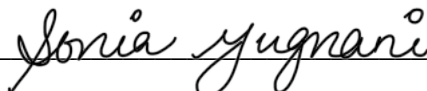


New Program Request Form

CA1

General Information

Institution submitting proposal	Fort Scott Community College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Sonia Gugnani Vice President of Academic Affairs (620)2232700 ext.3400 soniag@fortscott.edu
Identify the person responsible for oversight of the proposed program	Rory Chaplin Interim Director CTEC Roryc@fortscott.edu
Title of proposed program	Heavy Equipment Operations
Method of program delivery (face to face, online, hybrid)	Hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	49.0202
CIP code description (from nces.ed.gov/ipeds)	A program that prepares individuals to apply technical knowledge and skills to operate and maintain a variety of heavy equipment, such as a crawler tractor, motor graders and scrapers, shovels, rigging devices, hoists, and jacks. Includes instruction in digging, ditching, sloping, stripping, grading, and backfilling, clearing and excavating.
Standard Occupation Code (SOC) associated to the proposed CIP code	47-2073
SOC description (from onetonline.org)	Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.
Number of credits for the degree <u>and</u> all certificates requested	30 credit hour, Certificate B
Proposed Date of Initiation	Fall 2024
Specialty program accrediting agency	NA
Industry-recognized certification(s) to be earned by students	OSHA, NCCER Level 1 and 2

Signature of College Official  Date 2-7-24

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.

Crossland, Nabholz Construction, the City of Pittsburg, and Crawford County all expressed the desire for an entry-level program. Fort Scott Community College designed the Heavy Equipment Operations certificate program in conjunction with the business and industry partners to address the need in the area. The certificate program will offer students the opportunity to obtain NCCER (National Center for Construction, Education, and Research) Level I and Level II credentials. The newly created 30-credit hour certificate will focus on the foundational skills of safety, pre- and post-operation checks, site planning and layout, and operations for a range of light-duty and heavy equipment.

The program will have long term impact on multiple agencies including Crawford County Technical Education Center (CTEC), Fort Scott Community College, City of Pittsburg, Pleasanton School District, Jayhawk-Linn School District, Fort Scott School District, Uniontown School District, and Prairie View School District by providing opportunities to students in the surrounding areas to earn a skill, credential, and move into workforce. The program will serve a dual purpose: 1. Secondary and postsecondary students wanting to attain a skill and become immediately employable; 2. Displaced or unemployed workers who were adversely impacted or displaced by the pandemic.

The estimated enrollment for students at STARS and CTEC location will be close to 25 students per year. The college is working on BTEC (Bourbon County Technical Education Center) and that will increase the enrollment for the program.

- If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.
No additional programs.

Program Description and Requirements

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

The Heavy Equipment Operations certificate prepares students for professional construction work as entry-level Heavy Equipment Operators. Students receive instruction in the classroom and gain hands-on practical experience in the operation of Forklifts, Backhoes, Excavators, Dump Trucks, Skid Steers, Loaders, and other related equipment. The NCCER approved curriculum prepares students for entry-level professionals by exposing them to all the machinery used in the field.

Program outcomes:

1. Demonstrate skills required for basic start up and operation of heavy equipment machinery.
 2. Students will be able to safely operate Heavy Equipment machinery.
 3. Demonstrate knowledge of prestart inspection procedures and preventative maintenance practices.
 4. Students will be able to interpret roadway and construction site drawings for excavation and grading work.
-
- 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.

While clinical experience is not required, the Cooperative Internship class is available to students and opportunities to work in the trade while taking classes.

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

There are no requirements for admissions due to the entry-level nature of this program. Graduation with the certificate program will require students to satisfactorily complete 30-credit hours in the curriculum. In addition, students will earn the OSHA 10 credentials, NCCER core, NCCER Heavy Equipment Level I, and NCCER Heavy Equipment Level II.

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.

There are multiple data sources that document the demand for heavy equipment operators:

- A search on Indeed.com on September 3 found listings for 228 heavy equipment operator-related open positions in Kansas.
- The Kansas Long-term Occupational projections 2020-2030 project 290 annual job openings for heavy equipment operators.

Kansas								
Long-term Occupational Projections								
2020 to 2030								
Occupational Code	Occupational Title	Employment		Total (1)		Wages (2)		Education and Training (3)
		Base Year 2020	Projected Year 2030	Openings: Annual	Openings: Annual	Annual Mean	Annual Median	Typical Education Needed Entry
47-2073	Operating Engineers and Other Construction Equipment Operators	6,950	7,240	7,697	770	\$48,960	\$46,730	High school diploma or equivalent

The Kansas Department of Labor Long-Term Occupation Projections 2020-2030 indicate a statewide change of employment for Operating Engineers and other Construction Equipment Operators of 4.2% with an annual median salary of \$46,730.

- According to the Kansas Department of Labor, Operating Engineers and other Construction Equipment Operator is high wage and high demand occupation. By earning industry certification in the field of heavy equipment a worker can expect to earn entry level annual wage of \$35,120 and an experienced annual wage of \$55,780; while a construction helper w. a HS diploma can expect to earn entry level annual wage of \$25,870 and an experienced annual wage of \$37,520 (based on the Kansas Wage Survey, 2022)
- The proposed Heavy Equipment Operator program incorporates the National Center for Construction, Education, and Research (NCCER) curriculum. The goal of this program is to increase the workforce in Southeast Kansas for construction, department of transportation, city departments, and any other fields requiring heavy equipment operators.
- Fort Scott Community College will be serving Crawford, Linn, Bourbon, and surrounding counties by offering the Heavy Equipment Operator Program at CTEC, STARS, BTEC (Bourbon County Technical Education Center) locations. The goal of this outcome is to have a lasting impact on Southeast Kansas and the state, including longevity that could extend more than a decade.
- 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.

See Appendix A

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

During the current Perkins Comprehensive Local Needs Assessment, Heavy Equipment Operator was identified as a high demand high wage occupation. It was noted that Heavy Equipment Operator is an area with too few concentrators for the job openings. Based on the information in Secondary Pathway, there are 785 annual total openings for Operating engineers and other Construction equipment operators. There is a need for the program as there are far more openings than the students currently enrolled in the programs.

- 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 CAI materials for review purposes. The agreement will not be published or posted during the comment period.

There is no formal partnership agreement in place, but the industry and business partners are supportive of this program.

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 Board of Regents

Kansas Training Information Program (K-TIP)

Program Performance for All Career Clusters / Academic Disciplines

Transportation, Distribution, & Logistics Assoc/Cert Level

Academic Year 2022

Academic Discipline	CIP Code	Program Name	Institution	Total # Declared Majors	Total # Concentrators	Total # Pursuing Additional Education	Total # Graduates	Total # Graduates Exited	Total # Graduates Exited and Employed	Average Wage: Graduates Exited and Employed	Median Wage: Graduates Exited and Employed
Transportation, Distribution & Logistics	49.0202	Construction/Heavy Equipment/ Earthmoving Equipment Operation	North Central Kansas Technical College	25	22	^	19	16	15	\$43,440	\$38,200
			Washburn Institute of Technology	8	8	^	8	8	6	\$34,122	\$34,697

Sources: KHEDS Academic Year Collection, KDOL and MDOLIR Wage Records

^ indicates a cell has been marked for small-cell protection or no data has been reported.

- 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.)

Fort Scott Community College reached out to North Central Kansas Technical College and Washburn Tech to gain understanding of their best practices. North Central Kansas Technical College has been offering the program for decades and was able to share insights into running the program successfully including hiring qualified instructors, enough room to operate equipment safely, and leasing the equipment. In addition, FSCC reviewed the Construction/Heavy Equipment/ Earthmoving Equipment operation programs offered by North

Central Technical Kansas College and Washburn Institute of Technology to assist with the development of the program. Faculty teaching the courses are certified in the NCCER curriculum and will continuously work with business and industry partners for curriculum development and best practices.

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
List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.
- CNT 1001: Safety Orientation/OSHA 10 - 1 Cr Hours
This construction industry course covers various safety tips and procedures a person should follow while in the workplace. Upon successful completion of all the modules the student can earn the OSHA 10-hour Construction Industry Certificate.
- CNT1013: Intro to Craft Skills - 3 Cr Hours
This course consists of eight modules that will introduce the student to the basic safety, math, and tools used in the construction trade. This course will also expose the student to some of the technical communication and employability skills required for a successful career in the trade.
- CNT 1054: Heavy Equipment Operation I- 4 Cr Hours
This course consists of modules that provides an overview of heavy equipment terminology, operations, operator responsibilities, and principles of safety including underground utilities. Students will become familiar with safety requirements on job sites with emphasis on OSHA, MSHA, and NIOSH requirements in addition to personal protection, safe equipment operations and maintenance, and HAZCOM. The course will introduce students to the care and use of the different types of hand and power tools they will use on the job.
- CNT2054: Heavy Equipment Operation II- 4 Cr Hours
This course consists of modules that examine the process of planning and executing earth moving activities on various types of construction projects and use of heavy equipment such as bulldozers, scrapers, excavators, and loaders. Topics include preparing graded surfaces using heavy equipment, identifying construction stakes and interpreting marks on each type of stake. Students will also learn the duties and responsibilities of the operator, safety rules for operation, and distinguishing features of vertical-mast sit-down counterbalance (SDCB) forklifts.
- CNT1065: Basic Heavy Equipment Operation-5 Cr Hours
This course covers prestart checks of a machine's hardware (frame, body panels, tires or tracks, and safety equipment), driveline components, hydraulic system components, electrical components, and controls. The students will review machine safety issues and learn how to safely start, move, steer, stop, and shut down different types of machines.

- CNT2154: Heavy Equipment Operation III- 4 Cr Hours
This course introduces students to the uses of forklifts including lifting, transporting and placing various types of loads, as well as safety, operation, and maintenance procedures. Course content will focus on uses, inspection, startup, shutdown, operator maintenance, and operation of dump trucks used to carry loads on public highways in normal and emergency situations. Students will become familiar with soil classification systems and how shrink and swell factors affect equipment selection.
- CNT2164: Heavy Equipment Operation IV- 4 Cr Hours
This course consists of modules that introduces students to the many uses of skid steers, loaders, and scrapers. The course will explore uses of wheel and track loaders, as well as operator maintenance, loader safety, and operating procedures including procedures for using loaders in excavation, grading, and demolition work. Students will learn safety practices, as well as inspection, startup, shutdown, and operation of skid steers and scrapers.
- CNT2165: Advanced Heavy Equipment Operation-5 Cr Hours
This course covers basic math skills required for site excavation work including methods and practice in calculating the areas and volumes of various geometric shapes, as well formulas and methods used to calculate cut and fill requirements on a job. It is designed to provide instruction and practice in interpreting both roadway and construction site drawings used for excavation and grading work. The course builds on information covered in level one in relation to setting and interpreting grade stakes. The students will gain information and instruction on controlling surface water and ground water on a job site, as well as the layout of foundations and laying pipe.
- 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.

Heavy Equipment Operations Certificate B

Course Number	Courses	Credit Hours
Semester 1		
CNT1001	OSHA 10	1
CNT1013	Intro to Craft Skills	3
CNT1054	Heavy Equipment Operation I	4
CNT2054	Heavy Equipment Operation II	4
CNT1065	Basic Heavy Equipment Operation	5
Semester 2		
CNT2154	Heavy Equipment Operation III	4
CNT2164	Heavy Equipment Operation IV	4
CNT2165	Advanced Heavy Equipment Operation	5
Total Credit Hours: 30		

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

Appendix B

Faculty

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

The Fort Scott Community College Heavy Equipment Operator program requires faculty to possess industry recognized credentials in the field and one year experience in the industry/teaching. Faculty teaching courses hold industry recognized credentials in addition to experience in the industry and or classroom.

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.). Fort Scott Community College have CTEC and STARS locations where construction trade classes are being taught. The college received the ARPA grant that helped with the purchase of the simulators. The courses are offered as part of Construction Trade program, so the college plans to use existing faculty to teach the certificate program.

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

Appendix C

- 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.

The funds requested in the ARPA grant targeted the purchase of ten heavy equipment simulators; five to be utilized at the CTEC Center and five to be utilized at the STARS Center. The simulators do have the ability to be mobile and exchanged between the STARS and CTEC center depending on demand. Grant funds awarded to support the purchase of these simulators will be matched with nonstate moneys or in-kind contributions on a \$-for-\$ basis from either the college, the CTEC Foundation, USD 344, or private industry partner support. The Heavy Equipment Operator program will provide equitable opportunities to students in a low-income area of Kansas who will earn a skill, along with an industry-recognized certificate, and move into the workforce.

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

Program Review and Assessment

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

All academic programs at Fort Scott Community College go through program reviews every 3-5 years. As part of the program review process, the programs assess the enrollment, retention, and completion rates and create action plans based on strengths and weaknesses. The Heavy Equipment Operator certificate program will be reviewed in 2026-2027 along with the other construction trade programs.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - A. 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)*
Appendix E

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

Charmine Chambers
Associate Director for Workforce Development/Data/Finance
cchambers@ksbor.org

Appendix A



CONSTRUCTION
913-393-6500
Nabholz.com/construction

October 21, 2021

Fort Scott Community College
ATTN: Adam Borth
2108 South Horton
Fort Scott, Kansas 66701

RE: Proposed Construction Trades Program

Dr. Borth:

I was pleased to learn from Mr. Laver at the Pleasanton School District about the possibility of a Construction Trades Program that would serve the students of Linn County. On behalf of Nabholz Construction I would like to express our support for this program.

Our company's success relies on young adults coming out of high school with the framework and understanding of construction methods and we have benefited from programs just like this. It is vital to get students interested at an early age and educate them on how fulfilling and prosperous a career in construction can be. In addition, nearly every one of our job sites require the use of heavy equipment operators. Industry is in need of operators of excavators, dozers, graders, and other heavy equipment. We are very excited for this program and the potential that it has to help meet the needs of our area workforce.

Nabholz Construction will definitely utilize this program by hiring interns and full-time employees alike.

Regards,

Jeff Gattis, President Midwest Region
Nabholz Construction

January 16, 2024

Rory Chaplin
FSCC – CTEC Director
1301 East 27th Terrace
Pittsburg, KS 66762
roryc@fortscott.edu
(620) 232-5644

Dear Mr. Chaplin,

Crossland Construction would like to encourage and support the growth of your local training program for Heavy Equipment Operators through Fort Scott Community College and the Southeast Kansas Career and Technical Education Center (CTEC).

We are a large Commercial and Heavy Civil Construction Company in the Midwest. We have hired 20 skilled operators in the last 6 months and promoted another 10 operators from entry level to Operator within the last 3 years. Outside of FSCC, there is not another training program within 3 hours of Southeast Kansas to help fill our needs here.

We currently have a need to find operators with basic, entry level skills. We are spending hours traveling to Central Kansas, Eastern Oklahoma, or Central Missouri to find any potential candidates and attempt to convince them to live in Southeast Kansas. I am convinced that we are not the only contractor in this region needing operators and more importantly, I know that there are many students leaving this area to find the training necessary to find employment in this industry.

FSCC's Heavy Equipment Operator program will benefit the local workforce, students, and employers. Crossland would commit to interviewing, hiring, and supporting the program through use of equipment, industry expertise and training as needed.

We are excited to know that FSCC and SEK-CTEC are investing in the local workforce and would be willing to assist the school provide a quality training program to help create a pipeline of potential operators.

Sincerely,



Tommy Myers

President FSCC
2108 South Horton Street
Fort Scott Kansas 66701

Dear Dr Kegler,

We are pleased to write this letter of support to Fort Scott Community College's application to the Kansas Board of Regents for a Heavy Equipment Operator Program

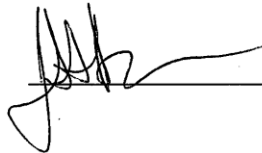
Our partnership with FSCC and STARS specifically includes serving on the Board of directors, providing equipment for the Facility and offering opportunities for employment upon graduation from the program. We have used the facility for additional training of our new hires on simulators. Linn County was the sponsor for a CDBG grant that was successful and will be mainly used to supply Heavy Equipment program and start up. Linn County has committed a mill to developing the STARS training center for 2024. Ideas in the works are for a possible ride along with county employees for matriculating students and potentially a field day for hands on experience.

We are excited about the opportunities the HEO program provides for our students and our employees. The value to train local people for local jobs is immense.

Sincerely

A handwritten signature in black ink, appearing to read 'Shaun West', written over a horizontal line.

Shaun West
Director of Public Works
Linn County, Kansas

A handwritten signature in black ink, appearing to read 'Jessica Hightower', written over a horizontal line.

Jessica Hightower
Economic Development
Linn County, Kansas

Appendix B


President FSCC
2108 South Horton Street
Fort Scott, KS 66701

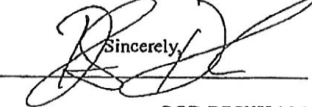
Dear Dr. Kegler,

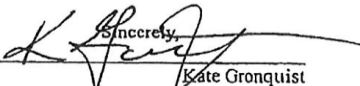
We are pleased to write this letter of support for Fort Scott Community Colleges application to the Kansas Board of Regents for a Heavy Equipment Operators program.

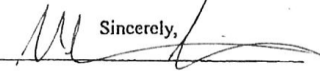
As a partner with Fort Scott Community College, specifically the STARS, Linn County, we are grateful to be able to offer this program to our students for an opportunity that is hands on to provide a quality training program

We are excited about the opportunity the Heavy Equipment Operators program provides to our students and future students interested in a career working with heavy machinery. If we can be of further assistance, please let us know.

Sincerely,

SARA CONLEY
Pleasanton
High School Principal

Sincerely,

BOB BECKHAM
Mound City
Junior High/High School Principal

Sincerely,

Kate Gronquist
Prairie View
High School Principal

Sincerely,

MICHAEL PICKMAN
Louisburg
Asst. Principal

Institution: Fort Scott Community College
Proposed Program: Heavy Equipment Operations

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		--0	15-108 cr. hrs.	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$16,406.78	\$	
Part-time/Adjunct	#1	\$	\$28,000	
		Amount	Funding Source	
B. Equipment required for program		\$399,278.00	APRA Grant	
C. Tools and/or supplies required for the program		\$46,284.00	College Budget	
D. Instructional Supplies and Materials		\$6,400	College Budget	
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other (Grant Oversight staff)		\$28,068.17	College Budget	
H. Other (<i>Business Office Overhead</i>)		\$3,058.58	College Budget	
Total for Implementation Year		\$527,495.53		

<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:		4	18	328 cr. hrs.
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#2	\$75,955.79	\$	
Part-time	#	\$	\$	
		Amount	Funding Source	
B. Equipment required for program		\$400,825.00	APRA Grant	
C. Tools and/or supplies required for the program		\$90,896.99	College Budget	
D. Instructional Supplies and Materials		\$12,788.25	College Budget	

E. Facility requirements, including facility modifications and/or classroom renovations	\$	
F. Technology and/or Software	\$	
G. Other (Grant Oversight staff)	\$4,386.99	College Budget
H. Other (<i>Business Office Overhead</i>)	\$9,291.74	College Budget
Total for Program Sustainability	\$594,144.76	

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

The college has an APRA Grant supporting this program through the funding of heavy equipment simulators at a cost of \$800,103. These funds are reflected in the above budgets.

Submit the completed application and supporting documents to the following:

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

Appendix D
**Carl D. Perkins Funding
Eligibility Request Form**

Strengthening Career and Technical Education for the 21st Century Act

CA-1c 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 Carl D. Perkins funding eligibility.

Program Eligibility

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802.

Program Levels:

Educational Award Level	Credit Hours
SAPP	1-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Program (SAPP) criteria:

1. Designated as “Technical Program” in KHEDS
2. Leads to an industry-recognized credential
3. Leads to a specific occupation
4. Addressed and evaluated in the Comprehensive Local Needs Assessment
5. Minimum 6 concentrators (average over the previous two academic years)
6. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Certificates and Associate of Applied Science (CERT and AAS) criteria:

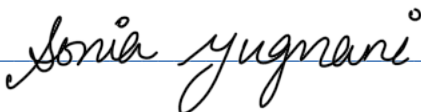
1. Designated as “Technical Program” in KHEDS
2. Aligned at the state level (for select aligned programs). Visit the program alignment section of the KBOR website for the list of aligned programs at the state level.
3. Addressed and evaluated in the Comprehensive Local Needs Assessment
4. Minimum 6 concentrators (average over the previous two academic years)
5. Instructor/Trainer/Teacher programs and Workforce AID programs are not eligible

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

Name of Institution	Fort Scott Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Sonia Gugnani Vice President of Academic Affairs (620)223-2700 ext.3400 soniag@fortscott.edu
Name, title, phone, and email of the Perkins Coordinator	Ben Souza Director of Institutional Research (620)223-2700 ext.4090 bens@fortscott.edu
Program Name	Heavy Equipment Operations
Program CIP Code	49.0202
Educational award levels <u>and</u> credit hours for the proposed request(s)	NCCER I, II 30 credit hours
Number of concentrators for the educational level	Approximately 15
Does the program meet program alignment?	Program has not undergone alignment process
How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i>	According to the Southeast Kansas Consortium, there is a local need for Heavy Equipment Operator with only 6 concentrators and 122 job openings from the department of labor.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	We have identified at least five entities that are interested in the program. We will use Perkins funds to propel the program and the students into the workforce based on feedback from the business and industry partners in our area.
Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i>	The program and applicable facilities (CTEC and STARS) will be ADA compliant.

Signature of College Official  Date 2-7-24

Signature of KBOR Official _____ Date _____

Appendix E

Construction Trades Advisory Council

Minutes Spring 2022

Location: FSCC CTEC Campus

Date: March 25, 2022

1.0 Introductions – Sign In Sheet Attached

2.0 Staff Reports

2.1 Masonry – Nacoma Oehme

2.1.1 Current Enrollment/Graduates

Nacoma reported that he has 9 students, during the day classes, and that 4 of them will be completing their certificate this spring. He also has 3 students in his night class and all three of them are working on their AAS in Construction Trades, two of them will complete their AAS in May. The program received several items from Perkins this past fall and they have been very beneficial to the program and are necessary tools to teach the trade.

2.2 Carpentry – Travis Broxterman

2.2.1 Current Enrollment/Graduates

Travis reported that he has 13 students, 1 finishing up his AAS this semester, 7 that are completing their Carpentry Certificate and 5 students that will continue in the program next year working toward their Certificate.

The program received several items from Perkins this past fall and they have been very beneficial to the program and are necessary tools to teach the trade.

3.0 SkillsUSA Competition – Nacoma Oehme/Travis Broxterman

SkillsUSA Competition will be held April 27-29, 2022 in Hutchison. We have the following competing:

Masonry – 5 high school students – 1 college student

Carpentry – 2 high school students – 2 college students

- Nacoma discussed the SkillsUSA competition and he travel plans as well as his students and having a competition in class to prepare students for the competition.
- Travis has started having students come in twice a week preparing and Kim Coates our former instructor is coming in to help with the carpentry students as well.

4.0 Commercial Driver's License – Kris Mengarelli

Kris reported that FSCC is in the process of developing a non-credit course for CDL Class A and/or Class B licenses. The board agreed that this was a need and had suggestions for businesses that would need CDL Drivers such as Monarch Cement, American Concrete and O'Brien Ready-Mix.

5.0 Heavy Equipment Operator Program – Kris Mengarelli

FSCC is currently working with the City of Pittsburg and Crawford County to implement a Heavy Equipment Operator program. We are still working through the process with the board of regents but are planning to have it start Fall of 2022. The courses will align with the NCCER Curriculum.

Semester 1	Semester 2
Intro to Craft Skills (3)	HEO II (4)
OSHA10 (1)	HEO III (4)
Intro to HEO (4)	HEO IV (5)
HEO I (4)	

- The advisory board was very interested in the implementation of this program as some level of equipment operation is required on any job site. Implementing a Heavy Equipment Operation course would meet a known need in the industry as well as create more opportunities for students. The advisory board is very supportive in adding this program.
- Jon Jones from PSU recommended contacting Foley Equipment in Chanute regarding support and donations of time on equipment for the program his contact is J.T. Heckman
- Jacob Cochran with the City of Pittsburg is also supportive and is willing to be an instructor for the HEO courses.

6.0 Board Input

The advisory board really appreciated the opportunity to be at the job fair. Steve Morrow from the Bricklayers Union and Tom Myers from Crossland both conducted mock interviews for a couple of high school seniors and they were pleased with the students. Steve also recommended an open house with businesses for freshmen and sophomore students and their parents to help the parents and the students understand the opportunities in the trades. Doug Strong from Strong Masonry asked “how to make it real” when it comes to recruiting. For him, he is a very hands-on learner and would like to make the experience as true to real as possible to help students that are hands on learners understand that the trades may be a perfect fit for them. Steve Morrow said that they built a wall using thin bricks with magnets on the back of them and a metal plate to give students some kind of hands on feel at a different event. Nacoma brought up trade specific videos as well as general videos about the trades.

Tom Myers asked if there were any kind of productivity standards and how they could be taught. For example, at Crossland they would have a certain amount of a task that would need to be complete by a certain time. Timed events would work well for masonry (students would have a set time for a certain project) this is something done with the Bricklayers Union. Carpentry would have similar opportunities with building a project based on SkillsUSA blueprints which are timed events at the competition.

7.0 Adjourn

CNT Sign-In

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Kris Mengaudli	620-249-9594	krisma@fortscott.edu
Tom MYERS	(620) 249-2858	timyers@crossland.com
BILL WARLOP	620-249-3293	bcc@hccgeneralcontractors.com
Douglas Strong	620 704-2753	strongmasonry@outlook.com
Travis Moxterman	620-232-4140	travisbr@fortscott.edu
Jacob Cochran	620-235-3069	jacob.cochran@gmail.com
Josh Franklin	816-686-7506	joshfranklin@baclocal15.com
Steve Morrow	417-353-5896	stevemorrow@baclocal15.org
Micah Oehme	620-687-4224	micahome@fortscott.edu
Jon Jones	620-704-0157	jon.jones@pittstate.edu

Fall Construction Trades Advisory Meeting

11-10-22

11:30am

- In attendance: Donny Carter, Jon Jones, Chris Evans, Aaron Murphy, Nacoma Oehme, Travis Broxterman, Bill Warlop, Jacob Reichard, John Cleland, Mike Farrington, Doug Strong, Adam Borth, Alysia Johnston, Kris Mengarelli, Allie Birket – 17 total, 8 from FSCC
- Introductions
- Staff reports
 - Masonry – Nacoma Oehme
 - Enrollment, 18 students
 - Crawford County Fairgrounds project – preserved stone areas
 - FSCC Baseball Scoreboard
 - Perkins purchases
 - Mortar boards
 - Rattle stick
 - Concrete saw
 - Carpentry – Travis Broxterman
 - Enrollment up, total of 20 students
 - NCCR
 - Working on finishing a shed
 - SKILLS USA
 - Dream Big, Little Ones bunk beds
 - KC Extension Office in Girard – built fence for them
 - Poured footings for FSCC Baseball scoreboard
 - Perkins purchases
 - Lights
 - Table saw for next year, hopefully (not purchased yet)
 - If current bandsaw can't be fixed, need new one
- Program additions
 - Heavy Equipment Operator Program- FSCC applied for an \$800,000 grant for machinery accessories. The grant will support the purchase of the Heavy Equipment simulators. The Cert B should follow the Construction Trade Certificate requirements and add the Introduction to Heavy Equipment course, a four-credit hour course. Adam mentioned that students starting the program this fall will take classes already offered with the Cert B Construction Trade Certificate and will need additional 21 credit hours of heavy equipment courses. The vision is to have this program up and going next spring semester.
 - CDL Program – Class A, Class B, and School bus
 - Workforce AID grant from Dept. of Commerce - \$3000 program, but Dept. of Commerce will give \$1500 and business needing the certification will give \$1500
 - In-kind Donations can be used in lieu of the \$1500
 - Third-party testing site – CHC does drug test, we get them a learner's permit and do on-site testing for behind-the-wheel hours and classwork
 - Work with students' schedules so they can get their hours in
- Spring Job Fair and Spring Advisory Meeting

- Have meeting the same day as the PSU Job Fair so businesses can meet prospective students
 - How can FSCC CTEC help market students to your businesses?
 - Businesses can come and watch students work during class, can set that up with Tommy
 - Resumes and business cards are really helpful for Job Fair
- Board input
 - Life skills/critical thinking skills/problem solving/employability skills are being taught at CTEC
 - Attitude – have to want to work and “play well with others”
- What training do you provide to new hires that we could start training here?
 - Tape measure readings
 - OSHA 10
 - Understanding production
 - Understanding the “why” of the jobs – also plays into critical thinking – don’t want mindless workers, want workers who understand how it all fits together
- Program workbooks
 - Single and multiple day/week/month training projects
 - If jobs get rained-out, workbooks give the students projects to complete during that time
 - Best practices – businesses can send us products that are damaged that they can’t return and the students can learn from those products
 - Send projects that will help students with jobs that mirror those within your business
- Job Board with contact info
 - Utilize AGC
 - Posted at CTEC
 - Send job listings to put on the board – students can go directly to the business or students can go through Tommy and Tommy will work with the business
- Classroom presentations/visits
- Possible lecture series
 - Topics for Carpentry and Masonry

Construction Trades, Masonry, and Heavy Equipment Advisory Board Meeting - 12-11-2023

Phillip Mitchell, Brandon Johnson, Cheyenne Kern, Rory Chaplin, Nacoma Oehme, Tommy Myers (Crossland), Bill Warlop (HCC), Shawn West (Public Works), Ben Souza (Perkins), Sonia Gugnani (VPAA), Allie Birket

The meeting was called to order by Nacoma Oehme at 3:00 PM.

Masonry: Nacoma gave his program report. Masonry has 16 students enrolled at CTEC. They performed a community service project building a foundation for a housing project. They did a project for the Crawford County Fairgrounds where they helped preserve historical buildings.

Carpentry: Travis Broxterman has 30 students in Carpentry. They made Christmas booths for volunteer organizations in Fort Scott.

Brandon Johnson has 10 students in Construction Trades. They built a bus stop for one of the school districts. They are also working on the Senior Center in Pleasanton, assisting with a remodel including drywall, plumbing, carpentry, etc.

Phillip Mitchell has 13 students in Heavy Equipment Operator courses. They have worked on a few pieces of equipment, fixing hydraulic leaks, fixing controls on a skid steer, running simulators on learning the programs and getting a feel for operating. Phil has some students interested for the Spring.

Sonia discussed the ARPA Grant. She wanted to confirm the scraper and some other equipment Nacoma received is an in-kind donation, and Nacoma confirmed this. He mentioned that Gina Shelton has all of his Time and Effort sheets. The program needs to spend some money to stay in compliance with the grant, so Nacoma and Rory are going to work on this to find a solution. Ensuring all purchases are documented, and add anything else that's needed. Tommy brought a backhoe to CTEC in the spring and thinks the lease on that equipment can be used for billing @ cost-per-day.

Excavating Underground Utility Damage Prevention - Sonia mentioned that Rory is working on this. There is an opportunity to apply for money from a fund with the gas company to help with this training.

Phil would like to know what insurance we can offer for anyone who would like to bring in equipment for students to use on a day-to-day donation basis. Sonia and Rory will look into this. Nacoma would like a legal waiver that the contractor (lender) of the equipment will sign to release them from responsibility if there are accidents or damage with the equipment, they bring in.

New Program: Certificate B in Heavy Equipment Operations

The certificate will require 30 credit hours and includes OSHA 10 (CNT1001), Intro to Craft Skills (CNT1013), Basic Heavy Equipment (CNT1065), Heavy Equipment I (CNT1054), Heavy Equipment II (CNT2054), Heavy Equipment III (CNT2154), Heavy Equipment IV (CNT2164), and Advanced Heavy Equipment (CNT2165). Sonia proposed the addition of a stand-alone Heavy Equipment certificate

program. Motion to approve moving forward with the certificate. Tommy motioned to approve, Shawn seconded the motion, the motion carried. Program will start in Fall 2024.

Ben talked about Perkins, the importance of the instructors building a wish list and narratives for the items they need, and advised that FSCC will begin collecting quotes and wish lists in March of 2024 for the upcoming AY. Ben talked about allowable expenses and what items could be included in the wish list based on Perkins law. Travis was appreciative of the Saw Stops he was able to purchase through Perkins for this AY.

Phil and Nacoma talked about getting as many donations as possible for materials, lumber, and wood. They are actively doing this throughout the semester to keep their students supplied.

Tommy mentioned the Pitt State career fair on April 10th and would like for Fort Scott to participate and get a table. Tommy will be able to steer a large number of potentials toward FSCC at the event.

Nacoma adjourned the meeting at 4:00 PM.

Curriculum Committee

Fort Scott Community College

1/11/24, 2:00-2:50pm, Room A-132

Meeting Objective: To review and vote on the Heavy Equipment certificate program and the John Deere AAS.

Curriculum Committee: Kevin Thomure, Courtney Metcalf, Vanessa Poyner, Elijah Root, Tracy Springer, Gerald Hart, Allen Twitchell, DeeAnn Vanluyck, Dale Griffiths, Ashley Keylon, Sara Sutton, Troy McCloughan

In Attendance: Kevin Thomure (chair), Courtney Metcalf, Vanessa Poyner, Tracy Springer, Gerald Hart, Allen Twitchell, Tom Havron, DeeAnn Vanluyck, Dale Griffiths, Sara Sutton, Kent Aikin, Troy McCloughan, Rory Chaplin, Sonia Gugnani

1. Meeting Called to Order

- a. Called to order by Kevin Thomure

2. Heavy Equipment Operation Certificate Review and Vote

- a. Sonia Gugnani brought the proposal for the Heavy Equipment Operation certificate. Sonia Gugnani provided the justification for the stand-alone certificate program based on NCCER curriculum. The proposed certificate program is 30 credits and will provide students an opportunity to receive NCCER level I and II certification. Certificate would consist of OSHA 10, Intro to Craft Skills, Basic Heavy Equipment, Heavy Equipment I, Heavy Equipment II, Heavy Equipment III, Heavy Equipment IV, and Advanced Heavy Equipment.
- b. Motion to approve the Heavy Equipment operator certificate.
- c. Motion made by Vanessa Poyner, seconded by Gerald Hart and carried by unanimous vote to approve the Heavy Equipment certificate.

3. John Deere AAS Review and Vote

- a. Revising current AAS
- b. Original AAS was 67 credit hours and new AAS is 62 credit hours
- c. Updated the gen ed requirements and gave the students a broader selection of courses to choose from
- d. Gives the students more options to complete the AAS after getting the certificate
- e. Motion to approve the revision to John Deere AAS.
- f. Motion made by Vanessa Poyner, seconded by Gerald Hart and carried by unanimous vote to approve the revision to John Deere AAS.

4. Course Descriptions Update

- a. Need to be updated for the 2024-2024 academic year. Instruction Office will send out descriptions and they will be due Feb 15.

5. Next Meeting Scheduled

- a. Meeting in March and in May. Kevin will send out meeting invites.

6. Adjournment

- a. Motion to dismiss by Dale Griffiths
- b. Seconded by Tracy Springer
- c. Meeting adjourned

January 29, 2024

Board of Trustees
Fort Scott Community College
2108 S. Horton
Fort Scott, KS 66701

The Board of Trustees of Fort Scott Community College will meet in regular session on **Monday, January 29, 2024**. The meeting will be held **in the meeting room of Ellis Fine Arts Center at Fort Scott Community College**.

12:00 p.m. Regular monthly Board meeting

THE AGENDA

5:30 ROLL CALL, 3

PLEDGE OF ALLEGIANCE

CALL TO ORDER, 4

- A. Comments from the Chair, 4
- B. Comments from the Public, 4
- C. Review of Programs - John Deere, 4
- D. Conflict of Interest Disclosure, 4
- E. Affirmation of Service, 4

EXECUTIVE SESSION, 5

ELECTION OF OFFICERS FOR 2024, 6

APPOINTMENT OF OFFICIALS FOR 2024, 7

CONSENT AGENDA, 8

- A. Approval of Agenda, 8
- B. Approval of Minutes of previous Regular Board Meeting conducted on December 18, 2023, 9
- C. Approval of Bills and Claims, 10
- D. Approval of deposit of proceeds (\$623,971.50) from the sale of 902 S. Horton into fund 12, 8
- E. Approval of Personnel Actions, 8

DISCUSSION ITEMS, 30

- A. Foundation Donation, 30
- B. Institutional Workstudy, 30
- C. Five Year Financial Plan, 30
- D. Administrative Restructure, 30

ACTION ITEMS, 32

- A. Consideration of John Deere Certificate, 32
- B. Approval of Revision to the Associate of Applied Science in Agriculture - John Deere, 33
- C. Consideration of Heavy Equipment Operation Program, 34

ACTION ITEMS:

C. CONSIDERATION OF HEAVY EQUIPMENT OPERATION PROGRAM

BACKGROUND: During the last few years, business and industry partners have requested a Heavy Equipment operation program due to the increasing demand in the area. The curriculum includes foundational skills of safety, pre- and post-operation checks, site planning and layout, and operations for a range of light-duty and heavy equipment. The certificate program will offer students the opportunity to obtain NCCER (National Center for Construction, Education, and Research) Level I and Level II credentials. The program would be considered a certificate B and require 30 credit hours. The certificate will take one year to complete. The goal is to initiate the Heavy Equipment certificate program in fall 2024 at the Crawford Technical Education Center (CTEC) in Pittsburg and Southeastern Technical Academy for Rural Students (STARS) in Pleasanton.

RECOMMENDATION: It is recommended the FSCC Board of Trustees approve the Heavy Equipment Operation Program.

BOARD ACTION: MOTION ____ SECOND ____ VOTE ____

DISCUSSION:

VOTE: Bailey Bartelsmeyer Fewins Holt McKinnis Ropp

Heavy Equip Program - A motion was made by Ropp, seconded by McKinnis, and carried by unanimous vote to approve the Heavy Equipment Operation Program.