

**KANSAS POSTSECONDARY  
TECHNICAL EDUCATION AUTHORITY  
MINUTES  
August 29, 2024**

The Kansas Postsecondary Technical Education Authority (TEA) meeting was called to order by Chair Ray Frederick in the Board Office located in the Curtis State Office Building, 1000 S.W. Jackson, Suite 520, Topeka at 10:00 am. Proper notice was given according to law.

MEMBERS PRESENT:       Ray Frederick, Chair  
                                  Curtis Sneden, Vice Chair (Virtual)  
                                  Dr. Tiffany Anderson  
                                  Mark Hess (Virtual)  
                                  Debra Mikulka  
                                  Cindy Hoover  
                                  David Reist  
                                  Natalie Clark  
                                  Keith Humphrey  
                                  Mike Beene  
                                  Amber Shultz

MEMBERS ABSENT:       Todd Zimmer

**APPROVAL OF MINUTES**

Member Reist moved to approve the minutes of the May 30, 2024, meeting and, following a second by Member Beene, the motion carried.

**INTRODUCTIONS**

April White, Vice President of Workforce Development, credited Robyn Meinholdt for the new folders, highlighting her role as the assistant to both the Kansas Postsecondary Technical Education Authority and the Kansas Board of Regents. Ray Frederick, Chair, welcomed Robyn and expressed his appreciation for her contributions in making the TEA's work more efficient.

**REPORTS**

**REPORT FROM THE CHAIR**

Ray Frederick, Chair, began his report by highlighting several significant events which included: the August 1st and 2nd, grand opening of the Technical Education and Innovation Center at Cloud County Community College, Cowley County Community College's grand opening of the Tyler Technical Education Center on August 16th, an August 21st, meeting at WSU Tech's NCAT campus with representatives from the Trane Company and the upcoming ribbon-cutting event at Manhattan Tech for their Advanced Technology Center.

**TEA MEMBER REPORTS**

Member Natalie Clark recognized several partners who assisted in a significant outreach effort for the Kansas Department of Education (KSDE). Information packets, focused on student Individual Plans of Study and a link to the Student's Right to Know Act, were sent to 750 middle and high school buildings, ensuring that both CTE coordinators and counselors received the included information. Within each packet was a career clusters handbook; copies of "Today's Occupation," highlighting occupations in Kansas; a brochure from Higher Paths; the most current K-TIP report; potential earnings information and a work-based learning flyer offering contact information for school districts along with QR codes for easy access to additional information. Member Clark

emphasized the importance of this information being close at hand for use during Student-led Conferences before October 15<sup>th</sup>. Member Clark expressed her gratitude to those who participated in this initiative and especially to Department of Labor for producing Labor Market Information posters by career cluster areas and providing team members to assist with packing the envelopes.

Member Tiffany Anderson shared that she has volunteered to teach a CTE course to 8<sup>th</sup> graders for four months, describing it as her "own action research," and noted that she is learning valuable lessons about curriculum and system improvement which she believes will lead to significant growth in educational pathways from middle school through high school. Dr. Anderson also mentioned visits to K-State and Washburn Tech with her students. She concluded by thanking Dean Smathers and KSDE for their support.

Member Mike Beene provided an update regarding the upcoming Workforce Innovation Conference. He noted the conference would be held in Salina on October 1st and 2nd, with the draft agenda and keynote speakers already set. The conference will conclude with a keynote by KC Wolf, and the conference will kick off with a speaker who survived the Oklahoma City bombing and has since rebuilt her life. Member Beene also mentioned that on October 3rd, the Department of Commerce will host the "To the Stars" event in Great Bend, where businesses from across the state will be honored.

Member Debra Mikulka added an endorsement for the conference. She shared her positive experience from attending the previous year, stating that it was a well-done event and highly recommended it to others for the valuable insights it provided.

#### REPORT FROM THE VICE PRESIDENT FOR WORKFORCE DEVELOPMENT

Vice President April White provided an update on Workforce Development activities. She began by mentioning that the registration forms for the Workforce Conference would be sent out to the members, with the office covering the cost for TEA members to attend.

VP White highlighted the recent affiliation between Fort Hays State University, North Central Kansas Technical College, and Northwest Kansas Technical College, which was finalized over the summer. As a result, North Central is now referred to as Fort Hays Tech, North Central, and Northwest as Fort Hays Tech, Northwest. She emphasized that these new names would appear in official documents and communications.

VP White shared updates on various summer activities. The Adult Education team attended several professional development conferences and hosted their annual Summer Program Leadership Conference for adult education professionals. The Perkins team delivered Perkins 101 training at Coffeyville Community College, Dodge City Community College, and Salina Area Technical College. They also conducted their annual Perkins Coordinator training and launched a mentor-mentee program to support new Perkins coordinators.

The Workforce Development team finalized an important Welding alignment with KSDE, which is included in the consent agenda. This alignment will allow high school credits to articulate to college-level credits for Welding, as required by both state and federal Perkins laws.

VP White noted that the team attended several ribbon-cutting events at colleges, including Barton Community College, Cloud County Community College, and Cowley Community College's Tyler Educational Center. She also mentioned that Dr. Anderson had a book signing over the summer, with proceeds going to the Topeka Educational Foundation.

Lastly, VP White announced that for the first time, TEA committees would have their own pages on the website, similar to the TEA's page, where agendas and minutes would be available soon.

### REPORT FROM THE COMMUNITY COLLEGES

President Seth Carter of Colby Community College provided a written and verbal report highlighting enrollment and brief program updates for each of the nineteen community colleges. A brief discussion followed focusing on potential rationale for the stated and projected enrollment increases.

### REPORT FROM THE TECHNICAL COLLEGES

President Jim Genandt of Manhattan Area Technical College highlighted major updates at each of the seven technical colleges which included expansion of business and industry partnerships and outreach, services to Spanish speakers and to military personnel. He also reminded members that the early enrollment numbers will continue to increase as the semester progresses. Discussion focused on cooperative pathways toward Bachelor of Applied Science (BAS) programs utilizing two-year technical program degrees, work experience, and additional supervisory and program management course work to increase the number of bachelor's degree holders without unnecessary academic barriers.

### APPROVAL OF CONSENT AGENDA

#### *Program and Curriculum Committee*

- Requests for Degree and/or Certificate Programs Submitted from Community Colleges and Technical Colleges—Precision Agriculture (01.1102) Technical Certificate B/30 credit hours and Associate of Applied Science degree/61 credit hours
- Excel in Career Technical Education Fee(s): Flint Hills Technical College: Precision Agriculture (01.1102)
- Program Alignment(s): Welding Technology Articulated Credit with the KS Department of Education

Member Beene moved to approve the consent agenda. Member Sneden seconded the motion. The motion passed.

### CONSIDERATION OF DISCUSSION AGENDA

#### *Budget and Finance Committee*

#### ACT ON EXTRAORDINARY COSTS: HEALTHCARE

Committee Chair Sneden explained the committee met and discussed extraordinary costs, particularly focused on healthcare programs. He noted that Director Chambers would provide a detailed explanation of extraordinary costs calculations and a proposed approach going forward. He encouraged the board to consider and adopt the proposed recommendations.

Director Chambers provided a comprehensive overview of the extraordinary cost project, which resumed the previous year. She also emphasized that while the instructional cost model identifies the cost to provide technical course instruction and determine the state's share of funding, it does not capture all expenses institutions incur, particularly those that support broader community missions. She also mentioned that the data used in the instructional cost model comes from institutions and is reviewed annually to account for inflation and updates.

The first recommendation under discussion suggests that in rare cases, the TEA might consider deviating from a calculated cost model component if specific factors were present. Those factors included all of the following:

- Programs providing direct support to employment in critical community anchor institutions, such as healthcare, and
- Provide training for specific occupations ranked as high demand by the Kansas Department of Labor, which are part of a stackable, education pathway/sequence toward other occupations also in high demand, and require licensure/certification at the program level prior to pursuit of the next occupation in the sequence, and
- Provide targeted occupational training for which significant additional funding support has occurred at the state level.

Member Reist inquired about the timing and calculations of extraordinary costs, asking if they were done annually or every three years. Director Chambers clarified that the calculations updated annually, and data reviews occurs every three years, and the spreadsheet data presented reflects the most recent calculation without the additional factors under consideration.

After additional discussion, Member Sneden moved that the TEA adopt the proposed variance standards for extraordinary costs, and the motion was seconded by Member Anderson and approved unanimously.

Director Chambers then presented the finalized data calculations for extraordinary costs for all healthcare programs utilizing data provided by the colleges covering fiscal years 2021, 2022, and 2023. She explained the calculation method and walked through several program examples showing how the final extraordinary cost rates were derived.

The second action to be considered by TEA members was to approve the recommended extraordinary cost rate for all healthcare programs, except for three specific programs—Emergency Care Attendant (EMT 51.0810), Registered Nursing (51.3801) and Practical Nursing (51.39.01). These programs, due to their unique factors and critical importance to the community, would retain the current rate of no more than \$135 per credit hour for extraordinary costs until such time actual data calculations meet or exceed this amount, with no annual inflationary adjustments added.

Member Reist inquired why the rate for these three programs remained fixed at \$135 when the calculated cost was much higher for some programs, like one with an \$872-per-credit-hour figure. Member Hoover then inquired why lower rates were not considered for programs with lower calculated costs. Director Chambers explained the actual cost calculation for each program is assigned to the nearest of the four extraordinary cost levels currently established in the instructional cost model and reiterated that, due to the high demand and the importance of these programs, keeping the rate at \$135 is being recommended until further calculations justify a change.

Further discussions focused on the role of institutional oversight. Chair Frederick and Member Reist raised questions about the involvement of institutional leadership, such as community and technical college presidents, in signing off on expense data submissions. Chambers explained that while presidents are usually involved through their CFOs, they are not required to sign off directly. Members debated whether this added oversight could improve accountability, with some supporting the idea, noting that presidents often review other important reports.

Member Sneden made the motion to approve the extraordinary rates and recommended action, with a second from Member Reist. The motion carried.

## **OTHER MATTERS**

### **TRAVEL POLICY**

Chair Frederick recognized Becky Pottebaum, Director for Finance and Administration, to discuss the travel policy. Director Pottebaum provided a quick overview and explained a small procedural change moving forward. All TEA members will receive a form after every meeting, even if no travel was involved. This ensures that no one misses compensation due to an oversight. For in-person meetings, members will receive the form in paper format, as they have done in the past. For online meetings, the form will be sent electronically, and members will need to reply with approval. Director Pottebaum reassured members that if there were any issues, she and VP White would be available to assist. The process remains essentially the same, with just a few adjustments to streamline and ensure accuracy.

### **KANSAS BOARD OF REGENT RETREAT SUMMARY**

Chief of Staff Kelly Oliver provided an update on the board's retreat held in Wichita at the end of July. The retreat included members from community and technical colleges, as well as CEOs from state universities.

On Monday afternoon, Ed O'Malley, CEO of the Kansas Health Foundation, presented information on Kansas's declining health rankings, noting that the state had fallen from 8th to 29th in national health standings. He emphasized the role of education in health outcomes.

Tuesday focused on budget discussions, and the Board reviewed nearly \$500 million in requests from institutions and community colleges. They planned to refine these requests for submission to the Governor and Legislature. Specific items, including apprenticeship funding and workforce innovation pilot projects, were recommended to be redirected to commerce for further consideration.

Wednesday's discussions centered on the board's strategic goals for the upcoming year. These goals, pending approval in the September Board meeting, include expanding access to concurrent enrollment for high school students, enhancing transfer opportunities for community college students, implementing student success playbooks, and advancing the blueprint for literacy. Other goals involve improving alternative credentials, developing a system-wide research initiative, and addressing cybersecurity concerns.

Member Debra Mikulka inquired whether the cybersecurity initiatives would extend to two-year institutions as well as four-year institutions. Kelly Oliver responded that there is a budget request addressing cybersecurity for both two-year and four-year institutions.

#### SPECIAL SEPTEMBER TECHNICAL EDUCATION AUTHORITY MEETING

Chair Frederick reminded everyone that a special virtual meeting is scheduled for September 17th. This meeting is crucial as it will allow the TEA to take necessary actions before the Regents' regular September meeting. He emphasized the importance of ensuring that everyone has this special meeting on their calendars.

#### 2024-2025 TECHNICAL EDUCATION AUTHORITY COMMITTEE ASSIGNMENTS

Chair Frederick announced the committee assignments, noting that Member Sneden will serve as the chair of the Budget Committee with Member Reist as vice chair. Member Beene will continue as the chair of the Curriculum Committee, with Member Hoover as vice chair. He expressed appreciation for everyone's participation, highlighting the importance of their input in committee meetings. He concluded by noting that the committees are already actively working and that things are progressing well.

#### TECHNICAL EDUCATION AUTHORITY RESPONSIBILITIES

Chair Frederick emphasized the importance of reviewing the responsibilities of the TEA, as outlined on page 33 of the booklet. He reminded everyone of the commitments and duties that come with their roles, noting that it is beneficial to periodically revisit these responsibilities. The reminder serves to reinforce the reasons behind their work and the obligations they have agreed to fulfill.

#### KANSAS BOARD OF REGENTS STRUCTURE

Vice President April White provided an overview of the organizational structure of the Board of Regents, highlighting the roles and responsibilities of various departments beyond the TEA with which members regularly interact. Vice President White emphasized that the Board office's scope extends far beyond the 15 staff members with which the TEA is familiar, and she offered to address any questions about the different departments and their functions.

#### WORKFORCE DEVELOPMENT RESPONSIBILITIES

Vice President White explained the TEA's responsibilities and the support provided by her office. She emphasized that the office ensures TEA members meet legal obligations and adhere to necessary processes, such as annual data collection, which is a routine part of their work.

She noted that while some activities are visible, others are less apparent but crucial. For instance, the office manages substantial federal funds: \$3 million for adult education programs and \$13 million for Perkins funding. They handle audits, collaborate with various agencies like KS Department of Commerce, the KS State Department of Education, the KS Department of Labor, and support the DRP group with data collection and analysis. This includes reviewing institutional data and assisting with financial aid, legal matters, and academic affairs, particularly with course and program transfer processes.

Despite not all activities being visible, White assured that these efforts are integral to the TEA's work and contribute to its overall effectiveness.

#### ADULT EDUCATION UPDATE

Hector Martinez, the State Director for Adult Education, provided an update on the impact and future of adult education in Kansas. He reported a significant increase in student enrollment for the fiscal year 2024, with some programs experiencing such high demand that students were lining up to get into English language acquisition classes. Kansas continues to outperform the national average in GED passing rates, with a rate of 79% compared to the national average of 71%.

Director Martinez highlighted that as the state plans to phase out developmental education funding by 2026, adult education remains a crucial pathway for adults in need, especially those with low literacy and numeracy skills, without a high school diploma, and with limited English proficiency. To address these challenges, adult education programs in Kansas offer flexible learning options, including evening classes, online courses, and mobile learning platforms. The focus includes digital literacy training and workforce readiness programs that align with the evolving job market.

Director Martinez outlined future plans, including a strategic shift in adult education to enhance academic standards, provide professional development for educators, and secure additional funding. He mentioned a new multi-year grant opportunity for adult education providers starting July 1, 2025, through June 30, 2030. This grant will support various aspects of adult education, including corrections education, integrated literacy, and civics education.

He also noted a proposed \$1 million increase in state funding to support these programs, with additional funds allocated to GED programs. Martinez encouraged participation in upcoming IBES training at the Workforce Conference in Salina, KS (October 1-2, 2024) and urged continued investment in adult education to ensure a prosperous future for Kansas. He concluded by thanking everyone for their support and offered to answer any questions.

#### CAREER TECHNICAL EDUCATION UPDATE

Vera Brown, the Director for Career Technical Education at the Kansas Board of Regents, provided an update on the activities and plans of her team. The primary goal of the CTE team is to facilitate grant opportunities for colleges across the state, including both federal and state grants. She expressed her appreciation for ongoing collaboration and support from various departments, including academic affairs, finance, data research, adult education, legal teams, and communications to manage these grants effectively. She thanked the college staff handling the grants for their continuing hard work on grant management at the local level.

The CTE team provides substantial support to institutions through technical assistance and customer service. They are involved in both ongoing and new grant cycles, ensuring that the funding process runs smoothly and effectively. One of their key roles is to support the use of grant funds in practical, impactful ways, such as seeing students benefit from new equipment purchased through these grants.

Director Brown highlighted the significance of the Perkins funding, which supports career and technical education programs and mentioned notable initiatives including professional development for CTE instructors,

outreach programs, and support for correctional institutions providing CTE programs. She also shared that the state provided additional funding for nursing initiative grant to be used to purchase essential equipment, such as simulators and medication carts, and to support faculty development and salaries. and continued state funding for State Innovative Technology and Internship Grants, which supports innovative programs and provides opportunities for faculty to engage with industry.

Director Brown concluded by emphasizing the CTE team's dedication to providing high-quality support and ensuring that grant funding effectively enhances educational opportunities and outcomes for students across the state.

#### WORKFORCE DEVELOPMENT UPDATE

Charmine Chambers, Director, provided a brief update on the current activities of her team, focusing on the critical data collection and analysis efforts as the academic year concludes. She highlighted the ongoing Academic Year Collection, which is a major data gathering activity, and praised the efforts of the Data Research and Planning (DRP) team, including Nathan Snyder, Katie Gyre, Colleen Denny, Jesse Springer, Cody Burton, and Satya Vipparthi, for their meticulous work in ensuring data accuracy and integrity. She emphasized the challenging and extensive nature of the data work being done, which includes verifying institutional data and addressing discrepancies.

Director Chambers also shared that her team is focused on several key areas: the hiring a workforce development specialist to support the restructured team and working on TEA goals and apprenticeship reporting and seeking input from institutions regarding customizing training and reporting, especially for non-credit training activities.

Additionally, Director Chambers noted ongoing efforts to develop guidance and webinars on extraordinary costs and CTE fees. Performance reviews are expected to resume in the spring, and future meetings will include discussions on program articulation and alignment.

Chambers concluded by mentioning a new project to review and ensure alignment for 25 programs already through the alignment process, emphasizing the importance of program alignment in the mission of the TEA. She invited continued engagement and discussion on these topics in upcoming meetings.

#### NEXT MEETING REMINDER

Chair Frederick again reminded members that the next meeting, a special session, will be held virtually on September 17, 2024.

The next regular TEA meeting is scheduled for September 26th and will be conducted virtually via Zoom.

#### ADJOURNMENT

Chair Frederick adjourned the meeting at 12:36 p.m.