MARCH 13, 2025

Kansas Postsecondary Technical Education Authority
Budget and Finance Committee
Curtis State Office Building
1000 SW Jackson, Suite 520
Topeka, KS 66612

2024-2025

Budget and Finance Committee:

Curtis Sneden, Chair	David Reist, Vice Chair	Todd Zimmer
Keith Humphrey	Amber Shultz	Ray Frederick, Jr.

Building a Future
Higher Education's Commitment to Kansas Families, Businesses, and the Economy

1. Helping Kansas families

2. Supporting Kansas businesses

3. Advancing economic prosperity

KANSAS POSTSECONDARY TECHNICAL EDUCATION AUTHORITY GOALS 2024-2025

Goals

1. Explore opportunities to diversify the funding base for Adult Education services to ensure expansion and sustainability of those services. Activities could include identification and active pursuit of potential funding sources such as grants, private partnerships, and government funding programs.

2. Identify and share best practices in reducing and/or eliminating the actual fees high school students participating in the Excel in CTE programs are assessed and ensure actual costs and potential subsidies are adequately communicated.

3. Explore methods to ensure data used to calculate the components of the instructional cost model represent actual costs.

4. Resume program performance reviews using previously established criteria to validate and communicate the value of technical education in developing a skilled workforce and meeting the needs of business and industry.

5. Improve collaboration and integration of programs between Community Colleges and Technical Colleges and Adult Education centers to streamline joint programs, educational pathways, and communication channels ensuring seamless transitions for learners and between institutions.

6. Explore a methodology to share best practices and communicate student participation rates in work-based learning opportunities.

7. Work with Commerce in expanding the apprenticeship model and include a method for identifying and reporting the number of apprenticeships established and the number of apprentices participating.

8. Explore a method to report participation, promote awareness, and emphasize business & industry partnerships and the value of customized training occurring at the institutions using input from community colleges, technical colleges, and universities.

9. Enhance military articulation and support efforts.

10. Explore opportunities to enhance corrections programs and methods to communicate progress to meet workforce needs.

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MEETING AGENDA

The Kansas Postsecondary Technical Education Authority's Budget and Finance Committee will meet virtually through Zoom.

<u>**Thursday, March 13, 2025**</u>

KANSAS POSTSECONDARY
TECHNICAL EDUCATION AUTHORITY
Budget and Finance Committee
MINUTES
October 17, 2024

The Kansas Postsecondary Technical Education Authority's Budget and Finance Committee met virtually on October 17, 2024, via Zoom. Proper notice was given according to law.

MEMBERS PRESENT: Curtis Sneden, Chair
                                          David Reist, Vice Chair
                                          Keith Humphrey
                                          Amber Schultz
                                          Ray Frederick
                                          Todd Zimmer

The meeting was called to order by Chair Sneden at 8:30 A.M.

APPROVAL OF MINUTES
Member Frederick moved to approve the minutes of the August 15, 2024, meeting and, following a second by Member Reist, the motion carried.

CONSIDERATION OF DISCUSSION AGENDA

ACT ON INNOVATIVE TECHNOLOGY GRANT AWARDS
Vera Brown, Director for Career Technical Education, outlined the proposed Innovative Technology grant awards for fiscal year 2025. She explained that these grants are made possible through the Kansas Technology Innovation and Internship Program, funded by the Kansas Legislature. The program requires grant recipients to partner with local industry, ensuring a 100% matching contribution, which may come in the form of cash or in-kind donations. Furthermore, the initiative must be linked to emerging technologies, manufacturing, or areas where there is a documented skills shortage.

Grant proposals submitted were reviewed and the following three proposals were presented for discussion and recommended for potential funding:

1. Fort Hays Tech | Northwest requested $10,800 for their electrical technology program. The funds will be used to purchase industry-standard computers that are necessary to operate programmable logic controller equipment. The institution partnered with Interstates, which will provide donations of consulting, training services, equipment, and supplies totaling over $12,274.

2. Seward County Community College's Allied Health program requested $28,800 to buy virtual reality headsets and software to facilitate virtual reality simulations. This project was supported by several local industry partners, contributing through various forms of donations, including cash, clinical time, hospital beds, and a patient cart with donations amounting to $28,982.

3. Washburn Institute of Technology requested $100,500 for its welding program to purchase a beveling machine, welders, a spooling gun, and a tungsten grinder. Their industry partners are contributing $143,360 worth of steel as a match.

Chair Sneden sought clarification on the next steps for the grant proposals, asking if the action being taken by the committee was to approve the grants outright or merely to approve them for consideration by the larger Technical

Education Authority (TEA. In response, Director Brown explained that the committee could choose to recommend approval and place this item on the TEA's consent agenda or to place this item on the TEA's discussion agenda for further consideration. Ultimately, the decision to expend these grant funds would need to be approved by the full TEA. Following the explanation, Chair Sneden invited a motion to proceed.

Member Reist made the motion to recommend approval and to place the Innovative Technology grants on the Technical Education Authority's consent agenda for the October 31, 2024, meeting. Following a second from Member Frederick, the motion carried.

ACT ON COURSE BUCKET REVIEW

Charmine Chambers, Director for Workforce Development, provided an update on the ongoing course bucket review process, which began last year. She reminded the committee of the earlier review of pharmacology courses within the Kansas Higher Educational Data System (KHEDS, and that those course bucket changes were approved by the TEA in October of 2023.

Director Chambers noted that the second year of the project focused on several additional buckets that were identified as non-program specific. These included current buckets such as practicum, internship, clinical courses, field experience, project management, measurement, etc., which included courses attached to a number of different specific programs. How the courses within these buckets were used by individual institutions was evaluated and potential program specific buckets identified for recommended course/bucket reassignments.

Director Chambers provided members with a color-coded, detailed listing of all courses assigned to each of current buckets being reviewed and the recommended bucket reassignments to program specific buckets when necessary. Director Chambers noted that there are no recommendations to change any courses from tiered to non-tiered status at this time. Courses currently classified as non-tiered typically remain so based on the nature of the associated program. However, there were two courses (in blue currently in the non-tiered bucket that are recommended to be moved to a technical program specific bucket. The courses appropriately placed in their current program-specific buckets based on their use in the respective programs are recommended to remain in their current assignments, and a number of courses are recommended for reassignment to a different tiered program-specific bucket.

Director Chambers outlined the plan to complete the review of all courses, which currently number over 15,000 in the system, by next year. Once all courses are reviewed, those within each bucket will receive funding rates based on the program to which the course is attached. The ultimate objective is to ensure all courses are properly categorized into program-specific buckets based on institutional assignments within KHEDS.

Chair Sneden suggested that it would be best to initiate the discussion process by addressing any questions regarding the explanation of the proposal and its implications. He recommended that the proposal would benefit from deliberation and discussion by the larger body of the TEA. Following this, he invited a motion to proceed.

Member Frederick made the motion to include the Course Bucket Review on the discussion agenda at the October 31, 2024, TEA meeting, followed by a second from Member Reist.

Chair Sneden led a discussion inviting feedback on the proposal. Director Chambers confirmed that relevant information had been shared with institutional leaders, with some inquiries about potential rate changes but general support for the review. Member Frederick highlighted the importance of documenting the community college and technical college support and, upon inquiring about feedback, heard agreement from President Carter of Colby Community College on behalf of the community colleges, and President Genandt of Manhattan Area Technical College on behalf of the technical colleges; both emphasizing the need for fair funding, even if some institutions faced changes, and support for the review process.

Chair Sneden concluded that the goal was to establish consensus on the proposal's direction, not delve into specifics, and there was broad agreement to proceed. President Carter stated that the inclusive approach was appreciated and viewed the review as a positive step forward, despite concerns about funding outcomes.

Following discussion, the motion to include the Course Bucket Review on the discussion agenda at the October 31, 2024, Technical Education Authority meeting was approved.

NEXT MEETING REMINDER
Chair Sneden reminded the committee of their next meeting on November 7, 2024, via Zoom, following the in-person TEA meeting on October 31, 2024. April White, Vice President for Workforce Development, confirmed that all committee meetings would continue to be held virtually.

ADJOURNMENT
Chair Sneden called for a motion to adjourn the meeting at 8:48 A.M. Member Frederick followed with a second, the motion carried.

III.   Consideration of Discussion Agenda
   A.   Excel in CTE Fee Task Group   Charmine Chambers, Director for
                                                        Workforce Development

Summary

To enhance the talent pipeline for Kansas business and industry, the Legislature enacted the Excel in CTE initiative to provide state-financed college tuition for high school students in postsecondary technical education courses. Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval. On January 30, 2025, the Technical Education Authority requested the Budget & Finance Committee establish a task group to review Excel in CTE fee reporting processes and identify opportunities for fee reduction.

Background

K.S.A 72-3810 states:

   "All tuition and fees charged for career technical education by any board shall be in such amounts as are authorized by rules and regulations adopted by the state board which shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The tuition and fee schedule of every career technical education program shall be subject to annual approval of the state board. A current complete schedule of tuition and fees for each career technical education course and program of each board as approved by the state board shall be maintained on file in the office of the state board and shall be open for public inspection at any reasonable time."

   "Fees means those charges assessed against a student by a community college, technical college or the institute of technology for student services, such as health clinics, athletic activities and technology services, or for books, supplies or other materials necessary for a particular course or program, the expense of which is not covered by tuition."

   "Tuition means those charges assessed against a student by a community college, technical college or the institute of technology on a per credit hour, per course or per term basis, and that are charged to cover the general expense of providing instructional services."

As per the Postsecondary Technical Education Authority's (TEA) request, on Thursday, December 19, 2019, representatives from community colleges, technical colleges, and Board staff met to set guidelines for fees associated with Excel in CTE courses and programs. As a result of this meeting, agreed upon allowable fees include items/services students take with them and industry-specific fees required for entrance/acceptance into the program.

Allowable fees include:
   - Uniforms
   - Personal protective equipment
   - Background checks
   - Fingerprints
   - Drug tests
   - E-subscriptions/E-books
   - Textbooks
   - Printing fees for textbooks/E-books
   - Certification tests
   - Membership fees for certifying bodies
   - Liability insurance (example: student malpractice)
   - Graduation fees (if applicable)
   - Transcript fees (if applicable)
   - Student Software Licenses
   - Professional Equipment/Kits/Tools students purchase

Unallowable fees include:
   - Student fees (general)
   - Technology fees
   - Health fees
   - Consumable project materials
   - Program or Institution Application fees
   - Lab Fees
   - Equipment/tool maintenance, usage, replacement
   - Rental (such as tools, books, or uniform/gear)
   - Student kits
   - Accuplacer or other placement tests
   - Student ID
   - Student organization memberships (such as Skills USA)
   - Fees charged on a per credit-hour basis
   - Any other fee not on the allowable list

Non-tiered courses - per statute (K.S.A. 71-1802) a technical program is defined as a "program of study comprised of a sequence of tiered technical courses and non-tiered courses, which is identified by the state board as a technical program for funding purposes." For this reason, students enrolled in technical programs may take non-tiered courses and are responsible for all associated tuition and fees.

The 2024-2025 TEA Goal: *Identify and share best practices in reducing and/or eliminating the actual fees high school students participating in the Excel in CTE programs are assessed and ensure actual costs and potential subsidies are adequately communicated.*

Excerpts of meeting minutes from previous TEA meetings identifying the need to reduce Excel in CTE fees:
AY2023 fee review - December 2, 2021: *Member Smith requested the opportunity to review all program fees. Director Henry responded that information is readily available and can be provided to him. He stated that school districts had asked him to address their concerns regarding identifying cost barriers so that school districts can fairly address them. Director Henry reminded members that at their last meeting, it was discussed that the TEA would like to review Excel in CTE fees by program and will be starting with the programs with the highest enrollment.*

AY2024 fee review - January 26, 2023: *some institutions have indicated that they are not able to charge fees beyond a very nominal fee, or their participation suffers due to the economic situation in their area. Some have indicated that they have found other resources, such as grants, to aid in the purchasing of classroom sets of tools and are working with USDs to aid with textbook purchases, to reduce the upfront costs to students. Members expressed appreciation to the community and technical colleges for reductions in fees to high school students.*

AY2025 fee review:
> *January 25, 2024 review, TEA requested additional review prior to approval*: *table discussion of Excel in CTE fees pending additional explanation for those programs increasing fees more than $150. The TEA would also like a reasonable justification for fees above the median rate on programs that are one of the 27 aligned programs and those with highest participation rate. If no response is received those increases would not be approved.*

> *TEA approval of AY2025 fees on 3/28/2024*: *approve the AY2025 Excel in CTE fees as presented for one year with the understanding this is the beginning of an ongoing conversation with the institutions and additional dialog regarding revisions to the fee costs to high school students will be occurring in the future.*

Discussion
The TEA reviewed AY2026 Excel in CTE Fees during the January 30, 2025, meeting, and it was recommended that a task group be established to review reporting processes and opportunities for reducing fees. KBOR staff has created a draft timeline for Budget & Finance Committee review to begin this work. The committee is requesting assistance from the community and technical colleges to identify presidents and finance officers to participate in the task group.

DRAFT Timeline	DRAFT Activity/Milestone

March 2025	1. Create task group (similar to makeup of 2019 group)
	   a. President from each CC/TC
	   b. Finance Officer from each CC/TC
	   c. KBOR staff
	   d. B/F committee
	2. Establish meeting schedule
	Consider: could utilize existing B/F committee schedule for April and May 2025, then determine future schedule from there.
	3. Identify task group goal: *Draft - Reduction of all actual Excel in CTE fees to the lowest dollar amounts possible.*

March 2025	Share current guidance (FAQ, Webinar and PPT, and the Allowable and Unallowable fees listing) with institution representatives to request any questions or areas requiring clarification.

April – May 2025	Gather feedback from institutions via the task group on outstanding questions/interpretive differences.
	Draft questions from previous TEA discussions:
	   1. Are any institutions reporting only the costs for the courses taught that specific year instead of for the entire list of courses/programs?
	   2. Are institutions submitting fees for which they have some off-set process (so students are not actually charged) and the submitted fees really need to be removed from the collection?
	   3. Identify areas of confusion/discrepancy and document
	      a. The initial reporting process?
	      b. The reporting review process?
	   4. Would institutions be willing to share best practices on how they've reduced fees?

April – May 2025	Task group meets to develop initial gameplan (April B/F meeting to start, May meeting to finalize)
	Draft action items:
	   1. Guidance clarification needed based on feedback
	   2. Identify areas to begin review (example: certain costs for standard industry-recognized certifications)
	   3. Develop recommendation on sharing of best practices
	   4. Develop TEA goal for 2025-2026 for Excel in CTE fees

May 2025	Update TEA on progress, gameplan moving forward, proposal of 2025-2026 goal
June - August 2025	Revise the gameplan as necessary (based upon TEA review), and develop a framework for addressing fee reviews

Ongoing	Share best practices/develop KBOR website area to provide resource information:
	   1. Institutions with reduced fees for items for the same program
	   2. Institutions which have eliminated certain fees and found other areas from which to supplement funding
	   3. Institutions which charge no fees – how have they achieved this, is the model scalable, etc.

September 2025	Update process documentation (FAQ and PPT) and webinar training
October 2025	Institutions submit AY2027 fee updates
November – December 2025	Develop AY2027 Fee Report
January 2025	Budget/Finance Committee Review, and TEA Review

   B. *Act on State Technology Internship Grant*   Vera Brown, Director for Career
    Recommendations   Technical Education

Summary

> ***Purpose:*** *K.S.A. 74-32,430 establishes the Kansas Technology Innovation and Internship program to provide funds to career technical education institutions for start-up support for innovative technical courses or programs in emerging technologies, manufacturing, or areas of skill shortages. These funds are appropriated on an annual basis and awarded to institutions through a competitive grant process.*
>
> ***Eligible Institutions:*** *Public postsecondary career technical education institutions delivering approved career technical education programs in Kansas.*

Purpose of the Grant:

The State Innovative Technology Internship grant provides career technical education faculty an opportunity to participate in an internship with business and industry partners for the purpose of updating knowledge and skills in their profession, vocation, or trade.

- The business and industry partner must provide a $1-1 match.
- Match can be in-kind, cash, or combination of the two.
- Applications for internships are accepted throughout the year

Eligibility Requirements:

Faculty members must:

- Work at a two-year public postsecondary institution in Kansas
- Teach in a technical program

Summary of Internship Proposals:

Christina Pruden Highland Community College Medical Assistant	**$6,000.00** Mosaic Life Care – St. Joseph, MO B/I Match: Intern salary cash match. - Gain knowledge and skills in direct hands-on patient care. - Keep current on trends in healthcare to be able to deliver up to date information to students. - Bring the updated knowledge to courses: - Medical Professional Issues - Patient Care I and II - Clinical Laboratory Procedures - Pharmacology
Aaron Karnes Washburn Institute of Technology Automotive Technology	**$4,692.60** Celly's Auto Repair – Lebo, KS B/I Match: Combination of intern salary cash match and in-kind training and mentoring time. - Stay current with the latest technologies in automotive and diesel industry. - Deepen understanding of modern electrical systems, hybrid and electrical vehicles, advanced diesel systems and new sensor technologies in diagnostics and performance. - Bring the updated skills and information to courses: - Electrical Basics - Advance Electrical - Scanner Diagnostics

Richard Anderson
Washburn Institute of Technology
Machine Tool
	$5,485.00
	G.A. Precision – Kansas City, MO
	B/I Match: Combination of intern salary cash match and in-kind training and mentoring time.
	• Enhance skillset on CNC and manual training on horizontal and vertical mill producing high precision custom parts.
	• Continue to improve skills in all aspects of machining to be able to demonstrate and teach current industry practices.
	• Guide the development of the program for future students.
	• Courses to benefit from the faculty development:
	   o CNC Lathe
	   o Intro to CNC
	   o Machining 1-3
	   o Print Reading 1-2
	   o Quality Control

Recommendation:

A committee of Board staff has reviewed the proposals and presents them for discussion and approval by the Technical Education Authority's Budget and Finance Committee.

Postsecondary TEA Meeting Dates 2024-2025

Conference number: see agenda	Access code: see agenda

TEA Meeting Dates	Location
TEA meeting times and locations are subject to change based on the availability of the committee members	
Thursday, August 29, 2024	*KBOR Office, Topeka - 10 a.m.*
Thursday, September 26, 2024	Conference Call - 10 a.m.
Thursday, October 31, 2024	KBOR Office, Topeka - 10 a.m.
Thursday, November 21, 2024	Conference Call - 10 a.m.
Thursday, December 19, 2024	Conference Call - 1:30 p.m.
Thursday, January 30, 2025	KBOR Office, Topeka - 10 a.m.
Thursday, February 27, 2025	Conference Call - 10 a.m.
Thursday, March 27, 2025	KBOR Office, Topeka - 10 a.m.
Thursday, April 24, 2025	Conference Call - 10 a.m.
Thursday, May 29, 2025	KBOR Office, Topeka - 10 a.m.

Committee Conference Call Meeting Dates	Location
Committee meeting times and dates are subject to change based on the availability of the committee members	
All Committee meetings are conference calls	
Thursday, August 15, 2024	
Thursday, September 12, 2024	
Thursday, October 17, 2024	Budget/Finance Committee: 8:30 a.m. to 9:30 a.m.
Thursday, November 7, 2024	
Thursday, December 5, 2024	
Thursday, January 16, 2025	Program/Curriculum Committee: 3:00 p.m. to 4:30 p.m.
Thursday, February 13, 2025	
Thursday, March 13, 2025	
Thursday, April 10, 2025	
Thursday, May 15, 2025	

CURRENT FISCAL YEAR MEETING DATES
KANSAS BOARD OF REGENTS

Fiscal Year 2025

Board of Regents Meeting Dates	Agenda Materials Due to Board Office
July 29-31, 2024	
September 18-19, 2024	August 28, 2024 at **NOON**
October 16-17, 2024 Campus Visit (WSU)	
November 20, 2024 Nov. 21-22, 2024 Campus Visit (KSU)	October 30, 2024 at **NOON**
December 18-19, 2024	November 25, 2024 at **NOON**
January 15-16, 2025	December 24, 2024 at **NOON**
February 12-13, 2025	January 22, 2025 at **NOON**
March 12-13, 2025	February 19, 2025 at **NOON**
April 16-17, 2025 (PSU)	March 26, 2025 at **NOON**
May 14-15, 2025	April 23, 2025 at **NOON**
June 11-12, 2025	May 21, 2025 at **NOON**

MEETING DATES FOR FY 2025

Fiscal Year 2025

Meeting Dates

September 18-19, 2024

October 16-17, 2024 Campus Visit (WSU)

November 20-22, 2024 Campus Visit (KSU)

December 18-19, 2024

January 15-16, 2025

February 12-13, 2025

March 12-13, 2025

April 16-17, 2025 Campus Visit (PSU)

May 14-15, 2025

June 11-12, 2025

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