since COVID – Preschool Graduation and Picnic set for May 7th at Broadway Plaza. All are welcome to attend! *Facilities*: The gym floor bid is advertised and posted as looking to refinish the gym floor. New NJCAA rules require new 3-point line (21'9") and center Arc to be changed. Work to begin May 17 after graduation through June 6. The AIA Facilities Consultant workshops were held last week, March 17-19 to begin the process of developing a campus facilities master plan. The sessions included focus group meetings for students, the faculty, staff and to the foundation board. 2 Board of Trustee members were present, Jim Koch and Greg Askren. Ag Facility is close to completion. Eric Johnson recommended one more step to help with the moisture issue: to put a vapor barrier down. He has offered to pay for the barrier, but we will need to dig at least six inches of dirt from inside the building. There will also be a drain put in our front to help with water issues outside the building.
- 4) *IT* – Continuing to roll out the new management system for deploying software updates on workstations. It will allow us to deploy software and updates more easily on faculty, staff, and lab computers on-campus. Continuing to upgrade classrooms with the new audio and camera system. They are in the planning stages of deploying this hardware at GCC; it's possible we might get those classrooms done this summer. Coordinator of Institutional Research starts on April 5th. Looking forward to training him

and getting that position up and running again. Planning a lot of things towards the network infrastructure update.

- 5) *Athletics* – Courtney Lawrence was named USTFCCCA NJCAA Field “Athlete of the Year”. 4th best performer in NJCAA History. Baseball and Softball scheduled for Thursday, but it’s highly likely they will be rescheduled. Men’s and Women’s Basketball is playing Independence on Wednesday at 5:00 and 7:00 pm. Volleyball celebrated Sophomore night last night and defeated Fort Scott 3-1. Volleyball plays at Allen County on Thursday and Coffeyville on Monday before the District Tourney on April 2nd. Track and Field are at Cowley Saturday. Wrestling is at NJCAA District Tourney – Hoisington, KS. The 24th Annual T-Bird Golf Classic set for June 12th.

D. Meetings the Board Members attended

- 1) Jim Koch attended the Foundation Board of Trustees Meeting this month.
- 2) Ellen Anderson attended a KASB Negotiations and a KACCT meeting.
- 3) Jesse Pounds attended the Pros of Con meeting this month.

VIII. Discussion Items: None

IX. Action Items:

- A. Pharmacy Technician Certificate** – Dr. Brian Stark presented information about the Pharmacy Technician Certificate with the help of Stefanie Perrett. Discussion about questions that arose from the Board of Trustees were answered directly. Pat Macfarlane moved and Jim Koch seconded to approve the Pharmacy Technician Certificate for this to be sent to the Kansas Board of Regents. Once approved, the Certificate will be offered at Cloud County Community College in the Fall of 2021.
- B. sUAS Certificate** – Dr. Brian Stark presented the information about the sUAS Certificate with the help of Kit Thompson and Monte Poersch. Discussion about questions that arose from the Board of Trustees were answered directly. Jim Koch moved and Pat Macfarlane seconded to approve the sUAS Certificate for this to be sent to the Kansas Board of Regents. Once approved, the Certificate will be offered at Cloud County Community College in the Fall of 2021.
- C. Welding Certificate** – Dr. Brian Stark presented the information about the Welding Certificate. Discussion about questions that arose from the Board of Trustees were answered directly. Jim Koch moved and Greg Askren seconded to approve the Welding Certificate for this to be sent to the Kansas Board of Regents. Once approved, the Certificate will be offered at Cloud County Community College in the Fall of 2021.
- D. Non-Elected Personnel**
Ellen Anderson moved and Richard Hubert seconded to recess into executive session at 6:31 pm for 15 minutes with 6 Board members, Amber Knoettgen, Kim

Zant, Chris Wilson, Justin Ferrell, and Matt Bechard to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and return to open session in this room at 6:46 pm. Motion passed.

Jesse Pounds moved and Ellen Anderson seconded to approve the nonrenewal of Jordan Altman as the Head Men's Basketball Coach effective April 30, 2021 and that Chris Wilson, Director of Human Resources, be directed to mail written notice to Jordan Altman by March 31, 2021. Motion passed.

X. Other: None

IX. Executive Session:

A. Non-Elected Personnel

Pat Macfarlane moved and Ellen Anderson seconded to recess into executive session at 6:50 pm for 20 minutes with 6 Board members, Amber Knoettgen, Kim Zant, Chris Wilson, and Justin Ferrell to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and return to open session in this room at 7:10 pm. Motion passed. No action taken.

Greg Askren moved and Pat Macfarlane seconded to adjourn the meeting at 7:12 pm. Motion passed.

Samantha Pounds, Clerk of the Board
Cloud County Community College
Board of Trustees