

**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
ACADEMIC AFFAIRS
COMMITTEE RECOMMENDATION**

SUMMARY

Substantive Program Application

Western Dakota Technical College

Short-Term Certificate in Professional Truck Driving

COMMITTEE RECOMMENDATION

The Committee on Academic Affairs and Institutional Effectiveness (“Committee”) met on 3/7/2024 to consider the merits of the above application. After review, the Committee makes the following action recommendation to the Board of Technical Education:

- Approval
- Disapproval
- Deferral
- Other:

PROGRAM DESCRIPTION

| | |
|--|---|
| Institution | Western Dakota Technical College |
| Program Identifier Code (If applicable) | N/A |
| Program Title | Professional Truck Driving |
| Program Award Level: Check all that apply | <input checked="" type="checkbox"/> Short-Term Certificate <input type="checkbox"/> Long-Term Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Associate of Applied Science |
| CIP Code (6 Digit) | 49.0205 |
| Projected Implementation Date | 8/19/2024 |
| Location | <input checked="" type="checkbox"/> Main Campus <input type="checkbox"/> Other: |

SUMMARY

| | |
|-------------------------------|--|
| Type of Substantive Change | <input checked="" type="checkbox"/> New Program (B.1.1) <input type="checkbox"/> Significant Curriculum Modification (B.1.2) <input type="checkbox"/> Other: |
|-------------------------------|--|

Describe the change the institution is seeking approval of.

Western Dakota Technical College (WDTC) is seeking approval to start a new academic program: Professional Truck Driving. Professional Truck Driving will be a 7-credit Short-Term Certificate program that will include Class A Commercial Driving theory and behind-the-wheel driving instruction in accordance with 49 CFR Part 380 known as the Entry Level Driver Training (ELDT) regulation from the Federal Motor Carrier Association (FMCSA). Six of the seven credits for this program will be hands-on driving and inspection skills and one credit will be theory instruction. Successful completion of the program will enable students to take a third-party Commercial Driver's License (CDL) driving exam to obtain their Class A CDL.

Once students have their Class A CDL they will be eligible for jobs requiring either a Class A or a Class B CDL. Heavy and Tractor-Trailer Truck Drivers continues to top the South Dakota Department of Labor and Regulation Top 30 Hot Careers list with 945 annual openings and an average wage of \$52,070. Students with a Class A CDL will be eligible to add endorsements for driving doubles, triples, and tankers. Students would also then be eligible to take a short online class to be eligible to get their Hazardous Materials endorsement.

CRITERION 1: MISSION

The program aligns with the system's mission and strategic priorities.

1.1. The program aligns with the system's mission of preparing a technically skilled workforce prepared to serve the state of South Dakota and its regions.

1.2. The program aligns with the system's strategic priorities.

1.1. Describe how the proposed program aligns with the system's mission.

The demand for truck drivers continues as our country's supply chain suffers from unfilled positions. Truck driving positions remain vacant in both rural and metropolitan areas, with 451 current job postings for the position of Truck Driver on the South Dakota Department of Labor and Regulation's (DLR) SDWorks website across a variety of industry sectors including agriculture, construction, government and retail. South Dakota DLR projects 9% growth in truck driving jobs by 2030 primarily resulting from retirements.

In 2022, the Federal Motor Carrier Safety Administration enacted a law that requires federally mandated training for all individuals wishing to obtain a CDL called Entry Level Driver Training (ELDT). WDTTC has been listed on the approved Training Provider Registry since this law went into effect, meaning we are compliant with all requirements of the ELDT.

Western Dakota Technical College has offered Professional Truck Driving training since 1995 through the Corporate Education Center and has trained over 1,300 individuals who went on to obtain their Class A or B CDL and/or add endorsements such as School Bus. The demand for training has only grown over that time and has quadrupled since the introduction of the ELDT, going from an average of forty students per year to over 180 per year in 2022-2023..

CRITERION 2: DEMAND

The program leads to meaningful employment, adequate student enrollment, and/or fulfills needs not being met by existing education and training providers.

- 2.1. The program leads to high-wage occupations that have an average/mean wage greater than the median wage across all occupations.
- 2.2. The program leads to high-demand occupations that have project annual openings (a measure of demand for workers) greater than the average across all occupations or is shown as an economic and/or labor market emerging field for the state of South Dakota and its regions.
- 2.3. The program's student enrollment is adequate to justify program existence.
- 2.4. The program fulfills a demand not being met by existing education and training providers in the region and/or state.

2.1. Describe the wage projections for occupations associated with the proposed program by completing Appendix 2.A.

2.2. Describe the demand projections for occupations associated with the proposed program.

A. Complete Appendix 2.A.

B. If an emerging field for the state of South Dakota, describe the field. Letter(s) of support, detailing demand, should be attached as appendices.

2.3. Describe projected student enrollment for the proposed program by completing Appendix 2.B.

2.4. Describe how the proposed program fulfills a demand not being met by existing education and training providers in the region and/or state.

A. Identify closely related program(s) that currently exist at other public higher education institutions in the system or state. If none, write "None."

All other three technical colleges in South Dakota offer some type of CDL training. Lake Area Technical College does not have a stand-alone Truck Driving certificate, diploma, or A.A.S. program but does have three CDL classes in the course outline for the Heavy Equipment Operator program. Truck Driving training is through their Corporate Education Center. Southeast Technical College runs their CDL training through their Corporate Education Center as well with a traditional pathway option (a 4-week program) or a flex-path training option which allows students to train with an employer. Mitchell Technical College offers some CDL training but makes clear that it is not a professional truck driving course. Some CDL-related training is offered within select programs (including the course TRAN 100 Industrial Transportation CDL, a 1-credit class) but is not a stand-alone certificate, diploma, or A.A.S.

B. If applicable: Describe the ways in which the demand is not currently being met by the aforementioned program(s) and provide justification as to why the program should be approved by addressing the following conditions that warrant duplication ([BP 303.2](#)). Select all that apply.

- Unmet Demand (C.5.1.1)
 Industry Partnership (C.5.1.2)

- Increases Student Access (C.5.1.3)
 Other:

I. For each condition selected above, provide a brief justification.

This program is already fully operational through the Corporate Education Center meeting the demand of the Black Hills Region. Making it a certificate program will provide students with credits that can be used towards further educational goals.

CRITERION 3: DESIGN

The program's learning assessment strategy, program of study, and delivery methods are designed to provide students with the necessary competencies, as demonstrated through program learning outcomes.

- 3.1. The program is aligned to competencies, as demonstrated through program learning outcomes, that are developed with and continually validated by relevant stakeholders.
- 3.2. The program has a learning assessment strategy to validate student mastery of the program learning outcomes.
- 3.3. The program has an integrated program of study designed to develop and reinforce the program learning outcomes.
- 3.4. The program, when appropriate, includes a work-based learning component that develops and reinforces the program learning outcomes.
- 3.5. The program, when appropriate, offers flexible delivery methods to increase student access.

3.0. Describe the proposed program's alignment with the program award level requirements established in [BP 301.1](#).

A. Does the program align with the requirements?

- Yes
 No (Requesting Exemption)

B. If no: Provide a detailed rationale for program exemption. Specify which requirement(s) in BP 301.1 are not met; cite specific policy sections (e.g., B.3.4), when appropriate. If external organizations are involved (accreditation, regulatory, licensure, etc.), reference the organization name(s), specific requirements (including citations), and a justification for why the exemption should be approved.

3.1. Describe the program learning outcomes.

A. Provide a list of program learning outcomes for each proposed award level. Learning outcomes should be specific to the program.

The focus of this certificate program is safe and competent driving of a Class A commercial vehicle. The content of the program will include all required curriculum for Entry Level Driver Training as required by the Federal Motor Carrier Safety Administration. In addition to the mandated curriculum, this program will cover topics such as professionalism and communication as well as regionally specific skills such as driving in snowy conditions and remote areas. The program learning outcomes support all four of Western Dakota Technical College's Institutional Learning Outcomes (ILOs):

Critical Thinking (able to deliberately and systematically process information for better understanding and/or to determine sound decisions):

Analyze mechanical issues or irregularities to determine if there are ways for the driver to troubleshoot or if assistance is needed.

Conduct vehicle inspections thoroughly and accurately. Determine the best course of action for any irregularities.

Analyze driving conditions for safety and take necessary precautions.

Technical Knowledge and Skills (able to apply technical knowledge, demonstrate technical skills, and use technology):

Develop basic driving skills such as shifting on a simulator.

Operate a semi tractor safely and correctly. This includes accurately backing in various scenarios and driving on public roads.

Take and pass the 3rd party CDL driving test.

Communication (able to communicate effectively in both oral and written forms):

Accurately record details and maintain logbooks.

Communicate effectively and professionally with dispatchers and customers.

Accurately and completely document irregularities with the truck, trailer, load or workplace requirements.

Professionalism (able to conduct oneself in a professional manner):

Conduct oneself in a professional manner in all aspects of the job including applying for jobs, working with supervisors and other drivers, and stakeholders such as customers and dispatchers.

B. Describe the how the program learning outcomes were developed and validated.

Program learning outcomes have been in place since the professional truck driving program began through the Corporate Education Center in 1995. Outcomes early in the program were focused on driving skills required to pass the 3rd party CDL drive exam as well as skills needed to be professional on the job. Over time, based on feedback from industry partners, employers, and other subject matter experts, topics related to communication and safety were added. Current outcomes reflect technical knowledge required by the Entry Level Driver Training rule as well as the skills and knowledge expected of all WDTC graduates.

3.2. Describe the program's learning assessment strategy.

A. Describe how students will demonstrate mastery of the program learning outcomes. Description should be specific to the program's learning assessment plan vs. the institutional assessment plan.

Mastery of program learning outcomes is demonstrated in two ways. Mastery of theory and classroom learning is demonstrated through quizzes embedded in the online theory portion of the program. The Entry Level Driver Training rule mandates the curriculum for this portion of the program and requires that all students earn an 80% or higher to pass the theory training. Mastery of driving skills is determined by the instructors based on a list of driving skills mandated by the Entry Level Driver Training rule. Once instructors conclude a student has developed mastery on all driving skills, students must successfully pass the 3rd party CDL drive exam.

Assessment of student learning is conducted on an annual basis. Program faculty develop an assessment plan at the beginning of the academic year that focuses on one Institutional Learning Outcome (ILO) and one Program Learning Outcome (PLO). Assessment activities are conducted, and data is collected throughout the year. All assessment planning and results are documented in WDTC's online planning and assessment program, Strategic Planning Online (SPOL). At the end of the assessment year, program faculty compile an Annual Assessment Report that includes data results, analysis, and follow-up plans. Results of annual assessments guide necessary program changes that strengthen the program and ensure that graduates have learned what they need for success in their career.

Program Directors work with WDTC's two Assessment Coordinators to further define the Program Learning Outcomes (PLOs) and establish the following two assessment documents: 1) Course Map, which shows how the PLOs are developed throughout the curriculum with Introductory, Developed, and Mastered curriculum and 2) Program Competencies linked to PLOs, which documents how competencies link to the PLOs.

New faculty become immersed in the program curriculum and teaching their first two semesters at WDTC. Assessment of Course Learning Outcomes (CLOs), and PLOs, begin during a new faculty member's 3rd semester. Faculty begin with completing the online course: ED 115 – Introduction to Program Assessment. This course instructs all new faculty on the foundations of assessment at WDTC and guides them through

the assessment cycle. Then, during the 4th semester, faculty work one-on-one with Assessment Coordinators to plan and implement their first PLO and CLO assessment activities. After the 4th semester, they are then ready to complete all assessment activities on schedule with experienced faculty. This onboarding process to assessment allows new faculty to attain curriculum experience first, which gives them the foundation for better assessment success.

B. Is the program preparation for a professional licensure and/or certification examination?

- Yes (Detail in Appendix 4: Section 3)
 No

3.3. Describe the program of study by completing Appendix 3.

3.4. Describe the program's work-based learning component.

A. Does the program have a work-based learning component? If so, select all that apply.

- | | |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Clinical |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Capstone |
| <input type="checkbox"/> Internship or Externship | <input type="checkbox"/> Other: |

B. If none, describe why.

The program itself is only 5 weeks in length. Skills taught are those required to be compliant with the Entry Level Driver Training Rule and to successfully pass the 3rd party CDL drive test. Students in the program only have a Commercial Driver Learning Permit (CDLP) so are not fully licensed CDL holders able to perform CDL-related work functions such as delivering loads.

3.5. Describe the program's delivery methods.

A. Select the program's primary delivery method(s)¹. Select all that apply.

- | | |
|---|---|
| <input type="checkbox"/> On Campus | <input type="checkbox"/> Apprenticeship |
| <input type="checkbox"/> Online | <input type="checkbox"/> Other: |
| <input checked="" type="checkbox"/> Blended | |

B. Describe how flexible delivery methods are being leveraged to increase student access.

The theory portion of the program is primarily taught online with some classroom supplementation and further instruction. Time is given during the program to complete this training, but students can also work on it outside of their time in class to maximize time spent in and around the trucks. Because of the nature of the driving training, that must be done with a qualified instructor during scheduled times. The program does offer some night/weekend training options to meet the needs of students working full-time.

¹ **In Person:** 100 percent of courses are available in-person. **Online:** 100 percent of courses are available via distance learning. Delivery is only via the Internet. **Blended:** Delivery includes a required combination of both in-person and online courses. If a student has the option to take courses online, but is not required to do so, the program is not necessarily considered blended.

CRITERION 4: ALIGNMENT

The program is vertically aligned to an education and training pathway.

- 4.1. The program is vertically aligned to an education and training pathway, reflecting efficient articulation of:
 - 4.1.1. Non-degree credential/industry certification
 - 4.1.2. Certificate to diploma
 - 4.1.3. Diploma to associate of applied science
 - 4.1.4. Associate of applied science to baccalaureate

4.1. Describe the alignment of the proposed program along an education and training pathway.

A. Complete Appendix 4.

B. Describe the projected alignment between the proposed program and existing academic programs within the technical college system.

There are no other Professional Truck Driving certificate, diploma, or A.A.S. programs offered in the technical college system.

C. As applicable: Insert any additional comments here.

CRITERION 5: CAPACITY

The institution demonstrates the internal and external resources necessary to develop, implement, and sustain the program.

- 5.1. The institution demonstrates the financial resources necessary to develop, implement, and sustain the program.
- 5.2. The institution demonstrates appropriately certified and qualified faculty are in place with expertise in content, pedagogy, and related industry to develop and validate the program learning outcomes.
- 5.3. The institution's physical facilities (e.g., classrooms, laboratories) reflect current industry and/or occupational standards necessary to develop and validate the program learning outcomes.
- 5.4. The institution's equipment and technology resources reflect current industry and/or occupational standards necessary to develop and validate the program learning outcomes.
- 5.5. The institution demonstrates the ability of the program to meet institutional and programmatic accreditation standards, as applicable.

5.1. Describe the institution's financial capacity to develop, implement, and sustain the proposed program.

A. Complete Appendix 5.

B. Describe the proposed program's anticipated local fee structure. Description of fee structure should be specific to the program.

The Professional Truck Driving program fee structure will follow what is currently charged through the Corporate Education Center which is a total of \$4,500 per student. As a Certificate program, this will be split between the standard on-campus tuition cost of \$255 per credit hour (\$1785 total for 7 credits) and a resource fee of \$2715. This is high compared to most other programs. The primary reason for the high cost is the cost to run the program. Each truck can accommodate 4 students and two trucks are used for each class resulting in a class maximum of eight students. Training any more students at once reduces the amount of time each student gets to spend behind-the-wheel and increases costs to the College for trucks, trailers, instructors, and maintenance. The price for this training remains lower than other truck driving training programs in our region (\$5,100 at Laramie County Community College in Wyoming, \$5,500 at Southeast Technical College on their traditional pathway, and \$6,000 at Nebraska's CDL Academy LLC).

C. What is the proposed program weight factor (funding formula)?

- Standard Cost (1)
- High Cost (3)
- High Cost, Low Density (5)

I. Provide rationale related to the selection of proposed program weight factor.

The Professional Truck Driving program costs are higher than most other programs given the low instructor to student ratio (4:1) and expensive equipment needed for training. However, program costs are lower than our competitors and the 5-week training program allows us to run several cohorts per year (currently six plus two night/weekend classes). Most students are employed upon graduation in jobs that often pay \$50,000 or more, resulting in a positive return-on-investment for the program cost.

D. Describe the contingency plans in case anticipated enrollments, income, or resources do not materialize.

The Professional Truck driving program has been running consistently over the past 28 years with significant increases in enrollment over the past five years as the ELDT has taken effect. For several years running we would train between 20-30 Class A CDL students per year. That number has been over 50 for the past 3 years. We recently purchased two new semi tractors and two trailers to add to our existing fleet of three Class A tractors

and two trailers. With those purchases, we see no significant equipment needs until our older trucks require upgrading (estimated in 5-7 years). We currently have two full-time instructors and employ adjunct instructors as needed. For a number of years, we operated the program with one full-time instructor. Should enrollment decline, we would be able to scale back to previous levels and still offer the same quality training for less individuals.

5.2. Describe how the institution will ensure the appropriate certified and qualified faculty are in place with the expertise in content, pedagogy, and the related industry to develop and validate the program learning outcomes.

A. Describe the necessary qualifications of faculty who will be involved in the program.

Currently faculty were hired per WDTC's hiring policies for qualified faculty. In addition to meeting WDTC's requirements, instructors must meet the FMCSA's instructor requirements for the Entry Level Driver Training Rule which requires instructors to have held a CDL at the level they are instructing (or above) for two years prior to teaching. Future hires would follow the same processes and requirements.

B. Does the instructorship(s) currently exist in the roster of Instructor Salary Support market value determinations?

- Yes
 No

I. If no: Describe the SOC(s) codes and titles that will need to be added.

5.3. Describe the existing and/or new physical facilities that will be utilized or needed to reflect current industry and/or occupational standards. Outline short- and long-term investments in physical facilities.

The Professional Truck Driving program is already running through the Corporate Education Center. The program itself is housed in Badlands Hall, a facility is shared by truck driving and Diesel Technology. There is one classroom dedicated to truck driving as well as shop space. Adequate parking is available for trucks and trailers next to Badlands Hall. Further, an entire parking lot is reserved for truck driving training and CDL testing.

5.4. Describe the existing and/or new equipment and technology resources that will be utilized or needed to reflect current industry and/or occupational standards. Outline short- and long-term investments in equipment and technology resources.

The program currently has five semi tractors and four trailers for Class A CDL training. Two of the five trucks have been purchased in the last two years including our first and only automatic transmission truck. These additions to the fleet mean that we have enough equipment to successfully operate the Class A Professional Truck Driving program proposed here and continue to offer training for other CDL needs in our community such as Advanced A, Class B, and school bus. We have no current equipment needs for this program and do not anticipate any until our older trucks require replacement (5-7 years at the earliest).

5.5. Describe the institution's and proposed program's ability to meet institutional and programmatic accreditation standards, as applicable.

A. Specify Higher Learning Commission (HLC) requirements.

- Notification Only
 Approval Required
 None
 Other:

B. Is there an accrediting or professional organization that has established standards for the program?

- Yes
 No

C. If yes: Describe the ability of the proposed program to meet professional accreditation standards. If the program does not or cannot meet those standards, describe the area(s) in which it is deficient and indicate steps needed to qualify the program for accreditation. Provide the date by which the program would be expected to be fully accredited.

If the institution does not plan to seek specialized accreditation, provide a rationale for not seeking.

There is currently no applicable programmatic accreditations for Professional Truck Driving programs.

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
 Appendix 2.A: Labor Market Information

Western Dakota Technical College
 Professional Truck Driving- Certificate

| SOUTH DAKOTA | | | | | | | | | |
|--------------|---|-------------------------|-----------------|-----------------|---------------------------|---------------------------|----------------------------|-----------------------------|--|
| SOC* CODE | SOC* TITLE | AVERAGE ANNUAL OPENINGS | 2020 EMPLOYMENT | 2030 EMPLOYMENT | NUMERIC CHANGE: 2020-2023 | PERCENT CHANGE: 2020-2030 | MEDIAN: ANNUAL WAGE (2020) | AVERAGE: ANNUAL WAGE (2020) | |
| 53-3032 | Heavy and Tractor-Trailer Truck Drivers | 945 | 7,700 | 8,392 | 692 | 9 | \$49,290 | \$52,070 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

| NATIONAL | | | | | | | | | |
|-----------|---|-------------------------|-----------------|-----------------|---------------------------|---------------------------|----------------------------|-----------------------------|--|
| SOC* CODE | SOC* TITLE | AVERAGE ANNUAL OPENINGS | 2022 EMPLOYMENT | 2032 EMPLOYMENT | NUMERIC CHANGE: 2022-2032 | PERCENT CHANGE: 2022-2032 | MEDIAN: ANNUAL WAGE (2022) | AVERAGE: ANNUAL WAGE (2022) | |
| 53-3032 | Heavy and Tractor-Trailer Truck Drivers | 241,200 | 2,192,300 | 2,281,500 | 89,300 | 4 | \$ 49,920.00 | \$ 53,090.00 | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

SOURCE: South Dakota Department of Labor and Regulation, Labor Market Information Center (LMIC) (<https://dlr.sd.gov/lmic/>)
 DATE: 1/3/24

NOTES:

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 2.B: Student Demand Projections

Western Dakota Technical College
Professional Truck Driving- Certificate

| | YEAR 1 | YEAR 2 | YEAR 3 |
|---|---------------|---------------|---------------|
| Student Full-Time Equivalent (FTE) | 13 | 13 | 13 |
| Headcount: Full-Time | 56 | 56 | 56 |
| Headcount: Part-Time | | | |
| Headcount: Total | 56 | 56 | 56 |
| Total Program or Site Capacity | 60 | 60 | 60 |

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 3: Program of Study

Western Dakota Technical College
 Professional Truck Driving- Certificate

| | |
|-----------------------|---|
| MONTHS: | 1 |
| SEMESTERS: | |
| TOTAL CREDITS: | 7 |

| PREFIX AND NUMBER | TITLE | CREDITS | DESCRIPTION | EXISTING COURSE |
|-------------------|-------|---------|-------------|-----------------|
|-------------------|-------|---------|-------------|-----------------|

I. GENERAL EDUCATION CORE

| | | | | |
|---|--|----------|---------------------------|----------|
| | | | | |
| SUBTOTAL OF GENERAL EDUCATION CREDITS: | | 0 | TOTAL NEW COURSES: | 0 |

II. PROGRAM CORE

| | | | | |
|-------------------------------------|-----------------------------------|----------|---|----------|
| CORP 110 | Professional Truck Driving Theory | 1 | Theory of operating a semi tractor-trailer as mandated by the Entry Level Driver Training rule. Classroom and online instruction includes basic operation, safe operating procedures, advanced operating practices, vehicle systems and reporting malfunctions, and non-driving activities. | N |
| CORP 111 | Professional Truck Driving Lab | 6 | Behind-the-wheel truck driving training course includes range (backing) skills and public road driving as mandated by the Entry Level Driver Training Rule | N |
| SUBTOTAL OF PROGRAM CREDITS: | | 7 | TOTAL NEW COURSES: | 2 |

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
Appendix 4: Alignment Projection

Western Dakota Technical College
 Professional Truck Driving- Certificate

TOTAL CREDITS IN PROPOSED PROGRAM:

7

| I. STACKABLE OPPORTUNITIES | | | | | | |
|-----------------------------------|--|------------------------|-------------|---------------------------------------|---------------------------------------|--|
| PROGRAM NAME | | Short-term Certificate | Existing | If Forthcoming: Projected Timeline | Total Credits in Stackable Program | How many PROPOSED PROGRAM credits are in this stackable program opportunity? |
| | | Long-term Certificate | Forthcoming | | | |
| | | Diploma | | | | |
| | | AAS | | | | |
| PROGRAM NAME | | Short-term Certificate | Existing | If Forthcoming: Projected Timeline | Total Credits in Stackable Program | How many PROPOSED PROGRAM credits are in this stackable program opportunity? |
| | | Long-term Certificate | Forthcoming | | | |
| | | Diploma | | | | |
| | | AAS | | | | |
| PROGRAM NAME | | Short-term Certificate | Existing | If Forthcoming: Projected Timeline | Total Credits in Stackable Program | How many PROPOSED PROGRAM credits are in this stackable program opportunity? |
| | | Long-term Certificate | Forthcoming | | | |
| | | Diploma | | | | |
| | | AAS | | | | |
| PROGRAM NAME | | Short-term Certificate | Existing | If Forthcoming: Projected Timeline | Total Credits in Stackable Program | How many PROPOSED PROGRAM credits are in this stackable program opportunity? |
| | | Long-term Certificate | Forthcoming | | | |
| | | Diploma | | | | |
| | | AAS | | | | |

| II. ARTICULATION AGREEMENTS (BACCALAUREATE) | | | | | | |
|--|------------------------------|--|-------------|---------------------------------------|---------------------------------------|---|
| PROGRAM NAME | COLLEGE OR UNIVERSITY | | Existing | If Forthcoming: Projected Timeline | Total Credits in Bachelor's Degree | How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement? |
| | | | Forthcoming | | | |
| | | | | | | |
| PROGRAM NAME | COLLEGE OR UNIVERSITY | | Existing | If Forthcoming: Projected Timeline | Total Credits in Bachelor's Degree | How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement? |
| | | | Forthcoming | | | |
| | | | | | | |
| PROGRAM NAME | COLLEGE OR UNIVERSITY | | Existing | If Forthcoming: Projected Timeline | Total Credits in Bachelor's Degree | How many PROPOSED PROGRAM credits are projected to be accepted in the articulation agreement? |
| | | | Forthcoming | | | |
| | | | | | | |

| III. LICENSURE AND CERTIFICATION OPPORTUNITIES | | |
|---|--|---|
| <i>The PROPOSED PROGRAM will qualify students to pursue the following licensure and/or certification opportunities:</i> | | |
| LICENSURE/CERTIFICATION | OVERSIGHT ORGANIZATION | Will the licensure/certification require reporting per SDCL 13-1-61? |
| Commercial Drivers License | South Dakota Department of Public Safety | No |
| LICENSURE/CERTIFICATION | OVERSIGHT ORGANIZATION | Will the licensure/certification require reporting per SDCL 13-1-61? |
| | | |
| LICENSURE/CERTIFICATION | OVERSIGHT ORGANIZATION | Will the licensure/certification require reporting per SDCL 13-1-61? |
| | | |

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 5: Financial Projections

Western Dakota Technical College
Professional Truck Driving- Certificate

| | YEAR 1 | YEAR 2 | YEAR 3 |
|--------------------|--------|--------|--------|
| Student FTE | 13 | 13 | 13 |

I. PROJECTED EXPENDITURES

| A. ONE-TIME | | | |
|----------------------------|------|------|------|
| New/Renovated Facilities | \$ - | \$ - | \$ - |
| Equipment | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - |
| Sub-Total: One-time | \$ - | \$ - | \$ - |

| B. RECURRING | | | |
|-----------------------------|---------------|---------------|---------------|
| B.1. PERSONNEL | | | |
| FTE (Faculty and Staff) | | | |
| Salary & Benefits | \$ 165,883.82 | \$ 170,860.33 | \$ 175,986.13 |
| B.2. OPERATING | | | |
| Rental / Lease | \$ - | \$ - | \$ - |
| Contractual Services | \$ - | \$ - | \$ - |
| Equipment | \$ - | \$ - | \$ - |
| Supplies | \$ - | \$ - | \$ - |
| Travel | \$ - | \$ - | \$ - |
| Other | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 |
| Sub-Total: Operating | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 |
| Total: Recurring | \$ 195,883.82 | \$ 200,860.33 | \$ 205,986.13 |

| | | | |
|-----------------------------------|---------------|---------------|---------------|
| TOTAL EXPENDITURES (A + B) | \$ 195,883.82 | \$ 200,860.33 | \$ 205,986.13 |
|-----------------------------------|---------------|---------------|---------------|

II. PROJECTED REVENUE

| | | | |
|-------------------------|---------------|---------------|---------------|
| Tuition | \$ 48,360.00 | \$ 48,360.00 | \$ 48,360.00 |
| State Fees | \$ 16,380.00 | \$ 16,380.00 | \$ 16,380.00 |
| Local Fees | \$ 152,040.00 | \$ 152,040.00 | \$ 152,040.00 |
| Location-Based Fees | \$ - | \$ - | \$ - |
| State Sources | \$ - | \$ 75,103.47 | \$ 75,103.47 |
| Federal Sources | \$ - | \$ - | \$ - |
| Private Grants or Gifts | \$ - | \$ - | \$ - |
| Other | \$ - | \$ - | \$ - |

| | | | |
|----------------------|---------------|---------------|---------------|
| TOTAL REVENUE | \$ 216,780.00 | \$ 291,883.47 | \$ 291,883.47 |
|----------------------|---------------|---------------|---------------|

| | | | |
|-------------------------------|--------------|--------------|--------------|
| REVENUE - EXPENDITURES | \$ 20,896.18 | \$ 91,023.14 | \$ 85,897.34 |
|-------------------------------|--------------|--------------|--------------|

**Projections are held constant based on current fiscal year. Inflation or rate changes are not factored.*

SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION

Appendix 5: Financial Projections

Western Dakota Technical College
Professional Truck Driving- Certificate

Notes:

This program is currently operating under the Corporate Education Center so all expenditures are accounted for in WDTC's budget. No new costs are anticipated with making this a Certificate program.



January 5, 2024

Dept. Public Safety – Driver Licensing
Tina Eickhoff, SD CDL Compliance Coordinator
118 W Capitol Ave
Pierre SD 57501
Tina.Eickhoff@state.sd.us
605-295-3007

South Dakota Board of Technical Education
800 Governors Drive
Pierre SD 57501

South Dakota Board of Technical Education Members:

I am the CDL Coordinator with the State of SD. I oversee the CDL Program and all the 3rd Party CDL Examiners in our state. I have been working with the CDL trainers at WDTC for 12 years now.

I support the Professional Truck Driver training to become a Certificate program. It is imperative for the western part of the state to be able to offer this training to help with the shortage of truck drivers and delivering well trained students to the job industry.

In the past year, we have seen a drop in the number of CDL skill tests being requested by drivers. By offering a Certificate program at WDTC, this could help with promoting drivers to the school to increase the demand.

Thank you,

Tina Eickhoff



January 5, 2024

McGas Propane
Stefany Tycz
2219 Junction Ave
Sturgis, SD 57785
stefany@mcgas.biz
605-347-3811

South Dakota Board of Technical Education
800 Governors Drive
Pierre, SD 57501

South Dakota Board of Technical Education Members:

McGas Propane has been servicing the Black Hills for over seven decades. We provide propane delivery, tank leases, and residential service. We have locations in Sturgis, New Underwood, Custer, and Belle Fourche.

McGas supports the Professional Truck Driving Certificate program at Western Dakota Technical College (WDTC). We currently use the program to train our propane delivery drivers, and we would hope that with the Certificate program, we also could recruit some of the new graduates.

In the next several years, we anticipate needing more drivers, as our company continues to grow. Being able to recruit from the Truck Driving Certificate program at Western Dakota Technical College would be instrumental in filling this need.

Sincerely,

Stefany Tycz



January 19, 2024

Vitalant
Ashley Wood, Donor Care Supervisor
2209 W. Omaha
Rapid City, SD 57702
Awood1@vitalant.org
(251)525-4393

South Dakota Board of Technical Education
800 Governors Drive
Pierre, SD 575436

South Dakota Board of Technical Education Members:

Vitalant is one of the nation's largest nonprofit blood and biotherapies healthcare organizations, providing hospitals and patients across the United States a safe blood supply. We have a network of around 115 donation centers across the country and host approximately 60,000 blood drives annually. Vitalant provides blood and special services to patients in roughly 900 hospitals across the nation. Our Mission is to unite blood and biologics donors, talent, and innovation to save and improve lives. Our Vision is to become the nation's most innovative and inclusive blood and biotherapies partner. A big part of this effort would be difficult without our large bloodmobiles that can be a self-contained blood drive site when space may not be available inside of a business. To operate these large bloodmobiles, we must have commercially licensed drivers to operate them.

Western Dakota Technical College plays a vital role in our ability to have trained staff able to drive and operate our large bloodmobiles as we would have to send these staff members miles away from Rapid City otherwise. Ms. Brower has been more than accommodating and informative before we send anyone through the process. Our drivers speak very highly of Ms. Brower and her team. Specifically stating how informed and thorough the class and hands on work is. I complete the final "Vitalant" training with each staff member when they have completed the classroom portion at Western Dakota Technical College and they always have a new sense of confidence and true understanding of the process to operate our bloodmobiles safely.

Ideally, we would like to send staff regularly for Class B CDL training but there is no way to predict a specific number as we send them based on our needs. Upon completion of the program their wages may increase slightly more per hour when driving during their shift. Please let me know if you would like or are in need of any further information regarding our processes or our partnership with Western Dakota.

Sincerely,

Ashley L. Wood

Vitalant Donor Care Supervisor-Rapid City, SD



January 22, 2024

City of Box Elder
Kenny Moore, Fleet Manager
420 Villa Drive
Box Elder, SD 57719
kenny.moore@boxelder.us
605-872-0816

South Dakota Board of Technical Education
800 Governors Drive
Pierre, SD 575436

To: The South Dakota Board of Technical Education Members:

My name is Kenny R. Moore and I am the Fleet Manager for the City of Box Elder. We have utilized the CDL "Class B" to have our new employees trained and licensed for the Public Works Department of the City. This has been a great partnership for us to ensure we have the necessary and qualified drivers to operate the city's fleet vehicles.

The demand for qualified and licensed CDL drivers is high for the City of Box Elder Public Works Department. We require our team members to obtain a CDL upon employment if they do not already have it. since they cannot perform their duties without it.

- We anticipate filling 2 positions a year at a minimum to match the city's growth.
- The average expected wages for our Public Works Department is \$22.00 - \$25.00 per hour.

In conclusion, the City of Box Elder supports this program because it is essential to train and license our team members to operate the city's vehicles requiring a CDL. Having the ability to get transferable credits for continuing education gives our team members an added incentive to meet their goals.

Sincerely,

Kenny R. Moore, Fleet Manager