**APPROVED MINUTES**

**KANSAS POSTSECONDARY**

**TECHNICAL EDUCATION AUTHORITY**

**MEETING**

The December 6, 2018 meeting of the Kansas Postsecondary Technical Education Authority (TEA) was held at the Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, Kansas.

**Members Present**

Ray Frederick Jr., Chair

Rita Johnson

Mike Johnson

Lana Gordon

Eddie Estes

Debra Mikulka

Stacy Smith

Jason Cox

**Members Absent**

Bret Spangler Mike Beene

Sabrina Korentager

**Others Represented**

Northwest Kansas Technical College Salina Area Technical College

Pratt Community College Coffeyville Community College Hutchinson Community College Barton Community College

Cowley Community College Flint Hills Technical College

Manhattan Area Technical College Labette Community College

Fort Scott Community College Seward County Community College

KACCT Johnson County Community College

**Kansas Board of Regents Staff Present**

Scott Smathers April Henry

Charmine Chambers Eric Tincher

Tobias Wood Susan Henry

Chris Lemon Vera Brown

**CALL TO ORDER**

The meeting was called to order by Chair Frederick at 10:04 A.M.

**Approval of Minutes**

**Motion:** Member M. Johnson moved to approve the minutes of October 25, 2018. Following a second by Member Estes, the motion carried.

**REPORTS**

Introductions

None.

Chair’s Report

Chair Frederick shared that he visited Northwest Kansas Technical College, observing high school senior day at the campus and was very impressed. He later visited Colby Community College and expressed appreciation for the capital improvements on campus and the commitment of faculty. Chair Frederick also visited North Central Kansas Technical College in mid-November, met with the leadership team and observed the house construction activities. At the end of November, he attended a dinner in Topeka hosted by Washburn University and Washburn Institute of Technology, which highlighted their business partner relationships built through NC3. He also attended the celebration of the electrical program lab at Washburn Tech. Many of the students he spoke with were Excel in CTE high school students. e atteHe

 Chair Frederick also attended a Perkins meeting at the KBOR offices focusing on the new Perkins requirements.

Member Liaison Reports

Chair Frederick recognized Member Cox, who reported that on November 30th he visited Hutchinson Community College, which included meeting with the leadership team and a campus tour.

Chair Frederick recognized Member Estes, who reported that the State Workforce Board met at Washburn Tech, and he appreciated exploring the programs offered and a tour of the campus. He attended a fund-raising banquet at Dodge City Community College and met with the Southwest Region FFA. Member Estes informed members of special items for the 3-I Show and hopes to include a job fair on its agenda, as well as encouraged attendance at the Mid-America Workforce Summit. Member Estes informed members that he intends to pursue a new Governor’s Proclamation declaring February as CTE month.

Chair Frederick recognized Member M. Johnson, who shared that at the end of November he attended the dedication of a new building for vocational training at Larned Correctional facility. He also attended the KACCT meeting at Independence Community College and he had the opportunity to visit with a number of institution trustees and presidents.

Vice President for Workforce Development Report

Chair Frederick called on Vice President Smathers to provide Members with a Workforce Development report.

Vice President Smathers reported that the Workforce Development group is close to being fully staffed again. The group is currently working on creating a new Foresight 2020 update which should be complete by February and copies will be provided to the TEA. He reported that next week KBOR will be voting on recommendations from the Data Committee regarding institution reporting. He met with KATC in November, and appreciated their feedback. KBOR has signed an NC3 statewide agreement and made a lump sum payment to NC3, allowing institutions to participate at a reduced membership rate. Currently one university, eight community colleges, seven technical colleges and one high school have expressed interest in participating.

NC3 brings sites certifications, reduced prices in tools and equipment, business contacts and faculty training. Vice President Smathers also reported that he attended the national ACTE conference, that the Certiport contract for funding assistance of the Microsoft certification testing system with KSDE has been completed, and that KBOR is continuing to work with Commerce on business and industry projects.

Report from the Community Colleges

Chair Frederick called upon Butler Community College President Krull to provide members with a report from the community colleges.

Report from the Technical Colleges

Chair Frederick called upon Northwest Kansas Technical College President Schears to provide members with a report from the technical colleges.

**CONSENT AGENDA**

Chair Frederick called on Budget and Finance Committee Chair M. Johnson to present the

Distribution of Kansas State Safety Funds. The Budget and Finance Committee met on November 8, 2018 and recommended approval of the distribution of Kansas State Safety Funds to the Commercial Driver Training Fund *(K.S.A. 8-272) and* Motorcycle Safety Fund *(K.S.A. 8-267).*

These funds are available on an annual basis from driver’s license fees and provide additional funding to institutions providing training for Commercial Driver Training and approved courses in motorcycle safety.

Funds are distributed to institutions based on the number of students completing their programs and passing examination.

**Motion:** Member Estes moved to approve the consent agenda. Following a second by Member Mikulka, the motion carried.

**CONSIDERATION OF DISCUSSION AGENDA**

Chair Frederick called upon Technical Program and Curriculum Committee Chair R. Johnson to lead discussions regarding revising the current program approval criteria. To better define institutional oversight and control over who is teaching course(s), it is now recommended that the following criteria be added to the program review process, incorporating verbiage from the 1998 Legislative post-audit findings and recommendations, as well as the KSDE response to that audit:

“Only courses taught by faculty employed by or paid by the institution will be eligible for postsecondary state funding.  Instruction must be provided by the college directly, or through a contractual arrangement in which the college is fully responsible for the training provided and hiring of the instructor.  To be ‘fully responsible’ there must be an employer-employee relationship established through a contractual agreement between the college and the instructor.

Exceptions to this policy must have prior approval by KBOR staff and would include the following:

* Payments made directly to a KSDE accredited institution to cover the instructor costs for the delivery of a postsecondary credit bearing course as part of a concurrent enrollment agreement.
* Payments made directly to EduKan, or similar approved educational consortium, to cover the instructor costs for delivery of an approved postsecondary course as part of a partnership/consortium agreement that includes a requirement that states the instructor meets the same employment and credentialing standards of all part-time/adjunct instructors of the college.

Or in the case of Business & Industry training:

* Payments made for instructional costs for the delivery of an approved postsecondary course as part of a KBOR approved written partnership training agreement between the college and a business on a case by case basis.  Such agreement must state that the instructor of the course meets the employment and credentialing standards of the college and is subject to compliance with applicable policies, rules, and regulations of the college as required of all part-time/adjunct faculty for the college.

In all cases the colleges must actually be paying someone for the instructional services performed to earn the determined rate for a course being delivered.”

Chair R. Johnson stressed that the revisions are not intended to have a negative impact on business and industry partnerships, concurrent enrollment programs or successful Edu Kan delivery models, but to assure the elements necessary for tiered funding are addressed.

**Motion:** Chair Frederick moved to delay the vote on the program approval criteria as presented to conduct a 14-day comment period for the two-year institutions to respond to the Technical Program and Curriculum Committee, who will then present verbiage to the TEA in January. Following a second by member M. Johnson, and following discussion, the motion carried.

Member M. Johnson suggested that the community colleges and technical colleges submit a consensus from their groups to the committee.

Existing Program Review

Chair Frederick called upon Director Henry to lead discussions regarding the program approval/review criteria processes. Director Henry explained the background on the current review process according to Kansas statutory guidance.

During its September 27, 2018 TEA meeting and strategic planning session, the TEA and the Community College and Technical College representatives developed four criteria for reviewing new and existing programs and determining technical programs:

1. All institutions must be considered an “eligible institution” based on statutory language provided in K.S.A. 71-1802;
2. To identify technical skill proficiency, industry recognized credentials will be evaluated based on the process previously approved by the TEA in 2015;
3. To identify if a program/occupation requires less than a baccalaureate degree as defined in K.S.A. 71-1802(i)
4. the program will be initially compared to the U.S. Department of Labor’s “typical level of education required”. If the U.S. Department of Labor shows an educational level less than a bachelor’s degree, the program was affirmed to be a technical program.
5. If the program fails to meet the U.S. Department of Labor’s “typical level of education required”, the program may be compared to a 3rd party database to determine if 75% of jobs in Kansas may be obtained with training consistent with legislation and less than a baccalaureate degree; and
6. Technical programs must consist of at least 55% tiered technical courses.

During the review of programs, it became clear to Board staff that two areas of the agreed upon criteria appeared to have been too restrictive:

1. Requiring 75% or more of the job postings in Kansas to require less than a bachelor’s degree would eliminate critical programs such as Registered Nursing. Board staff recommends lowering this percentage to 50%.
2. Requiring technical programs to consists of 55%-tiered courses adversely affects many programs, including but not limited to, Agriculture, Information Technology, Hospitality, Industrial Technology, Manufacturing, and Healthcare. The percentage of courses deemed tiered or non-tiered within a program are not always controllable at the institutional level. One example is that all healthcare programs include many science courses due to the nature of the occupation, thus leading programs to fall short of the 55%. Board staff recommends eliminating this criterion.

KBOR Staff began evaluation of current programs, applying the revised criteria and applying the definition of “technical program”, CIP codes to SOC codes and education level required. Information was provided to members, identifying programs as currently meeting criteria, not meeting criteria and CIP codes needing further review. If the revised criteria is adopted, Board staff recommends 1) all new program proposals must meet the criteria to move forward with the approval process and 2) programs to be moved from “technical” status will move beginning with academic year 2021 which begins July 1, 2020.

Vice President Smathers suggested inviting feedback from institutions and asked that the TEA and institutions support the revision of the criteria, since a legislative audit is expected and a proactive response by the TEA would be better received by the legislators.

Chair Frederick responded with the consensus of members to continue the program review using the revised criteria thresholds, and to continue working to provide members with programs and the number of employed concentrators. KBOR staff will provide an update on progress in January, working toward adopting a decision in March. Chair Frederick invited institution feedback and agreed that with the possibility of legislative audit in the near future, it is important to proactively explore the technical program determinations.

**OTHER MATTERS**

GAP Analysis

Chair Frederick called upon Vice President Frisbie to present information regarding the gap analysis of State appropriation. The 2011 Senate Bill 143 created a new formula for distributing state aid for postsecondary technical education courses, which was intended to take effect in FY 2012. Within that formula is the Kansas Board of Regents’ cost model that calculates institutions’ costs at a course level and recognizes the cost differential in delivering technical courses. The state funding process updates the state course rates using actual credit hour enrollments and institutions’ costs to provide the courses, and then calculates the state’s share of those costs. The cost model then produces a gap report that identifies the shortfall in funding for each college when considering local resources and available state funding. The funding results for FY 2019 have been generated. Within its unified budget request to the Governor and Legislature, the Board of Regents has requested a combined $25.2 million to implement the formula, starting in FY 2020. The additional state appropriation would fund the cost model for the first time since its inception. Members discussed that it appears the GAP report reflects an increased amount from the past year’s review.

Excel in CTE

Vice President Frisbie next presented information regarding the distribution of Excel in CTE appropriation. For FY 2018 the Legislature increased funding for the program by approximately $7.3 million dollars and added $8.3 million to the budget for FY 2019, bringing the current allocation of funds to Excel in CTE to a little over $29 million. Even with these additional funds, based on Fall semester numbers provided by the institutions, it is now estimated there will be a shortfall of approximately $4.5 million. Vice President Frisbie recommended that the TEA, the Board of Regents, and the colleges make this information widely available for legislators when considering appropriation of additional funds to the Excel in CTE program.

Delegate Authority for Excel in CTE, AO-K Proviso, GED Accelerator Funds

Vice President Frisbie explained that due to a timing issue with the January KBOR meeting occurring prior to the TEA meeting, she is requesting that the TEA delegate authority to the TEA Budget and Finance Committee allowing their review for approval to forward to KBOR on January 16, 2019 the distribution of Excel in CTE, AO-K Proviso and GED Accelerator funds, preventing delay in distributions.

**Motion:** Chair Frederick moved to delegate authority to the Budget and Finance Committee allowing their review for approval to forward to KBOR on January 16, 2019 the distribution of Excel in CTE, AO-K Proviso and GED Accelerator funds, preventing delay in distributions. Following a second by Member R. Johnson, the motion carried.

K-TIP Report: High Performing Programs

Chair Frederick called on Associate Director Chambers for a K-TIP report update on high-performing programs, which includes only programs with graduates exiting postsecondary and becoming employed

with salaries averaging above $40K per year.

Non-Traditional Student Participation & Completion Grant

Chair Frederick called on Associate Director Wood to present the Non-Traditional Student Participation & Completion Grant awards. The purpose of the grant is to develop and improve programs supporting participation and success of underrepresented gender groups in established and emerging professions in high-skill high-wage Perkins approved CTE programs. The following proposals were awarded and presented to the TEA for informational purposes:

Barton Community College, $12,300

Project: Increase Registered Nursing and Medial Assistant program exposure to non-traditional students with digital billboards, pop-up recruitment displays, social media/web advertising, and direct mail.

Colby Community College, $15,000

Project: Increase Veterinarian Nursing program exposure to non-traditional students with a billboard in the Denver metro area and web radio advertising.

Dodge City Community College, $6,000

Project: Produce a television commercial to target non-traditional Automotive Technology students.

Fort Scott Community College, $2,100

Project: Create and produce advertisements for non-traditional students in the Nursing program using television, web, and social media platforms.

Garden City Community College, $11,725

Project: Produce and air television and social media commercials targeting non-traditional enrollment into the Fire Science program

Kansas City Kansas Community College, $1,900

Project: Purchase smaller personal protective equipment to fit female students in the Welding program including welding jackets, helmets, and welding gloves.

Labette Community College, $22,600

Project: Create and implement an outreach campaign to attract female students into the Welding program using videos, billboards, retractable table top recruitment displays, and social media.

North Central Kansas Technical College, $35,000

Project: Create and produce advertisements for non-traditional students in Automotive Technology, Carpentry/Cabinetmaking, Electrical Technology, Plumbing, Heating and Air-Conditioning, and Welding Technology programs using television, web, and social media platforms.

Northwest Kansas Technical College, $10,750

Project: Install a wrap promoting non-traditional participation in the Carpentry and Diesel Technology programs on the Commercial Drivers’ License semi box trailer. The wrap will be designed by the in-house Computer Graphic Technology program.

Washburn Institute of Technology, $25,000

Project: Produce and implement an outreach campaign involving videos, bus placards, social media to target non-traditional participation in the Auto Collision, Commercial and Heavy Construction and Industrial Machine Mechanic programs.

Wichita Area Technical College, $18,576.50

Project: Create and produce a video and digital marketing covering a local Trade Industry for Women event and purchase smaller personal protective equipment to fit female students in the Carpentry and Climate & Energy Control programs.

The Non-Traditional Student Participation & Completion Grant total amount awarded was $160,951.50.

**COLLEGE PRESENTATIONS**

Chair Frederick recognized Interim President Ruda and Dean of Technical Education Chuck Pfeifer, to provide members with a report and update on recent activities from Garden City Community College.

**NEXT MEETING REMINDER**

Chair Frederick reminded members that the next TEA meeting will be January 23, 2019 at 10:00 AM at the Capitol Plaza Hotel.

**ADJOURNMENT**

**Motion:** Member M. Johnson moved to adjourn the meeting. Following a second by Member R. Johnson, Chair Frederick adjourned the meeting at 12:25 P.M.

Respectfully submitted by:

Susan Henry, Executive Assistant