

# New Program Request Form CA1

## General Information

Institution submitting proposal	Dodge City Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Clayton Tatro – VP, Workforce Development <a href="mailto:ctatro@dc3.edu">ctatro@dc3.edu</a> (620) 224-9856
Identify the person responsible for oversight of the proposed program	Clayton Tatro – VP, Workforce Development
Title of proposed program	Industrial Maintenance
Method of program delivery (face to face, online, hybrid)	Face-to-Face
Proposed suggested Classification of Instructional Program (CIP) Code	47.0303
CIP code description (from <a href="https://nces.ed.gov/ipeds">nces.ed.gov/ipeds</a> )	A program that prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery, and steam propulsion, refinery, and pipeline-distribution systems.
Standard Occupation Code (SOC) associated to the proposed CIP code	49-9041
SOC description (from <a href="https://onetonline.org">onetonline.org</a> )	Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. May also install, dismantle, or move machinery and heavy equipment according to plans.
Number of credits for the degree <u>and</u> all certificates requested	30 – Certificate B
Proposed Date of Initiation	Fall 2024
Specialty program accrediting agency	None
Industry-recognized certification(s) to be earned by students	None

Signature of College Official \_\_\_\_\_

*Handwritten Signature*

Date 11/06/23

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, CA-1a form).

*Institutions requesting subordinate credentials need only submit the following sections:*

*1) General Information, 2) Program Rationale, 3) Complete catalog descriptions (including program objectives) for the proposed program, 4) List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program, 5) List any pertinent program accreditation available (rationale for seeking or not seeking accreditation and plan to achieve accreditation), and 6) Program Approval at the Institution Level.*

### **Program Rationale**

- Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.

An exceptional workforce need surrounds Industrial Maintenance in Dodge City, Kansas, and the Southwest Kansas region with the existing meat-packing plants and the new Hilmar Cheese plant. With a new Industrial Maintenance program, students will receive comprehensive training that covers the breadth and depth of industrial maintenance / automation / mechatronics. In addition, DCCC has current customized training partnerships with Cargill Meat Solutions, National Beef, and the Hilmar Cheese Factory (the Hilmar plant construction will be complete in 2024). Training opportunities to be provided by DCCC specifically for industrial maintenance are desired by these industry partners for the development of their existing workforce. Both prospective and current employees will reap the benefits of the proposed training.

In light of the Hilmar Cheese Company's Dodge City expansion, the need for a new Industrial Maintenance program is even greater in Dodge City/Southwest Kansas. Hilmar is building its newest state-of-the-art cheese and whey protein processing plant in Dodge City to meet the growing demand for their products. In addition to job creation, the new plant will promote growth for Kansas dairy producers. The Hilmar Cheese Company's new Dodge City site will bring: 1) \$1+ Billion in investment (\$600+ Hilmar / \$550+ Dairies) to the Southwest Kansas Region; 2) 1000+ Jobs (250 Hilmar Jobs / 750 Dairy Jobs); 3) \$60,000+ Average annual wage for Hilmar roles in high tech food processing jobs.

The proposed Industrial Maintenance Mechanic program would be a two-semester program that starts in the Fall semester every year. The program would accommodate 40 students per year.

- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

Dodge City employers (Hilmar Chees, National Beef, Cargill) are specifically requesting a one-year program.

## Program Description and Requirements

- Provide a complete catalog description (including program objectives/outcomes) for the proposed program.

The Industrial Maintenance program provides the solid foundational knowledge and skills necessary to succeed in the mechanical and automated manufacturing environment. Graduates will learn to analyze, troubleshoot, and align mechanical and automated industrial machinery. Program course work includes electricity, motor controls, programmable logic controls, mechanical systems, fluid power, manufacturing automation concepts and robotics.

- Include any work-based learning requirements of the program, such as clinicals, internships, etc. If clinical experience is required, please identify whether sufficient clinical sites are available.

None.

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

### Admissions Policies

A person can be admitted to Dodge City Community College in one of the following ways:

- A graduate of an accredited high school.
- A successful completer of the General Education Development (GED) examination.
- A person 18 years of age or older.
- A graduate of an approved home-school program or a nonaccredited private school. Students must submit evidence of their academic status in the form of a diploma, transcript or assessment exams.
- A high school sophomore, junior or senior student with written permission from the high school principal.
- A student enrolled in grades 9 through 12 in a recognized gifted program with written permission from the high school principal.
- A transfer student, in good standing, from a regionally accredited university/college. The college reserves the right to deny admission or re-admission to any individual determined by the Vice President of Student Affairs to be a threat to the community college.

### Graduation Requirements

Students must earn a minimum 2.00 grade point average and complete at least 12 credit hours of their last 24 credit hours in residence in order to graduate from Dodge City Community College. A minimum grade of “C” is required in English Composition I (ENG 102), English Composition II (ENG 103), and Public Speaking (SP 106) to be counted toward graduation. Please refer to the Degree Requirements section of this catalog for specific degree, certificate, or program requirements. Students will follow the guidelines of the catalog in effect when they first enrolled, provided they remain continuously enrolled from the semester of entry to the semester of graduation. Students who are not continuously enrolled at Dodge City Community College from the date of entry to the date of graduation will follow the guidelines of the current catalog in effect when they returned. Degrees will be conferred in August, December and May.

## Demand for the Program

- Using the most recent Kansas Department of Labor’s Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
  - Labor information included should show demand in the occupation for the level of education being proposed for the program.
  - Include additional data for local and regional employer demand if available.
  - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.

Included.

- Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.

Included.

- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.

Given that the Hilmar Cheese expansion had not been announced/decided at the time of the last Comprehensive Local Needs Assessment, Industrial Maintenance was not included in the last CLNA. Hilmar Cheese is a strong advocate for this program and is a driving force behind its implementation.

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

None.

### **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.

Included.

- Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

Due to the regional needs of employers, no collaboration between programs was pursued. Dodge City employers (Hilmar Chees, National Beef, Cargill) are specifically requesting a one-year program.

This is not program duplication. Both a regional and state-wide need exists for new employees in as many locations as possible.

### **Program Information**

- If the program has undergone the alignment process at the state level, please review alignment requirements and ensure the courses, industry-recognized certifications, and accreditation requirements are met in the proposal. Listing of aligned programs can be found at: [https://www.kansasregents.org/workforce\\_development/program-alignment](https://www.kansasregents.org/workforce_development/program-alignment)

Dodge City Community College recognizes and understands that this proposal as presented does not meet alignment for the proposed program. The regional needs of employers in Dodge City necessitated a one-year program with specific training included.

- List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program. The regional needs of employers in Dodge City necessitated a one-year program with specific training included.

**Basic Electricity (3 credit hours)** This course is an introduction to electricity, basic electrical components and their characteristics, circuit schematics and basic analysis of series and parallel DC circuits. Hands-on labs help guide student learners to assimilate this material.

**Mechanical Systems (3 credit hours)** This course provides understanding of mechanical energy transmission concepts along with lab experience to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts and spur gears. Students also learn how to safely move loads of different shapes and sizes using a variety of methods.

**Mechanical Systems Reliability (3 credit hours)** This course provides understanding of mechanical energy transmission concepts along with lab experience to operate, install, analyze performance, and design mechanical drive systems using right angle gears, bearings and couplings. Students learn how to setup and operate laser shaft alignment and apply vibration analysis to various power transmission systems.

**Electrical Control Systems I (3 credit hours)** This course is an introduction to electrical control systems with focus on control devices, electric motors, manual/electric/magnetic motor control and overload/over current protection and monitoring. Lab experience helps develop skills to operate, install, design, and troubleshoot AC electric motor control circuits for various applications.

**SMAW (Shielded Metal Arc Welding) (3 credit hours)** This course includes safety, identification, set up, and use of shielded metal arc welding (SMAW) equipment. Students will perform a variety of welds in the flat and horizontal positions with various electrodes.

**Fluid Power I (3 credit hours)** This course provides fundamentals of pneumatics, air compressors, control valves, pneumatic cylinders, electropneumatic controls; and basic pump principles, working of centrifugal pumps, magnetic drive pumps, diaphragm pumps, metering pumps and pump seals. Students learn how to operate, install, troubleshoot, analyze performance, and design basic pneumatic systems and pump systems.

**Industrial Programmable Logic Controllers (3 credit hours)** This course is an introduction to programmable logic controllers (PLCs) and PLC control of discrete and analog input and output devices. The course covers basic PLC programming and troubleshooting with live devices and their use in industrial, commercial, and residential applications.

**Industrial Process Control (3 credit hours)** This course provides understanding of different types of process control systems like temperature, flow and level control. The course includes process control principles, thermocouples, RTD's, temperature measurement devices, On/Off temperature controllers, programmable process heat controllers, transmitters, process loop test equipment and final control elements. Using this information students learn to construct, test and operate systems found in industrial applications.

**Robotics I (3 credit hours)** This course is an introduction to robotics and provides an understanding of basic robotics principles, parts of robots, degrees of freedom, programming methods and languages. Students learn to home a robot, test teach points and design simple robot programs for different applications.

**GTAW (Gas Tungsten Arc Welding) (3 credit hours)** In this course, students will learn to safely set the power source of a GTAW machine to the correct parameters. The student will perform GTAW welds on various metals in multiple positions according to industry standards.

- 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.

<b>Program Title:</b>	Industrial Maintenance
<b>Degree/Certificate Type:</b>	Certificate

**First Semester**

Course #	Course Title	Hours
	Basic Electricity	3
	Mechanical Systems	3
	Mechanical Systems Reliability	3
	Electrical Control Systems I	3
	SMAW (Shielded Metal Arc Welding)	3
	<b>Total</b>	<b>15</b>

**Second Semester**

Course #	Course Title	Hours
	Fluid Power I	3
	Industrial Programmable Logic Controllers	3
	Industrial Process Control	3
	Robotics I	3
	GTAW (Gas Tungsten Arc Welding)	3
	<b>Total</b>	<b>15</b>

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

None.

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

Not applicable.

- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.

Included.

**Faculty**

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

DCCC Board of Trustees policy on Faculty Qualifications reads as follows:

“Faculty teaching in a career and technical education college-level certificate and occupational associate’s degree programs should hold a bachelor’s degree in the field and/or combination of education, training and tested experience.”

## **Required Qualifications**

- High School Graduate or GED completed.
- Associate's Degree or applicable college-level course work and appropriate training/experience. Experience to include a minimum of 4,000 contact hours of work experience as an Industrial Maintenance Mechanic. Military experience strongly considered.
- Extensive knowledge of Industrial Maintenance systems and equipment including equipment maintenance, installation, quality control, and operation monitoring.
- Teaching and/or training experience.
- Ability to demonstrate excellent oral and written communication skills.
- Ability to work with groups, organizations, and institution.
- Computer skills and ability to use technology in the classroom.
- Must obtain and maintain a valid Kansas driver's license.

## **Preferred Qualifications**

- Bachelor's degree in Technical Education.
- Community College or College/University teaching experience.
- Qualifications/credentials in an additional program content area.

## **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.).

## **Student Headcount**

Student headcount is appropriately conservative for a new program.

## **Personnel**

The proposed Industrial Maintenance program will be staffed with a 1.0 FTE full-time instructor. The part-time adjunct instructor line is included to account for the need for a potential evening program.

## **Initial Budget**

While this program is exceptionally equipment heavy (\$870,000), those funds are secured through the Kansas Department of Commerce DRAW Grant and the USDOL Education and Training Administration (ETA) Community Projects Grant.

The \$870,000 allotted for initial equipment will outfit a nicely-appointed lab with \$24,000 for tools being a reasonable start-up amount. Estimates for equipment were received from Festo Corporation as a possible vendor.

\$200,000 allotted for facility modifications will include electrical load as well as climate controls and insulation.



Technology/software includes a set of classroom laptop computers.

Of the hefty start-up cost, the vast majority of these funds are coming from grants and/or supplemental sources. Only \$100,000 is needed from the General Fund.

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

Included.

- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

Grant funds from the Kansas Department of Commerce DRAW grant, the U.S. Department of Labor ETA Community Projects grant, and the U.S. Department of Education Title V grant will provide funding for equipment, building renovation, and classroom technology.

- **Additional cost and funding documents to include as needed:**
  - Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees.

Included.

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

Not applicable.

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

Included.

### **Program Review and Assessment**

- Describe the institution's program review cycle, and anticipated review timeframe for proposed program.

### Responsibilities

Vice President of Academic Affairs/CAO & Vice President for Workforce Development: It is the responsibility of the Vice President of Academic Affairs and the Vice President for Workforce Development to establish and maintain the program review schedule. It is the responsibility of the Vice Presidents to provide Board meeting dates to those whose programs have been reviewed and to inform them, as well as the Curriculum Committee, of Board decisions concerning program reviews. It is the responsibility of the Vice President of Academic Affairs/CAO or his/her designee to report on the status of program reviews to the Board of Trustees, and to the President of the College.

**Division Chairs:** It is the responsibility of the Division Chairs to complete the program review forms and to make presentations to the Curriculum Committee and/or to distribute program review forms and/or delegate to the appropriate individual within the division/department/program the responsibility for presenting program reviews to the Curriculum Committee.

**Curriculum Committee Chair:** It is the responsibility of the chair to distribute program review materials to committee members and to oversee the providing of recommendations to the Vice President of Academic Affairs/CAO and Vice President for Workforce Development.

**Curriculum Committee:** It is the responsibility of the Curriculum Committee to hear program review presentations and to provide recommendations concerning reviewed programs to the Vice President of Academic Affairs/CAO and Vice President for Workforce Development.

### **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)*

Included.

- Curriculum Committee

Included.

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

Included.

### **Program Proposal Submission**

- Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
- Please create a PDF of all documents, and submit the completed application to the following:

April Henry  
Director of Workforce Development  
[ahenry@ksbor.org](mailto:ahenry@ksbor.org)

Charmine Chambers  
Associate Director for Workforce Development/Data/Finance  
[cchambers@ksbor.org](mailto:cchambers@ksbor.org)

Occupation Code	Occupational Title	Employment		Change in Employment	
		Base Year 2020	Projected Year 2030	Numerical	Percent Annual
49-9041	Industrial Machinery Mechanics	5,041	5,771	730	14.5%
					1.4%

Openings due to			
Exits	Exits: Annual	Transfers	Numerical Change: Annual
1,662	166	2,920	730

Total {1}		Wages {2}	
Openings	Openings: Annual	Annual Mean	Annual Median
5,312	531	\$60,800	\$62,130



September 19, 2023

Kansas Board of Regents  
1000 SW Jackson Street – Ste 520  
Topeka, KS 66612-1368

To Whom It May Concern:

Hilmar Cheese Company, Inc. would appreciate your strong consideration and support of the Dodge City Community College and their request for approval of the newly proposed Industrial Maintenance program. We have been working closely with the college in the last 18 months with their Electrical Technology and Industrial Maintenance programs. We are also exploring ways in which the college can assist with the training of our current employees.

Hilmar Cheese Company, Inc. is in the process of building a new facility in Dodge City, creating 260 new jobs by 2024. The project is expected to bring several hundred additional new jobs within a 45-mile radius of Dodge City. There are also several other service providers that are looking to locate to the area due to the dairy industry expansion.

The community continues to focus on developing the workforce to meet the great demand of existing and new employers. Hilmar Cheese Company has committed to the program by serving as a Program Advisory Committee member, provide equipment to the program, host and attend career fairs and employer visits, provide on-the-job training opportunities for students, and to employ graduates who meet the hiring requirements and company needs.

As the workforce continues to grow, this allows existing and new employers such as ourselves, to continue to grow the Kansas community and economy. The assistance of the Dodge City Community College and their Industrial Maintenance program in partnership with the many programs that the community offers, has, and will continue to be a successful direction in helping grow the Kansas economy.

Your consideration and support of Dodge City Community College is appreciated. If you have any questions, please do not hesitate to give me a call.

Sincerely,

  
Luis Mar Silva  
Sr. Director, Regional Operations  
Hilmar Cheese Company, Inc.



September 19, 2023

Kansas Board of Regents  
1000 SW Jackson Street – Ste 520  
Topeka, Kansas 66612-1368

To Whom It May Concern:

This letter is written in support of Dodge City Community College and their request for a new Industrial Maintenance program. We have been working closely with the College in the last 24 months with their Electrical Technology program and Industrial Maintenance possibilities. We have been most interested in offering scholarships to Electrical Technology students with a commitment to work for Cargill. We are also exploring ways in which the College can assist with training of our current employees.

DCCC's program currently provides students with the electrical theory and hands-on learning to be successful in the industry. We are encouraged that the College is planning to offer specific training in industrial maintenance applications.

As examples of our commitment to the program, we pledge the following:

- To serve as a Program Advisory Committee member
- To provide materials and equipment to the program as practical and mutually beneficial
- To host and/or attend career fairs and employer visits
- To provide on-the job training opportunities for students as practical
- To employ graduates who meet the hiring requirements, company needs, and fit

We are proud to partner with Dodge City Community College to upskill the workforce that is desperately needed in Southwest Kansas. Please give DCCC's application serious consideration as this proposal would provide valuable training that is needed in Southwest Kansas.

Sincerely,

Kenneth Woods  
Maintenance Manager

Darrin Drach  
Superintendent, Electrical Division

Tasha Timm  
Project Manager



**National Beef.**

September 28, 2023

Kansas Board of Regents

To Whom It May Concern:

This letter is written in support of Dodge City Community College and their proposed Industrial Maintenance program. We have been working closely with the College in the last 24 months with their Welding and Hydraulics training. We have been most interested in offering internships to students with a commitment to work for National Beef. We are also exploring ways in which the College can assist with training of our current employees.

DCCC's program currently provides students with the electrical theory and hands-on learning to be successful in the industry. We are encouraged that the College is planning to offer specific training in industrial maintenance applications.

As examples of our commitment to the program, we pledge the following:

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- To host and/or attend career fairs and employer visits
- To provide on-the job training opportunities for students as practical
- To employ graduates who meet the hiring requirements, company needs, and fit

We are proud to partner with Dodge City Community College to upskill the workforce that is desperately needed in Southwest Kansas. Please give DCCC's application serious consideration as this proposal would provide valuable training.

Sincerely,

**Taylor Murphy**  
Maintenance & Engineering  
National Beef Packing Co. LLC  
2000 E. Trail Street  
Dodge City, KS 67801  
620.253.2899 (Cell)  
620.338.4245 (Office)

America's Premier Beef Company®

2000 East Trail St. • PO Box 539 • Dodge City, KS. 67801  
1-800-449-BEEF • nationalbeef.com



# Dodge City High School

2201 W Ross Blvd · Dodge City, KS 67801-8425  
(620) 471-2110 TELEPHONE / (620) 227-1680 FACSIMILE

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September 14, 2023

Dr. Clayton Tatro  
Vice President – Workforce Development  
Dodge City Community College  
2501 N 14<sup>th</sup> Ave  
Dodge City, KS 67801

Dr. Tatro,

Dodge City High School is fully supportive of DCCC's proposed Industrial Maintenance program. We are excited about yet another Workforce Development opportunity DCCC will provide our students to learn the right skills and earn the right credentials to become a skilled and productive employee.

Both DCHS and DCCC are aware of the clientele we serve. We are aware of their familiar responsibility to stay local after graduation. There are ample employment opportunities in our region at the beef processing plants and cheese factory. One can only see the enormous benefits of DCCC having an Industrial Maintenance program as it molds perfectly with our clientele and our labor market needs.

Just like the other Workforce Development programs DCCC offers, the expected hands-on, real-world learning that would take place in the Industrial Maintenance program is what our students thrive on. Students are the winners when they can work together and foster teamwork skills that parallel industry working environments. DCCC has captured the market with this learning style and expectations are this will continue in the Industrial Maintenance program.

Please accept this letter as support for DCCC's development of the Industrial Maintenance program.

Sincerely,

Mike Martinez  
Associate Principal/CTE Coordinator

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**Martha Mendoza**, Principal · MENDOZA.MARTHA@usd443.org

Mike Martinez, Associate Principal

Camilla Hartzler, Amy Herter, Jon Hansen, Brian Myers & Kara Huck, Assistant Principals

Jay Gifford, Athletic Director / Shawn Steiner, Activities Director

**Dodge City Public Schools** · Unified School District 443 · Dodge City, Kansas



*USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.*

# K-TIP

CIP Code	Program Name	Institution	Total # Declared Majors	Total # Concentrat ors	Total # Pursuing Additional Education	Total # Graduates Exited	Total # Graduates Exited and Employed	Average Wage: Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
47.0303	Industrial Mechanics And Maintenance Technology/Tech nician	Garden City Comm. College	16	^	7	^	^	^	^
47.0303	Industrial Mechanics And Maintenance Technology/Tech nician	Neosho County Comm. College	^	^	^	^	^	^	^
47.0303	Industrial Mechanics And Maintenance Technology/Tech nician	Washburn Institute of Technology	45	39	27	14	14	\$73,806	\$64,150
47.0303	Industrial Mechanics And Maintenance Technology/Tech nician	Wichita State University Campus of Applied Sciences and Technology	38	36	27	5	5	\$46,227	\$47,346



## KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Dodge City Community College

Proposed Program: Industrial Maintenance

IMPLEMENTATION COSTS				
Part I. Anticipated Enrollment			Implementation Year	
Please state how many students/credit hours are expected during the initial year of the program?				
			Full-Time	Part-Time
A. Headcount:			20	--
Part II. Initial Budget			Implementation Year	
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 1	\$	\$ 60,000	General Fund
Part-time/Adjunct	# 1	\$	\$ 14,000	General Fund
		Amount	Funding Source	
B. Equipment required for program		\$ 870,000	DRAW Grant / ETA Grant	
C. Tools and/or supplies required for the program		\$ 24,000	General Fund	
D. Instructional Supplies and Materials		\$ 2,000	General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 200,000	Vocational Capital Outlay	
F. Technology and/or Software		\$ 20,000	Title V Grant	
G. Other <i>(Please identify; add lines as required)</i>				
<b>Total for Implementation Year</b>		\$ 1,190,000	\$100,000 from General Fund	

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
Part I. Program Enrollment			Second and Third Years	
Please state how many students/credit hours are expected during the first two years of the program?				
			Full-Time	Part-Time
A. Headcount:			48	--
Part II. Ongoing Program Costs			First Two Years	
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 1	\$	\$ 125,500	General Fund
Part-time	# 1	\$	\$ 28,000	General Fund
		Amount	Funding Source	
B. Equipment required for program		\$ 0		
C. Tools and/or supplies required for the program		\$ 0		
D. Instructional Supplies and Materials		\$ 4,000	General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$ 0		
F. Technology and/or Software		\$ 10,000	Title V Grant	
G. Other <i>(Please identify; add lines as required)</i>				
<b>Total for Program Sustainability</b>		\$167,500	\$157,500 from General Fund	

## KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

Grant funds from the Kansas Department of Commerce DRAW grant, the U.S. Department of Labor ETA Community Projects grant, and the U.S. Department of Education Title V grant will provide funding for equipment, building renovation, and classroom technology.

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. 72-5810), 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.*

<b>Institution Name:</b>	Dodge City Community College
<b>Program Title:</b>	Industrial Maintenance
<b>Program CIP Code:</b>	47.0303

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

<b>Fee</b>	<b>Short Description</b>	<b>Amount</b>
Tool Fee	Tools Required for the Program	\$400.00
Uniform Fee	Uniform Shirts	\$80.00
Course Materials Fee	Course Materials/Textbook Fee @ \$20.00 per Credit Hour	\$600.00

*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.*

<b>Course ID</b>	<b>Short Description</b>	<b>Amount</b>

*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*

<b>Item</b>	<b>Short Description</b>	<b>Estimated Amount</b>

**Required Tools:**

- Phillips Screwdriver #1
- Phillips Screwdriver #2
- Slotted Screwdriver ¼"
- Slotted Screwdriver 3/8"
- Slotted Screwdriver 5/16"
- Metric Allen Wrench Set
- Standard Allen Wrench Set
- Slip/Joint Pliers 8"
- Linesman Pliers 8"
- Needle Nose Pliers 5"
- Diagonal Cutting Pliers 5"
- Metric Combination Open End Wrench Set (8mm-19mm)
- Standard Combination Open End Wrench Set (1/4"3/4")

✓ **TOOLS**

- Padlock (Combination or Key Lock)
- Precision Screwdriver Set with (Plastic Handles)
- Adjustable Wrench 8"
- Wire Strippers 7"
- Tool Bag
- Fuse Puller
- Tape Measure 25' (Foot)
- 3/8' Socket Set
- Standard 3/8" Socket Set with Ratchet Drive (Includes 5/16"-3/4")
- Metric 3/8" Socket Set with Ratchet Drive (Includes 12mm-19mm)
- Tongue and Groove Pliers (12" with Jaw Opening of 2")

# Kansas Promise Eligibility Request Form

CA-1d Form (2022)

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

## Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to [K.S.A. 2021 Supp. 74-32.272](#):
  - Information Technology and Security
  - Mental and Physical Healthcare
  - Advanced Manufacturing and Building Trades
  - Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Distribution and Logistics

Name of Institution	Dodge City Community College
Name, title, and email of person responsible for Academic program	Dr. Clayton Tatro VP – Workforce Development ctatro@dc3.edu
Name, title, and email of Financial Aid contact	Dr. Christy Johanson AVP – Student Services cjohanson@dc3.edu



Industrial Maintenance  
Program Advisory Committee  
January 10, 2023  
11:30 AM  
Casey's Cowtown Restaurant

In Attendance: Clayton Tatro, DCCC  
Heidy Dominguez, DCCC  
Darin Drach, Cargill  
Tosha Timm, Cargill  
Taylor Murphy, National Beef  
Luis Mar Silva, Hilmar Cheese  
Randy Whitehurst, Hilmar Cheese  
Roy Schmidt, Hilmar Cheese  
Rebecca Vallier, Hilmar Cheese

Clayton Tatro started the meeting by thanking everyone for coming. He asked if everyone had received the list of potential courses for Industrial Maintenance along with the respective course competencies (included). All confirmed that they had received them.

The proposed courses were presented:

- Basic Electricity
- Mechanical Systems I
- Mechanical Systems II
- Electrical Control Systems I
- Electrical Control Systems II
- Fluid Power I
- Fluid Power II
- Programmable Logic Controllers
- Process Control
- Robotics I

Both Taylor Murphy from National Beef and Darin Drach from Cargill stressed the need for both SMAW and GTAW.

Luis Mar Silva from Hilmar Cheese spoke about the importance of robotics to their operation.

Randy Whitehurst from Hilmar Cheese stated hydraulics training is not nearly as needed at Hilmar compared to pneumatics.

After considerable discussion, the following set of courses was determined by consensus:

- Basic Electricity
- Mechanical Systems I
- Mechanical Systems II
- Electrical Control Systems I
- Fluid Power I
- Programmable Logic Controllers
- Process Control
- Robotics I
- SMAW
- GTAW

All in attendance recommended a one-year program rather than a two-year program.

The meeting adjourned after lunch.



**Dodge City Community College  
Curriculum Committee Agenda  
October 11, 2023  
3:30 PM  
Ford County Room**

Attending

Sherry Rogers  
Lorna Ford  
Ben Cuellar  
Clayton Tatro  
Jodi Rust  
Mechelle Hailey  
Sunshine Hicks

Christy Johanson  
Michelle Richardson  
Phil Hoke  
Holly Mercer  
Charlene Figger  
Anthony Aragon

Absent

Jay Kinzer, Jane Holwerda, Jorge Estrella, Devlin Goldworm

I. Call to Order

A. At 3:30

B. Change to Agenda: Moving of New Business item H - Changes to DCCC Course Inventory - to November agenda. Change G to catalog publication dates and not calendar dates. Dr. Johanson will speak about it instead of Dr. Kinzer.

II. Approval of Minutes

A. September 13, 2023

M: Hailey    S: Ford    Approved

III. Old Business

A. Program Review Process (Dr. Hailey)

Hailey shared the changes to the Nursing program review process. The process will now be a review by degree program. Other departments will work with Nursing on this new process to be implemented in 24/25. This change is in alignment with the upcoming KBOR pathways.

Discussion item. No action.

B. Online process and procedures (Sherry Rogers)

Rogers talked about the importance of online and face to face courses matching in process and procedures. The math redesign has been piloting how this might work. An example is the text proctoring forms.

Discussion item. No action.

#### C. Industrial Maintenance Program Approval (Dr. Tatro)

Tatro shared a plan for the Industrial Maintenance program to be implemented in Fall of 2024. All supporting documents, including course syllabi, were placed in the shared Curriculum Committee google drive. Industrial Maintenance will be a certificate program for two semesters, 30 credits. The location for the program will be at the Beeson site.

M: Ford S: Hoke Approved

#### IV. New Business

##### A. Course Revision: NR 101 (Dr. Hailey)

Hailey proposed Associate of Applied Science in Nursing go from 68 to 66 credits. (Supporting documentation in the shared Curriculum Committee google drive). NR 101 proposes a change from 6 to 4 hours. The clinical assessment portion of the course is being removed and put within the health assessment course.

M: Ford S: Aragon Approved

##### B. New Course Proposal: NR 1XX Health Assessment (Dr. Hailey)

Hailey proposed new course, NR 1XX Health Assessment. (Supporting documentation in the shared Curriculum Committee google drive). A discussion on the program redistribution of credit hours occurred. Students will now have 180 clinical hours in the fall semester compared to the previous 90 hours. In the spring students will now have 90 clinical hours instead of 180.

M: Hoke S: Ford Approved

##### C. New Course Proposal: NR 108 Medical Surgical Nursing (Dr. Hailey)

The proposal adds IV therapy content to course. This allows students to get their IV certificate sooner. This is in alignment with the approved PN program and Nurse Practice Act. (Supporting documentation in the shared Curriculum Committee google drive)

M: Hoke S: Ford Approved

##### D. Nursing Program Revision Requests (Dr. Hailey)

1. Practical Nurse Certificate Opt-Out

The certificate will move from 51 to 40 credit hours and the opt out options will change.  
(Supporting documentation in the shared Curriculum Committee google drive)

M: Hoke      S: Ford      Approved

2. Associate of Applied Science in Nursing

The credit for prior learning process is changing. (Supporting documentation in the shared Curriculum Committee google drive)

M: Ford      S: Cuellar      Approved

3. Practical Nurse Certificate

This program is only offered as an exit option from the RN program. After successfully completing the pre-requisites and first two semesters of the RN program, students may change their major to PN certificate, complete a summer PN course, and obtain the PN certificate. This certificate allows students to sit for the NCLEX-PN licensure exam and, if passed, obtain an LPN license. (Supporting documentation in the shared Curriculum Committee google drive)

M: Hoke      S: Ford      Approved

E. Automotive Program Revival (Dr. Tatro)

Approval to revive the Automotive Program requested by Dr. Tatro. The program is a 69 credit certificate with a morning and afternoon cohort. The program is still present in the KBOR material but has been inactive since AY 2017/2018. Figger mentioned a few courses, in the program will need revision. Course revisions will be brought to the next meeting.

M: Hicks      S: Ford      Approved

F. Prerequisite change for BIO211

Request to remove BIO101 as a prerequisite for BIO211 and add BIO 111 as a Prerequisite.

M: Ford      S: Hicks      Approved

G. Changes to catalog public dates (Dr. Johanson)

To be in compliance with DOE and VA changes to the timeline for completion of online and physical print course catalog are occurring. A catalog timeline document was distributed. Discussion item. No action.

V. Other Business

A. Lorna Ford's Position on Curriculum Committee.

Lorna is now the Director of the Child Development Center and is no longer a full time faculty, yet she is continuing to teach. Rogers asked that she remain on the Curriculum Committee.

M: Hicks S: Hoke Approved

VI. Adjournment at 4:17pm

M: Hailey S: Hoke Approved

Next Meeting: November 8, 2023

**Dodge City Community College**  
**Board of Trustees**  
**REGULAR BOARD MEETING**  
**October 24, 2023 @ 6 p.m.**  
**Board Room, Student Union Bldg, 2<sup>nd</sup> Floor**

**Minutes**

**Call to Order**

Vice Chair Kathy Ramsour called the meeting to order at 6:02 p.m., at the Dodge City Community College Board Room in the Student Union. Vice Chair Kathy Ramsour lead the room in reciting the Pledge of Allegiance and read the college's mission statement. Vice Chair Kathy Ramsour welcomed the following visitors and attendees:

Visitors:

Present: Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley

Absent: Gary Harshberger

Also present: Renee Allen, Joe Baumann (zoom), Jeff Cermin, Jeff Cole, Jay Gooldy, Chris Haselhorst, Dr. Mechele Hailey, Dr. Jane Holwerda, Dr. Christy Johanson, Attorney Glenn Kerbs, Dr. Jay Kinzer, Dr. Harold Nolte, Kristi Ohlschwager, Jacob Ripple, Dr. Jodi Rust, Attorney Samantha Sweley, Dr. Clayton Tatro, and Mike Webster

Other Absent:

**Statements from Visitors**

None.

**Approval of Minutes**

Vice Chair Kathy Ramsour recommended the Board of Trustees approve the minutes from the September 25, 2023 Work Session/Special Board Meeting; September 26, 2023 Regular Board Meeting; and October 5, 2023 Special Board Meeting as submitted.

Trustee Turley moved that the Board approve the recommendation. Trustee Bertelsen seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

## **Completion of Agendas**

- A. Additions/Deletions:
  - a. ESPN Broadcast Agreement
  
- B. Revisions to Consent Agenda: None

Vice Chair Kathy Ramsour asked if there were any additions or deletions to the Amended Agenda and Consent Agenda for consideration.

Trustee Turley moved that the Board approve the recommendation. Trustee Bertelsen seconded the motion.

Vote as follows:       **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
                              **Nays:** None  
                              Motion carried.

## **Report of Trustees**

### **Trustee Kelly Henrichs**

- Noted the paver project on the quad was moving along and looked great; adds class to the campus.
- Congratulated the football team on a very good season so far.

### **Trustee Sheila Bertelsen**

- Stated the athletics department is doing an outstanding job.

### **Vice Chair Kathy Ramsour**

- DEI Committee – attended their meeting and it was good as usual.
- Attended the Choir Concert and it was excellent.
- Addressed the success of the Nursing Program and Dr. Hailey's success.
- Complimented the college staff on the enrollment numbers.

### **Trustee Bill Turley**

- Complimented Chris Haselhorst for her and her team's hard work promoting and creating the Foundation Gala.

### **Trustee Jammie Phillips**

- Lots of great promoting occurring for the college.
- Attended the men's soccer game and it was a very exciting game.

### **Trustee Jim Lewis**

- Met with Dr. Tatro regarding the Automotive Program; good discussion as always.
- Gave a shout-out to Dr. Hailey regarding the Nursing Program - #1 in the State, 100% pass rate, and obtained accreditation for the next eight years.
- Complimented Lance Ziesch and Mike Smith for their articles that appear in the Daily Globe.

**Chairman Gary Harshberger**

- Absent

**Report of the President**

- Turned it over to the staff for their reports.

**Other Reports**

- **Provost Adam John**
  - Excitedly working on the helicopter to come to the DCCC v Butler game on November 4<sup>th</sup>. Would like to have the sports teams and college clubs pose with the helicopter.
  - Recently attended a Career Field Day in Mesa that went wonderfully. After that exposure, had two additional high schools contact us about providing the same experience at their high schools.
- **VP Kinzer**
  - Spring enrollment starts this coming Monday.
- **Dir. Chris Haselhorst**
  - Foundation Gala is this Friday night and would love to have all of you attend. We are still adding items to the catalog.
  - Our new commercials should be coming soon.
  - One more payment on the new Weight Room to be made.
- **AD Jacob Ripple**
  - Soccer playoffs this weekend. Men play here this Saturday against KCK and the Women play this Friday in Cowley.
  - Conq Madness is this Thursday at 7 p.m.
  - Volleyball is home this Wednesday and Saturday.
  - DCCC is hosting the ADs from the Jayhawk Conference this Monday.
  - Delivery of the equipment for the weight room started arriving today; just waiting on the graphics.

**Board Action Items**

**A. State of Kansas Public Employees Retirement System Supplemental Defined Contribution Plan Resolution and Adoption Agreement - 401(a) – AVP Ohlschwager**

After hearing testimony from AVP Ohlschwager, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the resolution and adoption agreement.

Trustee Lewis moved that the Board approve the recommendation. Trustee Phillips seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

**B. KPERS 457 Match for Classified Staff, Program Technical Staff, Administration and Coaches – AVP Ohlschwager**

After hearing testimony from AVP Ohlschwager, Vice Chair Kathy Ramsour recommended the Board of Trustees table the request.

Trustee Henrichs moved that the Board approve the recommendation. Trustee Lewis seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

**C. Accept Resignation of Mary Scott, Professor of Biology, Contract Release and Liquidated Damages – AVP Ohlschwager**

After hearing testimony from AVP Ohlschwager and the discussion in the room, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the resignation and contract release but deny collecting liquidated damages.

Trustee Lewis moved that the Board approve the recommendation. Trustee Henrichs seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

**D. Approve Automotive Technology Program – VP Tatro**

After hearing testimony from VP Tatro, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the program.

Trustee Phillips moved that the Board approve the recommendation. Trustee Turley seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

**E. Approve Industrial Maintenance Program – VP Tatro**

After hearing testimony from VP Tatro, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the program.

Trustee Henrichs moved that the Board approve the recommendation. Trustee Lewis seconded the motion.



Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

**F. Purchase of Festo Industrial Maintenance Lab Equipment – VP Tatro**

After hearing testimony from VP Tatro, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the purchase.

Trustee Henrichs moved that the Board approve the recommendation. Trustee Turley seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

**G. Technical Course and Education Fees for AY 2024-25 – VP Tatro**

After hearing testimony from VP Tatro, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the proposed fees.

Trustee Henrichs moved that the Board approve the recommendation. Trustee Lewis seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

**H. Curriculum Revisions for Practical Nursing Certificate – Dean Hailey**

After hearing testimony from Dean Hailey, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the proposed revisions.

Trustee Henrichs moved that the Board approve the recommendation. Trustee Bertelsen seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

**I. Curriculum Revisions for AAS in Nursing (General and LPN to RN) – Dean Hailey**

After hearing testimony from Dean Hailey, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the proposed revisions.

Trustee Turley moved that the Board approve the recommendation. Trustee Phillips seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

#### **J. ESPN Broadcast Agreement – AD Ripple**

After hearing testimony from AD Ripple, Vice Chair Kathy Ramsour recommended the Board of Trustees approve the proposed agreement.

Trustee Henrichs moved that the Board approve the recommendation. Trustee Turley seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Jim Lewis, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

#### **Unfinished Business**

None

#### **New Business**

None

#### **Consent Agenda**

Vice Chair Kathy Ramsour recommended the Board of Trustees approve the Consent Agenda action items as submitted.

Trustee Phillips moved the Board approve the recommendation. Trustee Lewis seconded the motion.

Vote as follows: **Ayes:** Sheila Bertelsen, Dr. Kelly Henrichs, Dr. Jammie Phillips, Kathy Ramsour and Bill Turley  
**Nays:** None  
Motion carried.

#### **Executive Session**

None

**Adjournment**

There being no further business to come before the Board, Vice Chair Kathy Ramsour declared the meeting adjourned at 7:15 p.m.

**Approved:**

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President Harold E. Nolte, Ed.D.,  
*Board Secretary*

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Vice Chair Kathy Ramsour,  
*Board of Trustees*