

**APPROVED MINUTES
KANSAS POSTSECONDARY
TECHNICAL EDUCATION AUTHORITY
MEETING**

The February 27, 2020 meeting of the Kansas Postsecondary Technical Education Authority (TEA) was held at the Kansas Board of Regents office, 1000 SW Jackson Street, Suite 520, Topeka, Kansas.

Members Present

Ray Frederick Jr., Chair
Rita Johnson
Mike Johnson
Debra Mikulka
Mike Beene

Delia Garcia
Mark Hess
Eddie Estes
Jason Cox
Tiffany Anderson

Others Represented

Manhattan Area Technical College
Kansas City Kansas Community College
Cowley Community College
Salina Area Technical College
Coffeyville Community College
Highland Community College
Garden City Community College

Hutchinson Community College
Fort Scott Community College
Seward Community College
Washburn Institute of Technology
Heather Morgan (KACCT)
Johnson County Community College

Kansas Board of Regents Staff Present

Scott Smathers
Charmine Chambers
Chris Lemon
Sue Grosdidier
Vera Brown
Susan Henry

Connie Beene
April Henry
Lisa Beck
Eric Tincher
Tobias Wood
Erin Guardiola

CALL TO ORDER

The meeting was called to order by Chair Frederick at 10:01 AM.

Approval of Previous Minutes

Motion: Member Estes moved to approve the minutes of January 22, 2020. Following a second by Member M. Johnson, the motion carried.

REPORTS

Introductions
None.

Chair's Report

Chair Frederick thanked Member M. Johnson for chairing the TEA meeting January 22, 2020 in his absence.

Member Liaison Reports

Chair Frederick invited TEA member activity reports.

Member Cox reported he visited Butler Community College to tour the campus and thanked them for their hospitality. He reported he was very impressed with their Livestock Judging program, fire science program, athletics program, broadcast and journalism programs and nursing and acute care programs.

Member Hess shared an article on North Central Kansas Technical College in Hays headlining that most of their graduates are staying in Kansas. He reported he enjoyed a dinner provided by their culinary arts program on Valentine's Day.

Member Estes thanked the Mid America Summit attendees. He invited Member Anderson to report on some Summit activities. He reported he met with Dodge City Community College as they hosted 160 high school students on campus regarding Excel in CTE and he encouraged them to meet with high school sophomores for exposure to the Excel in CTE opportunities. He also met with the Garden City Community College president regarding their Construction program. He reported that Member M. Johnson was recognized by the Barton County Chamber of Commerce as Citizen of the Year.

Member Anderson reported that the Summit was a great experience. She reported Evergy was one of the presenters and spoke with teachers present and is expressed interest in working toward a pilot program for the State involving K-12, tracking a cohort of students from middle school to high school for a talent pipeline. She reminded members that February has been CTE Month.

Member Garcia reported that the Kansas Department of Labor has launched a paid Internship program and Internship program for college credit. Member Anderson stated she intends to distribute flyers as well as send emails to school superintendents regarding these opportunities.

Member Smith thanked KBOR staff for their work on the local needs assessment, which will be updated each year, bringing parties together streamlining technical education in our communities.

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 staff has been attending legislative meetings, participating in the Governor's Education Council and other subcommittee legislative session meetings. In addition, KBOR staff has visited multiple institutions concerning Perkins and Adult Education rules and regulations. He reported that the Regents had a dinner with college presidents and trustees, sharing ideas including marketing, expanding university offerings at their institutions and funding concerns. KBOR WFD staff, along with KBOR Academic Affairs staff, is currently working on program articulation. WFD hosted a military articulation meeting, sharing ideas with representatives from other states, and also met with universities on expanding their participation in military articulation. He reported that work continues on the Get Ahead initiative, which is the recruiting of students with some college, encouraging completion of degrees and/or certifications, at both the two-year and four-year institutions. He provided members

with a copy of the last version of Foresight 20/20, and informed members that a new strategic plan will be developed. Vice President Smathers shared that he spoke with the KU Self Graduate Fellowship doctoral students informing them about KBOR and Workforce Development.

Report from the Community Colleges

Chair Frederick called upon Fort Scott Community College Alysia Johnston to provide members with a report from the community colleges.

Report from the Technical Colleges

Chair Frederick called upon Manhattan Area Technical College President Jim Genandt to provide members with a report from the technical colleges.

CONSENT AGENDA

Technical Program and Curriculum Committee

New Program Request, Garden City Community College

Chair Frederick called for a motion to approve.

Motion: Member Estes moved to approve the new program request for Garden City Community College, Carpentry (46.0201) – Technical Certificate A/18 credit hours. Following a second by Member Mikulka, the motion carried.

CONSIDERATION OF DISCUSSION AGENDA

Technical Program and Curriculum Committee

Labette Community College request to remove program cap restriction

Chair Frederick called upon Technical Program and Curriculum Committee Chair R. Johnson to provide members with the request from Labette Community College to remove a program cap restriction.

Committee Chair Johnson informed members that On October 21, 2010 Labette Community College received approval to offer a certificate in Diagnostic Medical Sonography (51.0910); however, due to opposition by Washburn University, the program was capped at 10 students and 7 sites per year. KBOR minutes state that any increase in the number of students or sites would require approval by the Kansas Board of Regents. Chair Johnson directed members to the letters provided to them from Labette Community College, Washburn University and Labette Health. Washburn University now states that they do not oppose the expansion of the Diagnostic Medical Sonography program from 10 students to 20 students. Chair Frederick suggested removal of any cap limiting the program for Labette Community College.

Motion: Committee Chair R. Johnson moved to approve the request from Labette Community College to remove the cap restrictions on their Diagnostic Medical Sonography program. Following a second by Member Beene, the motion carried.

OTHER MATTERS**Excel in CTE Fee Review**

Chair Frederick called on Director Henry to present the Excel in CTE Fee Review. Director Henry directed members to the Instructional Cost Model used for the purpose of distributing allocated state aid to institutions based upon enrollments in credit-bearing courses, along with the definitions of terms used in the Model. Director Henry gave a brief synopsis of how the Instructional Cost Model is applied.

Chair Frederick stressed the importance that TEA members not lose sight that this discussion applies to Excel in CTE fees only. In addition, he stressed the importance of consistency in decisions for all institutions. He asked that TEA members that have a business relationship with any institution refrain from participating in discussion and recuse themselves from the vote. Member M. Johnson expressed his appreciation that the TEA is participating in this discussion and thanked KACCT Heather Morgan for her assistance in gathering and clarifying information from the community colleges.

Director Henry informed members that per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval. As per the Postsecondary Technical Education Authority's (TEA) request, on Thursday, December 19, 2019, representatives from community colleges, technical colleges, and Board staff met to set guidelines for fees associated with Excel in CTE courses and programs. As a result of this meeting, agreed upon allowable fees include items/services students take with them and industry-specific fees required for entrance/acceptance into the program as follows:

Allowable fees include:

- Uniforms
- Personal protective equipment
- Background checks
- Fingerprints
- Drug tests
- E-subscriptions/E-books
- Textbooks
- Certification tests
- Liability insurance (example: student malpractice)
- Graduation fees (if applicable)
- Transcript fees (if applicable)

Unallowable fees include:

- Student fees (general)
- Technology fees
- Health fees
- Consumables
- Any other fee not on the allowable list

Director Henry reported that in early January 2020 a data request was sent to each community and technical college asking for all technical programs and associated fees charged to Excel in CTE students. Members were provided tables that include a listing of all Excel in CTE fees charged for each program as reported by institutions. In addition, a clarifying table for some community colleges was provided by the KACCT for consideration of allowable fees discussion. Director Henry explained that allowable fees are highlighted in green on the tables. Fees listed that are not highlighted in green on the tables (reflected in white) should be addressed by the TEA for determination if the fees will be removed or allowed.

Members discussed that tools are not listed in either the allowed or disallowed fees. The scenarios for tools include “Tools” as an allowed fee if the students maintain ownership, but tool rental is not an allowable fee.

Allen Community College

Motion: Member M. Johnson moved to approve the allowable fees as reported by Allen Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Cox, the motion carried.

Barton Community College

Motion: Member Garcia moved to approve the allowable fees as reported by Barton Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Beene, the motion carried.

*Member M. Johnson abstained from discussion and vote

Butler Community College

Members discussed the Lab Insurance Fees. Members expressed concern over the transfer of the liability insurance fees to the students. Member R. Johnson suggested that the insurance fees could be covered in the extraordinary costs. Vice President Smathers offered that the insurance fees could be allowed for this year but reviewed to be included in the extraordinary costs next year.

Motion: Following discussion, Member Hess moved to include the lab insurance fees to allowable fees as reported by Butler Community College and to include all insurance fees as reported by institutions to allowable fees for this year, but to conduct further investigation in the transference of the liability insurance fees to the students, exploring including the insurance fees in the extraordinary costs for all institutions. Following a second by Member Cox, the motion carried.

Following discussion, members agreed to moving the lab insurance fees to allowable fees, moving the software licensing fees to allowable fees, moving the Professional Chef book to allowable fees in the Restaurant Management Program, removing the duplicate Professional Chef book in the Restaurant Management Program from the fees, and to correcting the Lab Fee in Patient Care Pathways to reflect “Gait Belt” and moving it to allowable fees as reported by Butler Community College.

Motion: Member Hess moved to approve the allowable fees as reported by Butler Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Estes, the motion carried.

Cloud County Community College

Motion: Member Beene moved to approve the allowable fees as reported by Cloud County Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Garcia, the motion carried.

Coffeyville Community College

Motion: Following discussion, members agreed to moving the hotel stay for EMS testing out of town for the EMT program to an allowable fee. Member M. Johnson moved to approve the allowable fees as reported by Coffeyville Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Garcia, the motion carried.

Colby Community College

Motion: Member Cox moved to approve the allowable fees as reported by Colby Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member R. Johnson, the motion carried.

Cowley Community College

Motion: Following discussion, members agreed to remove the tools fees in the Automotive Service Tech program as this fee is not charged, but tools must be provided by the student. Members agreed to move the National Membership fee in the Medical Coding Program to an allowable fee, as the certification testing fees are significantly discounted with the purchase of the National Membership. Member M. Johnson moved to remove the tools fees in the Automotive Service Tech program, to move the National Membership fee in the Medical Coding Program to an allowable fee, and to approve the allowable fees as reported by Cowley Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Cox, the motion carried.

Dodge City Community College

Motion: Following discussion and explanation by the institution that the tool usage fees are removed and replaced with tool purchase fees which will move the fees to allowable fees, Member Beene moved to remove the pending programs from fee consideration, approve the allowable fees as reported by Dodge City Community College, add the Excel in CTE Fee schedule to all new program requests for all institutions, and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member M. Johnson, the motion carried.

Flint Hills Technical College

Motion: Following discussion, Member Beene moved to move the Liability Insurance to allowable fees as per a previous motion, to remove the Accuplacer Test and Student ID/Parking Permit from fees, and to approve the allowable fees as reported by Flint Hills Technical College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Cox, the motion carried.

Fort Scott Community College

Motion: Following discussion, Member Cox moved to move the Apprenticeship License for the Cosmetology program to allowable fees, to remove the Cattle Artificial Insemination fee for the Farm & Ranch Management program, and to approve the allowable fees as reported by Fort Scott Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Hess, the motion carried.

Garden City Community College

Motion: Following discussion, Member M. Johnson moved to move the Apprenticeship License for the Manicuring program to allowable fees, and to approve the allowable fees as reported by Garden City Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Hess, the motion carried.

Highland Community College

Motion: Following discussion, Member Beene moved to remove the “Other Fees” for the Graphic Design program and to approve the allowable fees as reported by Highland Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Mikulka, the motion carried.

Hutchinson Community College

Motion: Following discussion, Member Mikulka moved to move the Tool fees as clarified as Tool Purchases to allowable fees, and to approve the allowable fees as reported by Hutchinson Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Hess, the motion carried.

Independence Community College

Motion: Following discussion, Member Beene moved to change the Bathing/Misc. fee to read “Bathing Kit” and to move it to allowable fees, to move the Apprenticeship License for the Cosmetology program to allowable fees, to remove the office supply consumables from fees for the Cosmetology program and to approve the allowable fees as reported by Independence Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member M. Johnson, the motion carried.

Johnson County Community College

Motion: Following discussion, Member M. Johnson moved to remove the Lab/Floral Supplies fees for the Floral Design program, to remove the Graphic Design program for any fees, to remove the Bedding Plants, cuttings, seedings fees for the Landscape Technician program and to approve the allowable fees as reported by Johnson County Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Estes, the motion carried.

Kansas City Kansas Community College

Motion: Following discussion, Member Hess moved to move the Liability Insurance to allowable fees as per a previous motion for the Fire Science Academy, Culinary Arts, Automotive Technology, Electrical Technology, Machine Technology, Automotive Collision, HVAC, Cosmetology, Welding Technology, Commercial Residential Equipment, Building Engineering and Property Maintenance and Construction Technology programs, and to move the Fire Academy completion recognition for the Fire Science Academy to allowable fees, Following a second by Member M. Johnson, the motion carried.

Motion: Member M. Johnson moved to allow all liability insurance fees, retroactively to previously discussed institutions' insurance fees, with the intent to further discuss and review with more detail and consideration to move insurance costs to be included as extraordinary costs to be paid by the cost model for next year. Following a second by Member Estes, the motion carried.

Labette Community College

Motion: Member Beene moved to remove the Application fee from the Emergency Medical Technician program and to approve the allowable fees as reported by Labette Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Anderson, the motion carried.

*Member Mikulka abstained from discussion and vote

Manhattan Area Technical College

Motion: Member M. Johnson moved to approve the allowable fees as reported by Manhattan Area Technical College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Beene, the motion carried.

Neosho Community College

Motion: Member Beene moved to move the AHIMA Membership for Health Information Technology and Health Care Coding programs to an allowable fee, as the certification testing fees are significantly discounted with the purchase of the membership. Following a second by Member M. Johnson, the motion carried.

North Central Kansas Technical College

Motion: Following discussion, Member Mikulka moved to remove the Application fee from the Information Technology, Culinary Arts, Carpentry, Electrical Technology, Automotive Technology, Welding, Heavy Equipment Operation, Pharmacy Technology, Medication Aide, Nursing Aide, Business Management, Business Technology, programs, remove the Tool Rental fee from the Electrical Technology and Automotive Technology programs, remove the Skills Membership fee from the Automotive Technology program, remove the Chemical fee from the Automotive Technology program, and to move the Name Tags fee from the Medication Aide program to an allowable fee, and to approve the allowable fees as reported by North Central Kansas Technical College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Cox, the motion carried.

Northwest Kansas Technical College

Motion: Member Beene moved to approve the allowable fees as reported by Northwest Kansas Technical College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member M. Johnson, the motion carried.

Pratt Community College

Motion: Member M. Johnson moved to approve the allowable fees as reported by Pratt Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Estes, the motion carried.

Salina Area Technical College

Motion: Following discussion, Member Estes moved to remove the Skills Membership fee from the Computer Aided Drafting, Diesel Technology and Dental Assistant programs, to approve the allowable fees as reported by Salina Area Technical College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Mikulka, the motion carried.

Seward County Community College

Motion: Member Cox moved to approve the allowable fees as reported by Seward County Community College and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Hess, the motion carried.

Washburn University/Washburn Institute of Technology

Motion: Following discussion regarding Washburn's misunderstanding of fees to be submitted for consideration by the TEA, Member Beene moved to remove the Enrollment fee, Material/Technology fees, Course fees, Computer Lab fees, Shop Supplies, Supply Costs, Lab/Material fees, Tool Usage fees, Shop fees, Computer Rental fees, Fuel Surcharge fees, and Program fees from the Information Systems Technology, Cosmetology, Culinary Arts, Certified Production Technician, Technical Drafting, Early Childhood Professional, Legal Office Professional, Emergency Communication, Carpentry, Electrical Technology, HVAC, Heavy Diesel Construction Technology, Industrial Machine Mechanic, Automotive Collision and Repair, Automotive Technology, Locomotive Diesel Technology, Diesel Technology, Machine Technology, Welding, Cabinet/Millwork, Commercial and Heavy Construction, Commercial Truck Driving, Graphic Technology, Medical Office Specialists, Medical Scribe, Emergency Medical Technician, Phlebotomy, Office Career Technology and Business Bookkeeping and Accounting programs, to approve the allowable fees as reported by Washburn University/Washburn Institute of Technology, to forward the allowable fees to the Kansas Board of Regents for approval, and to allow Washburn to submit their revised fees within four (4) business days for review by special meeting by the TEA. Following a second by Member M. Johnson, the motion carried.

*Member Mikulka abstained from discussion and vote

*Member Anderson abstained from discussion and vote

Wichita State University Campus of Applied Sciences and Technology

Motion: Member Anderson moved to approve the allowable fees as reported by Wichita State University Campus of Applied Sciences and Technology and to forward the allowable fees to the Kansas Board of Regents for approval. Following a second by Member Mikulka, the motion carried.

NEXT MEETING REMINDER

Chair Frederick reminded members that the next TEA meeting will be held at the KBOR Offices in Topeka, Kansas on March 26, 2020 at 10:00 AM.

ADJOURNMENT

Motion: Member Cox moved to adjourn the meeting. Following a second by Member Mikulka the motion carried, and Chair Frederick adjourned the meeting at 1:30 P.M.

Respectfully submitted by:
Susan Henry, Executive Assistant