

New Program Request Form

CA1

General Information

Institution submitting proposal	Kansas City Kansas Community College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Mr. Jerry Pope Vice-President of Academic Affairs (913) 288-7100 jpope@kckcc.edu
Identify the person responsible for oversight of the proposed program	Donald Smith Dean of Career and Technical Education 913-288-7811 dsmith@kckcc.edu
Title of proposed program	High Voltage Line Technician
Method of program delivery (face to face, online, hybrid)	Face to Face
Proposed suggested Classification of Instructional Program (CIP) Code	46.0303
CIP code description (from nces.ed.gov/ipeds)	A program that prepares individuals to apply technical knowledge and skills to install, operate, maintain and repair local, long-distance, and rural electric power cables and communication lines; erect and construct pole and tower lines; and install underground lines and cables. Includes instruction in cable installation and repair, fiber-optic technology, trenching, mobile equipment and crane operation, high-voltage installations, maintenance and inspection, safety, remote communications, and applicable codes and standards.
Standard Occupation Code (SOC) associated to the proposed CIP code	49-9051.00
SOC description (from onetonline.org)	Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy-duty transmission towers.
Number of credits for the degree <u>and</u> all certificates requested	25 Credit Hours
Proposed Date of Initiation	Fall 2024
Specialty program accrediting agency	N/A
Industry-recognized certification(s) to be earned by students	OSHA 10

Signature of College Official Jamy Pope Date 1/4/24

Signature of KBOR Official _____ Date _____

Narrative

Program Rationale

Extreme weather events are rising in the Midwest, and our community must respond with a workforce that can repair electrical lines quickly to support continued connectivity and remove potential safety hazards. According to the Environmental Protection Agency, most of the state of Kansas has warmed by at least half a degree (F). The soil is becoming drier. Rainstorms are becoming more intense, and floods are becoming more severe. These changes to soil and weather affect our community's current infrastructure, where energy companies must adjust their workforce and capabilities.

The Greater Kansas City community must prepare for the needs of an aging infrastructure and increased land development in the region. More than 2.3 million people rely on the work of skilled line technicians to keep our community safe, connected, and prepared for economic growth in the region. In Kansas City, Kansas alone, most homes were built before 1999, with more than 70% of homes made before 1970 (NCES). With appropriate infrastructure planning, millions of people will be able to have power during any of the frequent storms experienced in this region. A trained workforce becomes particularly important as new developments and construction are needed to meet the demands of our region's economic and population growth.

Infrastructure improvement is something with a direct quality of life increase for those who live in the region. In the Kansas City, Kansas region, less than 10% of residents have attained a bachelor's degree, and the median salary is \$42,052. As the area continues to gentrify, many residents can only afford housing if they gain access to a career that will pay them a livable wage. Line installers and repairers add to a growing demand for careers that do not require significant college debt. The median annual salary for electrical power-line installers and repairers in May 2021 was \$78,310 (bls.gov). Connecting people with jobs and allowing them to be homeowners and active community members while experiencing a livable wage is essential. Kansas City Kansas Community College has found that more than 60% of its graduates stay in the region after graduation, which means that their increased salaries support their own families and an investment in the community at large.

KCKCC anticipated projected enrollment is 20 students per cohort. The Kansas City Board of Public Utilities (BPU) is a direct neighbor to Kansas City Kansas Community College's Technical Education Center, serving approximately 65,000 electric customers annually. BPU's leadership team forecasts the need to train and hire four new line workers annually in the metro area. BPU leadership (William 'Bill' A. Johnson, General Manager, and Jeremy Ash, Chief Operations Officer) have shared an interest with the college to develop their pipeline further.

The program is duplicative of other programs in the Kansas region. The rationale to start a program at KCKCC is due to BPU's residency restriction that employees must live within the Unified Government of Wyandotte County. BPU has a pre-existing partnership with KCKCC to support its apprenticeship program, and the desire is for KCKCC to support a pipeline for individuals pursuing an apprenticeship program.

Program Description and Requirements

This High Voltage Line Technician program is designed to prepare students to enter apprenticeship training programs across Kansas. The program provides solid technical skills and knowledge to climb poles safely, operate equipment and tools, and understand electrical theory related to electrical distribution systems.

Program Objectives

1. Attain skills to safely climb poles.
2. Demonstrate proper use of equipment and tools.
3. Develop effective communication skills.
4. Explain electrical distribution systems.

BUSN 0250 – Obtaining Employment

1 Credit Hour

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings, completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

ELET 0120 – Electrical Math

3 Credit Hours

This course is the first of a two-semester sequence that will introduce the mathematical skills and concepts necessary in technical work. It will focus on the basics of algebra, geometry and trigonometry and their applications. Topics will include operations with polynomials, linear equations, systems of equations and right triangle trigonometry.

HVPA 0100 - Safety and Worksite Fundamentals

2 Credit Hours

This course is an introduction to various industrial safety and health considerations in the area of high-voltage electricity and its use. This course will cover basic safety rules and OSHA standards, identify the proper personal protective equipment needed for common industrial tasks, and recognize the need for an ongoing safety program.

HVPA 0101 - Pole Climbing

4 Credit Hours

Introduction to proper methods of climbing wood pole structures. The student must master climbing wood pole structures with a pole safety strap. Upon successful completion of this course, the student will be competent in basic pole climbing techniques.

HVPA 0110 – Rigging Principles

4 Credit Hours

Introduction to overhead rigging methods and equipment. The student will gain knowledge of proper rigging operations. This course will cover the fundamentals of rigging, identify safety processes, and demonstrate the appropriate use of rigging equipment. Upon successful completion of this course, the student will understand the common practices of rigging.

HVPA 0130 – Underground Systems

3 Credit Hours

Working knowledge of Underground Residential Distribution (URD) with practical experience in the direct burial of primary and secondary cables; installation of 200- and 600-amp elbows, splices, lightning arrestors, and overhead terminations; installation of single-phase and three-phase padmount and transclosure transformer installations; methods of shoring and sloping trenches and excavations; troubleshooting of primary and secondary cables; and fault location. The student will also review the

operation of trencher digging equipment and safe work practices and procedures, proper grounding techniques of padmount transformers and transclosures.

HVPA 0140 – Overhead Distribution, Transmission, and Framing

4 Credit Hours

Introduction to pole framing on the ground and aerial framing. The student will gain a working knowledge of 7200-volt, 14,400-volt, and 34,500-volt primary distribution systems. The student will also be introduced to copper and aluminum primary conductors and line staking.

HVPA 0150 – Transformers and Metering

4 Credit Hours

Working knowledge of single- and three-phase watt-hour meter applications with practical experience in installing and sizing service conductors, construction and installation of meter loops and poles, instrument metering, and temporary service installations. Tampering, power theft, grounding, and safe work practices are also covered. Upon successful completion, students will have a basic understanding of transformers, conductors, and metering principles.

Admission and Graduation Requirements

1. Apply for admission to KCKCC.
2. Make an appointment with an Academic Adviser.
3. Submit a high school transcript (or GED) with graduation date.
4. Take any necessary placement exams.
5. Complete the Electronics Engineering Technology Certificate B with an overall GPA of at least 2.0.

Demand for the Program

According to the Kansas Department of Labor, the long-term annual average growth between 2020 and 2030 is -0.17%. In 2020, the estimated employment was 1,641. The number is expected to decrease by 28 for a projected total of 1,613 by 2030. The 2020 to 2030 long-term projected annual openings are 137, with an annual change of -3%. The annual transfers reported for the occupation are 110, with 30 annual exits. The estimated annual median wage is \$90,010. A high school diploma or equivalent, such as a GED, is the typical education required.

The Kansas City Board of Public Utilities (BPU) is a direct neighbor to Kansas City Kansas Community College's Technical Education Center, serving approximately 65,000 electric customers annually. BPU's leadership team forecasts the need to train and hire four new line workers annually in the metro area. BPU leadership (William 'Bill' A. Johnson, General Manager, and Jeremy Ash, Chief Operations Officer) have shared an interest with the college to develop their pipeline further. In KCKCC's Local Needs Assessment dated February 1, 2022, an Electrical Power-Line Installers and Repairers program is listed as a pathway/program not offered but needed in the region.

Duplication of Existing Programs

The following programs with similar training are offered in the state:

Pratt Community College

Electrical and Power Transmission Installation/Installer, General Assoc/Cert

Total # declared majors = 155

Total # concentrators = 149

Total graduates = 48

Total graduates exited and employed = 45

Average wage of graduates= \$56,835

Median wage of graduates = \$52,127

Manhattan Area Technical College

Electrical and Power Transmission Installation/Installer, General

Total # declared majors = 32

Total # concentrators =30

Total graduates = 10

Total exited and employed = 10

Average wage = \$54,297

Average median wage = \$56,406

Pratt Community College and Manhattan Area Technical College both have programs related to Electrical Power-Line Installers and Repairers. There are common courses between all three programs. KCKCC attempted to collaborate with personnel from both institutions. Pratt Community College participated in a virtual meeting to discuss program structure, collaboration opportunities, and industry partnerships.

Program Information

Fall Semester Year 1		
Certificate Requirements		
Program of Study Semester-by-Semester Outline		
HVPA – 0100	Safety and Worksite Fundamentals	2
HVPA – 0101	Pole Climbing	4
ELET – 0120	Electrical Math	3
HVPA – 0110	Rigging Principles	4
Spring Semester Year 1		
HVPA – 0130	Underground Systems	3
HVPA – 0140	Overhead Distribution, Transmission, and Framing	4
HVPA – 0150	Transformers and Metering	4
BUSN – 0250	Obtaining Employment	1
Total Credits		25

Program Accreditation

The program will not be seeking accreditation for the program as there is no formal accreditation specific to Electrical Power-Line Installers and Repairers.

Faculty

The following qualifications will be sought in a program coordinator when the position is posted in Spring 2024:

- Journeyman's Certificate required.
- Associate degree or higher preferred.
- Minimum ten years of experience as a line worker or closely related area with an emphasis on several or all trade areas.
- Demonstrated experience in pole climbing with a high priority placed on safety.

All individuals selected for hire will be subject to, at a minimum, a background check, reference check, and review of experience and education. The hiring of each applicant is conditioned on approval at a

public meeting of the Board of Trustees. The Board approves the employment, compensation, benefit package, and terms and conditions of employment. With prior approval from the President, employees may conditionally begin work before Board approval when the candidate has completed all requirements for employment.

Cost and Funding for Proposed Program

KCKCC has instituted a “New Program” cost center to support the development of new programs. The High Voltage Line Technician program will use the cost center, donations, and course fees as the primary funding sources. KCKCC will hire one full-time instructor and one adjunct instructor for the program. A pole yard will be required and is included in the implementation year costs. Equipment and instructional materials will be purchased through tuition dollars and course fees. No grants will be applied for during the development phase of the program.

Program Review and Assessment

KCKCC has a comprehensive program review cycle and assessment process. Programs are placed on a program review schedule and will be reviewed in 4-year cycles. Each program completes a self-study with the help of a mentor, presents its findings to the program review committee, discusses an action plan, and implements a final action plan to address challenges and maintain the program's strengths. Programs submit annual reports on the progress of the review with any changes, updates, and new data results. The committee aims to make recommendations for improvement and/or sunset programs.

The college has adopted TaskStream as the online management tool for gathering, updating, and maintaining assessment items. The Assessment Team at KCKCC works with each program to assess program outcomes, create assessment plans, report findings, and create action plans. The assessment process occurs annually at the course and program level and is monitored by the academic deans and the Office of Assessment.

Program Approval at the Institution Level

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

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

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Kansas City Kansas Community College

Proposed Program: High Voltage Line Technician

IMPLEMENTATION COSTS				
Part I. Anticipated Enrollment			Implementation Year	
Please state how many students/credit hours are expected during the initial year of the program?				
			Full-Time	Part-Time
A. Headcount:			10	--
Part II. Initial Budget			Implementation Year	
A. Faculty		Existing:	New:	Funding Source:
Full-time	1	\$	\$74,616.32	New Program Funds
Part-time/Adjunct	1	\$	\$5,821.92	New Program Funds
		Amount	Funding Source	
B. Equipment required for program		\$185,000	Strategic Asks/New Program Funds/Donations	
C. Tools and/or supplies required for the program		\$3,711	New Program Funds	
D. Instructional Supplies and Materials		\$1,000	New Program Funds	
E. Facility requirements, including facility modifications and/or classroom renovations		\$70,000	Strategic Asks/General Fund	
F. Technology and/or Software		\$		
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		\$340,149.24		
PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
Part I. Program Enrollment			Second and Third Years	
Please state how many students/credit hours are expected during the first two years of the program?				
			Full-Time	Part-Time
A. Headcount:			20	--
Part II. Ongoing Program Costs			First Two Years	
A. Faculty		Existing:	New:	Funding Source:
Full-time	#	\$77,377.12	\$	Local, tuition
Part-time	#	\$5,821.92	\$	Local, tuition
		Amount	Funding Source	
B. Equipment required for program		\$		
C. Tools and/or supplies required for the program		\$3,711	Strategic Asks/General Fund	
D. Instructional Supplies and Materials		\$1,000	Strategic Asks/General Fund	
E. Facility requirements, including facility modifications and/or classroom renovations		\$		
F. Technology and/or Software		\$		
G. Other <i>(Please identify; add lines as required)</i>				
Total for Program Sustainability		87,910.04		

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

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

Submit the completed application and supporting documents to the following:

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

PERKINS ELIGIBILITY REQUEST FORM

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

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

Program Eligibility

An “eligible recipient” is an eligible institution or consortium of eligible institutions qualified to receive a Perkins allocation.

An “eligible institution” is an institution of higher education that offers CTE programs and will use Perkins funds in support of CTE coursework that leads to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree, which does not include a baccalaureate degree.

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802. Criteria adopted by the Board of Regents may be found in their February 20, 2019 meeting packet.

Program Levels:

Educational Award Level	Credit Hours
SAPP	0-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Programs (SAPPs) must meet the following criteria:

- Minimum of 8 credit hours
- Minimum of 80% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period

Certificates and Associate of Applied Science degrees must meet the following criteria:

- Minimum of 51% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period
- Comply with Program Alignment – *if applicable*

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Kansas City Kansas Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Mr. Jerry Pope Vice-President of Academic Affairs (913) 288-7100 jpope@kckcc.edu
Name, title, phone, and email of the Perkins Coordinator	Amanda Franze Institutional Grant Director 913-288-7572 afranze@kckcc.edu
Program Name	High Voltage Line Technician
Program CIP Code	46.0303
Educational award levels <u>and</u> credit hours for the proposed request	Certificate A 25 Credit Hours
Percentage of tiered credit hours for the educational level of this request	51%
Number of concentrators for the educational level	6
Does the program meet program alignment?	N/A
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	

Signature of College Official  Date 1/10/24

Signature of KBOR Official _____ Date _____

Kansas City Kansas Community College High
Voltage Line Technician
Fall 2024 Schedule

Course #	Course Name	Credit Hours
Semester 1 (Fall 2024)		
HVPA-0100	Safety and Worksite Fundamentals	2
HVPA-0101	Pole Climbing	4
ELET-0120	Electrical Math	3
HVPA-0110	Rigging Principles	4
	Total Semester Credits	13
Semester 2 (Spring 2025)		
HVPA-0130	Underground Systems	3
HVPA-0140	Overhead Distribution, Transmission, and Framing	4
HVPA-0150	Transformers and Metering	4
BUSN-0250	Obtaining Employment	1
	Total Semester Credits	12
	Total Program Credits	25

Kansas City Kansas Community College
High Voltage Line Technician
Course Descriptions

BUSN 0250 – Obtaining Employment

1 Credit Hour

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

ELET 0120 – Electrical Math

3 Credit Hours

This course is the first of a two-semester sequence that will introduce the mathematical skills and concepts necessary in technical work. It will focus on the basics of algebra, geometry and trigonometry and their applications. Topics will include operations with polynomials, linear equations, systems of equations and right triangle trigonometry.

HVPA 0100 – Safety and Worksite Fundamentals

2 Credit Hours

This course is an introduction to various industrial safety and health considerations in the area of high-voltage electricity and its use. This course will cover basic safety rules and OSHA standards, identify the proper personal protective equipment needed for common industrial tasks, and recognize the need for an ongoing safety program.

HVPA 0101 – Pole Climbing

4 Credit Hours

Introduction to proper methods of climbing wood pole structures. The student must master climbing wood pole structures with a pole safety strap. Upon successful completion of this course, the student will be competent in basic pole climbing techniques.

HVPA 0110 – Rigging Principles

4 Credit Hours

Introduction to overhead rigging methods and equipment. The student will gain knowledge of proper rigging operations. This course will cover the fundamentals of rigging, identify safety processes, and demonstrate the appropriate use of rigging equipment. Upon successful completion of this course, the student will understand the common practices of rigging.

HVPA 0130 – Underground Systems

3 Credit Hours

Working knowledge of Underground Residential Distribution (URD) with practical experience in the direct burial of primary and secondary cables; installation of 200- and 600-amp elbows, splices, lightning arrestors, and overhead terminations; installation of single-phase and three-phase padmount and transclosure transformer installations; methods of shoring and sloping trenches and excavations; troubleshooting of primary and secondary cables; and fault location. The student will also review the

Kansas City Kansas Community College
High Voltage Line Technician
Course Descriptions

operation of trencher digging equipment and safe work practices and procedures, proper grounding techniques of padmount transformers and trans closures.

HVPA 0140 – Overhead Distribution, Transmission, and Framing

4 Credit Hours

Introduction to pole framing on the ground and aerial framing. The student will gain a working knowledge of 7200-volt, 14,400-volt, and 34,500-volt primary distribution systems. The student will also be introduced to copper and aluminum primary conductors and line staking.

HVPA 0150 – Transformers and Metering

4 Credit Hours

Working knowledge of single- and three-phase watt-hour meter applications with practical experience in installing and sizing service conductors, construction and installation of meter loops and poles, instrument metering, and temporary service installations. Introduction of solar. Tampering, power theft, grounding, and safe work practices are also covered. Upon successful completion, students will have a basic understanding of transformers, conductors, and metering principles.

LETTERS OF SUPPORT



January 25, 2023

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

Dear April Henry,

The Board of Public Utilities is committed to providing Kansas City Kansas Community College with industry expertise and in-kind assistance as it develops its Line Technician program. This includes participating in current planning meetings and as future community advisory committee members. BPU has provided its expertise and consultation in-kind for all planning to date. This has included researching equipment needs, identifying appropriate learning outcomes, and identifying appropriate facility options.

BPU has a local employee base of 60 skilled workers in the field of Electrical maintenance and installation. We are currently recruiting 15 positions to fill our Journeyman Lineman and Substation vacancies. We are searching for individuals with skills in overhead construction, underground construction, map reading, ascending poles and towers, and other electrical related proficiencies.

BPU will work with KCKCC to provide expertise in Line worker construction to enhance the development of the individuals attending the program. We are committed to providing skilled personnel to assist in training opportunities and demonstrations in the future.

BPU is committed to strengthening and building diverse talent in the skilled trades in the Kansas City region. We look forward to continued support and workforce development opportunities with the development of this needed program in the Wyandotte County community.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Fergus".

Mike Fergus
Director of Electric Distribution and Services
Kansas City Board of Public Utilities.
6742 Riverview Avenue
Kansas City, Kansas 66102

EQUAL OPPORTUNITY EMPLOYER

540 Minnesota Avenue | Kansas City, KS 66101 | 913.573.9000

bpu.com



December 8, 2023

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

Dear April Henry,

This letter is in support of the proposed High Voltage Pre-Apprenticeship program at Kansas City Kansas Community College (KCKCC).

Evergy is committed to a diverse and representative workforce and is interested in collaborating with KCKCC on this project. Most of our open roles for lineworkers are in our urban centers, including Kansas City. We are always looking for more qualified talent to fill our open positions.

To demonstrate our support of the proposed program at KCKCC, we have already been sharing best practices and had a group tour our training facility in Raytown, MO. Evergy would be interested in appointing an employee to the advisory board and assisting with identifying curriculum, equipment, and the necessary skills to meet industry needs. Through active engagement on the advisory board, we also expect to identify talent from the student population for open positions within Evergy. We are also dedicated to supporting training that will prepare individuals to enter Evergy's pre-apprenticeship and apprenticeship programs.

We look forward to contributing to the success of KCKCC's High Voltage Pre-Apprenticeship program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Randy Van Ness', written over a light blue horizontal line.

Randy Van Ness
Sr. Manager, T&D Safety & Training
M: (816) 244-9793
randy.vanness@evergy.com



December 15, 2023

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

Dear April Henry,

This letter is in support of the proposed High Voltage Pre-Apprenticeship program at Kansas City Kansas Community College.

Entegrity Partners is committed to a diverse and representative workforce and is interested in collaborating with KCKCC on workforce development. As our company continues to grow and expand its footprint, we are always looking for talent to fill open positions in the Kansas City metropolitan area.

We currently engaged with KCKCC in exploring solar solutions, energy efficiency and corresponding curriculum. An example of a successful Entegrity Partners curriculum program is our solar learning lab at the University of Arkansas Hope-Texarkana campus. It is our strong belief that similar workforce development initiatives can prove successful at KCKCC.

Entegrity would be interested in being a part of the advisory board to help identify curriculum, equipment, and resources to meet the growing industry needs. It is our intent to utilize talent from the proposed apprenticeship program at KCKCC for future roles within our organization.

We look forward to being a resource for KCKCC on this and future programs to help identify and develop the workforce and equip individuals with the training necessary for the evolving energy industry.

Sincerely,

A handwritten signature in black ink, appearing to read "John Coleman".

John Coleman, VP of Business Development

479.595.5759 | john.coleman@entegritypartners.com
17300 W. 116th St., Lenexa, KS 66219
www.entegritypartners.com

To Whom It May Concern,

I am writing to express my enthusiastic support for the new program called High Voltage Line Technician at KCKCC. As someone who is deeply committed to the advancement of our USD 500 students and Wyandotte community, I believe that this program will play a crucial role in preparing individuals for careers in this field.

The demand for skilled high voltage line technicians is on the rise, and it is essential to have specialized training programs that provide students with the knowledge and hands-on experience needed to excel in this profession. The High Voltage Line Technician program will not only address this demand but also contribute to the growth and sustainability of the energy sector.

By equipping students with the necessary technical skills, safety protocols, and industry knowledge, this program will prepare them for the challenges and opportunities in the high voltage line technician field. Furthermore, it will provide a pathway for individuals to enter a rewarding and impactful career that directly contributes to the reliable and efficient distribution of electricity.

I believe that the implementation of this program will not only benefit high school students who enroll in it but also contribute to the overall development of the energy industry. It aligns with the growing need for skilled professionals in the field of high voltage line maintenance and repair, and it will help meet the workforce demands of the future.

I wholeheartedly support the High Voltage Line Technician program at KCKCC and look forward to witnessing its positive impact on the energy industry and the students who pursue a career in this vital field.

Sincerely,



Lauren Kneeland
Dual/Concurrent & Special Programs Coordinator

ADVISORY BOARD MEMBERS & MEETING MINUTES



**Kansas City Kansas Community College
High-Voltage Lineman Program
Program Advisory Committee Meeting
October 7, 2022
11:30 AM**

In Person – Mary Ann Flunder Lodge by the Lake (KCKCC)

Industry Attendees: Mike Fergus (BPU), Jeremiah Waldeck (BPU), Dale Warman (Retired), Zach Sterling – virtual (FreeState), Derek Bell (Evergy), Lauren Clay (USD 500 Kansas City Kansas Public Schools)

KCKCC Attendees: Dr. Greg Mosier (President), Jerry Pope (Vice President of Academic Affairs), Ashley Irvin (Associate Dean), Rich Piper (Director of Technical Education), Katie Lindgren (Special Projects Coordinator), Wendy Brewer (Administrative Assistant)

Absent: Cheryl Runnebaum (Dean)

1. Introductions

Katie Lindgren (KL) called the meeting to order at 11:33 am.

2. Planning Overview

KL gave a brief overview of the meeting and opened up the floor for discussion on industry needs and demand for high-voltage lineman.

3. Industry Discussion

M. Fergus (MF) stated that lineman are needed now. The lack of staffing is a problem at BPU, and the company doesn't see an end staffing shortage.

D. Bell (DB) agreed with MF on the need for lineman. Evergy is planning to hire 50-60 linemen a year.

KL asked for clarification on whether there was a specific area of need within the field.

MF stated there is a need to fill entry-level positions. He also added there is residency requirement for BPU workers to reside in Wyandotte County.

DB explained that the Kansas City Metro area currently has 280 apprentices and workers are needed in the areas of generation fleet, mechanics/electricians, and substations.

MF said that BPU is trying to backfill workers that it is losing, but that the company doesn't have enough skilled workers to teach (need a 3:1 ratio).

G. Mosier (GM) asked where a 2-year student would be placed after 4000 or 6000 hours of course instruction.

MF explained that 8000 hours are needed for a BPU apprenticeship and credit is not given for any coursework outside of BPU. He said BPU will take applicants as entry level and they will still need

to go through 8000 hours.

DB stated that is the same situation at Evergy. For example, he said 150 people may apply for the apprenticeship program and that number needs to be cut down to about 35. Then the 35 applicants are run through 3-day rigorous boot camp until there are about three candidates. But he stated that the company is really looking for ones with the right fit. A good background to have for a lineman is someone who has been a tree trimmer. DB added that a degree can only help an applicant into management in the future.

KL asked what skills will help applicants get into the apprentice program.

DB stated that the course certifications (similar to MCC, Pratt) should be followed.

MF explained that applicants are not required to have an associate degree, but someone who completes the Lineman program will show he or she is focused.

GM asked if the degree doesn't help initially will it help in the future.

DB explained that will only help if they want to move into management in the future.

R. Piper (RP) asked J. Waldeck (JW) about his degree.

JW said that applicants can come in just to do apprenticeship, but if they start with degree they can move on later.

KL asked if an electrical/journeyman background helps in the process.

JW explained that only is beneficial for those going into the engineering side of the industry.

GM asked if a degree is required for a management position?

MF stated that a degree was not required for management.

L. Clay (LC) asked if KCKCC could do a two-year degree (GM confirmed KCKCC is looking into it) and if there is a specific age requirement because of the high school population (18).

A. Irvin (AI) asked about selection process for a pre-apprenticeship/apprenticeship.

DB reiterated again about starting with more 100 applicants and making cuts to arrive at a final number needed. He also said they may not take all the final applicants as they are looking for the right person. DB said at Evergy, exit interviews are done with applicants so they know why they may not be a good candidate for the program.

AI asked if those applicants could then be directed to KCKCC at that point?

MF stated that KCKCC could be looked at being a supplement for pre-apprentice programs.

GM stated that this looks more like a 9- or 12-month program. KCKCC could do it as a certificate program.

DB said the trade is not going away so something must be done to generate more lineman.

KL asked about coursework needed for a Lineman program.

MF stressed that this is a physical and very taxing job and applicants need to know that. He said that is what runs most applicants off from this career. He said important skills that applicants need are good soft skills, general education courses, good oral communication, math skills and the willingness to put in the time.

D. Warman (DW) stated that applicants coming from Vo Tech appear to be better prepared and have better attendance. He said there is a big advantage to preventing accident/injury when an applicant is properly trained properly safety. Applicants coming from Vo Tech tend to stay in the pre-apprenticeship and apprenticeship programs.

DB explained that a degree is good but it just shows that someone can be taught.

GM stated that people who take classes won't wash out as easily as those off the street.

DB explained that attitude is actually what determines those who wash out. He said key traits for applicants are attitude, willingness to climb and perform physically taxing work, as well as a knowledge of basic hand tools.

MF and DB stated that CDL and OSHA training may have the potential to put applicants higher in the apprenticeship program, but they are not necessary.

MF added that the success rate coming out of Lineman school is 70%.

DB stated that a 9-12-month program may only put some in line for the pre-apprenticeship program due to its competitiveness.

4. Identifying Next Steps

KL explained that KCKCC is looking at classroom spaces and at a space onsite for indoor and outdoor training.

GM said that KCKCC has plans to expand some programs downtown in 2025 and can start now and grow it with the new campus.

MF asked if the coursework KCKCC is looking at would move a student forward to a degree?

GM answered that it would move the student on to a degree.

MF said that oral communication, math, and degree shows potential employee is willing to put in time.

DB asked who is running the program as that is more important than curriculum because it impacts how the student is taught.

KL added that the next steps are to identify the appropriate person for the job and asked what type of person the best candidate would be to teach this program. She asked for feedback on qualifications from industry partners.

DB emphasized that it is important to find a good instructor and be prepared to pay because of

what people make in the industry.

DB and MF suggested that the instructor could be someone who is retired or getting ready to retire. But added that cost could be an issue.

GM explained that this could be a way for retirees to give back, but that the college would also want to offer a competitive salary. He explained that many KCKCC students come from a background where it will be important for them to move up financially.

DW suggested that many small towns need a school to teach a Lineman program. The ILR has scholarships that could be provided to students in a Lineman program at KCKCC.

KL stated that in order to start the Lineman program, three letters of commitment are needed from industry partners.

AI added that KCKCC needs help on where the industry is going and to help forecast the equipment needs and curriculum development for a Lineman program.

5. Adjournment:

The meeting was adjourned at 12:38 pm with follow-up conversations planned with all attendees.

Meeting began at 10:38a

Ended at

Attendees: Zach Sterling (FreeState Co-op), Nancy McNealy (KS Dept of Commerce), Frank Walecki (Capital Electric), Karissa Stuart (Capital Electric), Mike Fergus (BPU), Tyson Winingham (KS Dept of Commerce)

College Attendees: Dr. Greg Mosier (President), Jerry Pope (Vice President of Academic Affairs), Ashley Irvin (Associate Dean), Chris Gardener (Director of Facilities), Katie Lindgren (Special Projects Coordinator)

Dr. Mosier started with introductions

The committee reviewed overall goals and subcommittees were discussed.

All attendees expressed willingness to support subcommittee follow-up meetings and industry expertise.

Course development was discussed with suggested courses, including:

1. Safety/First Aid/CPR/OSHA 10
2. Worksite Fundamentals
3. Introduction to AC
4. Overhead Distribution and Transmission
5. Underground Systems
6. Rigging
7. Pole Climbing I
8. Transformer Theory and Metering
9. Pole Climbing II
10. Internship

Equipment needs were identified, including at least one bucket truck and one digger derrick. Feedback was provided that the program start small. Industry ratios are 1 instructor for every 3 students during pole climbing. CDL A was discussed as a priority to set this program up for success.

KCKCC leadership shared that CDL A would be cost prohibitive to provide onsite due to facility considerations. BPU utilizes KMU for its CDL A training, which costs approximately \$1,200 per student for a one-day training.

Kansas Department of Commerce shared that they have supported a CDL program at Fort Scott that costs approximately \$3,000 per student. Apex Commercial Driving costs approximately \$6,000.

**MINUTES OF APPROVING
CURRICULUM COMMITTEE
AND
KCKCC BOARD OF TRUSTEES**

Academic Affairs Committee Minutes

October 31, 2023

Call to order at 2:04

Quorum established

Approve Minutes: Mike W moved to accept, Mike F seconded. Minutes approved.

New Business:

High Volt – Lineman tech new program. Information is complete in the Submission 2023 – 2024 folder. It is a 27-credit hour certificate A, intended as a pre-apprenticeship. Jake suggested talking to Capital Electric. It includes 6 new classes. New poles will need to be installed. ELET-0232 will need to be reactivated and pre-requisites updated if it is used, but Jake asked whether this course was appropriate. Ashley will reevaluate the course and see whether a different one is more appropriate or if the course should just be removed. She will take this recommendation to Dean Smith and send the changes to the committee so that we can vote on it by November 8 at the latest.

HVAR – Heating, Ventilation, and Air conditioning/Refrigeration - new program information is complete in submission 2023 –2024 folder. Certificate A is being added, certificate B revised with 12 fewer credit hours, and program renamed HVAC/R, but will be HVAR in the catalog so that advisors can identify new classes. Students will be able to find employment with a Cert. A. This would become effective in fall 2024. We will vote at the November meeting.

Old Business:

Nursing program modification – prerequisite add Medical terminology and remove Microbiology. Sheldon moved to accept this, Mike seconded, motion passed with one opposed.

RSCR program modifications: prerequisite add Medical terminology and remove Microbiology. Mike moved to accept this, Sheldon seconded, motion passed with one opposed.

Meeting adjourned at 3:07.

Members present: Sheldon Guenther, Frankie Davies, Michal Florence, Jonathan Taylor, Mike Wichtendahl, Theresa Holliday, James Carmack, Ian Corbett, Dagny Velazquez

Guests: Jerry Pope, Janice Spillman, An'Drienna Wilson, Ashley Irvin, Bronyal McFadden

Academic Affairs Committee Minutes

November 28, 2023

Call to order

Quorum established

Old Business:

High Volt – Lineman tech new program. Information is complete in the Submission 2023 – 2024 folder. It is a 27-credit hour certificate A, -Recommended changes were made and vote via teams was sent and it has passed.

HVAR – Heating, Ventilation, and Air conditioning/Refrigeration - Certificate A is being added, certificate B revised with 12 fewer credit hours, and program renamed HVAC/R, but will be HVAR in the catalog so that advisors can identify new classes. Students will be able to find employment with a Cert. A. This would become effective in fall 2024

New Business:

BMFR – bio-Manufacturing certificate A & certificate B – face to face and hybrid delivery

BUSN - Business new courses administrative office professionals – combine three 1 hour courses into one three hour course

HIST – course modification name changes for more clarity.

Members present : Sheldon Guenther, Frankie Davis, Michael Florence, Johnathan Taylor, Mike Wichtendahl, James Carmack, Ian Corbett, Theresa Holiday, Bronyal McFadden.



Mission Statement: Inspire individuals & enrich our community one student at a time.



Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, November 14, 2023 – 5:00 P.M.**

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 5:05 p.m. at KCKCC-Main Campus Upper Jewell Lounge and in the KCKCC Zoom meeting platform on Tuesday, November 14, 2023. The Pledge of Allegiance was led by Trustee Rosalyn Brown.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Brad Isnard, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Ray Daniels and Ms. Linda Hoskins Sutton.
4. **Approval of Agenda:** Chair Criswell announced two amendments to the agenda. The first amendment was to add a presentation of Resolutions of Commendation for Trustee Daniels, Trustee Brown and Trustee Brune at the end of the Recognitions and Presentations presented by Mr. Darren Elliott, College Senate President. The second amendment was to add one Executive Session to the end of the meeting for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship for a 7-minute duration. Open Session would take place in Upper Jewell Lounge and in the virtual meeting room. Vice Chair Isnard motioned to approve the agenda as amended. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**
5. **Audience to Patrons and Petitioners:** Chair Criswell invited patrons or petitioners to address the Board. There were no patrons or petitioners online or in the meeting room.
6. **Recognitions/Presentations:**
 - Chair Criswell invited Mr. Chuck Saunders, Automation Engineer Technology - FAME Program Coordinator and Instructor, to present the Academic Affairs Biannual Program

Highlight - Automation Engineer Technology (AET).

- o Mr. Jerry Pope, Vice President of Academic Affairs, mentioned AET will be one of KCKCC's flagship programs at the downtown center. Mr. Saunders presented the following –

The AET program helps students gain access to a brighter future in a career that can change their lives and their family trees. Students currently in class are making higher salaries than \$70,000 per year. The program provides hands-on experience with 60% of time in the lab. AET and Federation for Advanced Manufacturing Education (FAME) are intermingled but they are separate. AET teaches the hard skills, the technical skills and how to be a good maintenance technician while FAME teaches the soft skills, the managerial skills and how to be a good maintenance manager 10 years from now.

Post-pandemic this country could not get needed materials and needed to start building materials. The industry now needs people trained. The country is doubling the amount of money spent on new construction projects and doubling the number of new jobs available nationwide. The AET curriculum focuses on providing the advanced skill set of fixing machines versus operating machines. KCKCC teaches students to work on the assembly line to fix the machinery that makes the items. This program delivers 20 plus years of on-the-job training of being in the industry compressed into five semesters. Through the FAME program, students get experience in the classroom two days a week and work with the equipment in a sponsoring facility three days a week. KCKCC's goal is to build a robust pipeline of local talent for employers.

Chair Criswell thanked Mr. Saunders for the excellent presentation and for having the wisdom to include the soft skills aspect within the program.

Trustee Ash asked for clarification of this new model of KCKCC working with the companies that hire individuals and send them to the College to be trained. Mr. Saunders explained there are two pathways - students come to KCKCC as traditional students and enter the AET program or they interview with the local FAME chapter and the employers pick students to be sponsored into the program. Those students go to work three days a week and go to class two days a week. The employers know the curriculum schedule.

Dr. Greg Mosier, President, explained part of the contract the College has with FAME and that FAME has with the students is that FAME-sponsoring companies are required to pay the students a minimum salary at a minimum of 28 hours a week with most of the companies choosing to pay 40 hours a week so a company can secure that student at the beginning of the program. The students are getting paid to come to school and the company is picking up their expenses. It is truly a learn and earn. At least one student is on schedule to make \$100,000 while getting this incredible degree before he graduates.

Dr. Mosier continued, with the rapid growth in manufacturing in the United States, Wyandotte County and Metro KC, the College is building our capacity by adding equipment

and will double the lab size with downtown. KCKCC is lucky to have Mr. Saunders.

Trustee Hoskins asked if students go the traditional route through the program if they could still get involved with FAME and get a job or if they have to go through FAME on the front end and how do students or potential students find out about FAME. Mr. Saunders answered if students start the program as non-FAME, he does not know that there is an avenue for transitioning into FAME - that could potentially be worked out. FAME has soft skill information that the student would miss if they missed a semester. FAME has been around since 2013. Dr. Mosier added Panasonic will need 150 Industrial Maintenance Technicians and 450 AETs when Panasonic is fully operational.

Mr. Saunders continued potential students find out about the program through KCKCC attending career fairs, three to five tours a week of high school students visit the College, KCKCC attends robotics competitions and word of mouth with the first cohort being set to graduate in May.

- Chair Criswell invited Mr. Bill Miller and Mr. Rick Swearengin of Novak Birks, P.C. to present the Preliminary 2023 Annual Audit and Financial Compliance Reports. Mr. Swearengin presented the following –
 - The audit findings have been presented to the Finance Committee. Mr. Swearengin gave thanks to Dr. Shelley Kneuvean, Chief Financial Officer, Ms. Lesley Strohschein, Controller, and the finance department for their work. This was a challenging year because there were two new accounting standards regarding leases and Information Technology (IT) contracts. The audit report reflects an unmodified opinion, meaning the auditors do not modify it for any exceptions found which is the highest level of opinion that can be expressed.

Mr. Swearengin noted the financial statements included the financial position and results of the College and report the financial position and assets of the Foundation as the Foundation is a component unit of the College.

For the year ended June 30th, 2023, the College had over \$162 million in total assets that saw growth of over \$20 million. Total operating revenues were \$30 million. There was good control of costs wherein the College had about \$76 million in operating expenses and came in just over \$75 million. The College had total non-operating revenues of \$65 million which saw a growth of \$7 million. The College ended the year with a net position of over \$116 million. The Foundation also saw growth. Their total equity or net assets grew about \$1.8 million for the year.

The other audit is the Federal Funding Compliance Report, referred to as the single audit. Anytime over \$750,000 in federal funding is received, this special audit is required. The auditors reflected an unmodified opinion on the single audit, no exceptions were found.

There were no questions. Dr. Mosier and the Board thanked the auditors and the staff.

- Chair Criswell invited Dr. Chris Meiers, Vice President of Student Affairs and Enrollment Management, to present the Athletic Teams Annual Update. Ms. Jordon O'Brien, Assistant Director of Athletics, presented the following –
 - This Equity and Athletics Disclosure Act (EADA) presentation is for fiscal year 2022-2023. The EADA report is part of the Title IX legislation and is designed to make prospective student students aware of the College's commitment to providing equitable athletic opportunities for its men and women students and to reflect how KCKCC spends funds on the men and women's athletic teams.

KCKCC has eight athletic programs. There are four male programs comprised of 82 athletes - golf, soccer, basketball and baseball and four female programs with 75 athletes - volleyball, soccer, basketball and softball.

The coaching staffs are pretty equitable with five male head coaches, three female head coaches, four male assistant coaches and three female assistant coaches.

Scholarships awarded were slightly higher on the women's side with 50.4% and 49.5% for the men's side. Operating costs are costs that are required to make a competition successful on game day. These costs were spent slightly more on the women's side with 50.9% and 49% on the men's side. Total expenses, including student aid (scholarships), contract guarantees, equipment, operating expenses, recruiting expenses, salaries, travel and supplies, were spent slightly higher on the women's side at 50.2% and 49.7% on the men's side.

Ms. O'Brien shared two Blue Devils facts. Forty-three KCKCC student athletes earned the NJCAA All-Academic Honors which requires a 3.6 GPA or higher. KCKCC had two Golden Glove recipients which is a very high honor - Garrett Goldbeck and Ruby Nola.

Trustee Ash thanked Ms. O'Brien for the comprehensive report, indicated KCKCC has achieved equity and commented it is great that almost 50% of the athletes are Academic All Americans.

- Chair Criswell invited Dr. Greg Mosier, President, to present the Downtown Project Biannual Update. Dr. Mosier presented the following –
 - A *Kansas City Business Journal* article was published on Friday that Dr. Mosier was not expecting. The dawn of a new day and a new era for downtown KCK shows what KCKCC is trying to do. Since the groundbreaking ceremony, there has been tremendous interest in this project with several articles and news stories. This brings attention as KCKCC does not want to be the hidden jewel of Wyandotte County anymore. The groundbreaking ceremony provided great coverage.

Dr. Mosier shared an illustration of the building indicating CommunityAmerica Credit Union will be in the bottom left corner of the first floor and Swope Health will be on the entire 4th floor. The design is still being worked with the architects to really accentuate that the building will be asymmetrical instead of trying to

make it look symmetrical. KCKCC is being approached by other entities about the design because they want to build also. KCKCC is already influencing the architecture and the development of downtown.

Dr. Mosier shared an illustration of the technical education building, explaining they are not final images, half of this building will be automation engineering technology and the other half will be commercial construction technology. Currently, the College has residential construction and the second year will be the technical aspects of that industry.

KCKCC is doing well on fundraising. The only money not received is with Representative LaTurner. It passed the House Appropriation Committee and this portion of the budget is anticipated to be passed by Congress in January. The College has about \$11 million in current requests. The new market tax credits for a \$30 million project should equal about \$6 million in pocket.

Dr. Mosier emphasized how much fundraising the College is doing. KCKCC is building a \$70 million building downtown but is fundraising for about 70% of the project. This is a great investment for Wyandotte County. Since the College is fundraising so much, it is paying about \$0.33 on the dollar. The downtown center is costing the Wyandotte County taxpayer about \$0.18 on the dollar if the College continues on this fundraising path. That is seven times greater than the stock market.

Dr. Kneuvean is working on the demolition crew and they have begun digging a hole to cut and cap the sewer line at State Avenue. The project is underway!

Dr. Mosier shared an illustration of the entire block layout and identified the partner building, tech labs, the Willa Gill Center, an enclosed dirt yard for the commercial construction program, space for a future build site, the Kraken building, the drive through ATM for CommunityAmerica Credit Union, parking, handicap parking, short-term parking and high school bus drop off.

The topography of this lot is very challenging. The top left elevation is 868 feet and the top right is 820 feet - 46-foot difference in that one block. The bottom left is 866 feet and the bottom right is 835 feet which means the 6th Street and State Avenue intersection is 15-feet above the 6th Street and Nebraska intersection. Grading will go into play to get the walkways up to the Americans with Disabilities Act's (ADA) minimum ascension. The lot has unique building aspects.

Dr. Mosier shared illustrations of the interior of the building pointing out automation engineer technology, commercial construction technology and a 28-foot-wide concrete yard for those programs. The first floor included the entryway from 7th Street, the art gallery, shared space, a shared classroom, CommunityAmerica Credit Union, the 7th Street church dedication conference room, the one stop shop for students, offices for counselors and advisors and receiving from the dock. The second floor is all KCKCC with a variety of classrooms,

offices, a break room, biomanufacturing, a two-story overlook over the atrium into the art gallery below. The third floor is a variety of different sized classrooms, the art studio with a kiln, collaboration space that is shared space for our partners or community to use. Dr. Mosier mentioned this is not the latest design as that space would interrupt the flow of classes. The entire south side will be community open space and the classes will move into the center. The fourth floor is Swope Health which may be modifying their scope of work and focusing on Women's Health and Children's Health.

Dr. Mosier presented the timing of the project including the water and sewer disconnects, the full demolition permit, architectural salvage of the church and the fencing plan. Demolition may extend past the end of December since items are taking longer than anticipated.

Dr. Mosier shared pictures of the stained-glass windows that have been removed. They are broken but the College will save every piece because someone may want to use it - KCKCC probably will not use it, but it is historic. There are opportunities for glass color matches, to repair some of the windows and maybe for the art department to make some stained-glass windows. The pews will become banquettes.

Dr. Mosier presented the high-level pre-construction and construction timing including the Unified Government's (UG) approval of the Preliminary Development Plan (PDP) and the Final Development Plan (FDP), the design development, construction documents at 50% and 100% and Phase 1 and Phase 2 of construction activity. As much as possible will be fast tracked with overlapping permit requests with the UG so there is no idle time in the construction process. That results in substantial completion by mid-October 2025. KCKCC would request the ability to start installing all heavy equipment, regular equipment and furniture, fixtures and equipment (FF&E) prior to substantial completion and get occupancy by the end of October. A soft launch could be done in spring 2026 instead of fall 2025. The full Technical Education Center (TEC) programs will be using all the equipment in spring 2026 where they currently are - move that equipment downtown after that spring semester and start those programs that fall.

This is not the date the College wanted, but for the long-term results of what KCKCC is doing it is an important project for downtown and it is the dawn of a new day. KCKCC continues to push forward with a great team of college staff, PGAV Architects, Copaken Brooks, McCownGordon Construction, subcontractors and civil engineering.

Trustee Daniels asked about the impact on the current facilities once this building is open. Dr. Mosier answered the College is not going to duplicate programs at the facilities. This will give room to add new programs. KCKCC will launch the high voltage program in the middle of the TEC building and the outdoor pole yard will be on the southeast grassy corner of TEC. When AET and construction moves, high voltage will be able to move closer to that area. Then there will be space to launch new programs. The end result will be

additional programs and additional students due to non-duplication.

- Chair Criswell invited Dr. Greg Mosier, President, to present the 2023 Annual Board of Trustees Food Drive. Dr. Mosier presented the following –
 - Every year KCKCC has hosted this food drive since Dr. Mosier came to the College. Donations of items and money have come in from the Trustees, Merchant McIntyre, Bukaty Companies, Copaken Brooks, Marites Altuna, MVP Law and many KCKCC employees. Dr. Mosier invited Dr. Tiffany Bohm, Dean of Health Professions, to present. Dr. Bohm is the staff liaison to the newly formed Student Athlete Advisory Council (SAAC) and introduced the SAAC president and student athlete, Jace Woita.

Mr. Woita explained he, along with seven colleagues, is working toward improving the experience of KCKCC athletes and their relationship with the community. The group ran a food drive and raised 500 items to give in addition to the Board's drive. Mr. Woita continued the volleyball team is working at Little Leaders and reading to the kids once a week. The baseball team will be working at Harvesters at the end of the month. Another event planned for the athletes is speaker Mark Potter, who will discuss managing a full class workload, a practice workload and personal lives and the mental health struggles that go along with that. SAAC also plans on having an open campus for the Centennial celebration this spring.

Mr. Woita thanked Athletic Director, Greg McVey, and Assistant Athletic Director, Jordan O'Brien, for giving him the opportunity to work to improve the experience of the College's student athletes and the relationship with the community.

Trustee Ash thanked Mr. Woita for taking the leadership role. Trustee Daniels questioned if each of the eight teams has a representative. Mr. Woita answered the eight athletic programs are represented with one member that was nominated by each coach. Trustee Hoskins Sutton wondered if the SAAC could be involved in the FIFA World Cup in 2026 in some way since they want to be in Kansas City, Kansas (KCK) because of the soccer fields and Sporting KC. That would be an excellent way to get involved and get this college on the map even more. Mr. Woita answered yes, his goal as the first president is to make SAAC lasting to better improve and better recognize the people at the school who do so much for the athletes and the community. The Board thanked Mr. Woita for his leadership.

- Chair Criswell invited Mr. Darren Elliott, College Senate President, to present the Resolutions of Commendation. Mr. Elliott, presented the following –
 - Mr. Elliott expressed pleasure as Chair of the College Senate to bestow the resolutions to the three Trustees who are outgoing from the Board. Mr. Elliott gave congratulations to Trustee Ash for his reelection. On behalf of the College community, Mr. Elliott expressed the work the three Trustees have put in has been tremendous and appreciated and the Trustees have the utmost respect of the faculty, staff and students.

Mr. Elliott read the resolution as follows. On behalf of the College Senate resolution

commending the service of members of the Kansas City Kansas Community College Board of Trustees. Whereas your lifelong commitment to education has been unwavering and whereas your dedication to the students of KCKCC has been outstanding. And whereas you've served the citizens of Kansas City, Kansas and Wyandotte County remarkably. And whereas you have shown a strong commitment to working alongside the students, faculty, staff and administration of Kansas City Kansas Community College. And whereas as members of the Board of Trustees of KCKCC, you have overseen extraordinary improvements at the College. And whereas you have delivered a solid assurance to current and future generations of students that they will receive the highest quality education possible. And whereas the members of the community of Kansas City Kansas Community College owe you a debt of gratitude. Therefore, be it RESOLVED by the College Senate of Kansas City Kansas Community College that you, Rosalyn Brown, Pat Brune, and Dr. Ray Daniels be commended as members of the Kansas City Kansas Community College Board of Trustees for your years of service. And furthermore, be resolved by the College Senate of Kansas City Kansas Community College that on this day Tuesday, November 14, 2023, we sincerely thank you and wish you the best in all of your future endeavors.

Mr. Elliott presented a copy of the resolution to each of the Trustees.

7. Communications:

- Chair Criswell invited Dr. Greg Mosier, President, to communicate the KCKCC Annual Candle Lighting Ceremony information. Dr. Mosier announced the following –
 - The College is proud to continue the heritage of the annual Candle Lighting Ceremony. It is the oldest ongoing event in Wyandotte County. On Wednesday, November 29th at 11:00 a.m., KCKCC will have the ceremony in the Performing Arts Center. There is a flyer in the packet and it has been distributed to the College. Dr. Riobé and Dr. Mosier will be in Peru during this event. Dr. Scott Balog will lead the event.
- Chair Criswell invited Dr. Greg Mosier, President, to communicate the President's Annual Holiday Party information. Dr. Mosier announced the following –
 - On Thursday, December 7th at 11:00 a.m., KCKCC will continue the tradition of the annual holiday party with the tradition of Slap's BBQ being the meal. Dr. Riobé and Dr. Mosier's return flight from Peru is on December 6th so they will be able to attend this great event. There has been good response from employees and hopefully the Trustees can attend.

8. Board Committee Reports: Chair Criswell invited the Board Committees to report.

- On behalf of the Board Finance Committee (BFC), Vice Chair Isnard, Chair of the BFC, reported the Finance Committee met on Monday, November 6th. Vice Chair Isnard was joined by Trustees Ash and Brune, staff and administration. The financial reports were covered in detail. For the month of October, financials look strong. Expenses were about \$1.5 million higher than revenues for the month which was expected with the normal ebb and flow of revenues throughout the year. Expenses were lower than the average monthly burn rate by about \$850,000, so the College is keeping under budget.

The committee reviewed consent agenda items B & C which were short lists and routine items. There were no concerns or questions.

The bulk of work for this month's meeting was an in-depth presentation on the audit. That audit will come before the Board in December for the formal approval.

The committee received the usual update on the student housing and the downtown project. For student housing, the BFC continues to get updates regularly about work being done about the water drainage issue around the foundation of that building. That is being closely watched and the College is being proactive and studying the rest of the building, not just where issues have been seen.

Vice Chair Isnard thanked and congratulated the staff on the great audit that was received. To get results like that year after year, it takes a lot of dedication to compliance, ensuring transparency and keeping good internal controls. This speaks highly of the staff.

Chair Criswell called for a motion to accept the report. Trustee Brune made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, confirmed there will be four policies that will be discussed under New Business. Trustee Hoskins Sutton gave thanks to Trustee Daniels and Trustee Brown for all their help on this committee. The Board Policy Committee consists of many gray areas when policies are being made regarding how policies are going to affect the students and employees. Committee members have to be strategic and these Trustees were strategic members. Trustee Hoskins Sutton wanted everyone to know that Trustees Daniels and Brown were always all hands-on deck on the committee and she appreciated their service on the Board Policy Committee.

Trustee Daniels and Trustee Brown thanked Trustee Hoskins Sutton for her leadership, it was a good committee to work on.

Chair Criswell called for a motion to accept the report. Trustee Ash made the motion. Vice Chair Isnard seconded the motion. **The Motion Carried.**

- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC, reported the Board Community Engagement Committee met today. The BCEC discussed the Ethnic Festival who has met with the president about issues and the BCEC discussed those same issues today. The BCEC asked if the Board would allow two former committee members to continue to be part of the Board Community Engagement Committee because they are dedicated to making sure the community stays involved with the College as they have seen how important it is. The BCEC created procedures and goals that will help in continuing that engagement. The BCEC will present those items to the Board at the next meeting.

Trustee Daniels thanked Trustees Brown and Brune for continuing. Dr. Mosier gave appreciation for having community members on the community engagement committee.

Trustee Daniels motioned to accept the report. Trustee Brune seconded the motion. **The Motion Carried.**

- As the Association of Community College Trustees (ACCT) Delegate, Trustee Ash reported A few Trustees are going to the ACCT National Legislative Summit in Washington, D.C. in February. Trustee Ash gave appreciation for the Board's support in him seeking a committee assignment for the ACCT Board. Those decisions will be made the first of December.
- As the Kansas Association of Community Colleges (KACC) Delegate, Trustee Ash reported he is preparing for the December meeting at Seward County Community College in Liberal, Kansas. In response to the great audit KCKCC had and all the great work of the employees, not all of our sister institutions have had the level of success of KCKCC. The College has great employees working on that and has a great audit firm who has been with us for a while and really knows us that would catch any missteps. Having the opportunity to serve on the Board Finance Committee for a while and those who served on it before, Trustee Ash reported the committee does a great job in oversight and questioning for clarification. That is how institutions receive unmodified opinions like KCKCC had the privilege to do. That is a reflection on a lot of people. Trustee Ash gave kudos to all involved.

Dr. Mosier added that Sheryl is reaching out to our federal legislators to schedule meetings during the national conference in February and is inviting the new Trustees to attend because there is a new Trustee orientation. This will be a helpful way for them to start their service as a KCKCC Trustee. Trustee Ash mentioned at the KACC executive committee meeting one of the topics was to be sure Trustees from around the country are receiving training. Heather Morgan, KACC Executive Director, wants to put an emphasis on training and encouraging our sister institutions to send new Trustees to ACCT's training. It is incumbent on Trustees to stay relevant, professionally trained, growing and developing as a Board member.

Chair Criswell called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Vice Chair Isnard seconded the motion. **The Motion Carried.**

9. **Consent Agenda:** Chair Criswell called for a motion to approve the consent agenda. Trustee Brown made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

Chair Criswell called for a 10-minute intermission. After 10 minutes, Chair Criswell called to resume the meeting and thanked all for the brief intermission.

10. **Student Senate Report:** Chair Criswell called for the Student Senate report. Ms. Elizabeth Daniels, Student Senate President, and Ms. Eden Barnes, Student Senate Vice President, reported the following –
- In October, Student Senate hosted the Halloween Bash on October 21st at TEC from 6:00 p.m. to 8:00 p.m. Children came in their costumes. It was a trunk or treat so all the clubs set up trunks and passed out candy. Mortuary Science brought a coffin. About 200 community members attended. Student Senate was grateful for everyone that attended.

Student Senate has a Breakfast with Santa on December 9th at main campus in Lower Jewell Lounge from 10:00 a.m. to 12:00 p.m. There will be activities for children and community members to engage in, Santa Claus will attend and food will be served by Elevate Express. All are invited.

Campus Wonderland will be on Thursday, December 14th at main campus from 10:00 a.m. to 1:00 p.m. which includes a toy drive. Student Senate is asking the clubs and organizations at KCKCC to donate either money or toys and volunteer time.

On November 30th, Fringe Benefits of Education (FBOE) is hosting their annual ball. It is a time machine ball of the 1920s through the 1990s. Student Senate is helping with decorating. All are invited.

Vice Chair Isnard thanked Ms. Daniels and Ms. Barnes for the report and expressed hope that Ms. Daniels will be able to attend the National Legislative Summit in Washington, D.C. with the Trustees.

Trustee Ash motioned to accept the report. Trustee Brune seconded the motion. **The Motion Carried.**

11. **President's Report:** Chair Criswell called for the President's report. Dr. Greg Mosier reported the following –
- Expressed thanks to Trustee Daniels, Trustee Brune and Trustee Brown for everything they have done for the College and for him. It has been wonderful and these Trustees were appreciated very much.

Ms. Marcia Irvine, Director of the Pioneer Career Center, received a wonderful award in Leavenworth County at the Athena luncheon which is for supporting, developing and honoring women leaders, inspiring women to achieve their full potential and creating balance in leadership worldwide. Dr. Balog and others were able to attend.

Foundation did a great job hosting the annual President's Leadership Circle breakfast. It was a very good turnout. There was wonderful music from the student music program. The incredible student speakers share stories of some of their struggles and accomplishments at KCKCC.

KCKCC received an award from the Kansas Museum Association for the Historic Mural and Digital Project Preservation Project for the historical mural in the administration hallway. Shai Perry, Art Gallery Coordinator, was pleased to receive this award. She works a lot with the museum association, art associations and the community.

KCKCC put together the magazine *Making It in the Dotte* in partnership with the Wyandotte Economic Development Council (EDC). The magazine mentions the AET lab, household incomes and the new wages that are available in Wyandotte County and has a wonderful picture of KCKCC's new downtown location. At a recent EDC meeting, it was reported 9,000 to 9,500 jobs are going unfilled every day in Wyandotte County and the average wage is \$60,000 a year for those open positions. When thinking about the average household income of Wyandotte County residents and the job opportunities available in Wyandotte County, those need to be connected and KCKCC's programs will do that. The downtown location will help bring that to the forefront of the communities that have lower household incomes because the College will be visible. The magazine also has a two-page spread about the FAME program. The magazine will go to community members and businesses that KCKCC is looking to attract to the area. The College was proud to partner with the EDC on this production.

There were several events last month including the Purses with a Purpose event. That was a great turnout with wonderful food provided by our culinary program, which is always great to showcase.

Trustee Daniels motioned to accept the report. Trustee Brune seconded the motion. **The Motion Carried.**

12. Executive Vice President's Report: Chair Criswell called for the Executive Vice President's report. Dr. Scott Balog reported the following –

- The College continues to push in advancing our strategy, partnerships and operations at KCKCC. The bar is being raised, the perceptions and the narrative is changing about the College and we are garnering more momentum.

KCKCC has begun a comprehensive review of the College's shared governance structure. Through this review we will look at all committees, councils and work groups across the College, their composition, purpose and productivity to ensure the

groups are representative of our stakeholders across the institution, they are helping to drive projects, boost performance and promote greater efficiency and effectiveness in operations.

KCKCC kicked off a college-wide data governance initiative. This is a first step in growing the data capacity across the College. Thanks to Information Services and the Office of Institutional Effectiveness for their support in helping lead this initiative which includes exploring data warehousing and analytics tools. Our goal with this work is chiefly to democratize the use of data across KCKCC, giving users increased agency in leveraging data to inform decision making and services to students.

Along with colleagues on the Cabinet, Dr. Balog is hearing more in conversations across the metro, collective enthusiasm about the progress as an institution in recent years and a real interest in exploring collaboration opportunities. It is seen in an industry where companies like Panasonic and Walmart, are approaching KCKCC, interested in partnering with the College to support their workforce needs. There are 15 companies aligned with FAME and more coming on, including Coca-Cola, Garmin, Amstead Rail, Huhtamaki - large employers that KCKCC is collaborating with and supporting them with their workforce needs.

The College is in conversation with Microsoft and their tech spark initiative focused on cybersecurity interest across the I-70 corridor. Archer Education is interested in working with KCKCC as an ideal partner to demonstrate the effectiveness of their software and automating prospective student engagement in community colleges. KCKCC is being invited into metro and statewide initiatives like the region's recompetete and tech hubs proposals with the U.S. Economic Development Administration and Enterprise KC's statewide cybersecurity network.

Dr. Balog thanked Trustees Daniels, Ash and Hoskins Sutton for their attendance at the Athletics Hall of Fame event. One inductee traveled eight hours from Nashville with her family. The College is working to enlist her support in guiding KCKCC to stand up a transportation, supply chain and logistics program. Dr. Balog congratulated the inductees who were recognized.

Dr. Balog acknowledged Ms. Marcia Irvine, Director of Pioneer Career Center, as she was deserving of the Athena recognition award.

Dr. Balog thanked Trustees Brune, Brown and Daniels for their warm welcome to Kansas City Kansas Community College and expressed enjoyment for the opportunity to work with each of them as Trustees. Dr. Balog looks forward to collaborating with them and the community as they transition off of the Board. Dr. Balog expressed appreciation for their leadership, contributions, and commitment to KCKCC.

Dr. Balog gave encouragement for those to attend the ACCT National Legislative Summit. Part of training and raising the level of engagement of Trustees across the country is leading by example. Dr. Balog expressed appreciation of the Board's

advocacy and representing the College. In addition to the conference and the meetings on the Hill, he will try to schedule meetings with federal agencies working with Merchant McIntyre. This will demonstrate institutional commitment and support by having the President, Executive Vice President and Trustees at the top-level meet with those agencies. The agencies will know the institution is committing to working with them and aligning with them.

Trustee Ash motioned to accept the report. Vice Chair Isnard seconded the motion. The Motion Carried.

13. Vice President Academic Affairs Report: Chair Criswell called for the Vice President Academic Affairs report. Mr. Jerry Pope reported the following –

- The College finished the contract negotiation session today. The group decided at the beginning of negotiations to finish by this time in order to get ratification set then get started again early next year. Faculty and administration are working to be more timely and have a joint agreement to exchange letters no later than January 31st and to start our first negotiation sessions in February. It is nice work by everyone involved.

It is a privilege to report all the things the faculty are doing with their students and doing for their students. After a three-year hiatus due to COVID, students were able to return to the Kauffman Performing Center. The College had a Banned Books event, an open mic session, a TEACH Award recipient and a Henry Louis Award recipient.

The Freedom Frontier Heritage Foundation awarded a \$3,000 grant to a project called “The Birth of Sumner High School” for joint work with Dr. Aaron Margolis, History Professor, and Shai Perry, Art Gallery Coordinator. They will be working with Sumner High School students during the summer to work on that historical project.

KCKCC hosted over 100 students at the debate tournament for students from all over the country. The Audio Engineering program utilized some of their Perkins funds to have a professional visit campus and work with the students. The welding society hosted a guest.

Congratulations to Dr. Todd Miles as he delivered and graduated from Baylor University. Dr. Tiffany Bohm serves on the Diverse Health Sciences Workforce Landscape Assessment Community Advisory Board initiated by the Health Forward Foundation. Dr. Kremer and Cyber Security Program Coordinator Kelly Olinde are working on a joint grant called Intelligence Community Center for Academic Excellence, which is joint work with KU Edwards, KU Lawrence, Garden City Community College, Dodge City Community College and Seward Community College.

For KCKCC’s part of the Title III program, the College hosted the grant consultant, Dr. Al Solano, to discuss the developmental education portion for that Title III grant, and to help us through the Guided Pathways part of that Title III grant.

There is an Always and Furever Midwest Animal Sanctuary drive that is being hosted

and led by Professor Suzie Tousey, Coordinator of the Criminal Justice program.

Trustee Hoskins Sutton mentioned the memory celebration that Library & Learning Services hosted for recent retiree Clara Bolton who worked for the College 25 years, retired earlier this year then passed away in September. Trustee Hoskins Sutton commend the department for remembering her and extended sympathy on behalf of the Board.

Trustee Daniels motioned to accept the report. Trustee Ash seconded the motion. The Motion Carried.

14. Vice President Student Affairs and Enrollment Management Report: Chair Criswell called for the Vice President Student Affairs and Enrollment Management report. Dr. Chris Meiers reported the following –

- The first Spring 2024 enrollment report is looking positive in part due to the modernization and processes that have been done. The Strategic Enrollment Management (SEM) Plan Implementation Committee involves Deans, Coordinators and staff from Student Affairs.

Within the Student Success Center, the staff has created course maps for all 70 degrees and certificate programs for initial advising of students and to provide milestones such as making appointments for career services, visiting the learning commons. These are the foundation of success plans during initial advising to help keep students on track consistent with the Guided Pathways Advising implementation. Regarding the Title III grant and working with the developmental education, the team is working on developing, planning and processes to use Guided Pathways Advising Career Readiness in the College's practices.

Student Affairs is planning the inaugural Student Success Workshop, during the welcome week of spring. This will bring faculty together to discuss and launch the Title III grant activities and how they can further support that initiative.

The College is close to releasing the new streamlined online application for admission which included a deep view from multiple people on campus and Information Services. This will improve much of the manual processing aspects allowing faster application decisions in an automated fashion. This will include enhanced communication emails with graphics and designs to students as applications are submitted.

One major initiative in improving the student experience, is adopting a campus engagement platform where students and the community can see activities that are going on. Students will be able to track their extra- and co-curricular activities to showcase that work in an online fashion and the platform will provide real-time outlooks. Presence by Modern Campus, was the company selected, which is a very widely adopted system. An implementation team will begin tomorrow led by Dr. Shawn Derritt, Dean of Student Services. The platform will be online in the spring semester.

Dr. Meiers gave thanks to those that attended the Athletics Hall of Fame, it was a

wonderful event. The basketball teams are playing in the HyVee Arena. The exploration work into the issues with the floor have started. Installation of the new infield turf at the baseball field has started and will be completed in the next couple of weeks.

Trustee Hoskins Sutton liked that student housing held a Halloween in the Halls event for the Little Leaders daycare. That was always one of the big treats for the kids to trick-or-treat on campus. Dr. Meiers mentioned the children received double treats because they visited the campus too.

Chair Criswell called for a motion to accept the report. Vice Chair Isnard made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

15. **Vice President Educational Innovation and Global Programming Report:** Chair Criswell called for the Vice President Educational Innovation and Global Programming report. Dr. Fabiola Riobé reported the following –

- Gave congratulations to the Trustees who are moving on to new things because this is a celebration time.

The new Director of Adult and Continuing Education is Dr. Richard Wallace. The team is excited with the momentum, vision and energy he is going to add to the group.

Educational Innovation and Global Programming's "heart" work is demonstrated in the relationship rebuilding that our High School Partnership team has committed to, consistently meeting with high school teams, spending time at the different institutions to learn about their strategic direction and how to align with the College's strategic direction to meet the students where they are and give them the pathway to success. The HSP team discussed with students what early access to college meant and how it could be beneficial to them.

Dr. Mosier and Dr. Riobé are finalizing the work to embark on a 10-day exploration tour in Peru. Discussions will include how they maximize the opportunities in working with American-based community colleges and how they respond to their local workforce needs.

It is International Education Week and Kindness Day. Each Trustee was given a passport cover and luggage tag as the College celebrates the step into being a globally competent institution, making sure that KCKCC's environment is inclusive for all. Hanging in Upper Jewell Lounge now are 33 country flags of students who have come to KCKCC over a 5-year period.

Online Education Services continuously impresses with their utilization statistics. Over 5,000 participants have been supported with virtual meetings and Panopto usage. The team works hard to have maximum utilization for academic integration of technology. Content accessibility is up 6% from the previous term. There is a new help desk feature for academic technology that allows students and faculty to directly contact someone for an instant response. This chat box system is on a rotating

schedule with the online education service team.

Students know about great opportunities such as the FAME program because workforce innovation goes to the students such as career fairs or their institutions and explaining to them to earn as they learn.

It is National Apprenticeship Week and the team is highlighting the fact that education is not a one-way transaction. Education is also linked to economic transformation and KCKCC is making sure there are strong returns. KCKCC gives students a pathway to success.

Trustee Hoskins Sutton was glad the team is delving in deep with the high schools because that partnership is a lifeline and glad that Dr. Riobé is at KCKCC and focusing on that as one many focusing items.

Trustee Daniels commented yesterday was a good kickoff for the new initiative.

Chair Criswell called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

16. Chief Marketing and Institutional Image Officer Report: Chair Criswell called for the Chief Marketing and Institutional Image Officer report. Ms. Kris Green reported the following –

- Marketing has been working on videos and announced that every Board meeting a video will be shared. Ms. Green queued the video on Registered Nursing. Marketing now has about 11 videos and are trying to create two chunks a semester which is about six videos at a time.

Mr. Charlie Martin has joined the marketing team as Athletics and Student Activities Media Specialist. He works with Sports Information and Student Activities. It is exciting for our team to have the group fully staffed.

Ms. Green will be part of a national panel for National Council for Marketing and Public Relations (NCPR). This is for two-year universities to discuss Artificial Intelligence (AI). Ms. Green will do this with two of her colleagues on Thursday and a free webinar for all of the national members.

KCKCC is focusing on ways to better communicate through diversity like translating documents, creating special sites for Spanish-speaking families so parents can feel included in the college journey and looking at ways to advertise and show diversity in all the ways we are communicating. Those are all important initiatives as we look at Wyandotte County's diversity, as we look at our college's diversity and we look at how students are choosing colleges and the reliance they have on their family groups to help them make those decisions.

Vice Chair Isnard motioned to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

17. **Chief Financial Officer Report:** Chair Criswell called for the Chief Financial Officer report. Dr. Shelley Kneuvean reported the following –

- KCKCC had a good month as expected. The net position goes down this time of year with the revenue cycles and expenditures were lower this month than typically.

The Jewell elevator reconstruction is completed and have requested the final inspection from the Fire Marshall. Potentially looking at a chairlift on the wide stairs so if there are elevator issues in the future.

The department is pleased the audit came out with no management comments and no findings and there are strong financials.

KCKCC closed on the Industrial Revenue Bonds for Centennial Hall. Those items were approved last month and the Unified Government approved the documents. All was executed and closed on the bond issue. It cost the College about \$130,000 but saved the College \$1,000,000 in sales tax.

For the Facilities Master Plan, the department is working with marketing on a landing page on KCKCC's website to share that information more broadly. The final report will be produced and added there.

The new signage at Little Leaders was installed as a nice recognition for the faculty member that had a lot to do with bringing the daycare to the campus. The old signage shadow is being addressed.

The field house gymnasium floor is settling but based on the ground penetrating radar has no identifiable voids. The department is working with engineers on a solution to level the floor.

Trustee Ash motioned to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

18. **Chief Human Resources Officer Report:** Chair Criswell called for the Chief Human Resources Officer report. Ms. Christina McGee reported the following –

- Human Resources (HR), at the direction of Dr. Mosier, has for the fourth year reviewed compensation for staff employees to ensure KCKCC has fair and equitable compensation. The College also cares about faculty, but they have a different process than staff. For our staff employees, HR embarked on several months of reviewing staff compensation, experience and total years of experience in comparison to where their salary falls on the salary schedule. It was a thorough and fair process. The HR team worked with President's Cabinet to identify a process and identified 76 eligible employees that received salary adjustments. It is reflected in the personnel report. The HR team worked this month to notify employees. Ms. McGee expressed to the Board and employees, this is important to the College in making sure compensation for staff and faculty is equitable and Ms. McGee was proud that Dr. Mosier continued

to push HR on this effort to ensure KCKCC is fairly compensating employees and staying competitive.

This is the month for benefits and HR has been busy with open enrollment meetings, preparing individuals for the open enrollment period and sharing information about benefits.

HR has continued our professional development series with CPR and fire extinguisher training. Those life skill sessions are our most popular. HR will continue our professional development series each month.

Trustee Hoskins Sutton questioned if employees used the fire extinguishers around the campus for the training. Ms. McGee answered the Fire Science Department hosted the training and she believed employees used the fire extinguishers in the department. Trustee Hoskins Sutton asked if within each area if there is a fire extinguisher. Dr. Mosier replied there is a good distribution of extinguishers in all buildings, all locations. Trustee Hoskins Sutton mentioned community members may be interested in taking this as a non-credit training.

As a big proponent of Diversity, Equity and Inclusion (DEI), Trustee Hoskins Sutton was glad to see a session on inclusive leadership in the supervisor training. Ms. McGee responded that has been on the supervisor training since HR started required training.

Trustee Brune asked if the change in benefits has been well received. Ms. McGee has not heard any complaints regarding going from Aetna to Blue Cross Blue Shield and from her experience working with a past company, they provided great service to employees. Dr. Mosier added, in the President and Cabinet's Chat, people were happy with Blue Cross Blue Shield with the only question being about the coverage in Leavenworth County. HR shared a link to answer the question. Ms. McGee knew that was going to be a question so that is the first item on the agenda for the Blue Cross Blue Shield representatives to respond to in the open enrollment meetings.

Vice Chair Isnard was glad Ms. McGee explained the salary adjustments to the Board since there were so many at once and questioned if HR knew the total budget impact for that increase. Ms. McGee responded the College budgeted a total of \$300,000 for that increase and worked closely within that number. Dr. Mosier replied the College's goal was \$250,000 and that was exceeded a little. Ms. McGee and her team put together a great structure for this, looking at years of service outside of KCKCC and other elements. The College budgeted \$300,000 with a target of \$250,000 and ended around \$265,000 so there are funds to take care of any situations if they arise this spring. Vice Chair Isnard was happy to hear the College is getting folks equalized and taking care of our people.

Trustee Daniels motioned to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

19. Chief Information Officer Report: Chair Criswell called for the Chief Information Officer

report. Mr. Peter Gabriel reported the following –

- Thanked the Information Services team and Cabinet team members for mentioning Information Services for helping with projects in their areas as there is a lot of work being done in the background.

Gave appreciation to Trustee Brown, Trustee Daniels and Trustee Brune and her sense of humor.

Information Services is working on an automation project to improve the web directory. It is about 90% complete. The College moved from one automation system to a newer version that is easier to understand and for the department to maintain.

Cameras were installed downtown at the corner of 7th Street and State Avenue and also just down the street from there. As that project progresses and is completed, the College will have a nice timelapse video of that project.

Vice Chair Isnard thanked Mr. Gabriel for the work that was done with the cameras downtown. The Finance Committee meeting, got to see some of the shots and it will be a cool video when the project is done.

Vice Chair Isnard motioned to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

20. Unfinished Business: Chair Criswell announced there was no Unfinished Business.

21. New Business:

- Chair Criswell invited Trustee Linda Hoskins Sutton to present the College Policies. Trustee Hoskins Sutton presented the following –
 - There are four policies in the Board packet - Student Communication (Policy: 3.12), Student Employment Hiring (Policy: 3.13), Payroll Information (Policy: 5.16) and Volunteering at the College (Policy: 5.19).

Regarding the Student Communication policy, the College's main way to communicate with the students and the definition is in the policy. There was a question about traveling with students and communicating with them through text. The Board Policy Committee agreed that if faculty or staff are traveling with students, yes, create a group text to communicate to ensure immediate accessibility. If the topic has to do with the school closing or students emailing about their classes, the policy indicates the need to use the College e-mail.

Trustee Daniels motioned to approve the policies. Trustee Brune seconded the motion. **The Motion Carried.**

The Board thanked the Board Policy Committee and Ms. McGee's staff for all the work.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the Revision to Electrical Technical Certificate B. Mr. Pope presented the following –
 - The College periodically reviews programs. This revision request comes from the Advisory Board. The changes are regarding a redundant class, reactivating a class to meet the outcomes better, and an edited class for focus. The Kansas Board of Regents (KBOR) form reflects the changes being made. The College must get Board approval for these revisions then it goes to KBOR for their process. Members of the advisory Boards are employers in the area. Internally, the request is vetted through a number of processes that goes to the division then to the Academic Affairs Committee and then to the Board of Trustees.

Mr. Pope asked for a vote of approval.

Trustee Daniels made the motion to approve the Revision to Electrical Technical Certificate B. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

Trustee Daniels commented this is a good example of the value of committees. Mr. Pope agreed and mentioned that is one goal in the strategic plan to ensure the Advisory Boards become more robust. There is a lot of work that is being done and continues to be done.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the New Program – High Voltage Pre-Apprenticeship Certificate A. Mr. Pope presented the following –
 - This is a new program and some funds have been identified for building the program. Dr. Mosier has worked closely with Mr. Pope, with the former Dean and the new Dean on this. The program comes from several Advisory Board meetings. The steps are creating the Advisory Board, the Advisory Board deciding what skills are necessary for the degree, building the curriculum then the program goes through the College's internal process. After it is approved by the Board of Trustees, it goes to the Kansas Board of Regents and through their process. This program is to meet a need Dr. Mosier identified through conversations in the community.

Trustee Hoskins Sutton questioned when this will go to KBOR, what their turnaround is and if there is a target date for this program to start in fall 2024. Mr. Pope answered, yes, fall 2024. It will go to KBOR after it is approved and their cycle is a couple of months so it should be approved by the end of spring. Dr. Mosier added the College is collecting other letters of support this week.

Vice Chair Isnard motioned to approve the New Program of High Voltage Pre-Apprenticeship Certificate A. Trustee Brune seconded the motion. **The Motion Carried.**

- Chair Criswell invited Dr. Greg Mosier, President, to present the Alcohol Resolution for Friends of Yates – Annual Gala. Dr. Mosier presented the following –
 - This resolution is for the Friends of Yates for their annual gala. The event time on a corrected resolution will be from 3:00 p.m. to 6:00 p.m. Dr. Mosier read the resolution as posted in the Board packet with the corrected event time.

Chair Criswell called for a motion to approve the alcohol resolution for the Friends of Yates – Annual Gala. Trustee Brune made the motion. Vice Chair Isnard seconded the motion.
The Motion Carried.

22. **Executive Session:** Chair Criswell called for a motion to enter the executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship for a 7-minute duration with possible action to follow in open session. All action would take place in Upper Jewel Lounge and in the virtual meeting room. Vice Chair Isnard made the motion. Trustee Brune seconded the motion.
The Motion Carried.

The Board was allowed time to travel to the executive session meeting room at 7:38 p.m. They were joined by Dr. Greg Mosier, Mr. Chase Pumford, College Attorney, Dr. Scott Balog, Executive Vice President, and Dr. Shelley Kneuvean, Chief Financial Officer.

The Board entered the executive session in Room 3397 and in the virtual meeting room at 7:40 p.m. The Board ended the executive session at 7:47 p.m. The Board was allowed time to travel to Upper Jewell Lounge.

At 7:49 p.m., Chair Criswell returned the meeting to open session and called for a motion to approve the resolution stating Dr. Mosier's authority to sign real estate documents in relation to the property for sale as discussed in executive session. Vice Chair Isnard made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

On behalf of the Board, Chair Criswell thanked Trustee Daniels, Trustee Brown and Trustee Brune for their service and everything they have done for the Board and helping this to be the best Board ever.

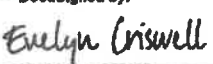

Dr. Mosier commented the December Board Meeting will be virtual.

Trustee Hoskins Sutton commented on behalf of the Board to the students, faculty and staff administration. The Board appreciates all you do, enjoy the week off next week and be safe.

23. **Adjournment:** Trustee Daniels motioned to adjourn the meeting. Chair Criswell seconded the motion. **The Motion Carried.**

The meeting adjourned at 7:51 p.m.

ATTEST:

DocuSigned by:

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Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier

SYLLABI

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Obtaining Employment
COURSE NUMBER	BUSN 0250
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	24.0101, 52.0401, 52.1401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

PROGRAM LEARNING OUTCOMES

Office Assistant PLOs

1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.
3. Demonstrate positive customer service skills in an office environment.

Administrative Office Professional CERT PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.

Administrative Office Professional AAS PLOs

1. Plan and collaborate with others in ways that contribute to the organization's goals.

2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Getting Ready to Look for a Job
- II. Using Good Communication Skills for the Job Search
- III. Finding Openings
- IV. Application Blanks and Employment Tests
- V. Preparing Your Resume
- VI. Writing a Cover Letters are Looking for in Employees
- VII. Projecting a Professional Image
- VIII. Going on a Job Interview
- IX. Writing a Thank-you or Follow-up Letter
- X. Being an Employee

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Be able to identify personal qualities needed to identify an appropriate career.
 1. Be able to list strengths, weaknesses, interests that relate to chosen career field.
 2. Be able to utilize the internet to research career fields.
 3. Be able to conduct an informational interview to research a career.
- B. Be able to conduct a job search.
 4. Be able to utilize various resources to identify employment opportunities (newspaper, internet, professional contacts, etc.).
 5. Be able to make an appointment for informational interviews and interviews.
 6. Use good communication skills including listening, following directions, speaking, and using correct grammar in conducting a job search.
- C. Be able to complete an employment application.
 7. Use good written skills in completing an accurate and honest employment application.

8. Follow directions in completing an employment application.
- D. Be able to prepare a resume.
9. Utilize proper and professional design and layout techniques to develop a resume.
 10. Use good written skills in completing an accurate resume.
- E. Be able to prepare a letter of application.
11. Utilize proper design and layout techniques to write a letter of application.
 12. Use good written skills in writing a letter of application.
 13. Design personal letterhead.
- F. Be able to write a thank you or follow-up letter.
14. Utilize proper design and layout techniques to write a letter of application.
 15. Use good written skills in writing a letter of application.
- Design personal letterhead.
16. Follow appropriate business protocol in writing a letter of thanks following an interview.
- G. Be able to project a professional image during an interview.
17. Use good communication skills including listening, following directions, speaking and using correct grammar during an interview.
 18. Identify why projecting a professional image is important to a job seeker.
 19. Identify successful factors of the job interview process.
 20. Demonstrate successful interview techniques during a mock interview.
- H. Be able to identify qualities needed to survive the job.
21. Identify successful job retention characteristics and traits for maintaining employment.
 22. Identify personal short-term and long-term career goals.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

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COURSE SYLLABUS

LAST REVIEW	Fall 2022
COURSE TITLE	Electrical Math
COURSE NUMBER	ELET 0120
DIVISION	Career and Technical Education
DEPARTMENT	ELET
CIP CODE	46.0302
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 1 Lab: 4
PREREQUISITES	None

COURSE DESCRIPTION

This course is the first of a two-semester sequence that will introduce the mathematical skills and concepts necessary in technical work. It will focus on the basics of algebra, geometry and trigonometry and their applications. Topics will include operations with polynomials, linear equations, systems of equations and right triangle trigonometry

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

1. The Student will be able to identify workplace safety issues in accordance with OSHA standards.
2. Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in the Electrical Profession.
3. Inspect electrical circuit connections in accordance with the N.E.C. standards of compliance.

TEXTBOOKS

<http://kckccbookstore.com/>

METHOD OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to lecture, multimedia, cooperative/collaborative learning,

labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. The Real Number System
 - A. Describe the properties of the real number system.
 - B. Use the order of operations for the real number system to simplify mathematical expressions.
 - C. Simplify expressions involving exponents and radicals.
 - D. Determine the number of significant digits in a number.
 - E. Use the concepts of scientific notation and rounding appropriately in computation.
 - F. Convert between scientific notation and standard notation.
 - G. Evaluate algebraic expressions.
- II. Basic Algebra Skills
 - A. Compute sums and differences of polynomials.
 - B. Compute products of polynomials.
 - C. Compute quotients of polynomials.
 - D. Solve linear equations; solve formulas for a particular variable.
 - E. Define ratio and proportion.
 - F. Solve a proportion for a missing term.
- III. Basic Geometry Skills
 - A. Define parallel lines and angles formed by a transversal; use these concepts to determine unknown angles.
 - B. Classify triangles.
 - C. Calculate area and perimeter of polygons.
 - D. Calculate area and circumference of circles.
 - E. Calculate volume and surface area of geometric solids.
- IV. Functions and Graphs
 - A. Define relations and functions; use function notation.
 - B. Calculate sums, differences, products, and compositions of functions.
 - C. Plot points on the rectangular coordinate system.
 - D. Graph straight lines.
- V. Basic Trigonometry
 - A. Define angle measurement for degree and radian measure.
 - B. Define the basic trig functions.
 - C. Solve right triangles for missing parts by using trig functions.
 - D. Describe types of flexible cords.

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Simplify numerical and algebraic expressions.
 - 1. Achieve this outcome by applying the laws of exponents to simplify expressions.
 - 2. Simplify expressions of exponents and radicals.
 - 3. Determine the number of significant digits in a number.
 - 4. Use scientific notations and rounding in computations.
 - 5. Convert scientific notation and standard notations.
 - 6. Evaluate algebraic expressions.
- B. Solve equations.
 - 7. Solve first-degree equations in one variable.
 - 8. Solve first-degree systems in two and three variables.
 - 9. Apply equation solving skills to practical situations.
 - 10. Define ratio and proportions.
 - 11. Solve a proportion for a missing term.
 - 12. Solve formulas for a particular variable.
- C. Graph equations.
 - 13. Graph simple equations by plotting points.
 - 14. Graph linear equations to solve systems.
 - 15. Plot points on the rectangular coordinate systems.
 - 16. Calculate sums and differences of graphs.
 - 17. Define relations and functions.
- D. Use basic geometry.
 - 18. Apply formulas to geometric applications.
 - 19. Define parallel lines and angles formed by transversal.
 - 20. Solve right triangles and their applications.
 - 21. Calculate area and perimeter.
 - 22. Calculate area and circumference.
 - 23. Calculate volume and surface area of geometric solids.
 - 24. Classify triangles.
- E. Use basic trigonometry.
 - 25. Define basic trigonometry functions.
 - 26. Solve right triangles for missing parts.
 - 27. Define angle measurement for degree and radian measure.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

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COURSE SYLLABUS

LAST REVIEW	Fall 2022
COURSE TITLE	Electrical Circuits, Instruments and Measurements
COURSE NUMBER	ELET 0232
DIVISION	Career and Technical Education
DEPARTMENT	ELET
CIP CODE	46.0302
CREDIT HOURS	2
CONTACT HOURS/WEEK	Class: 2 Lab: X
PREREQUISITES	ELET 0100 Safety ELET 0101 Electromechanical Systems

COURSE DESCRIPTION

This course introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include electrical symbols, component identification, print reading, scales and measurement.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

1. The Student will be able to identify workplace safety issues in accordance with OSHA standards.
2. Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career in the Electrical Profession.
3. Inspect electrical circuit connections in accordance with the N.E.C. standards of compliance.

TEXTBOOKS

<http://kckccbookstore.com/>

METHOD OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels,

conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Identify electrical symbols
- II. Match symbols to electrical components
- III. Interpret electrical plans for a single-family residence
- IV. Develop an electrical plan for a single-family residence
- V. Component Identification
- VI. Develop a panel schedule from an electrical plan
- VII. Develop a schedule of special purpose outlets for a residence from an electrical plan
- VIII. Read residential floor plan diagrams
- IX. Identify major framing components and mechanical symbols
- X. Write specifications for a residence from an electrical plan
- XI. Calculate the size of a residential service based on load
- XII. Compile a list of materials from electrical plans
- XIII. Understand job costing, bidding procedures and inventory

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Identify electric symbols.
 1. Explain the function of each symbol.
 2. Draw the symbols.
- B. Match symbols to electrical components.
 3. Identify component with each electrical symbol.
- C. Interpret electrical plans for a single-family residence.
 4. Explain design of a single-family home.
 5. Determine square footage.
- D. Develop an electrical plan for a single-family residence.
 6. Draw an electrical plan for single family home.
 7. Determine service load.
- E. Develop a panel schedule from an electrical plan.
 8. Size the load for panel schedule.
 9. Determine by formula how many panels.
- F. Develop a schedule of special purpose outlets for a residence from an electrical plan.

10. Determine how many emergency outlets.
 11. Look at the blueprints for special purpose outlets.
- G. Read residential floor plan diagrams.
12. Analyze how many switches.
 13. Determine how many light fixtures.
 14. Determine how many appliances.
- H. Identify major framing components and mechanical symbols.
15. Explain symbols for plumbing.
 16. Explain symbols for duct work.
 17. Explain symbols for framework.
- I. Write specifications for a residence from an electrical plan.
18. Determine how many lights.
 19. Determine power requirements.
 20. Determine types of switches.
 21. Determine low voltage requirements.
- J. Compile a list of materials from electrical plans.
22. Determine how much wire.
 23. Determine how many junction boxes.
 24. Determine panel boards.
 25. Determine lighting fixtures.
 26. Determine how many receptacles.
 27. Determine how many switches.
 28. Determine low voltage transformers.
- K. Understand job costing and bidding procedures.
29. Determine cost from previous work.
 30. Determine cost of material using formula.
 31. Determine cost based on demand.
 32. Determine a bid based on previous jobs.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

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COURSE SYLLABUS

LAST REVIEW	Fall 2023
COURSE TITLE	Safety and Worksite Fundamentals
COURSE NUMBER	HVPA-0100
DIVISION	Career and Technical Education
DEPARTMENT	High Voltage Line Technician
CIP CODE	46.0303
CREDIT HOURS	2
CONTACT HOURS/WEEK	Class: 2 Lab: 0
PREREQUISITES	N/A
COREQUISITES	N/A
COURSE PLACEMENT	None

COURSE DESCRIPTION

This course is an introduction to various industrial safety and health considerations in the area of high-voltage electricity and its use. This course will cover basic safety rules and OSHA standards, identify the proper personal protective equipment needed for common industrial tasks, and recognize the need for an ongoing safety program.

Program Learning Outcomes

1. Attain skills to safely climb poles.
2. Demonstrate proper use of equipment and tools.
3. Develop effective communication skills.
4. Explain electrical distribution systems.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Industrial Safety and Health Considerations
- II. OSHA Safety
- III. PPE Standards

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Explain the role of OSHA in job-site safety.
 - 1. Explain the reason why OSHA was created.
 - 2. Explain the employer's responsibilities for a safe work environment.
 - 3. Describe the responsibilities of workers and employers to apply emergency procedures.
 - 4. Explain how to maintain a safe work environment.
 - 5. Explain the documentation required by employers for worker safety.
- B. Demonstrate the appropriate use of Personal Protective Equipment (PPE).
 - 6. Demonstrate appropriate selection and use of PPE equipment.
 - 7. Explain industry practices for hazard assessment and control procedures.
- C. Identify four high-hazard areas.
 - 8. Identify physical hazards.
 - 9. Identify health hazards.
 - 10. Identify explosion hazards.
 - 11. Identify reactive hazards.
- D. Demonstrate hazard recognition and risk assessment techniques.
 - 12. Define fire triangle, identify different types of fire hazard materials and list four.
 - 13. types of fire extinguishers for different types of fires.
 - 14. Recognize health hazards.
 - 15. Recognize explosive hazards.
 - 16. Demonstrate reactive hazards.
- E. Describe the impact of accidents.
 - 17. Describe the importance of PPE.
 - 18. Describe being alert and focus while on the job.
 - 19. Describe the importance of reading and using OSHA standards.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

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COURSE SYLLABUS

LAST REVIEW	Fall 2023
COURSE TITLE	Pole Climbing
COURSE NUMBER	HVPA-0101
DIVISION	Career and Technical Education
DEPARTMENT	High Voltage Line Technician
CIP CODE	46.0303
CREDIT HOURS	4
CONTACT HOURS/WEEK	Class: 1 Lab: 6
PREREQUISITES	HVPA-0100
COREQUISITES	N/A
COURSE PLACEMENT	None

COURSE DESCRIPTION

Introduction to proper methods of climbing wood pole structures. The student must master climbing wood pole structures with a pole safety strap. Upon successful completion of this course, the student will be competent in basic pole climbing techniques.

Program Learning Outcomes

1. Attain skills to safely climb poles.
2. Demonstrate proper use of equipment and tools.
3. Develop effective communication skills.
4. Explain electrical distribution systems.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Pole Climbing Safety and Equipment.

- II. Pole Climbing Fundamentals and methods.
- III. Effective communication.

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Demonstrate use of PPE for climbing, lifting, and load moving equipment.
 - 1. Demonstrate use of appropriate PPE.
 - 2. Identify safety equipment and hardware used for pole climbing.
 - 3. Demonstrate methods of determining the proper fit of a body belt.
 - 4. Demonstrate how to determine the proper fit of climbers.
 - 5. Explain the basic components of a safety strap.
 - 6. Demonstrate the proper way to wear climbers.
 - 7. Explain the techniques of sharpening, gauging, and testing gaffs.
 - 8. Explain the basic considerations for inspecting equipment prior to climbing.
 - 9. Explain methods of maintaining a safe working environment.
 - 10. Explain equipment maintenance.
- B. Integrate pole climbing fundamentals.
 - 1. Differentiate between climbing techniques.
 - 2. Demonstrate and explain the proper techniques for safetying-on and safetying-off.
 - 3. Demonstrate and explain the basic methods of adjusting a safety strap while working on a pole.
 - 4. Explain proper safety checks before climbing a pole.
 - 5. Demonstrate and explain the basic technique of maneuvering around a pole.
 - 6. Compare and contrast various safety straps.
 - 7. Illustrate pole framing techniques.
 - 8. Demonstrate the type of evaluation process that is used to determine if a worker is a qualified climber.
 - 9. Demonstrate and explain how to install a crossarm while working from a pole.
 - 10. Demonstrate and explain how to inspect a pole.
 - 11. Demonstrate proper pole climbing form.
 - 12. Demonstrate appropriate work positions.
 - 13. Demonstrate rescues.
- C. Illustrate effective communication skills.
 - 14. Demonstrate active listening skills.
 - 15. Incorporate critical thinking and advanced problem-solving skills.

16. Demonstrate effective writing skills.
17. Exercise self-monitoring skills.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

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COURSE SYLLABUS

LAST REVIEW	Fall 2023
COURSE TITLE	Rigging Principles
COURSE NUMBER	HVPA-0110
DIVISION	Career and Technical Education
DEPARTMENT	High Voltage Line Technician
CIP CODE	46.0303
CREDIT HOURS	4
CONTACT HOURS/WEEK	Class: 1 Lab: 6
PREREQUISITES	HVPA-0100
COREQUISITES	N/A
COURSE PLACEMENT	None

COURSE DESCRIPTION

Introduction to overhead rigging methods and equipment. The student will gain knowledge of proper rigging operations. This course will cover the fundamentals of rigging, identify safety processes, and demonstrate the appropriate use of rigging equipment. Upon successful completion of this course, the student will understand the common practices of rigging.

Program Learning Outcomes

1. Attain skills to safely climb poles.
2. Demonstrate proper use of equipment and tools.
3. Develop effective communication skills.
4. Explain electrical distribution systems.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. PPE Standards
- II. Rigging Equipment
- III. Common Rigging Practices

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Demonstrate use of PPE for climbing, lifting, and load moving equipment.
 1. Demonstrate appropriate selection and use of PPE.
 2. Describe safe approach to lifting operations.
 3. Explain methods of maintaining a safe working environment.
 4. Explain equipment maintenance.
- B. Demonstrate the use of rigging equipment and hardware.
 5. Describe rigging.
 6. Explain appropriate use of rigging equipment.
 7. Demonstrate the appropriate selection of rigging equipment.
 8. Describe the classifications and characteristics of fiber rope.
 9. Explain the procedures typically used for inspecting a rope.
 10. Identify the parts of a rope.
 11. Differentiate between various types of rope.
 12. Demonstrate how to coil a rope and secure it for storage.
 13. Demonstrate how to tie the following knots: slip knot, square knot, half hitch, and bowline.
 14. Describe the purpose of a handline.
 15. Describe typical elements that make up a handline.
- C. Demonstrate appropriate rigging practices.
 16. Outline how to plan a lift.
 17. Describe how to evaluate and prepare a load.
 18. Model load rigging.
 19. Demonstrate line location.
 20. Outline flags and paint process.
 21. Describe hoisting and load moving procedures.
 22. Demonstrate how to communicate hoisting instructions.
 23. Demonstrate how to safely maintain a controlled lift.
 24. Differentiate between rigging and lifting.
 25. Describe block and tackle.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

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COURSE SYLLABUS

LAST REVIEW	Fall 2023
COURSE TITLE	Underground Systems
COURSE NUMBER	HVPA-0130
DIVISION	Career and Technical Education
DEPARTMENT	High Voltage Line Technician
CIP CODE	46.0303
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 1 Lab: 4
PREREQUISITES	HVPA-0100, ELET-0120
COREQUISITES	N/A
COURSE PLACEMENT	None

COURSE DESCRIPTION

Working knowledge of Underground Residential Distribution (URD) with practical experience in the direct burial of primary and secondary cables; installation of 200- and 600-amp elbows, splices, lightning arrestors, and overhead terminations; installation of single-phase and three-phase padmount and transclosure transformer installations; methods of shoring and sloping trenches and excavations; troubleshooting of primary and secondary cables; and fault location. The student will also review the operation of trencher digging equipment and safe work practices and procedures, proper grounding techniques of padmount transformers and transclosures.

Program Learning Outcomes

1. Attain skills to safely climb poles.
2. Demonstrate proper use of equipment and tools.
3. Develop effective communication skills.
4. Explain electrical distribution systems.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Underground Residential Distribution (URD)
- II. Cable burial and troubleshooting
- III. Transformer Installations
- IV. Safe Work Practices

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Describe types of URD systems
 1. Identify sources of power for a typical URD system.
 2. Describe URD system components.
 3. URD System Maintenance
 4. Compare typical overhead and underground systems.
 5. Explain the function and installation of various components of primary and secondary underground systems.
- B. Describe general equipment and design considerations associated with URD systems.
 6. Describe radial feed, loop feed, and double feed URD system designs.
 7. Recognize and identify various types of URD system equipment.
 8. Describe the functions of potheads, switchgear, transformers, and protective devices commonly found on URD systems.
 9. Recognize the differences between pad-mounted, subsurface, and direct-buried equipment.
 10. Outline methods of shoring and sloping trenches and excavations.
- C. Explain cables and terminations.
 11. Recognize and identify different types of cable used in URD systems.
 12. Recognize and identify different types of cable terminators used in URD systems.
 13. Identify commonly used primary and secondary cables.
 14. Explain the hazards of high potential cable testing.
 15. Describe troubleshooting techniques of primary and secondary cables.
 16. Describe methods of installing URD cable.
 17. Outline the appropriate process to install 200 and 600-amp elbows.
 18. Define and outline the process of splicing.
 19. Describe the use of lightning arrestors.
 20. Describe overhead terminations.

D. Demonstrate safe work practices.

21. Model proper grounding techniques.

22. Explain the hazards of high potential cable testing.

23. Describe procedures for checking equipment in an open loop URD system.

24. Incorporate safe equipment operations.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

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COURSE SYLLABUS

LAST REVIEW	Fall 2023
COURSE TITLE	Overhead Distribution, Transmission, and Framing
COURSE NUMBER	HVPA-0140
DIVISION	Career and Technical Education
DEPARTMENT	High Voltage Line Technician
CIP CODE	46.0303
CREDIT HOURS	4
CONTACT HOURS/WEEK	Class: 1 Lab: 6
PREREQUISITES	HVPA-0100, ELET-0120
COREQUISITES	N/A
COURSE PLACEMENT	None

COURSE DESCRIPTION

Introduction to pole framing on the ground and aerial framing. The student will gain a working knowledge of 7200-volt, 14,400-volt, and 34,500-volt primary distribution systems. The student will also be introduced to copper and aluminum primary conductors and line staking.

Program Learning Outcomes

1. Attain skills to safely climb poles.
2. Demonstrate proper use of equipment and tools.
3. Develop effective communication skills.
4. Explain electrical distribution systems.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Pole Framing
- II. Overhead Distribution Systems
- III. Conductor and Line Staking

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

A. Poles, Pole Hardware, and Conductors

1. Recognize and identify distribution pole hardware.
2. Recognize and identify overhead distribution conductors.
3. Recognize and identify the following types of pole top equipment: transformers, voltage regulators, capacitors, reclosers, sectionalizers, fused cutouts, surge arresters, static wires, and gang-operated air switches.
4. Explain the use of copper and aluminum conductors.
5. Demonstrate appropriate line staking methods.
6. Outline the process related to stow and swing augers.

B. Describe overhead distribution systems layout.

7. Identify the major components of a typical overhead distribution system.
8. Distinguish between primary and secondary distribution systems.
9. Identify common overhead distribution system layouts.
10. Identify the major line sections of an overhead distribution system.
11. Recognize and identify a 34.5 KV primary distribution system.
12. Explain the function of a dual voltage transformer.

C. Describe delta and wye primary systems.

13. Describe the winding connections for a substation transformer in a delta primary system.
14. Describe the winding connections for a substation transformer in a wye primary system.
15. Explain how to distinguish between delta systems and wye systems.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.

COURSE SYLLABUS

LAST REVIEW	Fall 2023
COURSE TITLE	Transformers and Metering
COURSE NUMBER	HVPA-0150
DIVISION	Career and Technical Education
DEPARTMENT	High Voltage Line Technician
CIP CODE	46.0303
CREDIT HOURS	4
CONTACT HOURS/WEEK	Class: 1 Lab: 6
PREREQUISITES	HVPA-0100, ELET-0120
COREQUISITES	N/A
COURSE PLACEMENT	None

COURSE DESCRIPTION

Working knowledge of single- and three-phase watt-hour meter applications with practical experience in installing and sizing service conductors, construction and installation of meter loops and poles, instrument metering, and temporary service installations. Tampering, power theft, grounding, and safe work practices are also covered. Upon successful completion, students will have a basic understanding of transformers, conductors, and metering principles.

Program Learning Outcomes

1. Attain skills to safely climb poles.
2. Demonstrate proper use of equipment and tools.
3. Develop effective communication skills.
4. Explain electrical distribution systems.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Single and Three-Phase Meters
- II. Meter loops and Poles
- III. Tampering, Theft, and Grounding
- IV. Safe Work Practices

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Describe the basic concepts of metering.
 1. Explain the operation of a single-phase meter and the function of each part.
 2. Explain the operation, connections, and how to calculate loads of three-phase meters.
 3. Identify several early types of electro-mechanical watt-hour meters.
 4. Identify the basic parts of a modern eletro-mechanical watt-hour meter.
 5. Describe the operating principles of a modern electro-mechanical watt-hour meter.
- B. Demonstrate self-contained meter application.
 6. Explain the difference between self-contained meters and transformer-rated meters.
 7. List and explain some of the information typically found on meter nameplates.
 8. Identify the characteristics of a typical three-phase delta service and a typical three-phase wye service.
- C. Demonstrate transformer-rated meter application.
 9. Explain the theory, operation, connections, and parallel operation of single-phase transformers.
 10. Explain the theory, operation, and connections of three-phase transformers.
 11. Explain how an instrument transformer is connected to a transformer-rated meter.
 12. Identify the two main classifications of instrument transformers.
 13. Explain the function of a test switch.
- D. Explain meter tampering.
 14. Identify various types of meter tampering.
 15. Define theft of electricity.
- E. Describe system grounding.
 16. Describe the function of a ground rod as an electrical connection.

17. Describe hazards if an open neutral or a ground conductor.
- F. Incorporate meter testing.
18. Describe the basic steps for conducting a comparison test on a single-phase watt-hour meter.
 19. Explain the function of a standard.
 20. Describe how a standard is used to conduct accuracy tests.
- G. Demonstrate safe work practices.
21. Demonstrate appropriate use of PPE.
 22. Demonstrate use of appropriate tools and equipment.
 23. Identify job hazards.
 24. Identify minimum approach distance.
 25. Demonstrate how to change out poles.
 26. Demonstrate how to pull and sting wiring.

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