

New Program Request Form

CA1

General Information

Institution submitting proposal	Manhattan Area Technical College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Kerri Bellamy, Dean of Advanced Technology/CAO 785-320-4530, kerribellamy@manhattantech.edu
Identify the person responsible for oversight of the proposed program	Kerri Bellamy, Dean of Advanced Technology/CAO
Title of proposed program	Plumbing Technology
Method of program delivery (face to face, online, hybrid)	Hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	46.0503 - Plumbing Technology/Plumber.
CIP code description including Title and Definition (from nces.ed.gov/ipeds)	A program that prepares individuals to practice as licensed plumbers by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, cooling, drainage, lubricating, sprinkling, and industrial processing systems in home and business environments. Includes instruction in source determination, water distribution, waster removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards.
Standard Occupation Code (SOC) associated to the proposed CIP code	47-2152 - Plumbers, Pipefitters, and Steamfitters
SOC description including title and job description (from onetonline.org)	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinkler fitters.
Number of credits for the degree <u>and</u> all certificates requested	AAS 62 SCH Cert-B 38 SCH Cert-A 19 SCH
Proposed Date of Initiation	Fall 2025
Specialty program accrediting agency	N/A
Industry-recognized certification(s) to be earned by students	The students will have the opportunity to test for the FlashShield/Gas Tite Certificate, OSHA 10, Pex-A and Pex-B Apollo Pex Certificate

Signature of College Official Kerri Bellamy Date 4/18/25

Revised/Approved April 2022, June 2023, March 2024, July 2024, November 2024

Signature of KBOR Official _____ Date _____

Narrative

Program Rationale

The Plumbing Technology Program has been requested in our area for several years. The program is classified as a high demand/high wage skilled occupation requiring less than a bachelor's degree which is the official justification for MATC to offer it.

The need arises from several conditions. First, retirements of current plumbers has been increasing for several years in the area, the state, and the nation. It has been a "typical" blue-collar occupation for decades. Another condition is the need for a new generation of skilled practitioners to fill the void left by retirees, and to ensure there is an adequate supply of skilled plumbers to serve, and often be vital small businesses, in our region. Third, while many of the basic skills are still manual, there is an increasing integration of technologies into the sector that a younger generation seems more adaptable to meet expectations of the occupation.

Requests for the program have generally come from general contractors in the area who subcontract out plumbing aspects of projects and have had an increasingly difficult time getting the plumbing components done in a timely manner. We hope to get to an optimum enrollment of 24 students per year, with an active emphasis on basic certificate level skills and credentials and the use of internships and other on-the-job training to fill the workforce need in a more rapid manner. Our general contractor, BHS, has had involvement, and we have also discussed the program need and likely curriculum with several local contractors.

Program Description and Requirements

Catalog Description

The Manhattan Tech Plumbing Technology program provides students with the practical skills and theoretical knowledge required for a successful career in plumbing. The program covers essential topics such as pipe installation, maintenance, system design, and code compliance. Through hands-on training and classroom instruction, students are prepared for entry-level roles in residential, commercial, and industrial plumbing. Graduates of the program are equipped to meet industry standards and address the needs of modern plumbing systems.

Occupational Work Experience (OWE)/Pre-Apprenticeship

Both Occupational Work Experience courses, PLM 130 OWE I and PLM 155 OWE II are 2 credit hours each and are designed to provide students with comprehensive, hands-on experience in the plumbing trade, ensuring they are well-prepared for their future careers. The progression from PLM 130 to PLM 155 allows students to build on their foundational skills and tackle more advanced tasks, fostering continuous professional growth and development. PLM 130 OWE I is required for the Cert A, Cert B and AAS, while PLM 155 OWE II is required for the Cert B, and AAS. We have already established 9 business and industry sites willing to host students for their OWE's creating 27 available spot each semester. The faculty member maintains relationships with those B&I sites and works with the students to place them at a site/sites that is/are best for them. The students will ultimately graduate as a pre-apprentice in the industry.

Program Objectives

- Demonstrate proper procedures and techniques for constructing plumbing systems using appropriate tools.
- Perform industry-standard calculations and measurements to design basic plumbing systems.
- Identify and apply current plumbing codes, regulations, and standards to construct operable systems following the Uniform Plumbing Code (UPC) or International Plumbing Code (IPC).
- Explain the principles of blueprint reading, layout, estimating, and installing piping systems and fixtures.
- Demonstrate the ability to repair supply and wastewater systems in residential, commercial, and industrial settings.
- Show readiness for entry-level employment in plumbing service, repair, or construction.

Admission Requirements

Program Seeking Students

Students who wish to attend a Manhattan Tech academic program must submit the materials below to be considered for admission:

- Complete college application and application fee (found online at manhattantech.edu)
- Official transcript verifying graduation and final grades from an accredited high school, registered home school, or a General Education Development (GED®) diploma.
- ACT scores within the last three years, if available.
- Meet college placement assessment criteria, unless exempt from assessment based on ACT scores (Refer to Entrance Assessment section for additional details).

High School/Concurrent Enrollment/Dual Credit Students

Students may receive concurrent high school/college credit, which can be applied toward a Manhattan Tech technical certificate/degree following the student's high school graduation. (Part-time enrollments will be considered if program space is available.)

Students interested in enrolling should refer to www.manhattantech.edu/concurrent for more information and consult with their guidance counselor to determine course interest and eligibility.

Admission/Enrollment Guidelines for Concurrent Credit/Dual Credit for High School Students:

- Students must be classified as a sophomore, junior, or senior in high school.
- Students must have a cumulative GPA of 2.5 or higher.
- Students must take the ACCUPLACER or show qualifying ACT scores to enroll in English Composition I and/or College Algebra. To schedule a placement test, visit www.manhattantech.edu/proctor
- Students are required to attend an enrollment session at their respective high school and submit their completed Concurrent Enrollment Form/Parent Financial Agreement. Students should check with their guidance counselor or the Manhattan Tech website for specific dates/deadlines, enrollment forms, and payment information.

Please note: these guidelines also apply to homeschooled students receiving dual credit.

High school students wishing to enroll in courses held on campus at Manhattan Tech or online who

are not obtaining Dual Credit will follow standard entrance specifications. Refer to General Admission Requirements for those provisions.

Graduation Requirements

Students who intend to graduate with a technical Certificate and/or Associate Applied Science degree must complete the following requirements to graduate and/or participate in commencement exercises:

- Submit the Intent to Graduate form (available on MATC Online) and \$25 fee.
- Satisfactorily complete all course work for technical certificate/degree.
- Achieve a cumulative GPA of 2.0 or higher.
- Have no more than 6 credit hours of course requirements remaining to complete the Certificate/Degree.
- Fulfill all financial obligations to Manhattan Tech as well as Financial Counseling, if applicable.

Demand for the Program

The service area of Manhattan Area Technical College (MATC) has significant needs addressing and related to Plumbing Technology. This goal is reinforced by the Kansas Department of Labor occupational data, shown below.

- Occupational growth: +3.7% over ten years
- Estimated annual median wages: \$59,470
- Typical education level needed for entry: High School Diploma or Equivalent

When MATC participated in the local comprehensive needs assessment required under the Strengthening Career Technical Education for the 21st Century Act (Perkins V) project through the Kansas Board of Regents, KansasWorks/WIOA, and the Kansas State Department of Education for our area, the Plumbing occupational area met the high demand, high wage conditions (per data from the Kansas Department of Labor). Postsecondary concentrator data showed 0 concentrators in the region, but with significant job opportunity. The KBOR Kansas Training Information Program (K-TIP) report showed only 28 concentrators in the state for CIP 46.0503 with over 440 annual openings statewide. MATC's job placement rate for graduates is over 90% annually.

MATC and Manhattan-Ogden USD 383 are developing a college and career center project and MATC has opened an off-campus center in Wamego during the 2020-2021 academic year to enhance access for early college for the school districts of Wamego, Rock Creek, Waubensee, and St. Mary's, in addition to the adult population of that area.

In response to needs of secondary students in MATCs service area, the College has added the Advanced Technology Center (ATC) on the campus in Manhattan. This 47,000 square foot building is a demonstration of legislative, community, and partners support. Constructed from November 2022-July 2024, three existing programs moved to the building for the 2024 fall semester: construction technology, HVAC technology, and industrial engineering technology.

There are currently no business/industry partnerships specific to the Plumbing Technology program.

Letters of Support

Letters of support from local industry are provided in **Appendix A** from the following industry contacts. The following business are also part of the PAC for Plumbing Technology. The PAC model focuses on getting business and industry to co-lead the team, not just advising. These teams meet regularly and feel ownership of the program. No business/industry partnerships specific to Plumbing Technology currently exist.

- Mitch Watson – General Manager, US Engineering Service Flint Hills Region
- Nathan Redeker – HR Director, BHS Construction
- Brian Romme – Director of Service Operations, Central Mechanical
- Chris Holborn – Career and Tech Ed Coordinator, Manhattan High School

Duplication of Existing Programs

Name of Institution	Program Title	CIP Code	Award	Total # Declared Majors	Total # Grads	Total #Grads Exited& Employed	Med Wage of Grads Employed
Barton Community College	Plumbing Technology/ Plumber	46.0503	AAS/CERT	11	---	---	---
Johnson County Community College	Plumbing Technology/ Plumber	46.0503	AAS/CERT	42	9	6	\$43,506
Washburn Institute of Technology	Plumbing Technology/ Plumber	46.0503	AAS/CERT	22	20	8	\$37,911
Neosho County Community College	Plumbing Technology/ Plumber	46.0503	AAS/CERT	n/a	n/a	n/a	n/a
Fort Hays Tech NW	Plumbing Technology/ Plumber	46.0503	CERT	n/a	n/a	n/a	n/a

Collaboration

Efforts were made to collaborate with both Washburn Tech and Fort Hays Tech Northwest regarding the development of a Plumbing Technology program at Manhattan Tech. We will continue to attempt to touch base in an effort to collaborate with these and other institutions.

Program Information

Plumbing Technology is not currently aligned at the state level.

Course Prefix/ #	Course Title	SCH	Prereq.
PLM 100	OSHA 10	1	Co-requisite: PLM 105
	The OSHA 10 Safety Course is a training program that is intended training employees on the essential topics related to work place safety and health. The program increases trainee knowledge about workplace hazards, their rights as employees and their contribution to the workforce.		
PLM 105	Introductory Craft Skills	3	Co-requisite: PLM 100
	This course covers shop and job site safety, tool safety, personal protective devices, protective railings, proper storage and handling of construction materials and construction drawings.		
PLM 110	Introduction to Plumbing Technology	3	None.
	Covers the basic information of residential plumbing which includes safety, tools, plumbing drawing, fixtures, and installation.		
PLM 115	Plumbing Fixtures and Fittings	4	None.
	This course provides students with an understanding of the current International Plumbing Code (IPC) and the minimum requirements for plumbing materials and design. Students will explore various piping materials and their applications in plumbing systems.		
PLM 120	Plumbing Basics	3	PLM 100, PLM 105, PLM 110, PLM 115 all with a grade of C or higher.
	This course covers the fundamental principles of plumbing systems, construction drawings, basic rigging, communication, employability skills, and materials handling.		
PLM 125	Plumbing Blueprint Reading	3	PLM 100, PLM 105, PLM 110, PLM 115 all with a grade of C or higher.
	This course explores how to read and interpret construction drawings, including plan, elevation, and isometric views. Students will learn to develop piping sketches, size drain, waste, and vent piping, and plan plumbing installations. Basic sketching and plumbing design techniques on construction prints will also be covered.		
PLM 130	Occupational Work Experience I	2	PLM 100, PLM 105, PLM 110, PLM 115 all with a grade of C or higher.
	Occupational Work Experience is a hands-on, field-based course designed to provide students with real-world experience in the plumbing trade. Students will engage in a variety of tasks related to plumbing, maintenance, troubleshooting, and safety protocols, and gain exposure to industry-specific tools, equipment, and procedures. This course allows students to develop their professional skills, work ethic, and communication abilities in preparation for a successful career in the plumbing field.		
PLM 135	Code & Special Systems	3	PLM 120, PLM 125, PLM 130 all with a grade of C or higher.
	This course provides an in-depth exploration of the various codes, standards and special systems that govern plumbing practices. Designed for aspiring plumbers and industry professionals, the course covers the essential regulations set forth by the national, state, and local plumbing codes, emphasizing compliance and safety in all plumbing installations.		
PLM 140	Plumbing Electricity & Gas	4	PLM 120, PLM 125, PLM 130 all with a grade of C or higher.
	Plumbing systems use devices that contain electrical circuits. This course will cover how to install and service plumbing electrical systems and learn how to read circuit diagrams and use electrical test equipment. This course also exposes students on the types of fuel systems and their installation processes involved in the plumbing industry.		

PLM 145	Advanced Plumbing Fixtures	3	PLM 135, PLM 140 all with a grade of C or higher.
	This course provides a comprehensive study of advanced plumbing fixtures and their applications in modern plumbing systems. The course delves into the latest technologies, design considerations, and installation practices for a variety of fixtures used in residential and commercial settings.		
PLM 150	Workplace Skills	1	PLM 135, PLM 140 all with a grade of C or higher.
	Students will develop good customer relations including problem solving, time management, and work ethic. They will learn to complete retail sales orders and will calculate sales tax and mark ups.		
PLM 155	Occupational Work Experience II	2	PLM 135, PLM 140 all with a grade of C or higher.
	Occupational Work Experience is a hands-on, field-based course designed to provide students with real-world experience in the plumbing trade. Students will engage in a variety of tasks related to plumbing, maintenance, troubleshooting, and safety protocols, and gain exposure to industry-specific tools, equipment, and procedures. This course allows students to develop their professional skills, work ethic, and communication abilities in preparation for a successful career in the plumbing field.		
ACC 100	Business Accounting	3	None
	Business Accounting includes the theory and practice associated with double-entry accounting. Special emphasis is placed on the preparation of the documents necessary to complete the accounting cycle. Topics include: transactions, journals, financial statements, schedules, adjustments/closing entries, accounting cycle, cash control, bank reconciliation, and payroll.		
BUS 185	Business Ethics & Human Relations	3	None
	This course introduces contemporary and controversial ethical issues facing the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. The course emphasizes employability skills such as communication, work habits and attitudes, ethics, conflict management, motivation and problem solving, self-concept, perception, self-awareness, personality, values and communications.		
BUS 255	Principles of Management	3	None
	The course teaches the basic components of management: planning, organizing, leading, and controlling. This course will focus on the fundamentals of management as they are practiced today.		
COM 105	English Composition I – KRSN ENG1010	3	Meet placement guidelines
	English Composition I is an introduction to expository writing emphasizing expression of ideas, structure, organization, development, and grammatical correctness. The course offers practice in researching, revising, and editing.		
COM 110	Technical Writing	3	Meet placement guidelines
	This course is an introduction to professional and technical writing used in the workplace. The class offers practice in document design and editing. The types of correspondence include memos, letters, e-mail, reports, and instructional manuals. The course will focus on clarity, conciseness, document design, organization, audience recognition, audience involvement, and accuracy. Collaboration and teamwork is stressed. Presentations will be practiced during class.		
MAT 109	Technical Mathematics II	3	Meet placement guidelines
	This is an algebra-based mathematics course that focuses on technical applications. Topics include graphing linear equations, systems of linear equations, polynomials, factoring polynomials, quadratic equations, right triangle trigonometry and trigonometry with any angle. This course is designed to provide students with the critical thinking needed for solving complex technical problems.		
MAT 110	Intermediate Algebra	3	

<p>This course is designed for students who have only one year of high school algebra, are inadequately prepared for College Algebra, or score in the prescribed range on the ASSET/COMPASS exams. Topics covered will include Number Systems, Linear Equations and Inequalities, Lines, Systems of Linear Equations and Inequalities, Polynomials, Exponents, Rational Expressions and Quadratic Equations.</p>		<p>Meet placement guidelines</p>
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Program Options

A.A.S Degree in Plumbing Technology

62 Credit Hours

32 Technical Specialty Credits

15 General Education Credits

15 Technical Elective Credits

Fall Semester – Year 1		
PLM 100	OSHA 10	1 SCH
PLM 105	Introductory Craft Skills	3 SCH
PLM 110	Intro to Plumbing Technology	3 SCH
PLM 115	Plumbing Fixtures and Fittings	4 SCH
PLM 120	Plumbing Basics	3 SCH
PLM 125	Plumbing Blueprint Reading	3 SCH
PLM 130	Occupational Work Experience I	2 SCH
Total:		19 SCH
Spring Semester – Year 1		
PLM 135	Codes and Special Systems	3 SCH
PLM 140	Plumbing Electricity & Gas	4 SCH
PLM 145	Advanced Plumbing Fixtures	3 SCH
PLM 150	Workplace Skills	1 SCH
PLM 155	Occupational Work Experience II	2 SCH
MAT 110 or Intermediate Algebra or Technical 109	Mathematics II	3 SCH
COM 105	English Composition I	3 SCH
Total:		19 SCH
Fall Semester – Year 2		
Gen Ed		3 SCH
Technical Elective		3 SCH
Technical Elective		3 SCH
Technical Elective		3 SCH
Total:		12 SCH
Spring Semester – Year 2		
Gen Ed		3 SCH
Gen Ed		3 SCH
Technical Elective		3 SCH
Technical Elective		3 SCH
Total:		12 SCH

Certificate A in Plumbing Technology

19 Technical Specialty Credits

Fall Semester		
PLM 100	OSHA 10	1 SCH
PLM 105	Introductory Craft Skills	3 SCH
PLM 110	Intro to Plumbing Technology	3 SCH
PLM 115	Plumbing Fixtures and Fittings	4 SCH
PLM 120	Plumbing Basics	3 SCH
PLM 125	Plumbing Blueprint Reading	3 SCH
PLM 130	Occupational Work Experience I	2 SCH
Total:		19 SCH

Certificate B in Plumbing Technology

38 Credit Hours

32 Specialty Credit Hours

6 General Education Credit Hours

Fall Semester – Year 1		
PLM 100	OSHA 10	1 SCH
PLM 105	Introductory Craft Skills	3 SCH
PLM 110	Intro to Plumbing Technology	3 SCH
PLM 115	Plumbing Fixtures and Fittings	4 SCH
PLM 120	Plumbing Basics	3 SCH
PLM 125	Plumbing Blueprint Reading	3 SCH
PLM 130	Occupational Work Experience I	2 SCH
Total:		19 SCH
Spring Semester – Year 1		
PLM 135	Codes and Special Systems	3 SCH
PLM 140	Plumbing Electricity & Gas	4 SCH
PLM 145	Advanced Plumbing Fixtures	3 SCH
PLM 150	Workplace Skills	1 SCH
PLM 155	Occupational Work Experience II	2 SCH
MAT 101	Technical Mathematics I	3 SCH
COM 105	English Composition I	3 SCH
Total:		19 SCH

Accreditation

No accreditation is available at this time for the Plumbing Technology program.

Faculty

Credentials for teaching in the Plumbing Technology Program are the same as for those who are employed for any position as a faculty member, including education, training, and/or industry experience in the topic areas taught. The instructor will hold a degree one level higher than the program degree when possible, or be willing to obtain said degree within a prescribed time period. The instructor must possess or be eligible to obtain certification commensurate with those required by the industry to perform duties at or above the level taught within the program.

The employed instructor was a Master Plumber and Master Electrician for 20 years, was a Master Mechanical for 10 years, has a teaching certificate through Ohio State University, owned Braun Plumbing, Electric and Heating and Air from 1996-2006 and taught Plumbing from 2015-2024 and meets all requirements of HLC Accreditation for our institution.

Cost and Funding for Proposed Program

- Detailed budget narrative is provided below.
- **Additional cost and funding documents to include as needed:**
 - Excel in CTE fee: **No fees will be charged to high school students.**
 - Perkins funding details are located in Appendix C on the **CA-1c form**.
 - KS Promise Act eligibility request is located in Appendix D on the **CA-1d form**.

Budget Narrative

The proposed Plumbing Technology program at Manhattan Area Technical College is designed to ensure sustainability and effective implementation over the initial years. The program anticipates an enrollment of 24 full-time students in both the first and subsequent years. The budget for the first year includes significant investments to establish the program's foundation. Faculty costs are projected at \$61,600 for one full-time position and \$30,800 for part-time or adjunct faculty, funded by the MATC General Fund. Equipment expenses are estimated at \$150,000, sourced from capital outlay and donations, reflecting the need for substantial initial investment in tools and machinery essential for plumbing training. Additionally, \$50,000 is allocated for tools and supplies, covered by student fees, ensuring that students have access to necessary materials for hands-on learning. Instructional supplies and materials are budgeted at \$5,000, also funded by student fees, to support the educational process. Facility requirements, including modifications and renovations, are projected at \$10,000, funded through capital outlay, ensuring that the physical space meets the needs of the program. Technology and software expenses are estimated at \$5,000, funded by student fees, to provide students with access to modern technological resources. The total budget for the implementation year amounts to \$312,400.

For the second and third years, the program's ongoing costs are projected to ensure sustainability. Faculty costs remain consistent, with \$61,600 for the full-time position and \$30,800 for part-time faculty, funded by the MATC General Fund. Equipment costs are anticipated to decrease significantly to \$1,000, funded by the General Fund and capital outlay, reflecting the reduced need for new equipment after the initial investment. Tools and supplies are budgeted at \$5,000, funded by student fees, maintaining the provision of necessary materials. Instructional supplies and materials are projected at

\$2,500, also funded by student fees. Facility requirements do not incur additional costs, indicating that initial modifications suffice for ongoing operations. Technology and software expenses remain at \$1,000, funded by student fees. The total budget for program sustainability over the second and third years is \$101,900, ensuring that the program continues to operate effectively and meet educational goals.

Program Review and Assessment

Faculty and administration review the effectiveness of individual instructional programs on a three-year rotational basis. Such a review may lead to recommendations for modifications of practice, changes in content and courses, and expansion or discontinuation of the program of instruction. Areas of the program that are reviewed specifically include mission, objectives of the program, and learning outcomes; relevance of curriculum; budgetary requirements of the program; enrollment, graduation, and placement data, including wages; and any other items that are unique to the program being reviewed. New programs are reviewed annually in a modified form and three years after the initial introduction of the program.

See Appendix E for the Program Review document. The program faculty will complete the program review, review findings with their direct supervisor, and present finalized review to the Board of Directors.

Program Approval at the Institution Level

Program Advisory Committee. The Plumbing Technology curriculum was approved via email by the HVAC/Plumbing Advisory Committee during March and April 2024. Their approvals can be found in Appendix F.

MATC Curriculum Committee. The MATC Curriculum Committee approved the course outlines for Plumbing Technology on September 20, 2024. Minutes provided in Appendix G.

MATC Board Members. The MATC governing board approved the curriculum and new program at the meeting in October 2024. Minutes provided in Appendix H.

Program Proposal Submission

- Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
- Please create a single PDF packet including all documents, and submit the completed application to the following:

Charmine Chambers
Director for Workforce Development
cchambers@ksbor.org

Revised/Approved April 2022, June 2023, March 2024, July 2024, November 2024

Crystal Roberts

Associate Director for Workforce Development

croberts@ksbor.org



October 9, 2024

KANSAS LOCATIONS

24-HOUR SERVICE LINES:

785.320.7016 Lawrence | Manhattan

316.358.9353 Wichita

usengineering.com

Mr. Allen Sangwin
Manhattan Area Technical College
3136 Dickens Ave.
Manhattan, KS 66503

Dear Allen,

U.S. Engineering is delighted to provide a letter of support for the Plumbing Technology program being developed by Manhattan Area Technical College. Our region needs more workers who can support new and renovation projects as well as home/business repair items related to plumbing.

Our company, at times, employs a few hundred plumbers & pipefitters who are involved in approximately \$500MM in new construction, renovation, and service projects each year. Having more qualified employees will allow us to grow our business and provide more services for our customers and communities in which we live. In addition, this occupation provides employees with good wages increasing our region's consumer power as well as impact on tax revenues.

We plan to support the MATC program in several ways. We would like to have a representative of our business on the advisory committee for the program. We can provide engagement with the instructor(s) and students concerning plumbing technologies and developing solutions to plumbing issues. We can also provide internships, apprenticeships, or related on-the-job experience reinforcing the College's program.

We ask you to approve this program which will directly impact our regional technical workforce in a positive manner. Sincerely,

A handwritten signature in blue ink that reads 'Mitch Watson'.

Mitch Watson
General Manager - Flint Hills Region
mitch.watson@usengineering.com

Nathan Redeker, HR Director
BHS Construction, PO Box 1328
Manhattan, KS 66502

10/10/2024

To Whom it May Concern:

We are delighted to provide a letter of support for the Plumbing Technology program being developed by Manhattan Area Technical College. Our region needs more workers who can support new and renovation projects as well as home/business repair items related to plumbing.

Our company provides related support through 85 employees who handle an average of 30+ projects per year. Having more qualified employees will allow us to manage more business in an enhanced response time. In addition, this occupation provides employees with good wages increasing our region's consumer power as well as impact on tax revenues.

We will support the MATC program by engaging our company in these roles:

- X 1. Having a representative of our business on the advisory committee for the program
- ___ 2. Providing engagement with the instructor(s) and students concerning plumbing technologies and developing solutions to plumbing issues
- X 3. Providing an internship, apprenticeship, or related on-the-job experience reinforcing the College's program (Currently in discussions)
- ___ 4. Providing an annual donation for student scholarships
- ___ 5. Providing annual support to the program through monetary and/or in-kind donations of equipment, supplies, etc.

We ask you to approve this program which will directly impact our regional technical workforce in a positive manner.

Sincerely,

Nathan Redeker, HR Director
BHS Construction

4-3-25

To whom it may concern,

Central Mechanical is delighted to provide a letter of support for the Plumbing Technology program being developed by Manhattan Area Technical College. Our region needs more workers who can support new and renovation projects as well as home/business repair items related to plumbing.

Our company provides related support through dozens of employees who handle numerous plumbing projects per year. Having more qualified employees will allow us to manage more business in an enhanced response time. In addition, this occupation provides employees with good wages, increasing our region's consumer power as well as impact on tax revenues.

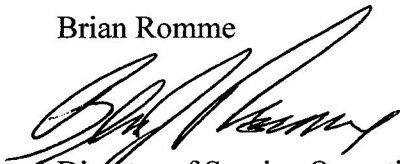
We plan to support the MATC program by engaging in these roles:

- Having a representative of our business on the advisory committee for the program.
- Providing engagement with the instructor(s) and students concerning plumbing technologies and developing solutions to plumbing issues.
- Providing an internship, apprenticeship, or related on-the-job experience reinforcing the College's program
- Providing annual support to the program through monetary and/or in-kind donations of equipment, supplies, etc.

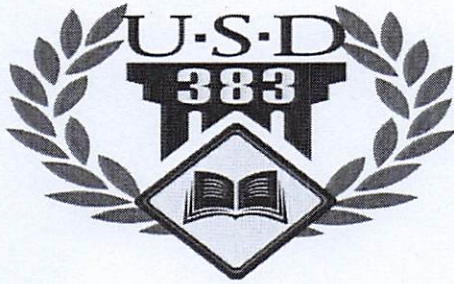
We ask you to approve this program which will directly impact our regional technical workforce in a positive manner.

Sincerely,

Brian Romme



Director of Service Operations



Manhattan-Ogden Public Schools

To Whom it May Concern:

I am writing to express my support for the Plumbing program at Manhattan Area Technical College. Manhattan High School and USD 383 have built a strong partnership through concurrent credit opportunities and by collaborating to help students continue their education and pursue employment in the region. Currently, we do not offer concurrent credit in the plumbing program; however, many of our students benefit from related coursework in our welding and construction courses, which provide them with valuable exposure to various areas and programs offered at MATC. We assess course offerings annually, and there may be a possibility of offering concurrent credit in the future.

The Construction and Design pathway at Manhattan High School consistently maintains strong enrollment, with many students showing interest in the field. Our students currently use the NCCER curriculum and complete the NCCER Core. The coursework covers the fundamentals of all aspects of construction, and students sometimes gain additional exposure through tours and guest speakers from various industries. Students are introduced to a wide range of careers within the field, including plumbing, heating and air conditioning, and electrical work. Given the high demand for skilled professionals in these areas, we are focused on helping guide students toward these promising career paths. We currently have many students that have graduated and working in the area for various businesses.

In conclusion, I fully support programs at MATC that contribute to regional growth and fill critical job sectors. High school is often the first point of exposure for students to these fields, and we are committed to promoting trades and industry careers. We continually explore ways to help students start their post-secondary journeys early, earning certifications and credentials that will serve them well in the workforce.

Sincerely,

Chris Holborn
Career and Tech Ed Coordinator
Manhattan High School / USD383

KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2020)

Institution: Manhattan Area Technical College

Proposed Program: Plumbing Technology

<u>IMPLEMENTATION COSTS</u>				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		24	0	
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1		\$61,600	MATC General
Part-time/Adjunct	#0		\$30,800	MATC General
		Amount	Funding Source	
B. Equipment required for program		\$150,000.00	Capital Outlay/Donations	
C. Tools and/or supplies required for the program		\$50,000.00	Student Fees	
D. Instructional Supplies and Materials		\$5,000.00	Student Fees	
E. Facility requirements, including facility modifications and/or classroom renovations		\$10,000.00	Capital Outlay	
F. Technology and/or Software		\$5,000.00	Student Fees	
G. Other <i>(Please identify; add lines as required)</i>				
Total for Implementation Year		\$312,400		

<u>PROGRAM SUSTAINABILITY COSTS (Second and Third Years)</u>				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		24	--	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$61,600	\$	MATC General
Part-time	#0	\$30,800	\$	MATC General
		Amount	Funding Source	
B. Equipment required for program		\$1,000.00	General Fund/Capital Outlay	
C. Tools and/or supplies required for the program		\$5,000.00	Student Fees	
D. Instructional Supplies and Materials		\$2,500.00	Student Fees	
E. Facility requirements, including facility modifications and/or classroom renovations		\$0	Capital Outlay	
F. Technology and/or Software		\$1,000.00	Student Fees	
G. Other <i>(Please identify; add lines as required)</i>				
Total for Program Sustainability		\$101,900		

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	Manhattan Area Technical College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Casey Field, Student Success Coordinator 785-320-4586, caseyfield@manhattantech.edu
Name, title, phone, and email of the Perkins Coordinator	Kerri Bellamy, Dean of Advanced Technology/CAO 785-320-4530 kerribellamy@manhattantech.edu
Program Name	Plumbing Technology
Program CIP Code	46.0503
Educational award levels <u>and</u> credit hours for the proposed request(s)	Associates of Applied Science – 62 Cr. Hours Certificate A - 19 Cr. Hours
Number of concentrators for the educational level	25
Does the program meet program alignment?	Yes
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>	Based on findings in the FY24-25 Manhattan Area Needs Assessment, there are 125 openings with a median wage of almost \$67,863 for employees. (pg. 26) This program offers both the AAS and Certificate to provide training for these job opportunities.
Justification for conditional approval: <i>(how will Perkins funds will be used to develop/improve the program)</i>	Perkins funds will be used for professional development for new faculty, some program equipment/software, and potentially some salary for a program assistant.
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 Kerri Bellamy Date 4/18/25

Signature of KBOR Official _____ Date _____

Kansas Promise Eligibility Request Form

CA-1d 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 Kansas Promise eligibility.

Program Eligibility

Per statutory language (Section 28), a “promise eligible program” means any two-year associate degree program or career and technical education certificate or stand-alone program offered by an eligible postsecondary educational institution that is:

- 1) approved by the Board of Regents;
- 2) high wage, high demand or critical need; and
- 3) identified as a “promise eligible program” by the Board of Regents pursuant to [K.S.A. 2021 Supp. 74-32,272](#):
 - Information Technology and Security
 - Mental and Physical Healthcare
 - Advanced Manufacturing and Building Trades
 - Early Childhood Education and Development

Section 29 (9d), states that the Board of Regents may designate an associate degree transfer program as an eligible program only if such program is included in:

- 1) An established 2+2 agreement with a Kansas four-year postsecondary education institution; or
- 2) An articulation agreement with a Kansas four-year postsecondary educational institution and is part of an established degree pathway that allows a student to transfer at least 60 credit hours from the eligible postsecondary educational institution to a four-year postsecondary education institution for the completion of an additional 60 credit hours toward a bachelor’s degree.

Section 30 states an eligible postsecondary educational institution may designate an additional field of study to meet local employment needs if the promise eligible programs within this field are two-year associate degree programs or career and technical education certificate or stand-alone programs approved by the Board of Regents that correspond to jobs that are high wage, high demand, or critical need in the community from one of the following fields:

- 1) Agriculture;
- 2) Food and Natural Resources;
- 3) Education and Training;
- 4) Law, Public Safety, Corrections, and Security; or
- 5) Distribution and Logistics

Name of Institution	Manhattan Area Technical
Name, title, and email of person responsible for Academic program	Casey Field, Student Success Coordinator 785-320-4586, caseyfield@manhattantech.edu
Name, title, and email of Financial Aid contact	Laura Weiss-Cook, Director of Financial Aid lauraweisscook@manhattantech.edu

Kansas Promise Eligibility Request Form

CA-1d Form (2022)

Advanced Manufacturing and Building Trades				
CIP Code	Program Name	High Wage, High Demand, or Critical Need	Type of Award (AAS, AA, AS, AGS, Certificate)	Scholarship Effective Date
46.0503	Plumbing Technology	High Demand and High Wage	AAS, Certificate	Fall 2025

**If any programs are claiming “critical need” status, please provide supporting documentation:

--

Signature of College Official *Kerri Bellamy* Date 4/18/25

Signature of KBOR Official _____ Date _____

Program Review Report for AY 24-25

Program Name	
Does the catalog program description still accurately represent your program to external constituents?	
How does your program meet the mission and vision of MATC?	
Program Accreditation or Certifications	<p><i>Discuss the results of the most recent accreditation and plans for addressing any deficiencies or recommendations. Please identify the next accreditation visit.</i></p> <p><i>If program is not accredited, please identify any certification and certification alignments that exist. (i.e. NCCER, AWS, Military alignment, MOS, CCNA, RedHat)</i></p>
Full-Time Faculty	List full-time instructors and classes taught
Adjunct Faculty	List adjunct instructors and classes taught
Co-curricular Activities	<i>Co-curricular refers to activities, programs, and learning experiences that reinforce MATC's mission, values, and complements the formal curriculum. Co-curricular activities support student development outside of the classroom. (i.e. student organizations, internships, attending PAC meetings, and service projects)</i>
Advisory Committee Involvement	<p>Current members including their title, organization, phone number, email, number of years on committee, contributions to the program (guest speaker, donations, internships, etc.)</p> <p><i>Provide documented evidence of PAC validating program outcomes and recommendations from the PAC related to program needs. (i.e. PAC meeting minutes)</i></p>
Gifts in Kind or Donations And new equipment purchases	<p>Name of donor/company</p> <p>Specifically what was donated</p> <p>Value of donation - estimate the value and identify what the college did <u>not</u> have to spend for an equivalent purchase.</p>

Program Review Report for AY 24-25

Certificates and Degrees Awarded	<p>Certificate(s) – name of certificate and number of credit hours</p> <p>A.A.S. degree requirements</p> <p><i>Discuss the data provided related to number of students in program and retention/completion. Provided an analysis regarding the number of students completing the program within 150% of normal time (A.A.S. degree – 3 years; Certificate – 1.5 years).</i></p> <p><i>Discuss employment placement evidence: number of students placed into jobs related to the program of study, student/employer feedback on satisfaction of their preparation from MATC, longevity/advancement of graduates within their program of study and job placement, number of students who were successful with gaining related employment who did not complete their program of study.</i></p>
Curriculum Review	<i>Provide a narrative identifying the significant program changes since last program review</i>
Program Learning Outcomes	<p>Map course outcomes to program outcomes – provide matrix as an attachment</p> <p>Map KBOR Core Abilities to program/course outcomes</p>
Grade Distribution	Registrar/IR will provide this data; <i>provide an analysis of the grade distribution</i>
Assessment Results	<p>Program and Course</p> <p>MATC Core Abilities assessment results –</p> <p>IR will provide MATC Core Abilities results (Oral Communication, Written Communication, Problem Solving/Critical Thinking, Quantitative Literacy) for the most recent years.</p> <p>End-of-program assessment results</p> <p>Other external assessment results</p> <p><i>Provide narrative discussing what you learned from the assessment data and how you will use the data to make improvements/changes</i></p>
Delivery Methods	Describe how you use delivery method to deliver the classes. (LMS, Canvas, Online lectures, lab, face to face, etc.)
Recruiting, Retention, Persistence, and Completion	<i>Describe the recruiting efforts that you have utilized as well as the efforts that you have implemented to affect retention, persistence, and completion of your students. Why should students pick MATC over other programs?</i>
Job Outlook – Demand for Program	
Resources Needed	<ol style="list-style-type: none"> 1. To maintain program quality 2. To advance program quality and value to regional employers

Program Review Report for AY 24-25

S.W.O.T. Analysis – Completed with PAC/BILT and any appropriate external group.

*Internal vs External treats/opportunities, new programs in the area, what makes you different from other programs nearby, etc.

Strengths

Weaknesses

Opportunities

Threats

Analysis of S.W.O.T.

(please provide a short narrative about the SWOT)

Program Review Report for AY 21-22



Faculty Credentials & Professional Development

Faculty Name	
Credentials	
Professional Development Activity	
Professional Development Reflection	



Program Review

Program Name

AY 2024-2025

CIP Code(s):

00.0000 CIP Description

SOC Code(s):

00-0000 SOC Description

00-0000 SOC Description

Degree(s) / Certificate(s) Awarded:

AAS xx credit hours

Certificate B xx credit hours

Certificate A xx credit hours

Program Accreditation(s):

none

Curriculum Alignment:

Program is [aligned](#) with the Kansas Board of Regents (KBOR). A [program alignment map](#), last updated in March 2021, is available.

Third-Party Credentials / TSA and Credential List

MATC offers the following third-party credentials that are approved by KBOR/TEA for submission on the KBOR Follow Up report.

Award Level	Credential ID	Credential Name	WIOA
All			
All			
All			
All			
All			
All			
All			
All			
All			
All			
All			
All			
All			

Not accepted by KBOR on the Follow Up report, but offered by MATC:

n/a

All awards accepted by KBOR on Follow Up, those greyed out are not offered at MATC currently; additional credentials available at different award levels.

[illegible]

Financial Information						
Revenue						
	AY 22-23		AY 21-22		AY 20-21	
Tuition	x,xxx SCH @ \$xxx/CH	\$0	x,xxx SCH @ \$xxx/CH	\$0	x,xxx SCH @ \$xxx/CH	\$0
Program/Course Fees		\$0		\$0		\$0
Institutional Fees		\$0		\$0		\$0
State Aid		\$0		\$0		\$0
Total Revenue		\$0		\$0		\$0
Grant/External Funding						
	AY 22-23		AY 21-22		AY 20-21	
Perkins						
Equipment		\$0		\$0		\$0
Professional Development		\$0		\$0		\$0
Capital Outlay		\$0		\$0		\$0
Total External Funding		\$0		\$0		\$0
Expenses						
	AY 22-23		AY 21-22		AY 20-21	
Teaching Salary & Benefits		\$0		\$0		\$0
Program/Course Supplies		\$0		\$0		\$0
Professional Development		\$0		\$0		\$0
Equipment Purchased		\$0		\$0		\$0
Other Expenses		\$0		\$0		\$0
Total Expenses		\$0		\$0		\$0
Program Contribution to Indirect Costs		\$0		\$0		\$0
Supplemental Program Information						
	AY 22-23		AY 21-22		AY 20-21	
MATC Per Credit Hour of Instruction (direct costs only)		\$0		\$0		\$0
Cost Model Composite Rate (average)						
Total Annual Cost to Students – tuition, lab fees, textbooks, tools, equipment		\$0				

Program Data						
	AY 22-23		AY 21-22		AY 20-21	
Enrollment (Declared Major)	# AAS	# CERTB # CERTA	# AAS	# CERTB # CERTA	# AAS	# CERTB # CERTA
Male/Female Mix	# / # AAS	# / # CERTB # / # CERTA	# / # AAS	# / # CERTB # / # CERTA	# / # AAS	# / # CERTB # / # CERTA
Retention						
1 st to 2 nd Semester Retention						
Number of Graduates ¹						
Associate (AAS)	#		#		#	
Certificate (CERTC)	# CERTB / # CERTA		# CERTB / # CERTA		# CERTB / # CERTA	
Semester Credit Hours Generated ²						
Total Unduplicated Students	#		#		#	
Total SCH (Omit Gen Ed SCH)	#		#		#	
Follow-Up ³						
No. of Students Available	#		#		#	
No. of Students Placed ⁴	#/#	##%	#/#	##%	#/#	##%
No. Placed in Field	#/#	##%	#/#	##%	#/#	##%
Average Wage	###.## / ###.##	###,###	###.##	###,###	###.##	###.## / ###.##
Industry Credentials ⁵						
Number Attempted	#		#		#	
Number Earned	#		#		#	
Students Who Earned a Credential	#/#	##%	#/#	##%	#/#	##%
MATC Core Abilities Assessment ⁶						
Oral Communication						
Written Communication						
Problem Solving/Critical Thinking						
Quantitative Literacy						

¹ KBOR Academic Year Basic Counts report, table 6a

² KBOR Academic Year Registrations file

³ KBOR Follow Up Report / Perkins V Core Indicators of Performance; Average wage = table 7

⁴ Perkins V Core Indicators Report; Placed = Perkins V concentrators who are employed, continuing education, serving in the military, or in a service program as of the 2nd quarter after exist as reported on the KBOR Follow Up Report

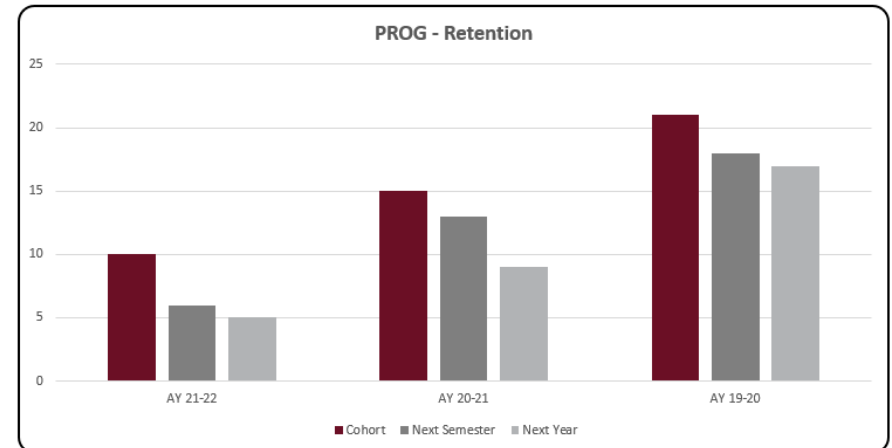
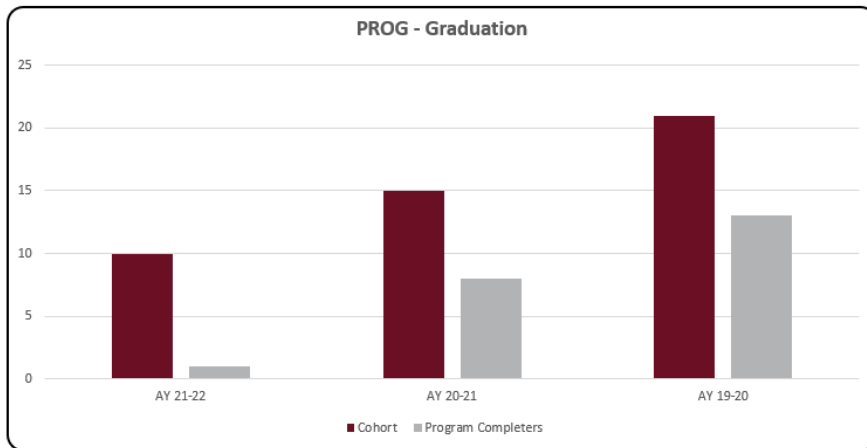
⁵ KBOR Follow Up Report (may be duplicates); Students who earned a credential is from Perkins V Core Indicators of Performance, 2P1

⁶ The department may not have submitted an assessment or submitted it incorrectly for data purposes for this period (indicated by an *); entered MATC averages

Graduation & Retention Information by Cohort

	Cohort	Retention				Graduation Percentage
		Program Completers	MATC Completers	Still Enrolled in Program	Non-Completers	
AY 21-22	10	5	3	2	3	50.00%
AY 20-21	15	10	2	1	4	66.67%
AY 19-20	20	13	0	2	5	65.00%

	Cohort	Retention				
		Next Semester	Next Year	Still Enrolled in Program	Still Enrolled at MATC	Transfer
AY 21-22	10	6	5	4	1	1
AY 20-21	15	13	9	1	0	2
AY 19-20	20	18	17	2	0	4



Notes:

- Cohort determined by first enrollment in ABC 100 course for students with a ABC declared major
- Dropped registrations are excluded from counts while withdrawn registrations are included
- Some students had dual declared majors
- Graduation percentage may increase if those still enrolled complete the program
 - Award Levels for Program Completions (by highest degree earned)
 - AY 19-20 cohort: x AAS / x CERTB
 - AY 20-21 cohort: x AAS / 1 CERTB
 - AY 21-22 cohort: x CERTB
- Transfers:
 - KSU – x
 - Highland CC – x
 - XYZ – x
 - LMN – x
 - OPQ – x
 - RST – x

Kansas Wage Survey, 2021 Edition, Local Areas

[illegible][illegible]

Projected Employment Data

Kansas Wage Survey, 2021 Edition, Projection Regions, 10-year projection

Region: Northeast Kansas

Standard Occupational Classification Code	Occupational Title	Employment	Mean (Average) Hourly	Mean Annual	Entry Level Hourly	Entry Level Annual	Experienced Level Hourly	Experienced Level Annual	Median (Middle) Hourly	Median Annual
00-0000										
00-0000										

Source: Kansas Department of Labor, Labor Market Information Services and the Bureau of Labor Statistics; Occupational Employment Statistics (OES)

Fall 2021 Critical Thinking Problem Solving

[illegible][illegible]



FW: KBOR Approval

From Kerri Bellamy <KerriBellamy@manhattantech.edu>

Date Mon 3/10/2025 3:14 PM

To Casey Field <CaseyField@manhattantech.edu>

Kerri Bellamy

Chief Academic Officer

Dean of Advanced Technologies

Manhattan Area Technical College

3136 DICKENS AVE, MANHATTAN, KS 66503

T: 785.320.4530 W: www.manhattantech.edu

From: Allen Sangwin <allensangwin@manhattantech.edu>

Sent: Monday, March 10, 2025 12:31 PM

To: Kerri Bellamy <KerriBellamy@manhattantech.edu>

Subject: Fw: KBOR Approval

There's one

From: Trevor Hoffman <trevorhoffman@ksu.edu>

Sent: Monday, March 10, 2025 10:09 AM

To: Allen Sangwin <allensangwin@manhattantech.edu>

Subject: Re: KBOR Approval

Allen, my responses as requested.

HVAC Curriculum Changes:

- Updating the title of the Program from Air Conditioning & Refrigeration to Heating Ventilation and Air Conditioning (HVAC) per KBOR program alignment.

Approved

- Adding HVA 135 Occupational Work Experience I to Fall Semester

Approved

- Adding the word "System" in the course title, HVA 140 Heating System Fundamentals and changed course competencies to match KBOR program alignment.

Approved

- HVA 161 EPA 608 changed course competencies to match KBOR program alignment.

Approved

- HVA 199 updated course name to Occupational Work Experience II, updated prerequisites, and changed the credit hours from 2 to 1.

Approved

- HVA 1104 updated course title from Electricity to Electrical Fundamentals on course outline to match the KBOR program alignment.

Approved

PLM Program and Curriculum:

- Approve of Plumbing program as a whole?

Approved

- Approve of curriculum as proposed?

Approved

Trevor Hoffman 

Control Center Technician | Division of Facilities

Power Plant 101 | (785) 532-1738 | Kansas State University



From: Allen Sangwin <allensangwin@manhattantech.edu>

Sent: Friday, March 7, 2025 11:03 AM

To: Mitch Watson <mitch.watson@USEngineering.com>; direpair@hotmail.com <direpair@hotmail.com>; Kenneth Ziegler <kziegler@thermalcomfortair.com>; Greg Cranford <GregCranford@manhattantech.edu>; john@standardpha.com <john@standardpha.com>; gwohler@thermalcomfortair.com <gwohler@thermalcomfortair.com>; brian.romme@centralmechanical.com <brian.romme@centralmechanical.com>; Kerri Bellamy <KerriBellamy@manhattantech.edu>; Chris Boxberger <ChrisBoxberger@manhattantech.edu>; Jordan Ebert <jordan.ebert@drplumbing.net>; Robert Sterling <robertsheatcool@hotmail.com>; Todd Schmidt <todd.schmidt@hhape.com>; Phil Hewins <handhahp@gmail.com>; ejager@thermalcomfortair.com <ejager@thermalcomfortair.com>; Adam Kramer <akramer@ksu.edu>; Brent Kolterman <bkkolterman@ksu.edu>; Trevor Hoffman <trevorhoffman@ksu.edu>; flickball28@yahoo.com <flickball28@yahoo.com>; Brian Braun <BrianBraun@manhattantech.edu>; Scott Weber <Scott.Weber@usengineering.com>; Luke Sloan <lsloan@p1-service.com>; Lucas Crist <lucas.crist@wuthnowhtg.net>

Subject: KBOR Approval

This email originated from outside of K-State.

Advisory Committee Members,

Need your assistance, please. Since our programs align with Kansas Board Of Regents (KBOR) whenever we make changes or start a program, we need to have approval from committee members. This can all be done through emails or if you have questions/concerns or

prefer to stop by we will have the paperwork ready for you. You can contact me, Brian or Kerri <kerribellamy@manhattantech.edu>.

Please look at the attachments and email your vote for approval of the HVAC curriculum changes and the PLM program and curriculum. If you can reply to each bulleted item below with a red "yes, approve" or "no, reject." We also need a quorum so please reply.

HVAC Curriculum Changes:

- Updating the title of the Program from Air Conditioning & Refrigeration to Heating Ventilation and Air Conditioning (HVAC) per KBOR program alignment.
- Adding HVA 135 Occupational Work Experience I to Fall Semester
- Adding the word "System" in the course title, HVA 140 Heating System Fundamentals and changed course competencies to match KBOR program alignment.
- HVA 161 EPA 608 changed course competencies to match KBOR program alignment.
- HVA 199 updated course name to Occupational Work Experience II, updated prerequisites, and changed the credit hours from 2 to 1.
- HVA 1104 updated course title from Electricity to Electrical Fundamentals on course outline to match the KBOR program alignment.

PLM Program and Curriculum:

- Approve of Plumbing program as a whole?
- Approve of curriculum as proposed?

That you all for your continued support.



MANHATTAN **TECH**



Allen Sangwin
HVAC Instructor
Manhattan Area Technical College

Address 3136 Dickens Ave | Manhattan,
Kansas 66503

Phone 785-320-4525

Email allensangwin@manhattantech.edu

Website manhattantech.edu



Manhattan Tech
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FW: KBOR Approval

From Kerri Bellamy <KerriBellamy@manhattantech.edu>

Date Tue 3/11/2025 1:04 PM

To Casey Field <CaseyField@manhattantech.edu>

Kerri Bellamy

Chief Academic Officer

Dean of Advanced Technologies

Manhattan Area Technical College

3136 DICKENS AVE, MANHATTAN, KS 66503

T: 785.320.4530 W: www.manhattantech.edu

From: Allen Sangwin <allensangwin@manhattantech.edu>

Sent: Monday, March 10, 2025 5:39 PM

To: Kerri Bellamy <KerriBellamy@manhattantech.edu>

Subject: Fw: KBOR Approval

There's 2

Sent via the Samsung Galaxy S21 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

From: Mitch Watson <Mitch.Watson@usengineering.com>

Sent: Monday, March 10, 2025 3:12:43 PM

To: Allen Sangwin <allensangwin@manhattantech.edu>

Subject: RE: KBOR Approval

Allen,

Looks good to me, see below for approval.

Thanks,

Mitch Watson | General Manager – Flint Hills Region

U.S. Engineering Service | **BUILD. SOLVE. EVOLVE.™**

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785.320.7016 useservice@usengineering.com **24-Hour Service**

mitch.watson@usengineering.com | usengineering.com

From: Allen Sangwin <allensangwin@manhattantech.edu>

Sent: Friday, March 7, 2025 11:03 AM

To: Mitch Watson <Mitch.Watson@usengineering.com>; direpair@hotmail.com; Kenneth Ziegler <kziegler@thermalcomfortair.com>; Greg Cranford <GregCranford@manhattantech.edu>; john@standardpha.com; gwohler@thermalcomfortair.com; brian.romme@centralmechanical.com; Kerri Bellamy <KerriBellamy@manhattantech.edu>; Chris Boxberger <ChrisBoxberger@manhattantech.edu>; Jordan Ebert <jordan.ebert@drplumbing.net>; Robert Sterling <robertsheatcool@hotmail.com>; Todd Schmidt <todd.schmidt@hhape.com>; Phil Hewins <handhahp@gmail.com>; ejager@thermalcomfortair.com; Adam Kramer <akramer@ksu.edu>; Brent Kolterman <bkkolterman@ksu.edu>; Trevor Hoffman <trevorhoffman@ksu.edu>; flickball28@yahoo.com; Brian Braun <BrianBraun@manhattantech.edu>; Scott Weber <Scott.Weber@usengineering.com>; Luke Sloan <lsloan@p1-service.com>; Lucas Crist <lucas.crist@wuthnowhtg.net>

Subject: KBOR Approval

CAUTION This email was not sent from a U.S. Engineering team member.

Advisory Committee Members,

Need your assistance, please. Since our programs align with Kansas Board Of Regents (KBOR) whenever we make changes or start a program, we need to have approval from committee members. This can all be done through emails or if you have questions/concerns or prefer to stop by we will have the paperwork ready for you. You can contact me, Brian or Kerri <kerribellamy@manhattantech.edu>.

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- Adding HVA 135 Occupational Work Experience I to Fall Semester **YES**
- Adding the word "System" in the course title, HVA 140 Heating System Fundamentals and changed course competencies to match KBOR program alignment. **YES**
- HVA 161 EPA 608 changed course competencies to match KBOR program alignment. **YES**
- HVA 199 updated course name to Occupational Work Experience II, updated prerequisites, and changed the credit hours from 2 to 1. **YES**
- HVA 1104 updated course title from Electricity to Electrical Fundamentals on course outline to match the KBOR program alignment. **YES**

PLM Program and Curriculum:

- Approve of Plumbing program as a whole? **YES**
- Approve of curriculum as proposed? **YES**

Thank you all for your continued support.

**MANHATTAN TECH**

Allen Sangwin
HVAC Instructor
Manhattan Area Technical College

Address 3136 Dickens Ave | Manhattan,
Kansas 66503

Phone 785-320-4525

Email allensangwin@manhattantech.edu

Website manhattantech.edu



Manhattan Tech

#1 Two-Year College in the Nation

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FW: KBOR Approval

From Kerri Bellamy <KerriBellamy@manhattantech.edu>

Date Tue 3/25/2025 8:11 AM

To Casey Field <CaseyField@manhattantech.edu>

Kerri Bellamy

Chief Academic Officer

Dean of Advanced Technologies

Manhattan Area Technical College

3136 DICKENS AVE, MANHATTAN, KS 66503

T: 785.320.4530 W: www.manhattantech.edu

From: Allen Sangwin <allensangwin@manhattantech.edu>

Sent: Tuesday, March 25, 2025 8:10 AM

To: Kerri Bellamy <KerriBellamy@manhattantech.edu>

Subject: Fw: KBOR Approval

#3

Sent via the Samsung Galaxy S21 5G, an AT&T 5G smartphone

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From: Brent Kolterman <bkkolterman@ksu.edu>

Sent: Tuesday, March 25, 2025 8:05:18 AM

To: Allen Sangwin <allensangwin@manhattantech.edu>

Subject: Re: KBOR Approval

Approved

From: Allen Sangwin <allensangwin@manhattantech.edu>

Sent: Friday, March 7, 2025 11:03 AM

To: Mitch Watson <mitch.watson@USEngineering.com>; direpair@hotmail.com <direpair@hotmail.com>;

Kenneth Ziegler <kziegler@thermalcomfortair.com>; Greg Cranford <GregCranford@manhattantech.edu>;

john@standardpha.com <john@standardpha.com>; gwohler@thermalcomfortair.com

<gwohler@thermalcomfortair.com>; brian.romme@centralmechanical.com

<brian.romme@centralmechanical.com>; Kerri Bellamy <KerriBellamy@manhattantech.edu>; Chris Boxberger

<ChrisBoxberger@manhattantech.edu>; Jordan Ebert <jordan.ebert@drplumbing.net>; Robert Sterling

<robertsheatcool@hotmail.com>; Todd Schmidt <todd.schmidt@hhape.com>; Phil Hewins

<handhahp@gmail.com>; ejager@thermalcomfortair.com <ejager@thermalcomfortair.com>; Adam Kramer

<akramer@ksu.edu>; Brent Kolterman <bkkolterman@ksu.edu>; Trevor Hoffman <trevorhoffman@ksu.edu>;

flickball28@yahoo.com <flickball28@yahoo.com>; Brian Braun <BrianBraun@manhattantech.edu>; Scott Weber

<Scott.Weber@usengineering.com>; Luke Sloan <lsloan@p1-service.com>; Lucas Crist

<lucas.crist@wuthnowhtg.net>

Subject: KBOR Approval

This email originated from outside of K-State.

Advisory Committee Members,

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PLM Program and Curriculum:

- Approve of Plumbing program as a whole?
- Approve of curriculum as proposed?

Thank you all for your continued support.



Allen Sangwin
HVAC Instructor
Manhattan Area Technical College

Address 3136 Dickens Ave | Manhattan,
Kansas 66503
Phone 785-320-4525
Email allensangwin@manhattantech.edu
Website manhattantech.edu



FW: KBOR Approval

From Kerri Bellamy <KerriBellamy@manhattantech.edu>

Date Tue 3/25/2025 1:22 PM

To Casey Field <CaseyField@manhattantech.edu>

Kerri Bellamy

Chief Academic Officer

Dean of Advanced Technologies

Manhattan Area Technical College

3136 DICKENS AVE, MANHATTAN, KS 66503

T: 785.320.4530 W: www.manhattantech.edu

From: Allen Sangwin <allensangwin@manhattantech.edu>

Sent: Tuesday, March 25, 2025 11:38 AM

To: Kerri Bellamy <KerriBellamy@manhattantech.edu>

Subject: Fw: KBOR Approval

#4

Sent via the Samsung Galaxy S21 5G, an AT&T 5G smartphone

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From: Lucas Crist <lucas.crist@wuthnowhtg.net>

Sent: Tuesday, March 25, 2025 10:49:11 AM

To: Allen Sangwin <allensangwin@manhattantech.edu>

Subject: Re: KBOR Approval

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- Approve of Plumbing program as a whole? **YES, APPROVE**

- Approve of curriculum as proposed? **YES, APPROVE**

Lucas Crist
Service Administrator
Wuthnow Htg & Air, Inc
3406 Hawk Rd
Abilene, KS 67410
785-280-9704

From: Allen Sangwin <allensangwin@manhattantech.edu>
Sent: Friday, March 7, 2025 11:03 AM
To: Mitch Watson <mitch.watson@USEngineering.com>; direpair@hotmail.com <direpair@hotmail.com>; Kenneth Ziegler <kziegler@thermalcomfortair.com>; Greg Cranford <GregCranford@manhattantech.edu>; john@standardpha.com <john@standardpha.com>; gwohler@thermalcomfortair.com <gwohler@thermalcomfortair.com>; brian.romme@centralmechanical.com <brian.romme@centralmechanical.com>; Kerri Bellamy <KerriBellamy@manhattantech.edu>; Chris Boxberger <ChrisBoxberger@manhattantech.edu>; Jordan Ebert <jordan.ebert@drplumbing.net>; Robert Sterling <robertsheatcool@hotmail.com>; Todd Schmidt <todd.schmidt@hhape.com>; Phil Hewins <handhahp@gmail.com>; ejager@thermalcomfortair.com <ejager@thermalcomfortair.com>; Adam Kramer <akramer@ksu.edu>; Brent Kolterman <bkkolterman@ksu.edu>; Trevor Hoffman <trevorhoffman@ksu.edu>; flickball28@yahoo.com <flickball28@yahoo.com>; Brian Braun <BrianBraun@manhattantech.edu>; Scott Weber <Scott.Weber@usengineering.com>; Luke Sloan <lsloan@p1-service.com>; Lucas Crist <lucas.crist@wuthnowhtg.net>
Subject: KBOR Approval

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Thank you all for your continued support.



MANHATTAN **TECH**



Allen Sangwin
HVAC Instructor
Manhattan Area Technical College

Address 3136 Dickens Ave | Manhattan,
Kansas 66503

Phone 785-320-4525

Email allensangwin@manhattantech.edu

Website manhattantech.edu



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FW: KBOR Approval

From Kerri Bellamy <KerriBellamy@manhattantech.edu>
Date Tue 3/25/2025 1:23 PM
To Casey Field <CaseyField@manhattantech.edu>

Kerri Bellamy

Chief Academic Officer

Dean of Advanced Technologies

Manhattan Area Technical College

3136 DICKENS AVE, MANHATTAN, KS 66503

T: 785.320.4530 W: www.manhattantech.edu

From: Allen Sangwin <allensangwin@manhattantech.edu>
Sent: Tuesday, March 25, 2025 11:41 AM
To: Kerri Bellamy <KerriBellamy@manhattantech.edu>
Subject: Fw: KBOR Approval

#5

Sent via the Samsung Galaxy S21 5G, an AT&T 5G smartphone
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From: Jordan Ebert <jordan.ebert@drplumbing.net>
Sent: Tuesday, March 25, 2025 10:42:09 AM
To: Allen Sangwin <allensangwin@manhattantech.edu>
Subject: Re: KBOR Approval

Allen

I will say yes to all the questions. Let me know if you need anything else

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From: Allen Sangwin <allensangwin@manhattantech.edu>
Sent: Friday, March 7, 2025 11:03:23 AM
To: Mitch Watson <mitch.watson@USEngineering.com>; direpair@hotmail.com <direpair@hotmail.com>; Kenneth Ziegler <kziegler@thermalcomfortair.com>; Greg Cranford <GregCranford@manhattantech.edu>; john@standardpha.com <john@standardpha.com>; gwohler@thermalcomfortair.com <gwohler@thermalcomfortair.com>; brian.romme@centralmechanical.com <brian.romme@centralmechanical.com>; Kerri Bellamy <KerriBellamy@manhattantech.edu>; Chris Boxberger <ChrisBoxberger@manhattantech.edu>; Jordan Ebert <jordan.ebert@drplumbing.net>; Robert Sterling <robertsheatcool@hotmail.com>; Todd Schmidt <todd.schmidt@hhape.com>; Phil Hewins

<handhahp@gmail.com>; ejager@thermalcomfortair.com <ejager@thermalcomfortair.com>; Adam Kramer <akramer@ksu.edu>; Brent Kolterman <bkkolterman@ksu.edu>; Trevor Hoffman <trevorhoffman@ksu.edu>; flickball28@yahoo.com <flickball28@yahoo.com>; Brian Braun <BrianBraun@manhattantech.edu>; Scott Weber <Scott.Weber@usengineering.com>; Luke Sloan <lsloan@p1-service.com>; Lucas Crist <lucas.crist@wuthnowhtg.net>

Subject: KBOR Approval

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PLM Program and Curriculum:

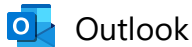
- Approve of Plumbing program as a whole?
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Thank you all for your continued support.



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Date Tue 3/25/2025 1:23 PM

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To: Kerri Bellamy <KerriBellamy@manhattantech.edu>

Subject: Fw: KBOR Approval

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From: Brent Kolterman <bkkolterman@ksu.edu>

Sent: Tuesday, March 25, 2025 8:05:18 AM

To: Allen Sangwin <allensangwin@manhattantech.edu>

Subject: Re: KBOR Approval

Approved

From: Allen Sangwin <allensangwin@manhattantech.edu>

Sent: Friday, March 7, 2025 11:03 AM

To: Mitch Watson <mitch.watson@USEngineering.com>; direpair@hotmail.com <direpair@hotmail.com>;

Kenneth Ziegler <kziegler@thermalcomfortair.com>; Greg Cranford <GregCranford@manhattantech.edu>;

john@standardpha.com <john@standardpha.com>; gwohler@thermalcomfortair.com

<gwohler@thermalcomfortair.com>; brian.romme@centralmechanical.com

<brian.romme@centralmechanical.com>; Kerri Bellamy <KerriBellamy@manhattantech.edu>; Chris Boxberger

<ChrisBoxberger@manhattantech.edu>; Jordan Ebert <jordan.ebert@drplumbing.net>; Robert Sterling

<robertsheatcool@hotmail.com>; Todd Schmidt <todd.schmidt@hhape.com>; Phil Hewins

<handhahp@gmail.com>; ejager@thermalcomfortair.com <ejager@thermalcomfortair.com>; Adam Kramer

<akramer@ksu.edu>; Brent Kolterman <bkkolterman@ksu.edu>; Trevor Hoffman <trevorhoffman@ksu.edu>;

flickball28@yahoo.com <flickball28@yahoo.com>; Brian Braun <BrianBraun@manhattantech.edu>; Scott Weber

<Scott.Weber@usengineering.com>; Luke Sloan <lsloan@p1-service.com>; Lucas Crist

<lucas.crist@wuthnowhtg.net>

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Kansas 66503
Phone 785-320-4525
Email allensangwin@manhattantech.edu
Website manhattantech.edu



FW: Can you please fill out and send back

From Kerri Bellamy <KerriBellamy@manhattantech.edu>

Date Mon 4/14/2025 2:02 PM

To Casey Field <CaseyField@manhattantech.edu>

Kerri Bellamy

Chief Academic Officer

Dean of Advanced Technologies

Manhattan Area Technical College

3136 DICKENS AVE, MANHATTAN, KS 66503

T: 785.320.4530 W: www.manhattantech.edu

From: Brian Braun <BrianBraun@manhattantech.edu>

Sent: Monday, April 14, 2025 1:34 PM

To: Kerri Bellamy <KerriBellamy@manhattantech.edu>

Subject: Fw: Can you please fill out and send back

From: Robert Sterling <RobertsHeatCool@hotmail.com>

Sent: Monday, April 14, 2025 1:27 PM

To: Brian Braun <BrianBraun@manhattantech.edu>

Subject: Re: Can you please fill out and send back

Brian

You need the attached form also?

HVAC Curriculum Changes:

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- HVA 199 updated course name to Occupational Work Experience II, updated prerequisites, and changed the credit hours from 2 to 1. **YES**
- HVA 1104 updated course title from Electricity to Electrical Fundamentals on course outline to match the KBOR program alignment. **YES**

PLM Program and Curriculum:

- Approve of Plumbing program as a whole? **YES**
 - Approve of curriculum as proposed? **YES**



9125 Green Valley Dr. #2

Manhattan, KS 66502

785-320-2798

From: Brian Braun

Sent: Thursday, April 3, 2025 11:08 AM

To: Robert Sterling

Subject: Can you please fill out and send back

Advisory Committe Members,

Need your assistance, please. Since our programs align with Kansas Board Of Regents (KBOR) whenever we make changes or start a program, we need to have approval from committee members. This can all be done through emails or if you have questions/concerns or prefer to stop by we will have the paperwork ready for you. You can contact me, Brian <BrianBraun@manhattantech.edu> or Kerri <kerribellamy@manhattantech.edu>.

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Minutes: Curriculum Committee

Date 9/20/2024

Members Present: Marcey Fickbohm (**Chair**), Alex Anderson (**Vice Chair**), Jen Cupery, Deirdre Greeley, Brian Koch, Justin Meuli, Ed Zahler, Laura Weiss-Cook, Steve Davis, Casey Field, Pamela Imperato, Lauren Rust, Kim Davis, Kerri Bellamy

Time: 1500

Guests: Allen Sangwin

Members Absent: None

Place: 404

Recorder: Deirdre Greeley

<u>AGENDA ITEM</u>	<u>DISCUSSION</u>	<u>ACTION TAKEN</u>
Call to order		The meeting was called to order at 1507
Acceptance of Minutes	Review of minutes from 9/13/24 meeting	Motion to accept the 9-13-24 minutes: Brian Second: Alex Motion carried
<u>Old Business</u>		
1. None		
<u>New Business</u>		
1. IMT Program Page Update	Committee reviewed the modified IMT program page with the following changes: 1-year completion time was changed to a 2-year completion time and amended to state that this program offers a Cert C and AAS pathway, no Cert A or Cert B. Minor formatting changes were also made.	Update only; no vote required
2. ECE Program Page Update	AAS requirements are being finalized for KBOR. Cert B pathway TBD. Minor formatting changes.	Update only; no vote required
3. ECE 100 (SWT ECE1010) New Course Form and Course Outline	ECE 100: Principles of Early Childhood Education. SWT ECE1010 added. NAEYC acronym spelled out to read National Association for the Education of Young Children. Minor formatting changes were made. Outcomes are directly from KBOR.	Motion to approve ECE 100 New Course Form and Course Outline with changes: Brian Second: Laura Motion carried

<u>AGENDA ITEM</u>	<u>DISCUSSION</u>	<u>ACTION TAKEN</u>
4. PLM Program Page	<p>Allen Sangwin introduced the new Plumbing program page. Its purpose is to augment the current HVAC program to fill the needs that exist within HVAC companies that also provide plumbing services. This program is scheduled to begin Fall of 2025, and will offer an AAS and a Cert B. This program PAC will be the same as the current HVAC PAC.</p> <p><i>Outcomes and competencies for PLM courses have been tabled at this time and will be updated at a later date.</i></p>	<p>Motion to approve the PLM program page as written: Brian Second: Laura Motion carried</p>
5. PLM 100 New Course Form and Course Outline	PLM 100 will be a General Industry OSHA 10 class. Minor course description changes made.	<p>Motion to approve PLM 100 New Course Form and Course Outline with changes: Brian Second: Laura Motion carried</p>
6. PLM 110 New Course Form and Course Outline	PLM 110: Introductory Craft Skills. Prerequisite of PLM 100 changed to prerequisite or co-requisite OSHA 10. Changes made to purpose of course to make it more specific to this particular plumbing course.	<p>Motion to approve PLM 110 New Course Form and Course Outline with changes: Brian Second: Laura Motion carried</p>
7. PLM 120 New Course Form and Course Outline	PLM 120: Introduction to Plumbing Technology. Prerequisite changed to OSHA 10.	<p>Motion to approve PLM 120 New Course Form and Course Outline with changes: Brian Second: Laura Motion carried</p>
8. PLM 130 New Course Form and Course Outline	PLM 130: Plumbing Fixtures and Fittings. Minor changes to course description.	<p>Motion to approve PLM 130 New Course Form and Course Outline with changes: Brian Second: Laura Motion carried</p>
9. PLM 140 New Course Form and Course Outline	PLM 140: Plumbing Basics. Changes made to purpose of course for clarity. Prerequisite changed to OSHA 10.	<p>Motion to approve PLM 140 New Course Form and Course Outline with changes: Brian Second: Justin Motion carried</p>
10. PLM 150 New Course Form and Course Outline	PLM 150: Plumbing Blueprint Reading. Changed “carpentry” to “plumbing” in the prerequisites.	<p>Motion to approve PLM 150 New Course Form and Course Outline with changes: Brian Second: Laura Motion carried</p>

AGENDA ITEM**DISCUSSION****ACTION TAKEN**

Adjournment

The meeting adjourned at 1625

Motion to adjourn: Brian
Second: Laura
Motion carried

Board of Directors Agenda/Minutes

September 24, 2024

5:30p (zoom/live stream)



Attendance:

Board of Directors

Tim Flanary, Chair (Pottawatomie)

John Armbrust (Riley)

Heather Peterson (Pottawatomie)

Leslie Goodwin (Geary)

David Urban, Vice Chair (Riley)

Julie Crimmins (Clay)

Stephanie Pierce (Riley)

Administration/Staff

James Genandt, President/CEO

Josh Gfeller, VP of Operations

Chris Boxberger, Academic Partnerships/Outreach

Neil Ross, Student Services

Suzy Baker, Executive Operations Coordinator, Board Clerk

Addl: Kim Withroder, Lisa Isaacson, David Umazor, Rachel Ohmes

Pam Imperato, Special Advisor to President

Cara Prichard, Chief Financial Officer

Kim Davis, Nursing Ed & Health

Brian Koch, Math Instructor, Chair Faculty Senate

Agenda: (*Items requiring Board action)

1. Call to Order- **Meeting called to order by Tim- 5:30p**

- Adjustments to agenda (made 9.23)
 - Added 2 year academic calendar attachment
 - Edits to the order of General Agenda
 - Removed attachment from Retreat Agenda (revised attachment will be distributed)
 - Added agenda items:
 - Executive Session
 - New & Revised Academic Programs & Board Reviews (3 attachments)
 - Added Marketing report

2. Board of Directors Announcements

- Vice Chair position: **David Urban with majority vote (vote was made electronically prior to mtg)**
- Leslie Goodwin introduction: **6 votes to appoint Leslie as Geary County seat (vote was made electronically prior to mtg)**
- Introduction of new faculty and staff: **Lisa Isaacson, David Umazor**

3. Consent Agenda (*Items requiring Board action)

- Approval of previous month minutes (Aug 2024)* (Attachment 1)
- Approval of previous month check register with threshold expenditures (Aug 2024)* (Attachment 2)

Approval of Aug minutes + Aug check register- Tim 1st, John 2nd. 7 yes , 0 no - motion carried.
- Organizational Update (Attachment 3)

4. General Agenda (*Items requiring Board action)

- BHE Expenditure report (Attachment 4)- **Josh**
- FY24 Actuals Memo (Attachment 5)- **Cara**
- 2 year Rolling Academic Calendar (Attachment 6)- **Jim, Brian**
- Policy updates:
 - Faculty Senate (Attachment 7)
 - **Brian-** went over the updates to the policy. The policy had not been updated for 4 years. Chair & vice Chair are typically 1 trade faculty and 1 gen ed faculty.
 - **Faculty Senate updates: Brian-** Math pathways- state would like to get rid of intermediate algebra, discussed math requirements & funding.
 - **Marketing Update: Rachel-** Presentation on Marketing & social media. **Suzy will send attachment to the Board. **Chris/Jim-** Purpose of this marketing plan is to reinforce enrollments, staff & faculty involvement, engaging students, making community aware.
- **Tim made motion to approve Faculty Senate policy. David 1st, Heather 2nd. 7 yes, 0 no - motion carried.**
- Policy 5.1.1 Admissions (Attachment 8)
 - **Neil-** Admissions policy was outdated & needed to be updated. It will need to be edited- Suzy will send the revised document to the board.
- **Tim made motion to approve Policy 5.1.1. John 1st, Stephanie 2nd. 7 yes, 0 no - motion carried.**
- Trailer purchase & Patterson Grant Update
 - **Pam-** thanked the board for the approval of the trailer and updated the board on the submission of the Patterson Grant. Pam explained the plans for the grant if we are awarded, we can inspire the rural communities. End of Nov/early Dec will be the announcement as to if we are funded with the grant. Pam explained we will travel to NC in Nov to pick up the trailer that was purchased. Trailer will be used for marketing, partnering with businesses & grow outside relationships.
 - **Heather-** asked if we have the software or if that will need to be purchased. **Pam-** mentioned the grant will have us partnering with a company. If we do not get the grant we will add these as needed unless our classrooms already have a virtual component. **Jim-** added that Perkins Funds may allow us to use funds if Patterson Grant does not fund this. **Tim-** asked about teachers and if those are our teachers or community teachers. **Pam-** explained that they are the local teachers we will be working with as they are the influencers.
- Building Projects: Front entry project update-
 - **Josh-** explained to new board members that we were having issues with flooding in the front, explained our main entrance project & updates with ADA issues. Repair is now complete except for the signage. Project is still under budget. Furniture will be purchased or made by our departments. **Heather-** suggested partnering with Kstate for design. **Tim-** suggested Manco. **Tim-** asked if there will be a roof or pergola. **Josh-** not at this time but possible future suggestion. Possibly use our construction science department for a build. Will have outdoor wifi & electricity.
 - **Tim-** asked about finishing touches to the new building. **Josh-** mentioned we have some little things to work through but nothing big at this time.
- PAC Dinner & Meeting Oct 3, 5:30-6:30p, location tbd-
 - **Jim-** invited the Board to the PAC dinner & presentation, explained what we will be doing that evening. Suzy will send meeting invite to the Board.
- Discuss Nov & Dec Board meeting dates (normal dates fall during holiday weeks)-
 - **Jim-** proposed Nov/Dec mtg to be combined. Dec 3 or 10- Suzy will send a vote to board.
- New & revised Academic Programs & Board Reviews*
 - Early Childhood Education (Attachment 9)

- Plumbing (Attachment 10)
- Industrial Maintenance Technology (Attachment 11)
- Chris- presented documents. Jim- explained we may get some co enrollments for ECE. Program will go Fall 2025, location to be determined.

Tim motion to accept. Stephanie 1st, John 2nd. 7 yes, 0 no - motion carried.

- Initial Enrollment Observation-
 - Neil- This is a snapshot of our initial enrollments. 873/855 HC--85,-827 credit hours. Down 85 students, we will have additional student enrollments after the 20th day. Down a little in undergraduate & high school. Increase with Ft Riley, JC and 5 new programs. We are low because a few programs are not active right now. Jim- reported that some community colleges are offering gen eds at \$22 per credit hour. State may give 5 free gen eds to students. This year will be flat or down a bit but with 5 new programs, Ft Riley and JC we will increase. GED & ESL populations 172 students enrolled- regardless of being down in enrollments 78 GED, 94 ESL- this is a huge benefit for our community and may result in those students becoming full MATC students.

5. President's Report

- Update (Attachment 12)- Jim- presented his attachment.

6. Executive Session- Jim, Josh, Chris, Julie, John, Heather, Tim, David, Leslie, Stephanie, Suzy

Tim- called us into Exec Session 7:02. John 1st Heather 2nd. Personnel issues discussed. Tim- called us back into general session at 7:12. Heather 1st, David 2nd.

7. Adjournment

Meetings & Upcoming Events:

- October 14-15, 2024: HLC Visit
- October 17, 2024: Party on the Plaza
- October 29, 2024: Monthly board meeting (location: Wamego campus)
- November Board Meeting: Regular date falls on Nov 26 (Thanksgiving week)
- December Board Meeting: Regular date falls on Dec 31 (New Years Eve)

[Link to Retreat Agenda here](#)