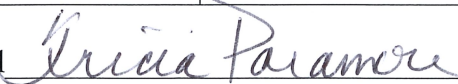


New Program Request Form

CA1

General Information

| | |
|---|---|
| Institution submitting proposal | Hutchinson Community College |
| Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>) | Mel Whiteside, Vice President of Academic Affairs, whitesidem@hutchcc.edu |
| Identify the person responsible for oversight of the proposed program | Jillene Cunningham |
| Title of proposed program | Barbering |
| Method of program delivery (face to face, online, hybrid) | Face to face |
| Proposed suggested Classification of Instructional Program (CIP) Code | 12.0402 |
| CIP code description (from nces.ed.gov/ipeds) | A program that prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices. |
| Standard Occupation Code (SOC) associated to the proposed CIP code | 39-5011 - Barbers |
| SOC description (from onetonline.org) | Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves. |
| Number of credits for the degree <u>and</u> all certificates requested | Associate of Applied Science – 62 credit hours Certificate B – 38 credit hours |
| Proposed Date of Initiation | January 27 th , 2025 |
| Specialty program accrediting agency | Kansas Board of Barbering |
| Industry-recognized certification(s) to be earned by students | Kansas Barber License |

Signature of College Official  Date 11/14/24

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA-1a form).

Program Rationale

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

In 2016 the Kansas Board of Barbering (KBOB) approached former president Dr. Carter File about Hutchinson Community College (HutchCC) offering a Barbering program to address the increasing demand for barbers in the state of Kansas. Advisory board input at that time was also in support of this and participated in the review and approval of the curriculum developed. Among those advisory board members, were individuals who were licensed barbers. Over the last several years, HutchCC has been laying the groundwork to offer this program. In 2020, HutchCC presented our plans for program approval to the Kansas Board of Barbering and in June of 2022 plans for a Barbering clinic floor facility addition were approved by KBOB. The final touches for facility renovations are taking place now with a plan to offer the program for the first time in Spring 2025.

From the Kansas Board of Barbering

From "Montgomery, Larry [KBOB]" <Larry.Montgomery@ks.gov>
Date Mon 7/18/2016 4:13 PM
To Carter File <FileC@hutchcc.edu>
Cc Jillene Cunningham <cunninghamj@hutchcc.edu>; Alex Hass <HassA@hutchcc.edu>; Laurie Sawyer <SawyerL@hutchcc.edu>

5 attachments (6 MB)

Kansas County Map - # of Shops - 6-10-16.pdf; 2016 - Survey Results - 2-3-16.docx; Newsletter - Vol 1, No. 3 - Summer 2016 - pg. 1.docx; Newsletter - Vol 1, No. 3 - Summer 2016 - pg. 2.docx; 2016 - HB 2471 (HB 2456 as signed 5-13-16).pdf



Good Afternoon President File,

No reason for you to remember me, but my wife, Gwen, and I were guests of Dick and Pat Smith for the naming of the Science Building. As I recall, we met you at the ceremony and again at the Berger's home afterward. Congratulations on your being named President of Hutchinson Community College. It is a well deserved honor.

Please know the 2016 Kansas Legislature passed a Barbering Bill allowing greater flexibility in starting a school of barbering. The bill was signed by the Governor on May 13th and became law on July 1st. Since you already have a cosmetology course at Cowley County Community College, you know cosmetology education attracts a predominance of young lady students. On the other hand, barbering education attracts a predominance of young gentlemen students. They are very complimentary.

If you, or someone at your college, has an interest in exploring adding an additional profit center, you may well find barbering offers an opportunity for expansion. For example, this year's Barbering Bill also introduces the opportunity for military barbers and licensed cosmetologist to take additional hours in a licensed barber school and qualify to also become a licensed barber in Kansas. We believe you will find the concept very popular among licensed cosmetologists . . . and it adds to the benefit of having a school of barbering within your course offerings.

In an effort to identify information that could be helpful in responding to the Regent's requirement to show demand for a new program, I am pleased to send the following:

- A county map of Kansas that indicates the need for barbers in Kansas. Barber shops in northeastern Kansas have decreased in recent years due to a lack of barbers to continue operating barber shops as seniors retire. They have worked hard to build their business, but there is no one to take it over and move forward. KBOB receives calls every week from barbers and cosmetologists looking for young barbers to work in their shops or salons. There are not enough barbers graduating from barber schools to meet the demand.
- Last February one of the Legislative Committees asked us to conduct a survey of barbering in Kansas. Among other things, the survey indicated 78% of barbers believe there is need for more barbers in Kansas and 90% believe there is a shortage of quality barber schools in Kansas.
- KBOB's summer 2016 newsletter visually shows what is happening with photos of some of the Kansas barbers who have retired after 50 years . . . or are still barbering after 60 years. It is a proud profession.
- The 2016 Barbering Bill as signed by the Governor on May 13, 2016.

If you have, or someone you designate has, an interest in further exploring offering a barbering education, please respond to this email or give me a call. I would be most willing to come to Hutchinson to talk with whomever you might designate. I look forward to hearing from you . . . or your designee. Thank you.

All the best,

Larry

A handwritten signature in black ink, appearing to read "Larry Montgomery", is written over a light blue horizontal line.

Larry Montgomery, JD
Administrator
KANSAS BOARD OF BARBERING
Jayhawk Tower
700 SW Jackson, Ste 1002
Topeka, KS 66603
785.296.2211
larry.montgomery@ks.gov

From: "Bryant, Jeri [KBOB]" <Jeri.Bryant@ks.gov>
Sent: Tuesday, June 21, 2022 4:45 PM
To: Jillene Cunningham <cunninghamj@hutchcc.edu>
Subject: RE: Barbering Program at HutchCC

Risk level Low: Do not transmit sensitive information and use caution when clicking on links or opening attachments.

Hello Jillene,

Sorry it took me awhile to get back to you. The board members looked at your floor plans for the exiting building and they did approve them. As I mentioned before, if you do expand the building for a larger clinic floor. You will need to include sinks at every station.

If you have any questions feel free to contact me, either by email or you can always call. My cell number is 785-220-3813.

Thanks Jeri

From: Jillene Cunningham <cunninghamj@hutchcc.edu>
Sent: Wednesday, June 1, 2022 3:24 PM
To: Bryant, Jeri [KBOB] <Jeri.Bryant@ks.gov>
Cc: Julie Blanton <BlantonJ@hutchcc.edu>; Cindy Hoss <HossC@hutchcc.edu>
Subject: Barbering Program at HutchCC

EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good afternoon,

Hutchinson Community College is excited to now have blueprints ready for your review and sign off. Pending your approval, we plan to begin construction with the area listed as 'Barbering Classroom'. This area would include 10 barbering stations with sinks for initial course offerings and state testing needs. There is a temporary front desk and waiting area to the west and an outside entrance just off of the hallway toward the southeast corner of that classroom. We anticipate having this classroom area up and running while we continue to build on an addition to the building with reception, restrooms, offices, and 20 more barbering stations without sinks. That would bring us to a total of 30 barbering stations once all construction is complete. Please let me know if you have questions or need anything else. We look forward to hearing any recommended additions or changes you might have for these blueprints. We appreciate your feedback.

Take care,
Jillene

Jillene Cunningham

Department Co-Chair
Dept. II: Ag, Business, Computers and Technology



**HUTCHINSON
COMMUNITY COLLEGE**

Shears Technology Center 109
1300 N. Plum
Hutchinson, KS 67501
(620)-665-3479 or 1-800-289-3501 ext. 3479

Expanding the tradition of excellence in higher education through learning and collaboration.

The KBOB has visited the facility periodically during renovations. The last time they were at the facility to review facility progress was in mid-September 2024. Acquiring a school licensure is one of the final KBOB steps of approval. The purchase order for this college license was entered on November 7th, 2024. Upon all approvals the college will be authorized as a college to operate a Barbering program. We anticipate this licensure running over the next calendar year (January 2025-January 2026). This college licensure includes following all KBOB laws and regulations, passing routine inspections of our program, and is renewed annually.

The HutchCC barbering curriculum was developed and submitted as part of program application approval to the Kansas Board of Barbering on September 3rd, 2020. Since then, HutchCC has reviewed and verified that the curriculum requirements have not changed, and the proposed curriculum remains current.

Currently there are no public institutions offering a barbering program. HutchCC considers this an opportunity to create an affordable path for students to enter the barbering workforce with access to all the amenities of a public institution (dorm living, counseling services, financial aid, and more).

HutchCC has a successful and established Cosmetology program. Although courses in the Cosmetology program cover men's haircutting, there has been an increase in requests for more training on topics that are covered in barbering coursework. This has led to HutchCC Cosmetology graduates attending private barbering programs to acquire an additional license in barbering. By being able to offer a barbering program, students will be able to acquire both cosmetology and barbering licenses while attending HutchCC. This will help meet a demand in our service area and allow for students to receive barbering coursework at a lower cost than if they were to attend a private barbering program.

We are planning for 10 full-time students enrolled in year one or 380 additional credit hours generated. Then in years two and three we would have an additional 20 full-time and 20 part-time students (or 10 full-time and 10 part-time per year). Years two and three would create an additional 1230 credit hours. This project has included input from our advisory board, licensed barber instructors, area barbershops, KBOB, many areas of campus including cosmetology instructors and program coordinator, curriculum committee, finance office, financial aid, academic affairs and president.

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

HutchCC plans to offer the Barber Certificate B for 38 credit hours and the Barbering AAS for an additional 24 credit hours (for a total of 62 credits) as stand-alone programs. This requested Barbering program will reside in a separate facility attached to the Cosmetology Building. Program curriculum has been aligned between these programs, so students can acquire both certificates, degrees, and state licenses without duplication.

The KBOB have created an option for a licensed Cosmetologist to stack their credential, with an added 500 clock hours/14 credit hours of training, to acquire a Barber License. HutchCC plans to use our Credit for Prior Learning policies and procedures to award partial credit for a Kansas Licensed Cosmetologist to have the mapped barbering courses accepted as complete. Leaving licensed cosmetologist to complete the 500 clock hours/14 credit hours to earn a Barbering Certificate B credential. Stacking these certificates and licensures will diversify students skills and increase their earning potential with additional service offerings they are qualified to provide. In our letters of support, employers see this as an opportunity to enhance employee skills and build a broader customer base. The combination of these two certificates and state licensures makes graduates more marketable for employment with the offering of their expertise in all aspects of client service. This could lead to a revenue increase and wage improvement with a larger array of services they are licensed to provide.

While HutchCC will utilize a different prefix and course numbers for Barbering courses, the following crosswalk has been made to show how a Cosmetology licensed graduate can account for their skills within the Barbering program. This demonstrates the remaining 500 clock hours/14 credit hours they would have yet to complete to become graduates that are licensed by KBOC and KBOB.

Hutchinson Community College - Program Crosswalk

| Program Title: COSMETOLOGY | | | Program Title: BARBERING | | |
|-----------------------------------|-------------------------------------|-------------------|---------------------------------|---|-------------------|
| Course # | Program Courses | Number of Credits | Course # | Program Courses | Number of Credits |
| *CO100 | Cosmetology I | 3 | *BR100 | Barbering I | 3 |
| *CO102 | Cosmetology II | 1 | *BR102 | Barbering II | 1 |
| *CO110 | Haircutting | 3.5 | *BR110 | Sanitation, Tools & Haircutting | 3 |
| *CO111 | Trichology & Shampoo Techniques | 1 | *BR111 | Trichology & Histology of Hair | 1.5 |
| *CO120 | Hair Coloring | 3.5 | *BR120 | Hair Coloring | 3.5 |
| *CO121 | Chemistry & Chemical Texturizing | 1.5 | *BR121 | Chemistry & Pharmacology of Hair Services | 1.5 |
| CO125 | Modern Hair Trends | 2 | BR112 | History of Barbering | 0.5 |
| CO126 | Salon Success | 1 | BR202 | Barbering IV | 0.5 |
| *CO160 | Salon Services and Operations | 1 | *BR160 | Barbershop Services and Operations | 1 |
| *CO161 | Salon Service Techniques | 2 | *BR161 | Barbershop Service Techniques | 0.5 |
| *CO170 | Kansas Laws, Licensing, and Ethics | 1.5 | *BR170 | Kansas Laws, Licensing, and Ethics | 1 |
| *CO180 | Clinical Experience Foundations | 3 | *BR180 | Clinical Experience Foundations | 3 |
| CO181 | Clinical Operations | 3 | BR220 | Advanced Hair Techniques | 3.5 |
| CO183 | Clinical Experience Precision | 2.5 | BR260 | Barbering Services | 0.5 |
| *CO200 | Cosmetology III | 2 | *BR200 | Barbering III | 1 |
| *CO211 | Men's and Women's Hair Design | 0.5 | *BR211 | Men's and Women's Hair Design | 1.5 |
| CO265 | Wigs and Long Hair Design | 2.5 | BR270 | Shaving | 3 |
| CO266 | Advanced Cosmetology Services | 1 | BR282 | Clinical Experience Precision | 3 |
| CO275 | Advanced Nails | 0.5 | BR284 | Advanced Client Services | 2 |
| CO276 | State Board Licensing | 0.5 | BR286 | Barbering Clinical Experience | 1 |
| *CO280 | Client Services | 2.5 | *BR280 | Client Services | 2.5 |
| CO281 | Salon Clinical Experience | 3 | | Certificate B Total | 38 |
| CO283 | Complete Cosmetology Operations | 3 | | | |
| | Certificate C Total | 45 | | | |
| | | | | | |
| | Associate of Applied Science | | | Associate of Applied Science | |
| | General Education Options | 15 | | General Education Options | 15 |
| | | | | | |
| | Cosmetology Electives | 4 | | Barbering Electives | 9 |
| AR101 | Art Appreciation | | AR101 | Art Appreciation | |
| BU100 | Small Business Accounting | | BU100 | Small Business Accounting | |
| BU101 | Accounting I | | BU101 | Accounting I | |
| BU105 | Introduction to Business | | BU105 | Introduction to Business | |

| | | | | | |
|-------|--|-----------|-------|--|-----------|
| BU109 | Business Communications | | BU109 | Business Communications | |
| BU111 | Quickbooks | | BU111 | Quickbooks | |
| BU118 | Introduction to Leadership | | BU118 | Introduction to Leadership | |
| BU121 | Customer Service/Professional Image | | BU121 | Customer Service/Professional Image | |
| BU141 | Sales Management | | BU141 | Sales Management | |
| BU142 | Retailing | | BU142 | Retailing | |
| BU145 | Advertising | | BU145 | Advertising | |
| BU151 | Introduction to Entrepreneurship | | BU151 | Introduction to Entrepreneurship | |
| BU152 | Marketing Applications for Entrepreneurs | | BU152 | Marketing Applications for Entrepreneurs | |
| BU153 | Financial Management for Entrepreneurs | | BU153 | Financial Management for Entrepreneurs | |
| BU154 | Business Management for Entrepreneurs | | BU154 | Business Management for Entrepreneurs | |
| BU156 | Developing the Business Plan | | BU156 | Developing the Business Plan | |
| BU202 | Marketing | | BU202 | Marketing | |
| BU203 | Management | | BU203 | Management | |
| BU204 | Small Business Management | | BU204 | Small Business Management | |
| | AAS Total | 64 | | AAS Total | 62 |

* Courses aligned to crossover between the Cosmetology and Barbering programs.

Program Description and Requirements

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

Program Description:

Both Associate of Applied Science (AAS) and Certificate options for Barbering are available to those interested in entering the workforce. The Barbering program is designed to provide coursework to build the knowledge and skills necessary for a solid foundation and licensure on which to build a lifelong career. Students can sit for licensing examination with the Kansas Board of Barbing upon completing the Barbering Certificate to become a fully licensed barber. With an additional twenty-four credit hours of coursework, students may earn an AAS in Barbering. This program utilizes hands-on skills and techniques used in today’s top barbershops.

Program Outcomes:

- Artistically and skillfully illustrate men’s haircutting, shampooing and scalp treatments, and styling on all clientele types.
- Achieve hair color and chemical processes.
- Model correct application of facial massaging and shaving, skin care, straight razor techniques, and manicuring.
- Employ barbershop business success skills including marketing, customer service, sale of retail products, and developing client relations.
- Comply with proper safety and sanitation procedures.
- Demonstrate appropriate workplace professionalism.

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

Clinical experience is built into the coursework throughout the program and supervised by a licensed Barber Instructor. Students will work on the public as they train in the college's 20 chair barbering clinic floor. This clinic floor is open Monday-Friday to serve the public with students providing all barbering services.

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

To be admitted to Hutchinson Community College's Barbering program, students must complete our online application (<https://cms.hutchcc.edu/admapp/admapp.aspx>) and submit a copy of their state issued ID (drivers' license) for a provisional Kansas Board of Barbering (KBOB) license. Following KBOB felony restrictions, students will also be required to complete a background check before enrolling in the program. This background screening will be part of the application process for admission to the Barbering program degree and certificate options. Screening will be covered by a course fee. In addition to successful completion of this screening, students will follow college policy and procedures for admission.

Admissions Policy

Hutchinson Community College (HutchCC) is an open Admissions Institution. Students are admitted in one of the categories listed below. Students who have not submitted all the required documentation are admitted on a provisional basis. Provisionally admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities, or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Admissions.

Once admitted, students retain their admission status in the category in which they were originally admitted unless the student seeks to change his or her status. If a student seeks to change his or her admission's status, he/she should contact the HutchCC admissions office in order to be re-admitted. The college seeks to regularly update student information found on the admissions application.

To be admitted as a regular student the applicant must:

- Have completed an application for admission.
- Be a high school graduate from an accredited high school or a holder of a GED Diploma.
- Be a high school graduate from a Home school. Schools must be recognized by the state in which it is located. Students must provide an official transcript, with graduation date posted, and documentation demonstrating that home school is registered with the State Department of Education (or state government equivalent) in which the school is located.
- Be a high school graduate of a non-accredited private secondary school. Schools must be recognized by the state in which it is located. Students must provide an official transcript, with graduation date posted, and documentation demonstrating that home school is registered with the State Department of Education (or state government equivalent) in which the school is located.

- Have submitted official transcripts including High School/ GED (with graduation date posted) and any College/Technical Schools attended.
- High School transcripts will be evaluated in the following ways: HutchCC will use weighted GPA for scholarship purposes only, unweighted GPA on a 4.0 scale will be used for data collection and reporting.
- For out-of-country High School Graduates' transcripts to be evaluated, they must be submitted through a member of the [National Association of Credential Evaluation Services](#). Students can also contact the Director of Admissions about other possible evaluations.
- Be seeking a degree or certificate (semester length or longer program) from HutchCC.
- Not currently be considered a degree seeking or certificate seeking student (semester length or longer program), at another institution.
- Be a United States citizen or legal resident of the U.S.

Ability to Benefit Student

To be admitted as an ability to benefit student the applicant must:

- Have completed an application for admission.
- Be eighteen years of age or older.
- Not qualify as a high school graduate from an accredited high school or a holder of a GED Diploma.
- Be seeking a degree or certificate from HutchCC, or taking courses for transfer to another accredited institution in order to complete a degree.
- Not currently be considered a degree seeking or certificate seeking student (semester length or longer program), at another institution.
- Submit documentation to the Director of Admissions of satisfactory completion of six credit hours that are applicable toward a degree or certificate offered by the institution.
- Have submitted official transcripts of College/Technical Schools attended.
- Be a United States citizen or legal resident of the U.S.

International Students

Thank you for your interest in Hutchinson Community College. Hutchinson Community College is a comprehensive community college offering two-year associate degree programs in both academic and technical areas. Hutchinson Community College is fully accredited by the Commission on Institutions of Higher Education of the North Central Associations of Colleges and Schools. Established in 1928, the Hutchinson Community College main campus consists of 47 acres located in the heart of the city. Hutchinson is centrally located in the middle of Kansas with a population of 41,000.

Students from numerous countries such as Japan, Brazil, Bosnia, Australia and Germany have chosen to study at Hutchinson Community College. Before making a formal application for admission, it is suggested that prospective students carefully consider the following essential information and instructions. International applicants must:

- Submit proof of support for an academic year in U.S. dollars for the estimated cost of tuition, fees, books, misc. expenses and room and board. Contact the International Advisor for the

current estimated cost. Proof of support must be documented using the HutchCC Financial Resources Verification Form. The student and sponsor must complete the HutchCC Financial Resources Verification Form and request the appropriate financial institution send a verification letter directly to HutchCC.

- Complete and sign the International Student Application.
- Submit a deposit of \$1500 with the International Application. The deposit will be applied against the first semester enrollment if the applicant is accepted as a student at HutchCC. Should the applicant not be accepted, the deposit will be refunded in full.
- Submit copies of Non-United States secondary and post-secondary academic transcripts. Transcripts must include an English translation. International students wishing to transfer coursework from colleges or universities outside of the continental U.S. must first have the transcript evaluated by an official evaluation service. There is a fee for this service.
- Request official copies of United States secondary and post-secondary transcripts be sent directly to HutchCC.
- Document proficiency in English. For all international student applicants whose primary language is not English, the results of one of the following tests must be less than two years old at the expected date of enrollment at HutchCC:
 - A Duolingo English Test score of 85+. The Duolingo English Test can be taken at <https://englishtest.duolingo.com/>.
 - A minimum score of 500 on the TOEFL paper-based test, 173 on the computer-based test, or 61 on the internet-based test. TOEFL scores must be submitted directly to HutchCC from ETS. If you have taken the test, you can request that your scores be sent to HutchCC by writing or calling EDUCATIONAL TESTING SERVICES, Princeton, New Jersey 08540, USA. HutchCC's TOEFL codes are: 6281 Department Code: 00.
 - To be considered to have met the English proficiency requirement, international applicants who have TOEFL scores between 56-60 on the internet-based test can submit a written recommendation from a teacher or other education professional who has experience with the student and knowledge of his/her abilities related to reading, writing, speaking, and understanding of the English language.
- An applicant may have the English proficiency requirement waived if he or she has studied at a U.S. high school for at least one year, completed 12 credits or more at a U.S. college or university with a minimum cumulative GPA of 2.0, or has submitted an official transcript from an accredited U.S. college or university showing completion of an English course with a "C" or better, evaluated by the HutchCC Fine Arts and Humanities Department, equivalent to HutchCC's EN098, Foundations of Composition. The English proficiency requirement may also be waived if the applicant is from a country whose official/primary language is English as indicated on the CIA Factbook web page.
 - International students enrolled in an Intensive English Program must show a certificate of completion to be considered for transfer to HutchCC.

Online, Non-US Citizen, Non-US Resident Student

To be admitted as an Online, Non-US Citizen, Non-US Resident Student the applicant must:

- Not be a United States Citizen or legal resident of the U.S.

- Have a legal address outside of the United States.
- Have completed an application for admission.
- Be eighteen years of age or older.
- Certify that the applicant does not intend to enter the United States for study.

Special Student

To be admitted as a Special Student the applicant must:

- Have completed an application for admission.
- Not be a United States Citizen or legal resident of the U.S.
- Be residing in the United States.
- Be over eighteen years of age.
- Have submitted official transcripts including High School/ GED and any College/Technical Schools attended.
- High School transcripts will be evaluated in the following ways: HutchCC will use weighted GPA for scholarship purposes only, unweighted GPA on a 4.0 scale will be used for data collection and reporting.
- Home schools must be registered with the State of Kansas in order to be recognized.

Guest Student

To be admitted as a Guest Student the applicant must:

- Have completed an application for admission.
- Be eighteen years of age or older.
- Not be seeking a degree or certificate (semester length or longer) from HutchCC.

Or

- Be a student who is considered a degree seeking student at another parent institution.

Graduation Requirement

Students applying for the Associate of Applied Science degree or stackable credential certificate programs are required to complete a minimum of 25 percent of total credit hours at Hutchinson Community College in the technical field for which the degree is granted. Technical coursework transferred from other institutions will be reviewed by the appropriate HutchCC program coordinator, department chair or their representative.

All students must maintain a minimum GPA of 2.0 to graduate. Certain programs have separate grade requirements. Students should check with their advisor.

HutchCC posts degrees at three different periods during the school year: the date of the May commencement ceremony, July 31, and December 15. Student diplomas will bear the same dates as the completed transcripts although the College will hold only one commencement exercise per year. Students who have applied for graduation must complete the requirements within a calendar year or must reapply for graduation. Students entering programs with selective admission requirements may have different graduation dates based upon state testing requirements.

Although advisors, department chairpersons and the Records Office staff assist in checking requirements, students are ultimately responsible for meeting graduation requirements.

Students shall follow the guidelines of the catalog under which they begin, provided they remain continuously enrolled at HutchCC from the semester of entry to the semester of graduation. Continuous enrollment is defined as the successful completion of at least one class during each semester (excluding summer sessions). Students who are not continuously enrolled from the date of entry to the date of graduation shall follow the guidelines of the catalog under which they reenter.

Requirements for the Associate of Applied Science Degree

A student may qualify for an Associate of Applied Science degree by completing a planned program of study consisting of 60 credit hours as listed in the catalog as follows:

1. Specialization in the chosen technical field and related contextual courses (minimum of 45 college credits)
2. General education courses from at least three of the following areas (minimum of 15 college credits):
 - i. Arts and Humanities
 - ii. Communication
 - iii. Math
 - iv. Science
 - v. Social Science
 - vi. Necessary Skills

A student transferring to Hutchinson Community College must complete a minimum of 25 percent of total credit hours in the technical field for which the degree is granted.

The electives requirement may be waived for students in those programs in which the number of credit hours in a selected curriculum mandated by an outside agency causes the graduation requirements to exceed 60 credit hours.

Students in Associate Degree Nursing, Health Information Management, Physical Therapy Assistant, Radiologic Technology, Respiratory Care, and Surgical Technology curricula must meet the accrediting agency requirements. The Vice President of Academic Affairs must give written approval for an exception to the selected curriculum.

A student may receive more than one Associate of Applied Science (AAS) degree. Students applying for graduation from an AAS degree program with more than a five-year interruption in their educational program will have their transcripts reviewed by the appropriate program area for current program competencies.

Requirements of Certificates

A student may qualify for a Technical Certificate for programs of instruction that are less than 60 semester hours in length but more than 15 semester hours. Certificates of Completion may be awarded for a course or a sequence of courses not exceeding 15 semester hours.

Certificates range from a Certificate of Completion (1-15 credit hours), Certificate A (16-29 credit hours), Certificate B (30-44 credit hours), and a Certificate C (45-59 credit hours). Certificates under the same program are stackable, students may earn multiple certificates from the same program.

A student transferring to Hutchinson Community College must complete a minimum of 25 percent of total credit hours in the technical field for which the certificate is granted.

Demand for the Program

- Using the most recent Kansas Department of Labor's Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.
 - Labor information included should show demand in the occupation for the level of education being proposed for the program.
 - Include additional data for local and regional employer demand if available.
 - For new programs for which state-level labor data is not yet available, additional resources to demonstrate demand for the occupation being trained must be included. Job posting data (cite resource used and date of review) and projected hiring needs for employers (documented in employer letters of support) are examples of additional labor data documentation.
- Show demand from the local community. Provide letters of support from at least three potential employers in your region, which state the specific type of support they will provide to the proposed program. Examples of program supports may include commitments to interview graduates for job positions, providing scholarships, providing internships or other work-based learning opportunities, donation of equipment/materials, assistance with program design, serving on advisory board, etc.

The Kansas Department of Labor provides limited data about barbering. The estimated annual median wage is \$29,745 and a postsecondary certificate is needed. When we submitted this program in 2020, there were no online job postings in Kansas.

On the national level, barbering is labeled as having a Bright Outlook according to O*NET. Based upon data from the Bureau of Labor Statistics, barbering has a projected growth of 4.4% between 2022 and 2032. The annual median wage for 2023 was \$36,150.

Acquiring both Cosmetology and Barbering licensures could lead to additional revenue increase, wage improvement, and employer demand with the larger array of services they are able to provide.

The following survey was included with the KBOB letter to the President regarding demand in Kansas in 2016:

**Kansas Board of Barbering
Telephonic Survey of Kansas Barbers
Conducted Wednesday, February 3, 2016**

Survey Process

- 640 Total Kansas Licensed Barber Shops
- Survey Field included calls to 73 Shops
- 12% of Total Shops

| Question | Percent YES | Percent NO | Average |
|---|-------------|------------|------------------------|
| Do you feel there is a shortage of barbers in Kansas? | 78% | 22% | |
| Do you feel there is a shortage of quality barber schools in Kansas? | 90% | 10% | |
| One problem with opening new barber schools in Kansas is the shortage of licensed instructors. Do you approve of an instructor apprentice program to train instructors? | 82% | 18% | |
| Do you feel having an annual inspection for all barber shops is sufficient to ensure an adequate level of Public Safety? | 97% | 3% | |
| Do you feel the \$80.00 annual barber license fee and \$40.00 shop license fee is fair and reasonable? | 100% | | |
| From 1-10 with 10 being most important, how would you rate the importance of the Kansas Board of Barbering to the barbering industry in Kansas? | | | Overall Average of 9.2 |

In our recent letters of our support, you will find current information on demand and continued support and commitment to this HutchCC program.

- Diamond Cutz: 4-5 additional barbers needed in the next 3-5 years
- Rebel Cuts: salon owner, rents two booths, wants to take program
- Great Clips Corporate: 25-30 hires in the Hutchinson/Wichita/ El Dorado area per year
- Shear Energy: 5 new hires a year in Hutchinson for serving 550 customers per week
- Sport Clips: next 3-5 years need to onboard 170 barbers/stylists. 5 locations have active barber's license and 7 licensed barbers
- Black Dahlia: salon could expand and hire on a few more licensed professionals
- Hutchinson Career & Technical Education Academy: 78 students expressed interest in Cosmetology and Barbering in the Fall 2024 student inventory

9-27-2024
Kansas Board of Regents
1000 SW Jackson St, Suite 520
Topeka, Ks 66612-1368

Dear Kansas Board of Regents,

I hope this message finds you well. My name is Dereck Chappell Jr., and I am the owner of Diamond Cutz Barbershop here in Hutchinson. I am writing to express my strong support for the establishment of the barber program at Hutchinson Community College, and to share how both my business and the local community would benefit from this program.

Diamond Cutz has participated in several community initiatives, most notably the annual free backpack and haircut drive hosted by the Hutchinson community college cosmetology school. This event allows our barbers to work alongside cosmetology students and fellow barbers from the area, and we've consistently been impressed by the talent and professionalism displayed. Our partnership in these events has reinforced the importance of supporting educational programs that serve our industry and community.

The barber program at HCC would be a significant asset. The proximity to the cosmetology school makes it an ideal location, and many young men in the area have expressed interest in barbering but are hesitant due to the need to commute to Wichita. Additionally, the barber programs currently available in Kansas lack the level of organization and equipment that the program at HCC could offer. I firmly believe that with the current leadership, this could become the top barber school in Kansas, especially if out-of-town students could access dorm housing on campus.

At Diamond Cutz, we are looking to grow. While we currently operate with a team of three, we have room to hire 4-5 additional barbers in the next 3-5 years at our current location. We also have plans to expand into a larger facility, which will include single rental studios and an open barbershop space, creating even more employment opportunities. While it can take time to build a steady clientele, a hardworking barber can expect to earn between \$45,000 and \$80,000 per year after a couple of years in the industry.

Diamond Cutz would be excited to support the new barber program in any way we can. We would be happy to offer mentorship, advice, and even collaborate on curriculum development. Graduates from the program would have employment opportunities with us, and we are committed to working closely with the school to help place as many students as possible. We are eager to contribute to the success of this program because it aligns with our goal of developing future Diamond Cutz barbers and enhancing the local barbering community. Thank you for your time.

Sincerely,
Dereck Chappell Jr.
Owner, Diamond Cutz Barbershop
Hutchinson, KS

September 30th, 2024
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, KS 66612-1368

Dear Kansas Board of Regents,

My name is Dakota Isaacson and I am writing in excitement and support for the Hutchinson Community College Barbering program. I am a graduate of HCC's Cosmetology program and have been practicing for the last almost two years. In that time, my wife (who is also a licensed Cosmetologist for the last 6 years), and I have opened our own salon. I have hopes to enroll in the barbering program and obtain a license to further my skills, education and services that I can provide.

I believe that this program is essential to HCC and the surrounding communities. Many of the barbering programs in the state are privately owned which can be a major roadblock for many aspiring barbers, whether it be the cost, possible financial assistance, availability or location to name a few. With HCC's program, this can open the door for many future professionals. As of now, along with my wife and I, we booth rent to two individuals. One is a licensed nail technician and the other is a fellow classmate and HCC cosmetology graduate. We have all not only seen growth but also success and a desire to expand our available booths. We could potentially have space for multiple professionals in the coming years. The income of a barber can be as much as they put effort and talent into. Once a professional develops a client base, they can comfortably average \$50-\$75,000 a year. That being said, I also know of a number of professionals that make over 6 figures a year.

I am confident the program will succeed and plan to support the program and its instructors along the way. I desperately want to experience the program as a student and possibly help educate future professionals through the HCC barbering program after earning my license and educator license. Secondly, we could support the program and future graduates with possible employment opportunities as our space grows. Not only that but my wife and I will show support with mentorship, recommend equipment and tools, supplies, and products we have found success with. Not to mention my wife and I's future desires and goals of being full time educators with HCC cosmetology and barbering respectively.

I have no shortage of confidence in the program and the instructors whose hands it is in. I have never experienced the same level of professionalism and education since my time with the cosmetology program. I eagerly look forward to the success of the program and its graduates.

Sincerely,

Dakota Isaacson owner of Rebel Cuts

Great Clips®

SHEAR ENERGY, INC.
A Great Clips® Franchisee

Oct 23, 2024

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

Dear Kansas Board of Regents:

I have been a salon owner for twenty-one years in the Wichita-Hutchinson area, and currently own a total of ten salons. I have had a salon in Hutchinson since 2012 and have a signed lease for a future salon in Newton, KS. I have had a business relationship with the Cosmetology school in Hutchinson since 2012 and have hired quite a few of their cosmetology school graduates over the years.

During an Advisory Board meeting, the Director of the Hutchinson Community College Cosmetology program discussed their interest in starting a Barber program. This would be a significant addition to the current cosmetology program offered by their college. Hutchinson has had limited barbers over the years and adding a Barber program would not only round out what is offered by the college, it would fill a current hole that we have in Hutchinson and the surrounding area, including Newton and McPherson. My salons do a large number of men's haircuts (my Hutchinson salon averages 500 customers per week and is growing at over 25%), so I am very interested in having more barbers available to hire, which would boost the number of team members I have and would also allow me to offer a more specialized skill set for those male customers who want a barber to provide their service. I estimate that I could hire 5 Hutchinson/ Wichita/El Dorado area, I estimate I could hire 25-30 per year. A barber in my organization can expect to earn \$25-30+/hr and I provide a large number of benefits not typically seen in the cosmetology/barber industry. They could have a lucrative and stable career in the Hutchinson, Newton and McPherson area. This is not something that currently exists for barbers in this area.

I am a firm believer in supporting the cosmetology and barber programs in our area by participating in their Advisory Board meetings and giving advice and feedback about the curriculum and equipment they provide to their students. We go into their schools and provide technical demonstrations and business/career educational presentations, to help them become successful after graduation. We hire their graduates and provide them with a career that they can be proud of and where they can be successful and achieve their dreams. I believe our relationship with the Hutchinson Community College cosmetology and barber programs is one of teamwork. Working together, we provide people who want a career in our industry, a strong educational foundation as well as continuing education, support and opportunities to be masterful in their career.

With Kind Regards,



Lisa K Schneider
Salon Owner
Shear Energy, Inc

2265 N. 224th Street W.
Andale, KS 67001
Phone 316.706.5090
Fax 316.794.3152

Relax. You're at Great Clips.®

Great Clips®

10/3/2024

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

Dear Kansas Board of Regents:

My name is Ashton Cisneros, Area manager & training coordinator for Shear energy inc. DBA great clips. We have maintained a consistent and solid relationship with HCC cosmetology, sitting on the advisory board, participating in events put on by the school. Most importantly making connections with future professionals early in their education. We have hired many cosmetology students from HCC.

Shear energy has been looking forward to the barbering program as it will offer more opportunity for our organization to hire future professionals out of school. We plan to be part of the advisory board, participate in demonstrations, & program events. Majority of our staff at the Hutchinson great clips are HCC cosmetology graduates, and always have an open door to barbers that will be looking for a salon with a built in clientele.

Our stylists in our salon average \$25-\$30 per hours, and on average we serve 550 customers a week, with plans via marketing, and involvement with the school and community events to continuously increase that average. In order to continue that growth, we will be looking to add to our teams, and looking to the cosmetology and barbering programs at HCC to do so. Depending on average volume increase we foresee and estimate of bringing on 5 new hires a year in our Hutchinson salon, & for our 9 other Great clips locations in wichita/Eldorado we could anticipate hiring 25-30 future professionals per year.

Sincerely,

Ashton Cisneros

Area Manager-Training coordinator

Shear Energy Inc. DBA Great Clips



9/19/2024

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, KS 66612-1368

Dear Kansas Board of Regents,

Sport Clips Haircuts of Wichita is delighted to hear that Hutchison Community College is wanting to expand their educational resources to provide Barbering for future professionals. Hutchison Community College will be making a positive impact for their community and surrounding area with their future barbering program. It will provide a wonderful affordable option close to home and a way to enhance their college and their community.

Our franchisee currently has 7 locations in the Wichita and Derby area. We currently employ 80 team members. Over the next three to five years, we are looking to onboard 170 barbers/stylists. Five locations have an active barber's license and seven licensed barbers. The need for licensed barbers and cosmetologists is growing rapidly in Kansas. Programs like Hutchison's will help fill this demand. According to Bureau of Labor and Statistics, the demand for barber's is projected to grow by 7% over the next few years.

Sport Clips will support Hutchison Community College by bring our Ambassador Team of trained professionals to school recruitment visits and sit in on advisory boards to help grow future professionals. Our National Ambassador Team "Team Edge" offers a wide variety of helpful options for the cosmetology and barber schools such as the Sport Clips Haircuts Newsletter, provides further education with hair cut demos and advanced cutting classes. Battle of the Hair contest for cosmetology and barbering students to be featured at the Sport Clips National Huddle, and Sport Clips Haircuts also offers a student scholarship program of \$5,000 to help towards student tuition. We look forward to supporting Hutchison Community College aspiring future professionals.

Sincerely,

Shelby Miller

Sport Clips Onboarding Specialist
Sport Clips Ambassador
Wichita & Derby, KS Market



9/28/2024

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, KS 66612-1368

Dear Kansas Board of Regents:

My name is Payton Isaacson. I am the owner of Black Dahlia Salon in Buhler, Kansas and also a substitute instructor for Hutchinson Community College Cosmetology. I have been licensed as a cosmetologist since 2019, a salon owner since 2022, and a cosmetology instructor since 2021. I am also an alumni through Hutchinson Community College and Hutchinson Community College Cosmetology for all of my licenses/degrees. I am involved across multiple local communities in the cosmetology industry through the multiple licenses and jobs I have. My husband is also a graduate of Hutchinson Community College Cosmetology and is a licensed cosmetologist who works alongside me at our salon. We are both writing separate letters of support because we are so excited for this program and want to do everything we can to help get it up and running!

Having a barbering program through Hutchinson Community College would be incredibly beneficial to our community. The quality of education I received from Hutchinson Community College across the board has been phenomenal. I have received two licenses and a degree from the college. Each time I went back to school has been a great experience, especially at the cosmetology school. I think the barbering program would be an amazing addition to the school for a number of reasons.

First, we need a barbering program in our community. The closest barbering school is at least an hour away, and it is a private school. With private schools, the cost is higher with no guarantee the education is going to be any better. The instructors I have learned under and had the privilege of working alongside at HCC Cosmetology are nothing short of extremely knowledgeable, personable, kind, and enthusiastic. It is so important for each new generation of licensed professionals to receive a quality education and have a safe, welcoming space to learn in. HCC Cosmetology provides an amazing combination of inclusiveness, thorough one-on-one education, and a positive environment. I know they would do amazing things with the barbering program addition.



Second, having a barbering school in our community would allow a new wave of licensed professionals to come into the workforce locally and join local businesses. Our salon is in a position where we could expand and hire on a few more licensed professionals, and having barbers in a salon alongside cosmetologists allows our clients to receive quality, specialized services that otherwise wouldn't be available with cosmetologists alone. We are currently a booth rent salon, and if a barber is able to build his or her clientele and work for us, their opportunity for income as a self-employed individual would be completely up to them. Self-employed barbers can set their own hours and prices, and many successful, fully booked professionals make anywhere from \$60,000-\$100,000+ annually. Another great thing about specializing in barbering is with focusing solely on haircutting, their overhead is much lower than a cosmetologist who is paying for hair color, wax, extensions, and other backbar items as opposed to just supplying haircutting tools and styling products.

Third, we have so many licensed professionals in this community who would step up to the plate and support this new addition to the college. Myself and my husband (who is also a licensed cosmetologist) would be involved in helping in any way we could. I am planning on getting a full time job at HCC Cosmetology as they have openings in the future. My husband is planning on attending barbering school through the college and also wants to attain his barbering instructor license and one day teach at this school. We are both young, driven, successful professionals in this industry, and we have such a deep love for sharing our knowledge and supporting this program. We would be happy to provide advice about what the curriculum should entail, recommend the types of

products/tools the students should have, provide mentorship and support for the students, etc. Taking all of this into consideration, we hope our letters of support help bring this program into fruition. We are so excited for the future of this program and Hutchinson Community College and can't wait to get involved and provide our support!
Sincerely.

Payton Isaacson
Salon Owner, Cosmetologist, and Cosmetology Instructor
Black Dahlia Salon

A September 2024 job search on indeed.com shows 17 current job openings posted within a 100-mile radius of Hutchinson. These positions indicated a pay range between \$16.25-50.00 an hour and requested a barber license. A few results include:


 **Great Clips** 3.6★
Hair Stylist
Hutchinson, KS
...  [Apply on employer site](#)

Join a locally owned Great Clips® salon, the world's largest salon brand, and be one of the GREATS! Whether you're new to the industry or have years behind the chair...great opportunities await!!
Join a salon that is locally owned and offers a TON of benefits that actually matter, where you make GREAT money! Full and part time work is available. We are honest, fair, and driven on our organization's Vision and Values. If you want to grow, we will help you flourish as part of our incredible team. We operate 10 salons and have been in business for 20 years. Apply today!

Bring Your Skills and We'll Provide*:

A steady flow of customers - no current clientele required
Guaranteed hourly wages and tips
Flexible scheduling that fits your needs (full-time and part-time shifts may be available)

[Show more](#) ✓

Stylist 


SmartStyle Hair Salon
Hutchinson, KS 67501

Pay information not provided

➤ Easily apply

- Please note that the stylist position requires a current cosmetology or **barber** license.
- Other benefits of working with YSG.
- Unlimited \$250 Referral bonuses.

· [More...](#)

Salon Stylist 

Yellowhammer Salon Group
Hutchinson, KS 67501

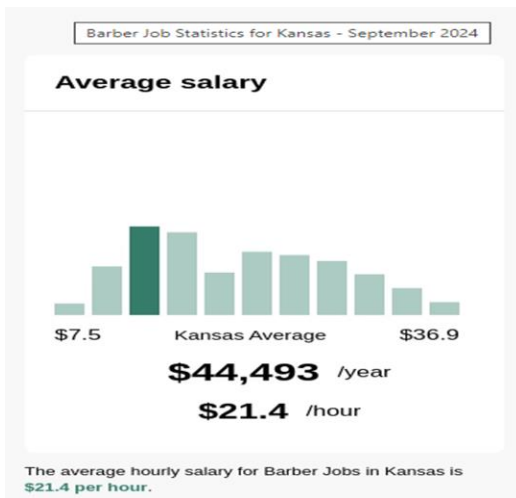
\$15 - \$20 an hour **Full-time** **Weekends as needed**

➤ Easily apply

- Valid cosmetology or **barber** license.
- As a Salon Stylist, you will have the opportunity to showcase your exceptional customer service skills, ensuring that each...

· [More...](#)

According to ZipRecruiter September 2024,

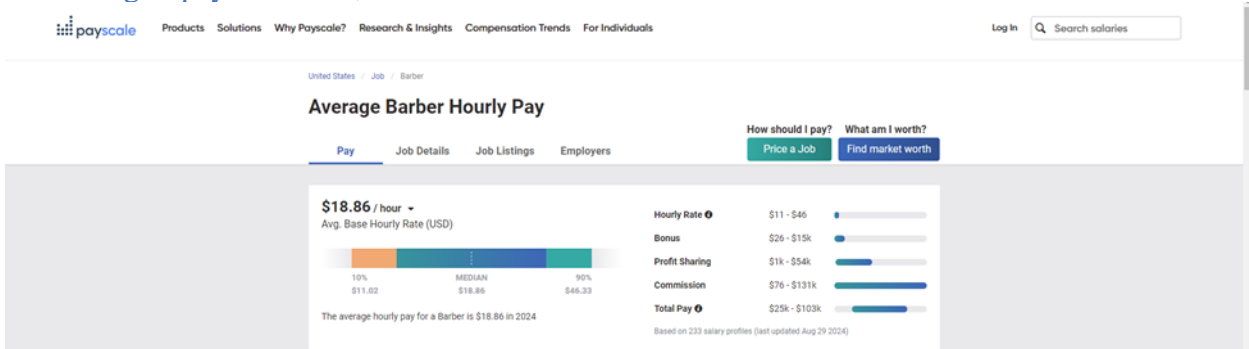


What Is the Average Barber Salary by State

Table View Map View

| State | Annual Salary | Monthly Pay | Weekly Pay | Hourly Wage |
|--------|---------------|-------------|------------|-------------|
| Kansas | \$44,493 | \$3,707 | \$855 | \$21.39 |

According to [payscale.com](https://www.payscale.com),



- Provide data from the most recent Perkins Comprehensive Local Needs Assessment recommendations, demonstrating the need for the program initiation.
 From the FY24-FY26 CLNA:
 (Needs assessment - Section 1, Q3, page 16)
 New Program – ONET projects faster than average growth of this occupation (5% to 8%) from 2022-2032 with an average of 730 job openings per year in the state.

 O-NET indicates a bright outlook for this occupation in Kansas, as well as nationwide, with a median wage of \$34,990 in the state.

 From the FY25 4-Year Plan (Section 2, page 10):
 This high-wage career field has a 13% job growth outlook for the state and there are no public colleges in Kansas with the program.
- Describe/explain any business/industry partnerships specific to the proposed program.
 No separate business/industry partnerships are specific to this program.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates exiting the system and employed.

HutchCC requests approval to offer this program as the only public state non-profit institution in Kansas. K-TIP data was not available for these programs. The curriculum and facilities have been set up to meet all Kansas Board of Barbering school requirements.

Presently KBOB approved private institutions offering barbering programs include:

- Bellus Academy - Manhattan
 - Fort Leavenworth Vocational Barber College (Facility Residents Only) - Fort Leavenworth (United States Disciplinary Barracks)
 - Headlines Barber Academy - Kansas City
 - Legends Barber College - Wichita
 - Govan Enterprises INC dba: Midwest Barber College – Topeka
 - Precision Studios Barber Academy LLC - Topeka
 - Old Town Barber College - Wichita
 - Paul Mitchell the School Wichita - Wichita
 - Vocational Barber College West (Facility Residents Only) - Fort Leavenworth (Midwest Joint Regional Correctional Facility)
- Was collaboration with similar programs pursued? Please explain the collaboration attempt, and if not pursued, rationale for why collaboration was not a viable option. (Recommend that collaboration opportunities be explored and documented with existing programs, examples include sharing best practices, recruitment and retention strategies, curriculum or equipment suggestions, working with business and industry on work-based learning opportunities, etc.)

Collaboration was not pursued with the other programs. Programs must offer coursework that satisfies all KBOB requirements to best prepare students to test to become state licensed.

Program Information

- List by prefix, number, title, and catalog description all courses (including prerequisites) to be required or elective in the proposed program.

Associate of Applied Science Program-Specific Courses (* = Courses Required for Certificate B)

Students have the option to take 38 credit hours to earn the Certificate B in Barbering. This certificate includes the seat time required by the Kansas Board of Barbering. This prepares students to then sit for the licensure exam. With the addition of 24 credit hours of general education courses and business courses a student may obtain an Associate of Applied Science degree totaling 62 total credit hours. An AAS degree prepares students to start their own barbering business.

BR100 Barbering I*

Theory and practice of basic barbering hair design decisions, cutting, and styling.

BR102 Barbering*

Application of haircutting methods with focus on maintaining safe working environment and professionalism as a barber.

BR110 Sanitation, Tools & Haircutting*

Haircutting fundamentals including barber instruments, haircutting, sanitation and sterilization.

BR111 Trichology & Histology of Hair*

Science of hair formation, growth, and structure with benefits of proper shampooing and scalp massage.

BR112 History of Barbering*

History of barbering industry and industry resurgence of barbering.

BR120 Hair Coloring*

Theory and principles of hair coloring, including hair characteristics and fundamentals of hair color and lighteners.

BR121 Chemistry & Pharmacology of Hair Services*

Theory and practice of barbering chemistry, pharmacology, and chemical texturizing.

BR160 Barbershop Services and Operations*

Professional management of a barbershop business including sales, equipment, sterilization, and selection of proper barber products for various hair types and textures.

BR161 Barbershop Service Techniques*

Haircutting methods to build barbering skills with the addition of nail care and manicures.

BR170 Kansas Laws, Licensing, and Ethics*

Successful barbershop operation and compliance with Kansas laws related to barbering. Preparation for career application upon licensure completion.

BR180 Clinical Experience Foundations*

Conducting barbershop business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.

BR200 Barbering III*

Theory and practice of barbering including skin, skin care, facials, the scalp, hair and their common disorders.

BR202 Barbering IV*

Barbering applications including head, face, and neck anatomy and electricity.

BR211 Men's and Women's Hair Design*

Artistic application of men's and women's hair styling in accordance with various clientele needs and requests.

BR220 Advanced Hair Techniques*

Application of advanced men's and women's haircutting as well as hair replacement systems for men.

BR260 Barbering Services*

Control of infection with knowledge of bacteriology. Exploration of additional barbershop options with singeing and hair tonics.

BR270 Shaving*

Proper techniques of shaving and professional maintenance of shaving tools.

BR280 Client Services*

Conducting barbershop business including caring for hair, interacting with clientele, and practicing barbering techniques in a live setting.

BR282 Clinical Experience Precision*

Management of the client salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.

BR284 Advanced Client Services*

Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in barbershop services.

BR286 Barbering Clinical Experience *

Application of barber services with polish and professionalism. This course includes mock practice for state licensure examination preparation.

Barbering Electives

AR101 Art Appreciation

Basic principles of composition, drawing and color theory emphasizing increasing awareness of the variety of visual expression from viewing works of art from past and present; hands-on experience in composition, color and drawing.

BU100 Small Business Accounting

Fundamentals of small business record keeping double entry, adjusting and closing entries, preparation of financial statements, payroll records.

BU101 Accounting I

Accounting fundamentals as applied to single proprietorships including accounting cycle, financial statements, inventory, notes, depreciation and accounting principles and concepts.

BU105 Introduction to Business

Economic environment, organization, management, labor, marketing, finance and career opportunities available in business; for both non-business and business majors.

BU109 Business Communications

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

BU111 Quickbooks

Application of accounting principles and concepts using cloud-based databases to establish and maintain accounting systems and records for proprietorships. Supports service and merchandising business use of integrated accounting software.

BU118 Introduction to Leadership

Introduction to the concept of leadership that provides an opportunity to develop essential leadership skills through study, observation and application.

BU121 Customer Service/Professional Image

Development of professional image and service attitude; business etiquette; conflict resolution; communications; adding value to customer relations.

BU141 Sales Management

Fundamental skills of selling including sales approaches, sales presentations and demonstrations, overcoming objections, suggestive selling and closing sales; personal motivation and human relations as they relate to selling; analysis of the techniques of selling.

BU142 Retailing

Aspects of retailing such as consumer behavior, product development, location, layout, retail math and other related topics with special emphasis placed on buying goods for resale.

BU145 Advertising

Techniques of effective, efficient, and ethical advertising in multiple media for various sizes of organizations.

BU151 Introduction to Entrepreneurship

Introduction to entrepreneurship and venture management as well as elements of success and failure in new ventures; identifying new opportunities and sources of data; the emphasis placed on the importance of development of a business plan.

BU152 Marketing Applications for Entrepreneurs

Market analysis, defining target markets and setting marketing objectives for a new or existing small business; specific strategies for achieving marketing objectives and identifying relevant aspects of product, price, place and promotion.

BU153 Financial Management for Entrepreneurs

Basics of financial management for a small business including financial statements, cash flow projections, methods of financing a small business and record keeping systems for the small business.

BU154 Business Management for Entrepreneurs

Operational aspects of setting up and managing a small business including forms of legal ownership, personnel policies, purchasing, inventory control, leadership styles and other management considerations.

BU156 Developing the Business Plan

Developing a comprehensive business plan for a small business venture with guidance and assistance from the instructor in the completion of the business plan.

BU202 Marketing

The scope and development of modern marketing including marketing research, forecasting, consumer buying behavior and consumer motivation with emphasis on the marketing manager's implementation of the marketing mix: product, price, promotion and place.

BU203 Management

Skills and processes needed to effectively, efficiently, and ethically manage people, projects, and tasks.

BU204 Advanced Small Business Management

Comprehensive look at the skills needed to successfully open and operate a new or existing business; business objectives; planning; organizing; staffing; financial statements; budgets; analysis of potential markets; financing of the business; location; layout; and legal forms of ownership.

General Education Block

- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

Semesters 1, 2, and 3 make up a Barbering Certificate B credential. The addition of semesters 4 and 5 complete the coursework needed to earn the Barbering Associates of Applied Science degree.

Full-time August Start

Semester 1

| | | |
|-------|---|-----|
| BR100 | Barbering I | 3 |
| BR110 | Sanitation, Tools & Haircutting | 3 |
| BR111 | Trichology & Histology of Hair | 1.5 |
| BR120 | Hair Coloring | 3.5 |
| BR121 | Chemistry & Pharmacology of Hair Services | 1.5 |
| BR160 | Barbershop Services and Operations | 1 |
| BR180 | Clinical Experience Foundations | 3 |

16.5

Semester 2

| | | |
|-------|------------------------------------|-----|
| BR102 | Barbering II | 1 |
| BR170 | Kansas Laws, Licensing, and Ethics | 1 |
| BR161 | Barbershop Service Techniques | 0.5 |
| BR112 | History of Barbering | 0.5 |
| BR211 | Men's and Women's Hair Design | 1.5 |
| BR200 | Barbering III | 1 |
| BR202 | Barbering IV | 0.5 |
| BR260 | Barbering Services | 0.5 |
| BR270 | Shaving | 3 |
| BR280 | Client Services | 2.5 |

12

Semester 3

| | | |
|-------|-------------------------------|-----|
| BR220 | Advanced Hair Techniques | 3.5 |
| BR282 | Clinical Experience Precision | 3 |
| BR284 | Advanced Client Services | 2 |
| BR286 | Barbering Clinical Experience | 1 |

9.5

Semester 4

| | | |
|--|---------------------------|---|
| | Barbering Electives | 3 |
| | General Education Options | 9 |

12

Semester 5

| | | |
|--|---------------------------|---|
| | Barbering Electives | 6 |
| | General Education Options | 6 |

12

- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
 - This program does not include multiple curricula.
- List any pertinent program accreditation available:
 - HutchCC has been working with the KBOB to become a licensed barbering college. Our application was approved by the KBOB. Nearing completion of a facility expansion, HutchCC will seek facility inspection and license from KBOB as our final phase of approval.
 - Once approved, the HutchCC Barbering program will open enrollment for the first class. Joining the active local advisory board, the program will remain current with industry changes and trends. The advisory board will help assure the program attends to curriculum, facility and equipment needs in addition to review of program goals and data. This board of industry partners will meet at least two times per year.
 - In addition to following KBOB aligned curriculum and upon initial KBOB facilities approval for the school, the facility will also be routinely inspected and licensed by the KBOB.
 - HutchCC will continue to maintain Higher Learning Commission accreditation for the institution.
- If the program/coursework will be made available to high school students, provide letters of support from local high schools and/or districts that intend to participate.
 - HutchCC plans to partner with area high schools to offer Barbering. The Hutchinson Career & Technical Education Academy, serves as a center that serves multiple high schools in the surrounding area. There letter of support shows great student interest and support for this program.



**HUTCHINSON CAREER & TECHNICAL
EDUCATION ACADEMY**

800 15TH CIRCLE
HUTCHINSON, KANSAS 67501-5832
TELEPHONE (620) 615-4123
FAX (620) 615-4203
E-MAIL riebel.travis@usd308.com

Travis Riebel
DIRECTOR OF CAREER & TECHNICAL EDUCATION

October 25, 2024

To: Technical Education Authority, Kansas Board of Regents

I am writing to express my strong support for Hutchinson Community College's proposal to establish a Barbering program at the Cosmetology Center. This initiative represents a meaningful opportunity for both our students and our community. By launching a program dedicated to the training and development of skilled barbers, Hutchinson Community College would fill a crucial gap in career and technical education and contribute to the economic vitality of the region.

The Hutchinson Career and Technical Education Academy at Hutchinson High School is proud to maintain a strong and unique partnership with Hutchinson Community College, which helps prepare students for post-secondary success through comprehensive technical training, industry-recognized credentials, work-based learning opportunities, certificates, and degrees. This collaboration enables us to offer dual-credit opportunities for high school students from Hutchison and the surrounding school districts. Establishing a Barbering program would add another valuable dimension to our shared mission, meeting both the workforce needs of our community and supporting students' goals by providing the specialized training necessary to pursue their passions and career ambitions.

At Hutchinson High School, students complete interest inventories where they reflect on their skills, interests, experiences, personality traits and explore potential career paths while developing an Individual Plan of Study (IPS). In reviewing the fall 2024 data for Hutchinson High School students, 78 students have either Cosmetology or Barbering as a top career match from their interest inventories. Additionally, 26 students have saved either Barbering or Cosmetology as their top career choice at this time. This student interest data supports the potential for a robust high school enrollment in the proposed Barbering program.

The addition of a Barbering program at Hutchinson Community College would not only complement the college's existing technical offerings but also align with the demonstrated career interests of our students.

Sincerely,

Travis Riebel
Director of CTE

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
- Our job description requires this position meet the following qualifications:
 - KBOB-Barber and Instructor licenses are required.
 - Evidence of effective teaching experience at the collegiate level preferred.
 - Associate or baccalaureate degree preferred.
 - Work experience in the barbering field.
- HutchCC plans to add a licensed Barber Instructor/Coordinator. The Program Coordinator and Faculty will report to the Department Chairperson who reports to the Vice President of Academic Affairs.
- All instructors will follow the KBOB regulations, including being a licensed barber and licensed barber instructor. Each instructor must pass the barber instructor exam administered by the KBOB. Industry experience is also regarded highly. Renewal of these licenses with the KBOB must also be completed annually. The professional development of faculty is essential and part of program budget planning. All instructors must also be current with license renewals. HutchCC also follows the Kansas Board of Regents and Higher Learning Commission credentialing specifications for faculty.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form**.
- Describe any grants (including requirements of the grant) or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.
- **Additional cost and funding documents to include as needed:**
 - Provide Excel in CTE fee details on the **CA-1b form** if the program will be offered to high school students and requesting approval for fees.
 - If the program is requesting Perkins funding, provide details on the **CA-1c form**.
 - If the program is requesting KS Promise Act eligibility, provide details on the **CA-1d form**.

Cosmetology at HutchCC began eight years ago. The program's facility space and similar needs in equipment/model allow for the seamless addition of a Barbering program. The models used for the Cosmetology clinic floor have also been successful. The addition of Barbering will add to this clinic floor success. HutchCC's calculations indicate this clinic floor revenue coupled with the addition of the program credit hours generated will create another ideal opportunity for students and program sustainability.

- Projected staff requirements: One full-time faculty salary, and benefit package will run approximately \$55,478 annually.
- Advising services: Advising/counseling services will be implemented using existing personnel. No additional costs will be necessary.
- Physical facilities: Also located at 200 E. 3rd Avenue is a fully equipped 3,059 square foot facility addition to our current Cosmetology building. Minimal cost increases are included in budgeting for the operation of this facility.
- Instructional equipment and materials: Student consumables are currently estimated at \$1830. This includes all barbering curriculum, textbooks, software, license, insurance and tool kit expenses.

- o Library requirements: The Rimmer Learning Resource Center on the HCC campus is an ideal resource. There are no additional needs at this time.
- o Contractual services/Clinical placements: The Cosmetology full-service client clinic floor runs through student application of curriculum, creating revenues of about \$53,000 per year. The Barbering clinic floor and retail income is anticipated to be an additional \$16,000 per year. Hutchinson Community College has existing contractual agreements for clinic floor software.
- o Accreditation: The initial application cost for the KBOB is \$500.

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Institution: Hutchinson Community College

Proposed Program: Barbering

IMPLEMENTATION COSTS

| Part I. Anticipated Enrollment | | Implementation Year | | |
|---|----|---------------------|---|----------------------------|
| Please state how many students/credit hours are expected during the initial year of the program? 10 students (380 total credit hours generated) | | | | |
| | | Full-Time | Part-Time | |
| A. Headcount: | | 10 | -- | |
| Part II. Initial Budget | | Implementation Year | | |
| A. Faculty | | Existing: | New: | Funding Source: |
| Full-time | #1 | \$ | \$55,478 | Tuition and Clinic Revenue |
| Part-time/Adjunct | # | \$ | \$ - | Tuition and Clinic Revenue |
| | | Amount | Funding Source | |
| B. Equipment required for program – part of lease (maintenance/update existing) | | \$16,500 | Capital Outlay Budget, Program Budget | |
| C. Tools and/or supplies required for the program | | \$ 21,200 | Tuition/Fees and Program Budget | |
| D. Instructional Supplies and Materials | | \$12,000 | Program Budget | |
| E. Facility requirements, including facility modifications and/or classroom renovations – part of lease | | \$11,000 | Tuition & Clinic Revenue General Fund | |
| F. Technology and/or Software | | \$4,000 | Program Budget (instructor computer & office setup) | |
| G. Other (Marketing and Recruiting) | | \$1,850 | General Fund | |
| Other (Professional Development) | | \$2,000 | Program Budget | |
| Total For Implementation Year | | \$124,028 | | |

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

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? 40 students (20 per year) and (1230 total credit hours generated) | | | | |
| | | Full-Time | | Part-Time |
| A. Headcount: | | 20 | | 20 |
| Part II. Ongoing Program Costs | | First Two Years | | |
| A. Faculty | | Existing: | New: | Funding Source: |
| Full-time | #1 | \$55,478 | \$ - | Tuition and Clinic Revenue |
| Part-time | #1 | \$ - | \$30,000 | Tuition and Clinic Revenue |
| | | Amount | | Funding Source |
| B. Equipment required for program | | \$3,000 | | Program Budget/Capital Outlay |
| C. Tools and/or supplies required for the program | | \$76,100 | | Tuition/Fees and Program Budget |
| D. Instructional Supplies and Materials | | \$12,000 | | Program Budget |
| E. Facility requirements, including facility modifications and/or classroom renovations | | \$8,500 | | Tuition & Clinic Revenue General Fund |
| F. Technology and/or Software | | \$1,500 | | Program Budget |
| H. Other (Marketing and Recruiting) | | \$1,850 | | General Fund |
| Other (Professional Development) | | \$3,000 | | Program Budget |
| Total For Program Sustainability | | \$191,428 | | |

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

Clinic and retail income: approximately \$16,000 per year.

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

- High school students will not be charged fees for this program.

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

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

Program Eligibility

Any program receiving Perkins funds must be designated as a technical program by KBOR.

Definition of a technical program may be found in state statute K.S.A. 72-1802.

Program Levels:

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

Stand-Alone Parent Program (SAPP) criteria:

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

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

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

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

| | |
|--|--|
| Name of Institution | Hutchinson Community College |
| Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i> | Jessica Fortner, Curriculum & Program Improvement Coordinator, 620-665-3353, fortnerj@hutchcc.edu |
| Name, title, phone, and email of the Perkins Coordinator | Karen Linn, Perkins Coordinator, 620-694-2470, linnk@hutchcc.edu |
| Program Name | Barbering |
| Program CIP Code | 12.0402 |
| Educational award levels <u>and</u> credit hours for the proposed request(s) | Associate of Applied Science – 62 credit hours Certificate B – 38 credit hours |
| Number of concentrators for the educational level | Our projected enrollment is for 10 students in our implementation year with an increase of 20 students (10 full-time and 10 part-time) each consecutive year. |
| Does the program meet program alignment? | N/A |
| How does the needs assessment address the occupation and the program <i>(provide page number/section number from the CLNA and describe the need for the program)</i> | <p>From the FY24-FY26 CLNA: (Needs assessment - Section 1, Q3, page 16) New Program – ONET projects faster than average growth of this occupation (5% to 8%) from 2022-2032 with an average of 730 job openings per year in the state.</p> <p>KSDOL does not have demand data for this program, but Kansas Works shows 337 job openings within 50 miles of Hutchinson (1/25/2024). O-NET indicates a bright outlook for this occupation in Kansas, as well as nationwide, with a median wage of \$34,990 in the state.</p> <p>From the FY25 4-Year Plan (Section 2, page 10): This high-wage career field has a 13% job growth outlook for the state and there are no public colleges in Kansas with the program. HutchCC is in the KBOR approval process.</p> |
| Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i> | Perkins funds will be used to purchase equipment. |

Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2022)

| | |
|--|------|
| Pursuant to Americans with Disabilities Act, the proposed program will be offered in a location or format is fully accessible, according to applicable ADA laws? <i>(Contact Board staff for technical assistance if there are questions regarding accessibility)</i> | Yes. |
|--|------|

Signature of College Official

Ericia Paramore

Date

11/14/24

Signature of KBOR Official

Date

Program Review and Assessment

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

The Barbering program will follow the institution’s program review procedure, which entails a comprehensive review every five years. Part of the program review is to analyze student success, retention, and completion data. Program and course outcomes are analyzed through active curriculum mapping. Industry advisory boards help steer the program through their valuable input and expertise. Yearly action projects and project updates are required. Faculty are evaluated administratively and by students regularly. We have plans to make revisions and adjustments to the program curriculum after the first year of implementation.

Provide copies of the minutes at which the new program was approved from the following groups:

- Program Advisory Committee
 - Local Barbers have been asked to join our advisory board. The curriculum has been created based on the KBOB requirements.
 - Curriculum Committee
 - Governing Board
- (Including a list of all Board members and indicate those in attendance at the approval meeting)*

Hutchinson Community College
Cosmetology Advisory Committee Meeting
March 27, 2017

Members Present: Sheila Smith (Regis), Maisie Friend (JCPenney Salon), Kathy McGillivray (The Edge), Jamie McComas (The Phoenician), Sara Nowlan (Ulta), Lisa Schneider (Great Clips).

Faculty, Staff Present: Alex Hass, Stevie Gulick, Jeanna Esparza, Jillene Cunningham, Dr. Cindy Hoss, Dr. Carter File, Steve Porter, Nicki Dame.

| Agenda Item | Discussion |
|-----------------|--|
| Introductions | Meeting began at 2:00 PM. Alex Hass welcomed everyone to the meeting. Members introduced themselves. |
| Minutes | No Minutes. This is the first advisory meeting for Cosmetology. |
| Program Changes | HCC took over Sidney’s June 2016. HCC Cosmetology still maintains current curriculum they were using and offers 45 credit hours for Certificate, plus 19 credit hours of gen eds for AAS Degree. Enrollment numbers -June 2016 (8 students), January 2017 (14 students). Can take up to 20 students in class. The program has June and January start dates with financial aid and work study available for students. All floor eligible. |
| Curriculum | Continuing to use Pivot Point International. With Pivot Point, students have online access to videos, universal techniques, etc. Areas of focus-current trends. Industry members discussed current styling products they use and sell to clients. Industry members suggested to encourage clients to buy styling product from their stylists. Majority of members use Redken styling products and |

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| | coloring, along with Scruples, Joico and Matrix. Also discussed possibility of barbering program being added down the road. Barbering requires separate license and hours vary by state. There is need for more nail technicians. State Board exam requires passing acrylic nails technique. Nail class currently taught is an elective. Stevie Gulick suggested that “new trends” day is a good time for industry members to come and the program. Front desk software-HCC Cosmetology currently uses Leprechaun salon software. Other types of front desk software used by industry: Meevo, Shortcuts, and Salon Iris. |
| Future Courses | Instructor Program-for licenses, program a little more exclusive. Runs 2 semesters with 300 hours if you already have cosmetology license, and 450 hours if you have less training. Industry members agreed that Instructor Program is beneficial. Discussed students shadowing industry members. Industry Training Needs-Discussed additional training for hair/eyelash extensions, full body waxing, and spray tanning. Maybe offer such courses as elective or as continuing education courses. Instructors have to have a certain number of CE classes. |
| Next Meeting | Alex stated that HCC Cosmetology advisory committee will meet twice a year, Fall and Spring Semesters. |
| Student Competition | Jillene Cunningham suggested possibly having a student competition with industry members as judges. Maybe coming up in October, before the holidays. Also encouraged industry to come and visit with current students, students are there until 7 PM on Thursdays. Will also send members a link for Career Zone for Career Fair held every February. |
| Thank you/Adjournment | Meeting adjourned @ 2:52 PM. Alex Hass thanked members for attending and for their input and support for the program. |
| Tour | Facility tour given by Alex, Stevie and Jeanna. |

Submitted by: Nicki Dame, Technical Education Secretary

**Hutchinson Community College
Cosmetology Advisory Committee Meeting
November 6, 2017**

Members Present: Jarrett Archer, Kathy McGillivray, Tony Rivera, Sara Nowlan, Thomas Widows, Sherri Miller.

Faculty, Staff Present: Alex Hass, Stevie Gulick, Jillene Cunningham, Dr. Carter File, Steve Porter, Nicki Dame.

| Agenda Item | Discussion |
|---------------|--|
| Introductions | Meeting began at 2:00 PM. Alex Hass welcomed everyone to the meeting and industry members introduced themselves. |

| | |
|------------------------------|---|
| Minutes | A copy of the minutes from March 27, 2017 meeting was provided. |
| Update on Classes | 20 students currently enrolled in the program, 15 (so far) enrolled for spring '18 semester which starts January 8 th . Program will have 10 students finishing up their 1500 hours in December. Program will have a "Cosmetology Club" where students can get involved in many different types of activities. And also possibly an alumni cosmetology group starting next semester. Alex will keep everyone updated on status of club. |
| Program Changes | Cosmetology classes will have new books for '18 spring semester provided by Pivot Point. Some portions of book work can be done online. Current uniforms will be replaced with smocks w/cosmetology logo on them. |
| Review Instructor Curriculum | Handout of the Cosmetology Instructor Curriculum was provided and discussed. Prior learning credit will be considered. There will be no fees involved. There is a charge for testing out, but not all courses are test out eligible. KBOC requires 100 hours in teaching and methodology training before submission of Instructor-In-Training permit request. |
| SkillsUSA State Competition | Competition will be held in Hutchinson April 24-27. Cosmetology will be involved this year with competition. Jillene asked if any industry members would be interested in being hosts, judges, etc. Members are on board for event. Will make contact with them when provided with more information on the schedule for cosmetology competition. |
| Current Trends in Industry | Alex asked members what teaching trends the program should focus on; and areas lacking. Discussed advanced haircuts, coloring, know your color tones, hair products, customer service, marketing, appearance (looking professional at your job). Also discussed eyelash extensions, barbering, waxing, makeup tattooing, and esthetics. |
| CareerZone-Interview Process | Alex discussed with members what they are looking for when hiring employees. Members stated that appearance, good customer services skills and reliability is a must. Jillene also discussed CareerZone and its benefits to employers when they are looking to hire and how the students communicate with them through CareerZone. Students can upload and post their resumes and portfolios for employers to review. Members really show in interest in having students shadow them for a day at their salons. But at the moment students can only shadow at other salons with instructors. Thomas Widows suggested all members to contact KBOC regarding changing requirements to allow 6 hours of shadowing from students. |
| Continuing Ed Classes | Steve Porter discussed with members possible CE classes targeting demand areas such as supervision, customer service, work ethics, etc. |
| Thank You/Adjournment | Meeting adjourned at 3:27 PM. Alex thanked everyone for attending and for their valuable input on the program. Industry members stated that they are very impressed with students from the program. |

Submitted by: Nicki Dame, Technical Education Secretary

**Cosmetology
Virtual Advisory Committee Meeting Feedback
March 16, 2020**

Members Present: Sheila Smith (Hair About U), Teresa Steele, Kimberly Oberle (Head Quarters), Archer Jarrett (Archer & Co).

HutchCC Faculty, Staff Present: Alex Hass, Jillene Cunningham, Jeanna Esparza, Stevie Gulick, Dr. Cindy Hoss, Dr. Carter File, Steve Porter, Nicki Dame.

| Agenda Item | Discussion |
|------------------|---|
| Introductions | Due to Covid-19 face-to-face meeting was canceled for 3-16-20. A Cosmetology virtual meeting with industry members took place on 4-30-20. |
| Minutes | Minutes from November 18, 2019 approved as written. |
| Industry Updates | <p>Alex Hass stated that students are currently learning online with some days planned to meet in person in May. June classes will be taught both online and face-to-face. Masks have been provided for the students when meeting face-to-face and will be adhering to KDHE & KBOC requirements when salon re-opens. Alex asked of members what their salon is doing to practice safe sanitation?</p> <p><u>Archer Jarrett</u>-Following the required KBOC practices and CDC guidelines in relation to guest services with social distancing guidelines applied. Employees will be wearing proper gear and hand sanitizers readily available for clients and staff. We are limiting the number of guests according to guidelines to only those receiving services with no walk-in service at this time.</p> <p><u>Sheila Smith</u>-Wearing mask and cleaning in between clients.</p> <p><u>Kimberly Oberle</u>-When services resume, will be requiring clients to stay in their car and call when ready for them to enter the building. 1 client per stylist. 10 minutes in between clients for sanitizing. Upon entering the building, client will wash hands, will then provide them with a mask and gloves which they will wear throughout their appointment. Stylists will also do the same. No neck strips and reusing of capes. Clients will be asked to sign a waiver of liability. Social distancing guidelines will be followed.</p> <p>Current Industry Trends: Alex Hass stated that Stevie Gulick teaches New Trends and they are about halfway through the program. Current focuses include: balayage, ombre, shadow roots and long bob cuts. Alex asked of industry members what new trends are they seeing that the program should focus on?</p> <p><u>Archer Jarrett</u>-Suggested art of hairdressing foundations & how they apply to modern and retro styles.</p> |

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| | <p><u>Sheila Smith</u>-Texturizing technics.</p> <p><u>Kimberly Oberle</u>-Men's cuts: Mullet/permed, bald fade, fade with long permed top. Women: Cool toned colors and highlights as opposed to warmer shades. Bangs and more blunt cuts. More perms for body, those with long hair going a bit shorter.</p> <p>Perkins Requests: Alex Hass discussed Perkins Grant, that they apply for every year to cover new equipment as well as continued education for instructors. This year they applied for new equipment upgrades for new facial beds and steamers and an electrology machine. Can industry members think of any items to be considered for the future?</p> <p><u>Archer Jarrett</u>-Equipment related to new barbering curriculum, boards & brushes related to free-form color techniques.</p> <p><u>Kimberly Oberle</u>-HutchCC has a good selection of tools provided to use in the student kits. Would suggest different types of hot tools for experimenting with different styling techniques. Having a few of these items would help increase knowledge and skills for the students and then they would have a better idea of which tools they want to utilize in the salon.</p> <p><u>Teresa Steele</u>-This is AWESOME News! So nice for the future professionals to have the opportunity of experiencing new and updated equipment.</p> <p>Shadowing Hours & Apprenticeships: Alex Hass asked of industry members if they were still interested in participating in creating a task force to work with KBOC, and to come up with an apprenticeship/shadowing program for the students.</p> <p>Industry members are all on board with the idea.</p> |
| Program Updates | <p>Enrollment Update:</p> <ul style="list-style-type: none">• June 2020 class-6 enrolled• January 2020 class-12 continuing• June 2019 class-12 finishing <p>Curriculum Changes: Curriculum has broken up into smaller chunks, with number of courses students take will increase, but overall credit and hour content stay the same. This will allow us to offer part time program in the future, with extension to high school and potential students who want to enroll in Cosmetology part time. The broken-up classes will also blend well with barber students who wish to earn their license. Jillene Cunningham, HutchCC Dept 2 Co-Chair stated that HutchCC currently has internal approval from Curriculum Committee, Representative Assembly and Board of Trustees to add Barbering Certification (38 credit hours) and Barbering Associate of Applied Science Degree</p> |

| | |
|-----------------------|--|
| | <p>(62 credit hours). We have moved to the next phase and applied for approval with the state entities. This program could have the first offering as early as this August 2020 semester. We plan to begin with a full-time program followed by a part-time offering in the near future. All barbering courses are separate from cosmetology courses. Students will be able to take the Barbering program on its own. A crosswalk has also been done between the two curriculums so that already licensed Cosmetologist may complete 16.5 credits (approximately 655 of the total 1376 clock hours) to prepare to sit for the state Barbering licensure exam and become dual licensed. We are hopeful and excited for the opportunity to provide this program to HutchCC students and the state of Kansas. Curriculum files attached for review.</p> |
| Announcements | <p>Fall 2020 Meeting-We will have next meeting in the fall of 2020. Meeting is typically held on Monday over lunch hour.</p> <p><u>Archer Jarrett</u>-Monday's are always good, but the amount of notice given in the past should allow for optional day/ times. Would prefer earlier or later times on another day.</p> <p><u>Sheila Smith</u>-That would be fine.</p> |
| Thank you/Adjournment | <p>Alex Hass thanked everyone for coming and hoped they were staying safe.</p> |

Submitted by: Nicki Dame, Technical Education Secretary 5-19-20

**Hutchinson Community College
Cosmetology Advisory Committee Meeting
October 12, 2020**

Members Present: Archer Jarrett (Hayden's & Co.), Sheila Smith (Hair About U), Stephanie Luna & Lisa Schneider (Great Clips), Kimberly Oberle (Head Quarters), Jason Strong (The London Barber).

Faculty, Staff Present: Alex Hass, Stevie Gulick, Jillene Cunningham, Dr. Carter File, Dr. Cindy Hoss, Nicki Dame.

| Agenda Item | Discussion |
|------------------|---|
| Introductions | Meeting began @ 10:00 AM. Alex welcomed everyone to the meeting. Industry members introduced themselves and which salon they represent. |
| Minutes | Minutes from March 16, 2020 Virtual meeting shared as presented. |
| Industry Updates | <ul style="list-style-type: none"> • January 2020 Class-11 students (Graduate in December). |

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|--------------------------------|--|
| | <ul style="list-style-type: none"> • June 2020 Class-7 students (Classes started out hybrid, then back to full schedule in July). • January 2021 Class-18 students enrolled so far. |
| <p>COVID Update</p> | <ul style="list-style-type: none"> • Changes we have made to keep students safe and in school-Cosmetology building opened back up to the public September 1st, and following safety guidelines. Clients and students have been very cooperative due to current circumstances. • Alex asked of industry members what are they doing to maintain sanitation?-Stephanie & Lisa (Great Clips) has been taking sanitizing to next level. Jason (The London Barber)-asked industry a COVID related question: Are salons collecting their booth rent on time? Most industry members aren't having any problems so far with booth rent. |
| <p>Kit & Class Changes</p> | <ul style="list-style-type: none"> • Program student kits have been updated to include texture men's babe heads. It's important for students to know how to style the heavier textured hair such as dreadlocks, etc. Industry is in need for stylists that know how to style that type of hair. Textured hair takes longer to shampoo, style, color process, etc. Learning the proper chemical treatments to use on coarse hair is also very important. Long hair babe heads have been updated to full human hair versus ones that were half synthetic (which burns easy) and half human hair. Books added: Salonability-advanced cut and color techniques. This book will be introduced in Stevie's New Trends class. Tapered Cuts and Fades Book will be used for Barbering program. |
| <p>Salon Tours</p> | <p>Stevie Gulick discussed possible salon tours with split groups due to COVID. Industry members all approved with the tours continuing during these circumstances. Stevie would like to start tours in November and possibly on Thursdays. Kimberly Oberle said she could contact salons in the Great Bend area to see if they would be interested in having Stevie's group tour. Kimberly can also get them in contact with a mortuary in Great Bend regarding a group tour. Some students have shown an interest in styling for the deceased. Archer Jarrett said they can provide a virtual tour of their salon if needed.</p> |
| <p>Updates</p> | <ul style="list-style-type: none"> • Barbering Program-Curriculum has been approved, waiting for facility approval. Barbering area will have to be separated out from the main salon floor with its own entrance to that area. Cosmetology students would need an additional 500 hours for completing Barbering Program. One person will be in charge of the program for now. Stevie is |

| | |
|-------------------------|--|
| | <p>interested in being the Coordinator/Instructor for the Barbering program.</p> <ul style="list-style-type: none"> Part-time Cosmetology Program-Is aimed at high school students to get a start on their 2 year degree. Alex is working on the schedule. |
| SkillsUSA State Contest | Contest is still planned for April 26-30, 2021, with main part of competition taking place on campus April 29 th . Cosmetology competition still in need of chairs and judges. |
| Next Meeting | Discussed date and time for Spring '21 meeting. Mondays seem to be the best day to meet. Reminder email will be sent out once date and time has been confirmed. |
| Thank you/Adjournment | Meeting adjourned at 10:47 AM |

Submitted by: Nicki Dame-Technical Education Secretary

**Program Approval at the Institution Level
CURRICULUM COMMITTEE**

DATE: **March 16, 2020**

TIME: *Electronic Meeting*

PRESENT: Travis Booe, Nathan Buche, Tracy Chadwick, Jeff Deal, Dr. Ryan Diehl, Bernadett Dillon, Teri Eckhoff, Dr. Cindy Hoss, Robert Kelly, Derek Law, Christina Long, Dennis Luebbbers, Victor Martinez, Dr. Brian Nuest, Sandy Pangburn, Dr. Tricia Paramore, Kimberly Parsons, Steve Porter, Sam Ramakrishana, Kristie Torgerson, Bobby White

ABSENT:

GUESTS:

| AGENDA | DISCUSSION | ACTION/RECOMMENDATION |
|--|---|-----------------------|
| <p>1. Dept. I – Allied Health A. Course Modification (Credit Hours) – PN115 KSPN Foundations of Nursing Clinical-2 Cr. Hrs. B. Program Modification – Certificate C Practical Nurse (LPN) C. Course Modification (Outcomes/Credit Hours) – HR103 Health Information Processes-4 Cr. Hrs. D. Course Modification (Prerequisite) – HR202 ICD-10 Coding for Long Term Care-2 Cr. Hrs. E. Course Modification (Title/Prerequisite) – HR203 HIM Virtual Lab I-1 Cr. Hr.</p> | <p>All discussions were held in LearningZone.</p> | |

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| <p>F. Course Modification (Title/Description) – HR211 HIM Virtual Lab II-1 Cr. Hr.</p> <p>G. Course Modification (Prerequisite) – HR214 Health Statistics-2 Cr. Hrs.</p> <p>H. Course Modification (Title/Description/Prerequisite) – HR217 Health Record Lab I-1 Cr. Hr.</p> <p>I. Course Modification (Title) – HR218 Health Record Lab II-1 Cr. Hr.</p> <p>J. Course Modification (Description/Prerequisite) – HR228 Healthcare Analytics-2 Cr. Hrs.</p> <p>K. Course Modification (Prerequisite) – HR260 Cancer Registry Structure and Management-3 Cr. Hrs.</p> <p>L. Course Modification (Prerequisite) – HR261 Cancer Registry Operations-3 Cr. Hrs.</p> <p>M. Course Modification (Prerequisite) – HR262 Cancer Disease, Coding, and Staging</p> <p>N. Course Modification (Prerequisite) – HR263 Oncology Treatment and Coding-3 Cr. Hrs.</p> <p>O. Course Modification (Prerequisite) – HR264 Follow-Up, Data Quality, and Utilization-4 Cr. Hrs.</p> <p>P. Course Modification (Prerequisite) – HR265 Abstracting Methods-3 Cr. Hrs.</p> <p>Q. Course Modification (Prerequisite) – HR266 Multiple Primary and Histology & Hematopoietics-2 Cr. Hrs.</p> <p>R. New Course – HR229 Healthcare Leadership-3 Cr. Hrs.</p> <p>S. Program Modification – Certificate C-Healthcare Coding</p> <p>T. Program Modification – AAS- Health Information Management</p> <p>U. Program Modification – AAS Health Information Management- Emphasis in Cancer Registry Management</p> | | |
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| <p>2. Dept. II – Agriculture, Business, Computers and Technology</p> <p>A. Course Modification (Title/Description/Outcomes) – IS182 Cisco CCNA I/Networking I-3 Cr. Hrs.</p> <p>B. Course Modification (Description/Outcomes) – IS183 Cisco CCNA II-3 Cr. Hrs.</p> <p>C. Course Modification (Description/Outcomes) – IS184 Cisco CCNA III-3 Cr. Hrs.</p> <p>D. Program Modification – Certificate B Networking-Emphasis in Security</p> <p>E. Program Modification – AAS Networking-Emphasis in Security</p> <p>F. Program Modification – Certificate A Networking</p> <p>G. Program Modification – AAS Networking</p> <p>H. Course Modification (Outcomes) – DR101 Technical Drafting-3 Cr. Hrs.</p> <p>I. Course Modification (Prerequisite) – DR102 Machine Drafting-5 Cr. Hrs.</p> <p>J. Course Modification (Description/Outcomes/Credit Hours/Prerequisite) – DR107 Construction Drafting-3 Cr. Hrs.</p> <p>K. Course Modification (Description/Outcomes) – DR119 3D Parametric Modeling I-3 Cr. Hrs.</p> <p>L. Course Modification (Outcomes) – DR219 3D Parametric Modeling II-3 Cr. Hrs.</p> <p>M. Program Modification – AAS Computer Drafting Technology</p> <p>N. Course Modification (Title) – BU141 Sales Management-3 Cr. Hrs.</p> <p>O. Course Modification (Title/Outcomes) – BU142 Retailing- 3 Cr. Hrs.</p> <p>P. Course Modification (Title/Description/Outcomes) – BU145 Advertising-3 Cr. Hrs.</p> <p>Q. Course Modification (Title/Description/Outcomes) – BU203 Management-3 Cr. Hrs.</p> | <p>All discussions were held in LearningZone.</p> | <p>Because of recent events involving COVID-19 and guidelines set forth by the CDC, the Curriculum Committee meeting was held electronically. All items were approved by an electronic majority vote.</p> |
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| <p>R. New Course – BR100 Barbering I-3 Cr. Hrs. S. New Course – BR102 Barbering II-1 Cr. Hr. T. New Course – BR110 Sanitation, Tools, & Haircutting-3 Cr. Hrs. U. New Course – BR111 Trichology & Histology of Hair-2 Cr. Hrs. V. New Course – BR112 History of Barbering-.5 Cr. Hrs. W. New Course – BR120 Hair Coloring-3.5 Cr. Hrs. X. New Course – BR121 Chemistry & Pharmacology of Hair Services-1.5 Cr. Hrs. Y. New Course – BR160 Barbershop Services & Operations-1 Cr. Hr. Z. New Course – BR161 Barbershop Service Techniques-.5 Cr. Hrs. AA. New Course – BR170 Kansas Laws, Licensing, & Ethics-1 Cr. Hr. BB. New Course – BR180 Clinical Experience Foundations-3 Cr. Hrs. CC. New Course – BR200 Barbering III-1 Cr. Hr. DD. New Course – BR202 Barbering IV-.5 Cr. Hrs. EE. New Course – BR211 Men’s and Women’s Hair Design-1.5 Cr. Hrs. FF. New Course – BR220 Advanced Hair Techniques-3.5 Cr. Hrs. GG. New Course – BR260 Barbering Services-.5 Cr. Hrs. HH. New Course – BR270 Shaving-3 Cr. Hrs. II. New Course – BR280 Client Services-2.5 Cr. Hrs. JJ. New Course – BR282 Clinical Experience Precision-3 Cr. Hrs. KK. New Course – BR284 Advanced Client Services-2.5 Cr. Hrs. LL. New Course – BR286 Barbering Clinical Experience-1 Cr. Hr. MM. New Program – Certificate B-Barbering NN. New Program – AAS-Barbering</p> | | |
| <p>3. Dept. III – Fine Arts & Humanities</p> | <p>No action taken.</p> | |

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| <p>4. Dept. IV – Natural Science, Social Science & Mathematics A. Course Modification (Title) – PE185 Exercise Physiology-3 Cr. Hrs.</p> | <p>All discussions were held in LearningZone.</p> | |
| <p>5. Dept. V – Public Safety A. Course Modification (Credit Hours) – LE121 Firearms Safety and Marksmanship-1 Cr. Hr. B. Course Modification (Outcomes/Credit Hours) – LE122 Firearms I-1 Cr. Hr. C. Course Modification (Credit Hours) – LE217 Police Science Capstone-1 Cr. Hr. D. New Course – LE117 Law Enforcement Operations & Procedures Lab-1 Cr. Hr. E. New Course – LE118 Law Enforcement Wellness-1 Cr. Hr. F. New Course – LE130 Police Science Orientation-1 Cr. Hr. G. New Course – LE209 Investigating a Homicide-1 Cr. Hr. H. Program Modification-Certificate C-Police Science-Law Enforcement I. Program Modification-AAS-Police Science-Law Enforcement J. Course Modification (Title/Description/Outcomes/Credit Hours/Prerequisite) – EM120 Advanced EMT I-9 Cr. Hrs. K. New Course – EM122 Advanced EMT II-3 Cr. Hrs. L. New Program – SAPP-Advanced EMT</p> | <p>All discussions were held in LearningZone.</p> | |
| <p>6. Other</p> | | <p>Because of recent events involving COVID-19 and guidelines set forth by the CDC, the Curriculum Committee meeting was held electronically. All items were approved by an electronic majority vote.</p> |

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| Next meeting | Monday, April 20, 2020 | |
| Adjournment | | |

Respectively submitted by:
Marie Gianakon

REPRESENTATIVE ASSEMBLY

Minutes

Thursday, April 2, 2020 - 3:30 P.M.

Justice Theater – Shears Technology Center / Zoom

Dr. File called the meeting to order.

Roll Call

In attendance: Ken Baker, Anita Biel, Julie Blanton, Brett Bright, Nathan Buche, Michelle Carey, Rex Cheever, Dr. Rhonda Corwin, Jillene Cunningham, Dr. Ryan Diehl, Brad Fenwick, Dr. Carter File, Josh Gooch, Debbie Hackler, Emily Hemmerling, Dana Hinshaw, Dr. Cindy Hoss, Cindy Keast, Christopher Lau, Brooks Mantooth, Cliff Moore, Loren Morris, Dave Mullins, Dr. Tricia Paramore, Tina Peevyhouse, Travis Pike, Steve Porter, Cynthia Rapp, Don Rose, Todd Sazama, Denny Stoecklein, Corbin Strobel, Kristie Torgerson, Brea Turner, Ben Williams
Absent: Glenn Acheson, Leah Chandler, Nick Dryden, Jake Gunden, HNFA, Christina Long, SGA,

Approval of Agenda

A motion was made by Michelle C. to approve the agenda, seconded by Dr. Paramore. Motion passed unanimously.

Approval of Minutes

A motion was made by Cynthia R. to approve the minutes from the March 5, 2020 meeting, with a second by Dr. Diehl. Motion passed unanimously.

Enrollment

Corbin S. briefly reported on headcount and credit hour numbers for Spring, Summer and Fall of 2020. Due to all activities on campus being suspended due to COVID-19 guidelines, Admissions is working on new processes for enrollment dates. Students still have the ability to enroll on their own. Students can no longer withdraw themselves from a class, it has to be done through their advisor.

Committee Reports

a. Teaching & Learning

No report

b. Curriculum Committee

The department chairs reviewed the course/program modifications for their departments. A motion was made by Michelle C. to approve the March Curriculum Report and seconded by Dr. Paramore. Motion passed unanimously.

c. Professional Development and Training

No report

d. Institutional Effectiveness

No report

e. Regulatory Compliance and Due Process

No report

f. Institutionwide Council

No report

g. Advising

No report

h. Human Resources Update

Brooks M. briefly shared information on the Families First Coronavirus Recovery Act (FFCRA) and FMLA. Only for those diagnosed with COVID-19 or caring for person with COVID-19. It is effective through December 31.

i. IT Update

Loren M. asked the group for any questions or concerns they might have. Brief discussion of appreciation for help with getting classes online.

j. HLC Update

Dr. Hoss gave updates on the chapters for the HLC report.

k. Strategic Planning

Dr. Paramore reported there was no meeting in March. Reminded the team to read and review SP proposals prior to the next meeting.

l. Marketing Update

KWCH will run a short video with Dr. File on how HutchCC is adapting to online learning during current situation. Marketing is moving forward with projects. Questions about projects or website can be emailed to marketing@hutchcc.edu.

m. Student Dining Facility Update

Julie B. gave a brief report from the recent construction meeting with contractors and architects.

n. Student Government Association

Denny S. reported the students are moving forward with the selection of the Dragon Educator of the Year and election of SGA officers 20-21.

o. State Update

Dr. File briefly reported on the state finances for higher education, in regards to the current situation.

p. Announcements

Traditional Commencement has been cancelled, with a “virtual ceremony” planned. The Commencement Committee is currently working out the details. Classes for summer are still scheduled for face-to-face. A final decision will be made May 1 whether to change classes to online.

q. Process Check

Dr. File reported the 2nd reading of the revised #1021 Technical Program - Retraining Guarantee will be presented for approval at the 4/9 BOT meeting.

r. Adjournment

A motion was made by Corbin S. and seconded by Dr. Paramore to adjourn the meeting. Meeting adjourned at 4:29 p.m. Respectfully submitted, Robin Woodworth Administrative Assistant to President

RA Minutes - 04.02.20

Hutchinson Community College Curriculum Report March 2020

Department I: Allied Health

1 Course Credit Hour Modification:

PN115 KSPN Foundations of Nursing Clinical-2 Cr. Hrs.

1 Course Outcome/Credit Hour Modification:

HR103 Health Information Processes-4 Cr. Hrs.

9 Course Prerequisite Modifications:

HR202 ICD-10 Coding for Long Term Care-2 Cr. Hrs.

HR214 Health Statistics-2 Cr. Hrs.

HR260 Cancer Registry Structure and Management-3 Cr. Hrs.

HR261 Cancer Registry Operations-3 Cr. Hrs.

HR262 Cancer Disease, Coding, and Staging-4 Cr. Hrs.

HR263 Oncology Treatment and Coding-3 Cr. Hrs.

HR264 Follow-Up, Data Quality, and Utilization-4 Cr. Hrs.

HR265 Abstracting Methods-3 Cr. Hrs.

HR266 Multiple Primary and Histology & Hematopoietics-2 Cr. Hrs.

1 Course Title/Prerequisite Modification:

HR203 HIM Virtual Lab I-1 Cr. Hr.

1 Course Title/Description Modification:

HR211 HIM Virtual Lab II-1 Cr. Hr.- Application of health information course material designed for technical functions such as ICD-10-CM/PCS coding, CPT coding, MS-DRG assignment, quality improvement, risk management, utilization review, cancer registries, and health statistics.

1 Course Title/Description/Prerequisite Modification:

HR217 Health Record Lab I-1 Cr. Hr.-Applications in release of information policies and procedures, computation of health care statistics, and general health information practices.

1 Course Title Modification:

HR218 Health Record Lab II-1 Cr. Hr.

1 Course Description/Prerequisite Modification:

HR228 Healthcare Analytics-2 Cr. Hrs.-Basic statistics concepts and principles of data evaluation and analytics specific to the field of Health Information Management.

1 New Course:

HR229 Healthcare Leadership-3 Cr. Hrs.-Management principles from a healthcare viewpoint, presenting a foundation and path for sound management practice and decision-making for professionals in current healthcare environment.

3 Program Modifications:

Certificate C-Practical Nurse (LPN)

Increase in credit hours from 1 to 2 for PN115 KSPN Foundations of Nursing Clinical

Addition of 3 credit hour Medical Terminology (HR105) or Nutrition (HE202) option block

Certificate C-Healthcare Coding

Eliminate 1 credit hour HR100 Health Record Applications I

Increase in credit hours from 3 to 4 for HR103 Health Information Processes

AAS-Health Information Management

Addition of 3 credit hour PS102 Human Growth & Development and 3 credit hour SO100 Fundamentals to the list of Social Science Options

Addition of 3 credit hour SH101 Public Speaking and 3 credit hour SH210 Interpersonal Communication to the list of Communication Options

Addition of 3 credit hour Leadership Option block to include 3 credit hour BU203 Principles of Supervision and 3 credit hour HR229 Healthcare Leadership

Addition of 3 credit hour Computer Option block to include 3 credit hour IS104 Microcomputer Applications and 3 credit hour IS100 Cybersecurity Application

Eliminate 1 credit hour HR100 Health Record Applications I

AAS-Health Information Management-Emphasis in Cancer Registry Management

Addition of 3 credit hour PS102 Human Growth & Development and 3 credit hour SO100 Fundamentals to the list of Social Science Options

Eliminate 1 credit hour Necessary Skills Option

Eliminate 3 credit hour PL105 Death and Dying; addition of 3 credit hour AL153 Pharmacology

Eliminate 1 credit hour HR100 Health Record Applications I

Increase in credit hours from 3 to 4 for HR103 Health Information Processes

Department II: Agriculture, Business, Computers, & Technology

3 Course Title/Description/Outcome Modification:

IS182 Cisco CCNA I/Networking I-3 Cr. Hrs.-Connection of architectures, models, protocols, and networking elements that connect users, devices, applications and data through the Internet and across modern computer networks-including IP addressing and Ethernet fundamentals. Build simple local area networks (LANs) that integrate IP addressing schemes, foundation network security, and perform basic configurations for routers and switches.

BU145 Advertising-3 Cr. Hrs.-Techniques of effective, efficient, and ethical advertising in multiple media for various sizes of organizations.

BU203 Management-3 Cr. Hrs.-Skills and processes needed to effectively, efficiently, and ethically manage people, projects, and tasks.

3 Course Description/Outcome Modifications:

IS183 Cisco CCNA II-3 Cr. Hrs.-Concepts of switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLANs) and security. Involves key switching and routing concepts as well as performing basic network configuration and troubleshooting, identifying and mitigating LAN security threats, and configuring and securing a basic WLAN.

IS184 Cisco CCNA III-3 Cr. Hrs.-Network architecture considerations related to designing, securing, operating, and troubleshooting enterprise networks as well as covering wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks.

Configuration and troubleshooting of enterprise networks while building skills to identify and protect against cybersecurity threats. Introduction to network management tools and key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

DR119 3D Parametric Modeling I-3 Cr. Hrs.-Utilization of parametric modeling software to develop 3D models of mechanical parts and assemblies as well as 2D detail drawings for manufacture.

2 Course Outcome Modifications:

DR101 Technical Drafting-3 Cr. Hrs.

DR219 3D Parametric Modeling II-3 Cr. Hrs.

1 Course Prerequisite Modification:

DR102 Machine Drafting-5 Cr. Hrs.

1 Course Description/Outcome/Credit Hour/Prerequisite Modification:

DR107 Construction Drafting-3 Cr. Hrs.-Development of a complete set of residential house drawings including floor plans, foundation plans, elevations, wall sections, and construction details.

1 Course Title Modification:

BU141 Sales Management-3 Cr. Hrs.

1 Course Title/Outcome Modification:

BU142 Retailing-3 Cr. Hrs.

21 New Courses:

BR100 Barbering I-3 Cr. Hrs.-Theory and practice of basic barbering hair design decisions, cutting, and styling.

BR102 Barbering II-1 Cr. Hr.-Application of haircutting methods with focus on maintaining safe working environment and professionalism as a barber.

BR110 Sanitation, Tools, & Haircutting-3 Cr. Hrs.-Haircutting fundamentals including barber instruments, haircutting, sanitation and sterilization.

BR111 Trichology & Histology of Hair-1.5 Cr. Hrs.-Science of hair formation, growth, and structure with benefits of proper shampooing and scalp massage.

BR112 History of Barbering-.5 Cr. Hrs.-History of barbering industry and industry resurgence of barbering.

BR120 Hair coloring-3.5 Cr. Hrs.-Theory and principles of hair coloring, including hair characteristics and fundamentals of hair color and lighteners.

BR121 Chemistry & Pharmacology of Hair Services-1.5 Cr. Hrs.-Theory and practice of barbering chemistry, pharmacology and chemical texturizing.

BR160 Barbershop Services & Operations-1 Cr. Hr.-Professional management of a barbershop business including sales, equipment, sterilization, and selection of proper barber products for various hair types and textures.

BR161 Barbershop Service Techniques-.5 Cr. Hrs.-Haircutting methods to build barbering skills with the addition of nail care and manicures.

BR170 Kansas Laws, Licensing, & Ethics-1 Cr. Hr.-Successful barbershop operation and compliance with Kansas laws related to barbering. Preparation for career application upon licensure completion.

BR180 Clinical Experience Foundations-3 Cr. Hrs.-Conducting barbershop business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.

BR200 Barbering III-1 Cr. Hr.-Theory and practice of barbering including skin, skin care, facials, as well as the scalp and hair and their common disorders.

BR202 Barbering IV-.5 Cr. Hrs.-Barbering applications including head, face, and neck anatomy and electricity.

BR211 Men's & Women's Hair Design-1.5 Cr. Hrs.-Artistic application of men's and women's hair styling in accordance with various clientele needs and requests.

BR220 Advanced Hair Techniques-3.5 Cr. Hrs.- Application of advanced men's and women's haircutting as well as hair replacement systems for men.

BR260 Barbering Services-.5 Cr. Hrs.-Control of infection with knowledge of bacteriology. Exploration of additional barbershop options with singeing and hair tonics.

BR270 Shaving-3 Cr. Hrs.-Proper techniques of shaving and professional maintenance of shaving tools.

BR280 Client Services-2.5 Cr. Hrs.-Conducting barbershop business including caring for hair, interacting with clientele, and practicing barbering techniques in a live setting.

BR282 Clinical Experience Precision-3 Cr. Hrs.-Management of the client salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.

BR284 Advanced Client Services-2 Cr. Hrs.-Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in barbershop services.

BR286 Barbering Clinical Experience-1 Cr. Hr.-Application of barber services with polish and professionalism. Course includes mock practice for state licensure examination preparation.

5 Program Modifications:

Certificate B-Networking-Emphasis in Security

Eliminate IS212 Networking I as an option

Addition of 3 credit hour IS184 Cisco CCNA III to the list of Security Emphasis Options

AAS-Networking-Emphasis in Security

Eliminate IS212 Networking I as an option

Eliminate 3 credit hour IS185 Cisco CCNA IV from the list of Networking Elective Options

Certificate A-Networking

Eliminate IS212 Networking I as an option

Eliminate 3 credit hour IS185 Cisco CCNA IV from the list of Networking Concentration Options

AAS-Networking

Eliminate 3 credit hour IS185 Cisco CCNA IV

Eliminate IS212 Networking I as an option

Increase the credit hours from 9 credit hours to 12 credit hours for the Networking Elective Options

AAS Computer Drafting Technology

Increase the General Education Options from 3 credit hour to 6 credit hours

Decrease the Math Options from 6 credit hours to 3 credit hours

Addition of 3 credit hour DR213 Architectural Drafting II

Addition of 3 credit hour DR215 Civil Drafting

Increase the credit hours from 6 to 9 for the Computer Drafting Elective Options

2 New Programs:

Certificate B Barbering

AAS Barbering

Department IV: Natural Science, Social Science & Mathematics

1 Course Title Modification:

PE185 Exercise Physiology-3 Cr. Hrs.

Department V: Public Safety

2 Course Credit Hour Modifications:

LE121 Firearms Safety and Marksmanship-1 Cr. Hr.

LE217 Police Science Capstone-1 Cr. Hr.

1 Course Outcomes/Credit Hour Modification:

LE122 Firearms I-1 Cr. Hr.

1 Course Title/Description/Outcome/Credit Hour/Prerequisite Modification:

EM120 Advanced EMT I-9 Cr. Hrs.- Concepts of emergency medical science for advanced patient assessment and management of the critically ill and injured. Delivered through didactic and laboratory instruction in accordance to Kansas Board of EMS and National Registry of EMT.

5 New Courses:

LE117 Law Enforcement Operations & Procedures Lab-1 Cr. Hr.-Law enforcement application and integration through simulated reality-based scenarios involving the criminal justice system and agencies.

LE118 Law Enforcement Wellness-1 Cr. Hr.-Exploration of the four pillars of personal wellness: physical, mental, emotional, and spiritual. Development of self-care tools needed with emphasis on changes a person experiences and unique stress of a law enforcement career.

LE130 Police Science Orientation-1 Cr. Hr.-Experiences designed to provide insight into the police science profession through in-class discussions, assignments/exercises, and guest speakers.

LE209 Investigating a Homicide-1 Cr. Hr.-A simulation homicide case involving a step-by-step investigation needed to solve the crime.

EM122 Advanced EMT II-3 Cr. Hrs.- Theory and practice application of AEMT's scope delivered through clinical experience and field training in accordance to Kansas Board of EMS and National Registry of EMT.

2 Program Modifications:

Certificate C-Police Science-Law Enforcement

Decrease in credit hours from 11 to 10 for the list of Police Science Elective Options

Eliminate the following classes from the list of Police Science Elective Options: 1 credit hour ED105 Success Seminar/College Orientation, 3 credit hour BU118 Introduction to Leadership, 3 credit hour IS104 Microcomputer Applications, 2 credit hour PE106 First Aid & CPR, 1 credit hour PE126 Conditioning & Fitness Concepts I, 1 credit hour SO103 Stress Management, 2 credit hour SO104 Assertiveness Training, 3 credit hour SO113 Cultural Diversity

Addition of the following classes to the list of Police Science Elective Options: 1 credit hour LE130 Police Science Orientation, 1 credit hour LE117 Law Enforcement Operations & Procedures Practicum, 1 credit hour LE209 Investigating a Homicide, 1 credit hour LE118 Law Enforcement Wellness

AAS-Police Science-Law Enforcement

Eliminate the following classes from the list of Police Science Elective Options: 1 credit hour ED105 Success Seminar/College Orientation, 3 credit hour BU118 Introduction to Leadership, 3 credit hour IS104 Microcomputer Applications, 2 credit hour PE106 First Aid & CPR, 1 credit hour PE126 Conditioning & Fitness Concepts I, 1 credit hour SO103 Stress Management, 2 credit hour SO104 Assertiveness Training, 3 credit hour SO113 Cultural Diversity

Addition of the following classes to the list of Police Science Elective Options: 1 credit hour LE130 Police Science Orientation, 1 credit hour LE117 Law Enforcement Operations & Procedures Practicum, 1 credit hour LE209 Investigating a Homicide, 1 credit hour LE118 Law Enforcement Wellness

1 New Program:

SAPP-Advanced EMT

RA Minutes - 04.02.20

Hutchinson Community College

Board of Trustees - Regular Meeting

Thursday, April 9, 2020

The regular meeting of the Hutchinson Community College Board of Trustees was held on Thursday, April 9, 2020, in Room 205 of the Shears Technology Center. This was a hybrid meeting with board members attending in person and virtually (v). The meeting was streamed online for public access. Chairperson Bob Snyder called the meeting to order at 7:00 p.m.

ROLL CALL

Present for the Board – Mr. Terry Bisbee (v), Mr. Rod Calhoun, Ms. Marla Eriksen (v), Mr. David Marshall (v), Mr. Todd Miller (v), Mr. Mo Penny, Mr. Bob Snyder

Present for the Administration – Dr. Carter File, Ms. Julie Blanton, Mr. Brett Bright (v), Dr. Cindy Hoss (v), Mr. Loren Morris (v), Mr. Steve Porter (v), Mr. Josh Gooch (v), Mr. Ken Baker (v)

Audience: Members of administrative staff present virtually: Dr. Ryan Diehl, Glenn Acheson, David Planthold

INSTRUCTIONS FOR BOARD MEMBERS AND PUBLIC ON VIRTUAL MEETING

Chair Snyder reviewed the instructions for virtual meeting.

APPROVAL OF AGENDA

Trustee Eriksen moved to approve the agenda, with a second by Trustee Calhoun. Motion passed unanimously.

APPROVAL OF MINUTES

A motion was made by Trustee Bisbee to approve the minutes from the March 12, 2020 regular meeting and the March 20, 2020 special meeting. A second was made by Trustee Miller. Motion passed unanimously.

APPROVAL OF COLLEGE BILLS

With no discussion, a motion was made by Trustee Marshall to approve the warrant and invoice list for college bills, as presented, in the amount of \$4,583,123.58. A second was made by Trustee Calhoun and motion passed unanimously. All trustees abstained from voting on personal reimbursement payments.

APPROVAL OF CONSENT AGENDA

Per Board request, Dr. File gave additional information on the position of Entrepreneur Navigator – Quest Center and the relationship with HutchCC. With no further discussion, Trustee Eriksen made the motion to approve the Consent Agenda – A. Personnel and B. Surplus, as presented. A second was made by Trustee Bisbee and motion passed unanimously.

A. Personnel

PAY REQUESTS FOR FACULTY – March 2020 classes

Full Time

| Section # | Term Code | Course Title | Instructor | CR/LD Hours | Ovld | Notes |
|-----------|-----------|----------------------|----------------|-------------|------|------------|
| MA108 886 | 192S | Elem of Stat | Bosworth David | 3 | | ARR-3 Stnd |
| CS104 836 | 192S | Comp in Healthcare | Brawner Amber | 3 | | ARR-2 Stnd |
| Section # | Term Code | Course Title | Instructor | CR/LD Hours | Ovld | Notes |
| AR101 836 | 192S | Art Appreciation | Brown Scott | 3 | 2.25 | |
| PE185 816 | 192S | IntroExerciseScience | Carey Michelle | 3 | | ARR-6 Stnd |
| EN101 888 | 192S | English Comp IA | Dryden Nick | 3 | 3 | |
| HI102 846 | 192S | Am Hist 1865-Pres | Dudley Eric | 3 | 3 | ARR-1 Stnd |
| HI102 856 | 192S | Am Hist 1865-Pres | Dudley Eric | 3 | | ARR-5 Stnd |
| PN119 002 | 192S | KSPN Fund of Pharm | Eidet Glenda | 3 | 2.5 | |
| FS106 003 | 192S | Bas Vehicle Extricat | Holland Jason | 1 | 1 | |
| FS106 004 | 192S | Bas Vehicle Extricat | Holland Jason | 1 | 1 | |
| FS110 009 | 192S | Firefighter I | Holland Jason | 4 | 4 | |
| FS113 009 | 192S | Firefighter II | Holland Jason | 3 | 3 | |
| FS150 009 | 192S | Haz Mat Oper Level | Holland Jason | 1.5 | 1.5 | |
| PN115 001 | 192S | KSPN Found of Nur Cl | Leiker Andrea | 4.5 | 1.5 | |
| IS225 826 | 192S | Website Coding | Magee Matthew | 2 | 2 | |
| TH115 816 | 192S | Theatre Appreciation | Mattox Deidre | 3 | 3 | |
| TH126 001 | 192S | Theatre Perform I | Mattox Deidre | 1 | 1 | |
| MA105 846 | 192S | Inter Algebra | McQueen Terri | 3 | 3 | ARR-1 Stnd |
| IS135 816 | 192S | EssentlsWebInterctn | Newberry Jesse | 2 | 2 | |
| MA106 846 | 192S | College Algebra | Pinkall Allen | 3 | 3 | |
| HR105 866 | 192S | Med Term | Rice Rebecca | 3 | 3 | |
| ED110 001 | 192S | Career Dec Making | Shirkey Mike | 1 | 1 | |

| | | | | | | |
|-----------|------|----------------------|--------------|-----|---|--|
| WE112 001 | 192S | GTAW | Siepert Greg | 4.5 | 2 | |
| WE117 001 | 192S | WldgInspctn&Qualf I | Siepert Greg | 2 | 2 | |
| BU152 001 | 192S | Marketing Appl for E | Smith Matt | 1 | 1 | |
| BU153 826 | 192S | Fin Management Entre | Smith Matt | 1 | 1 | |
| SH101 008 | 192S | Public Speaking | Stropes Jo | 3 | 3 | |

Part-time

| Section # | Term | Course Title | Cancel Class | Instructor | CR/LD Hours | Pay | Notes |
|------------------|-------------|----------------------|---------------------|--------------------|--------------------|------------|--------------|
| ME108 816 | 192S | Occupational Safety | | Anderson Kami | 2 | 680 | 7 Stnd |
| PL101 836 | 192S | Intro to Philosophy | * | Arnold Jackie | 3 | 75 | |
| PS100 001 | 192S | Gen Psychology | | Bain Jennifer | 3 | 1275 | |
| AL132 002 | 192S | Medication Aide | | Benscheidt Laura | 10 | 1800 | |
| MU101 833 | 192S | Music Appreciation | | Blackburn Brandon | 3 | 1200 | |
| SO101 826 | 192S | Marriage & Family | | Blubaugh Elizabeth | 3 | 1200 | |
| SO100 849 | 192S | Fund of Sociology | | Bohrer Judith | 3 | 1350 | |
| PS101 002 | 192S | Human Relations | | Burge Rondell | 3 | 1500 | |
| PS100 880 | 192S | Gen Psychology | | Carlson Clare | 3 | 1275 | |
| SO104 011 | 192S | Assert Training | | Cecil Jeannette | 2 | 800 | |
| EN101 867 | 192S | English Comp IA | | Cummings Eric | 3 | 1200 | |
| AL132 009 | 192S | Medication Aide | | Desmond Jennifer | 1.5 | 750 | |
| PS102 846 | 192S | Human Gro & Dev | * | Dunham Shelayne | 3 | 75 | |
| PE112 816 | 192S | Intr to Sport Manage | | Ediger Thayne | 3 | 1200 | |
| ED115 816 | 192S | Orien/Career Explnt | | Ellis Erin | 2 | 480 | 5 Stnd |
| AL131 001 | 192S | Geriatric Aide | | Fairbanks Jann | 3 | 1200 | |
| Section # | Term | Course Title | Cancel Class | Instructor | CR/LD Hours | Pay | Notes |
| BU121 856 | 192S | Customer Service/Pro | | Finley Lacey | 3 | 1200 | |
| PL104 836 | 192S | Ethics | | Gilstrap Jack | 3 | 459 | 3 Stnd |
| PN120 001 | 192S | KSPN Mental Hlth Nur | | Heisler Sandy | 1 | 570 | |
| BI103 896 | 192S | Human A&P | | Hovekamp Nathan | 4 | 2000 | |
| BI103L896 | 192S | Human A & P Lab | | Hovekamp Nathan | 3 | 1500 | |
| PE103 816 | 192S | Theory of Basketball | | Kirk Travis | 2 | 584 | 6 Stnd |
| PE103 826 | 192S | Theory of Basketball | * | Kirk Travis | 2 | 50 | |
| BU109 836 | 192S | Bus Communications | | Kirkpatrick Anita | 3 | 1164 | 8 Stnd |
| PS100 879 | 192S | Gen Psychology | | Klann Jody | 3 | 1200 | |
| AL132 006 | 192S | Medication Aide | | Lewis Stacey | 5.5 | 2475 | |
| SO111 826 | 192S | Cult Anthropology | | McGuire Lisa | 3 | 1200 | |
| RE106 816 | 192S | Intro to World Relig | | McIver Suz | 3 | 720 | 5 Stnd |
| IS103 001 | 192S | Micro Literacy | | Meacham Bobby | 2 | 776 | 8 Stnd |
| PS101 837 | 192S | Human Relations | | Parson Carolyn | 3 | 1500 | |
| SO113 816 | 192S | Cultural Diversity | | Parson Hence | 3 | 1800 | |

| | | | | | | | |
|-----------|------|----------------------|---|-------------------|-----|------|--------------|
| SO100 866 | 192S | Fund of Sociology | * | Penner Raymond | 3 | 75 | |
| BU105 866 | 192S | Intro to Business | | Putman Scottie | 3 | 1500 | |
| PS100 001 | 192S | Gen Psychology | | Reilly Conor | 1.5 | 600 | |
| PE116 816 | 192S | Theory of Baseball | | Reller Scott | 2 | 800 | |
| PS100 005 | 192S | Gen Psychology | | Riley Kerri | 3 | 1200 | |
| BI103 868 | 192S | Human A&P | | Rogers Charles G. | 4 | 2000 | |
| BI103L868 | 192S | Human A & P Lab | | Rogers Charles G. | 3 | 1500 | |
| SO101 002 | 192S | Marriage & Family | * | Schmidt Jessica | 3 | 75 | |
| SO100 003 | 192S | Fund of Sociology | | Schmitz Darren | 3 | 1200 | |
| SO100 856 | 192S | Fund of Sociology | | Stiles Rebecca | 3 | 1560 | 2 Addl. Stnd |
| SO113 826 | 192S | Cultural Diversity | * | Stiles Rebecca | 3 | 75 | |
| PE105 816 | 192S | Pers & Comm Health | | Summitt Tiffany | 3 | 1380 | 1 Addl. Stnd |
| PE173 836 | 192S | Fitness for Life | * | Summitt Tiffany | 1 | 25 | |
| BU107 866 | 192S | Personal Finance | | Thompson Leslie | 3 | 1200 | |
| BU108 826 | 192S | Business Math | | Thompson Leslie | 3 | 720 | 5 Stnd |
| RE101 816 | 192S | New Testament Lit | | Weis Ted | 3 | 876 | 6 Stnd |
| PN115 001 | 192S | KSPN Found of Nur Cl | | Yoder Janice | 4.5 | 1800 | |
| PN120 001 | 192S | KSPN Mental Hlth Nur | | Yoder Janice | 1 | 400 | |

PAY REQUESTS

| Employee | Amount | Description | Admin |
|------------|--------|--|--------|
| Blanton, J | | Re-employment - Vice-President, extending current contract through June 30, 2022. | File |
| Bright, B | | Re-employment - Vice-President, extending current contract through June 30, 2022. | File |
| Buller, C | \$220 | Participating in the Boy Scout Merit Badge College on 3/7/20 - 8 hrs | Hoss |
| Carlyle, D | \$150 | Consulting for Finish Carpentry Training for Hutton Construction 1/15/20-2/16/20 | Porter |
| Cook, K | | Re-employment - Assistant Football Coach, starting March 1, 2020 to February 28, 2021. Salary adjustment equal to staff / administration increase. Incentives same as last year. | Gooch |
| Cross, G | | Re-employment - Assistant Football Coach, starting March 1, 2020 to February 28, 2021. Salary adjustment equal to staff / administration increase. Incentives same as last year. | Gooch |
| Diggs, C | \$25 | NC125 RHIT/RHIA Review Session, 12/1/19-2/28/20 | Porter |
| Gooch, J | | Re-employment - Athletic Director, extending current contract through June 30, 2022. | File |
| Gray, M | | Re-employment - Assistant Football Coach, starting March 1, 2020 to February 28, 2021. Salary adjustment equal to staff / administration increase. Incentives same as last year. | Gooch |
| Hackler, D | \$220 | Participating in the Boy Scout Merit Badge College on 3/7/20 - 8 hrs | Hoss |
| Hickert, T | \$550 | Let's Get Growing - 2/18/2020 - 4/21/2020 | Porter |

| | | | |
|-----------------|---------|---|--------|
| Hoss, Dr. C. | | Re-employment - Vice-President, extending current contract through June 30, 2022. | File |
| Janzen, J | \$60 | Additional Duties-Motorcycle Safety, 2/29/20 | Porter |
| Krause, A | | Re-employment - Assistant Football Coach, starting March 1, 2020 to February 28, 2021. Salary adjustment equal to staff / administration increase. Incentives same as last year with \$1000 increase to Recruiting Bonus. | Gooch |
| List, C | \$220 | Participating in the Boy Scout Merit Badge College on 3/7/20 - 8 hrs | Hoss |
| Martin-Price, L | \$360 | Silversmithing I - 2/8, 2/15, 2/22 and 2/29 | Porter |
| Martin-Price, L | \$135 | Silversmithing II - 2/8, 2/15, 2/22 and 2/29 | Porter |
| Moore, M | \$250 | CDL Training, NC220 001192s, 2/22/20-2/22/20 | Porter |
| Morris, L | | Re-employment - Chief Information Officer, extending current contract through June 30, 2022. | File |
| Omlil, T | | Re-employment - Assistant Football Coach, including teaching duties, starting March 1, 2020 to February 28, 2021, at the salary of \$51,600. Incentives same as last year. | Gooch |
| Porter, S | | Re-employment - Vice-President, extending current contract through June 30, 2022. | File |
| Salgado, G | | Re-employment - Assistant Football Coach, starting March 1, 2020 to February 28, 2021. Incentives same as last year. | Gooch |
| Sant, J | \$400 | Mine Safety Training for Sterling Sand 2/21/20 | Porter |
| Serchia, P | | Re-employment - Assistant Football Coach, starting March 1, 2020 to February 28, 2021. Salary adjustment equal to staff / administration increase. Incentives same as last year. | Gooch |
| Siepert, G | \$450 | B&I Training, 2/28/20 | Porter |
| Siepert, G | \$220 | Participating in the Boy Scout Merit Badge College on 3/7/20 - 8 hrs | Hoss |
| Smith, D | \$110 | Participating in the Boy Scout Merit Badge College on 3/7/20 - 4 hrs | Hoss |
| Unruh, B | \$1,500 | Finish Carpentry Training for Hutton construction 2/16/20-3/5/20 | Porter |

RESIGNATIONS/RETIREMENTS

| Name | Action | Position | Effective Date | Admin |
|-----------|-------------|--------------------------------|----------------|-------|
| List, C | Retirement | Simulation and Skills Lab Coor | 7/31/2020 | Hoss |
| May, M | Resignation | Account Manager - Radio Kansas | 2/25/2020 | Baker |
| Sayers, R | Retirement | Music Librarian - Radio Kansas | 3/31/2020 | Baker |

RECOMMENDATION TO HIRE

| Name | Position | Salary | Placement on 2019-2020 Master Agreement /Other | Effective Dates | Benefits | Admin |
|---------------|--|---------------------|---|-------------------|----------|--------|
| King, Merrile | Health Care Instructor- Bus & Industry | \$61,639 (prorated) | Placement on the 2019-2020 Master Agreement Hiring Schedule: -Masters/Other Column, Level 24 = \$55,159 -Plus 20 additional days at a daily rate of \$324/\$6,480 - \$55,159 + \$6,480 = \$61,639 | 2/27/20 - 6/30/20 | Full | Porter |

| | | | | | | |
|------------|---------------------|---------------------|---|---------------------|------|-------|
| Salgado, G | Asst Football Coach | \$48,051 (prorated) | Gary Salgado Incentive Package: -\$2,000 80% Graduation/Placement of soph -\$2,000 Recruiting -\$1,000 7 Wins -\$1,000 8 Wins -\$1,000 9 Wins -\$2,000 10 Wins -\$2000 11 Wins -\$2,000 KJCCC Championship -\$1,000 Top Four Finish in KJCCC -\$1,000 Bowl Appearance -\$3,000 National Championship | 02/28/20 - 02/29/20 | Full | Gooch |
|------------|---------------------|---------------------|---|---------------------|------|-------|

B. Surplus

| Asset ID# | Item Description | Serial Number | Location | Reason for Disposal | Admin |
|-----------|----------------------------------|--------------------------|-----------------------|--|---------|
| 27615 | Vehicle #23 2003 Champion Bus | VIN 4UZAACBW13CK88811 | Maintenance | Replaced with Bus #179 2009 MCI Coach | Blanton |
| Unknown | Pitney Bowes Folding Unit | 0801085 | Mail Room Copy Center | Outdated, replaced with a different unit | Blanton |

REPORTS AND RECOGNITIONS

A. HLC

Vice President Hoss gave the Board a brief update on progress of preparations for the next HLC visit.

B. Student Dining Facility Expansion

Vice President Blanton briefly updated the Board on the Student Dining Expansion project. Most utilities have been moved and site is ready for foundation. Demo on dining hall and other areas has begun ahead of schedule, due to students not being on campus. Overall, project is on schedule.

The Board inquired about progress on the renovations to the Football facility. VP Blanton reported it is scheduled to be completed in June.

OLD BUSINESS

A. #1021 Retraining Guarantee (revised) – 2nd reading

With no modifications since 1st reading, a motion was made by Trustee Calhoun to approve the revised policy #1021. Motion was seconded by Trustee Eriksen and passed unanimously.

NEW BUSINESS

A. Curriculum Report

Dr. Diehl presented the Curriculum Report for March. Following brief discussion, Trustee Marshall moved to approve the March report. A second was made by Trustee Eriksen and motion passed unanimously.

B. Update to Course Fees

A motion was made by Trustee Miller to approve the recommendations from Dr. Hoss to course fees as a result of the March Curriculum report. Motion was seconded by Trustee Bisbee and passed unanimously.

New Fees

| | | | |
|-------|--|------------------|--|
| EM120 | Advanced EMT I-9 Cr. Hrs. supplies, software access, and background checks. | \$180/Per Course | Equipment, test fees, rental fees, uniforms, |
| EM122 | Advanced EMT II-3 Cr. Hrs. | \$125/Per Course | Testing fee. |
| HR103 | Health information Processes-4 Cr. Hrs. Management student Membership. | \$49/Per Course | American Health Information |

Decreased Fees

| | | | |
|-------|--|-----------------|--|
| LE121 | Firearms Safety and Marksmanship-1 Cr. Hr. | \$30/Per Course | CO2 gas to operate firearm’s simulator |
| | weapons and batteries to operate the laser system (current: \$45). | | |
| LE122 | Firearms I-1 Cr. Hr. | \$30/Per Course | CO2 gas to operate firearm’s simulator |
| | weapons and batteries to operate the laser system (current: \$65). | | |

C. #2020-0409 Resolution of Authority

Vice President Blanton presented Resolution #2020-0409 between HutchCC and RCB Bank. Following brief discussion, a motion was made by Trustee Calhoun to approve the resolution granting those acting as official representatives of the College authority to execute on the behalf of the College in regards to RCB Bank transactions. Motion was seconded by Trustee Penny and passed unanimously.

D. #2020-0409-2 Resolution Regarding Wage Payments During Emergency Closing

Dr. File presented a resolution to authorize continued wage payments to all regular employees during the Emergency closing. With no questions or comments from the Board, a motion was made by Trustee Eriksen to approve Resolution #2020-0409-2 and seconded by Trustee Bisbee. Motion passed unanimously.

E. #2020-0409-3 Resolution of Gift

Vice President Blanton recommended approval of resolution to accept the gift and donation of real property from the John L. Corey Trust and Marcia K. Corey Trust, located at 721 E. 11th Ave. A motion was made by Trustee Bisbee to approve the resolution and seconded by Trustee Calhoun. Motion passed unanimously.

EXECUTIVE SESSION

A motion was made by Trustee Bisbee that the Board recess for a closed executive session in STC Room 205 pursuant to the exception provided by the Kansas Open Meetings Act to discuss employer-employee negotiations and that President File and Vice-President Julie Blanton be included in the executive session to advise the Board. The open meeting of the Board would resume in Rm 205 of the Shears Technology Center at 7:58 p.m. and no binding action would be taken by the Board during such executive session. Motion was seconded by Trustee Eriksen and passed unanimously.

At 7:58 p.m. the Board reconvened and a motion was made by Trustee Bisbee to continue the previous closed executive session in STC Room 205, resuming to open meeting at 8:20 p.m., with no binding action taken. Motion was seconded by Trustee Eriksen and passed unanimously.

Board reconvened at 8:20 p.m.

ADJOURNMENT

A motion was made by Trustee Marshall to adjourn the meeting. The motion was seconded by Trustee Miller and passed unanimously. Meeting adjourned 8:20 p.m.

APPROVED R.L. Snyder DATE 05/14/20

ATTEST Julie A. Blanton DATE 05/14/20

Respectfully submitted,
Robin Woodworth
Administrative Assistant to the President

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