

# WESTERN DAKOTA TECH

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February 8, 2021

Nick Wendell  
South Dakota Board of Technical Education  
800 Governors Drive  
Pierre, SD 57501-2291

Dear Nick:

Please accept this letter as notification that Western Dakota Tech is requesting approval for a new program in Meat Processing. If approved, this program will launch in Fall 2022 to help meet the high need of the local industry. The attached new program prospectus provides more detail for Diploma and Associate of Applied Science options:

Meat Processing Diploma option – three semester option that will provide students skills in the basic theories of animal and meat sciences and food processing and safety while also taking communication, math, psychology, and computer courses. The meat processing lab courses will be held at a local meat processing facility and lead by local processing experts. Students will complete the one-year diploma program with an internship results in a minimum of 240 hands-on work hours.

Meat Processing Associate of Applied Science option - will offer an additional two semesters of classes beyond the diploma option by incorporating additional meat processing classes while also combining already existing farm and ranch management and business classes. The A.A.S option will also include a second hands-on internship with a minimum of 240 hours. The A.A.S. option allows for students to learn advanced meat processing skills, to learn about small business opportunities, and to work alongside industry professionals during a second internship class.

The CIP code for the Meat Processing program will be 12.0506.

Please let me know if you have further questions.

Respectfully,



Dr. Ann Bolman, Ed.D.

President



# Meat Processing

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Diploma and Associate of Applied Science Options

**New Program Prospectus**

**February 2021**



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# MEAT PROCESSING PROGRAM

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## EXECUTIVE SUMMARY

Western Dakota Tech requests approval to begin a Meat Processing Program that offers both Diploma and AAS degree exit points.

### **Meat Processing - Diploma**

The proposed 35-credit Meat Processing diploma program will provide students skills in the basic theories of animal science, meat science, and food processing and safety while also taking communication, math, psychology, and computer courses. The meat processing lab classes will be held at a local meat processing facility and lead by local processing experts. Students will complete the one-year diploma program with an internship results in a minimum of 240 hands-on work hours.

### **Meat Processing - Associate of Applied Science Program**

In the proposed 66-credit Associate of Applied Science degree option, students will complete an additional two semesters of classes. The second year will incorporate additional meat processing and specialty meat classes, two classes in farm and ranch management and beef cattle production, and two business classes. The A.A.S option will also include a second hands-on internship with a minimum of 240 hours. The A.A.S. option allows for students to learn advanced meat processing skills, to learn about small business opportunities, and to work alongside industry professionals during a second internship class.

## **IDENTIFICATION AND DESCRIPTION OF THE PROGRAM**

Meat Processors perform a wide range of tasks including handling, slaughtering and processing livestock, operating processing and rendering equipment, custom butchery and development of consumables, dispatching products, and keeping records. Meat Processors handle all beef, poultry, swine, wild game, and fish products that are available at retail stores. Meat Processors work in a variety of settings, ranging from slaughterhouses and processing facilities, to grocery stores and markets. Meat Processors often are trained on the job, but through this program will have the opportunity to enter the work force as Meat Processors with experience and knowledge of the industry, resulting in higher starting pay and the ability to advance in their careers at a quicker pace.

## **PURPOSE AND OBJECTIVES OF THE PROGRAM**

The purpose of the Meat Processing Program is to prepare students with the necessary skills to be successful in the consumable livestock and animal products industry. Students will take coursework relating to animal science and biology, meat cutting, animal rendering, workplace and business skills, marketing and retail, and a variety of other technical courses. This program will also provide education and training in soft skills such as communication and teamwork. Meat Processing students would take part in extensive on-the-job education practices to gain real-world experiences in the various settings of the meat processing industry.

The aim of this program is to provide students a solid foundation in the knowledge, skills, and behaviors required to be an effective and highly successful meat processor. According to the Bureau of Labor Statistics, Meat Processors typically do the following:

- Perform non-routine or precision functions involving the preparation of large portions of meat.
- Cutting standard or premium cuts of meat for retail.
- Creating variety cuts and value-added products.
- Wrapping and packaging products.
- Job may include specialized slaughtering.

Meat Processors bridge the gap from farm-to-table for consumers. Meat Processors can work in a variety of settings as employees, and even start up or operate their own processing facilities or market spaces. Meat processors have ample opportunity to build a business by offering quality products to consumers regularly.

## PROGRAM LEARNING OUTCOMES

<i>WDT Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>
<i>Critical Thinking</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate critical thinking skills in meat processing by demonstrating an understanding of animal biology, describing/demonstrating/modeling proper sanitation of work equipment techniques, and explaining proper meat cutting techniques.</li> </ul>
<i>Technical Knowledge &amp; Skills</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate technical knowledge and skills by operating processing equipment effectively, maintaining processing equipment, and demonstrating proper meat cutting techniques.</li> </ul>
<i>Communication</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Engage in professional dialogue with others to accurately convey and receive technical information using visual, written, and verbal methods.</li> </ul>
<i>Professionalism</i>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate professionalism in Meat Processing by employing USDA guidelines for food safety, producing quality work that complies with industry expectations, and demonstrating personal responsibility.</li> </ul>

## METHODS OF OBTAINING THE OBJECTIVES OF THE PROGRAM

Upon receipt of the South Dakota Board of Technical Education approval, Western Dakota Tech will begin developing marketing and recruitment strategies to fill the initial Fall 2022 cohort of 20 students. A marketing campaign to recruit students will include a comprehensive media mix. Western Dakota Tech plans to utilize current full-time faculty members for already established Farm & Ranch Management, Business and Accounting courses. WDT plans to hire adjunct faculty who will assist in curriculum development and develop course schedules of Meat Processing courses. WDT also has a signed a Memorandum of Understand (MOU) with the processing facility Wall Meats to utilize space within their new processing and retail facility in Rapid City as lab space.

Industry is supportive of this program and will be instrumental in the initial development phase as well as its continued success. The letters of support acknowledge the need for a meat processing program in South Dakota and the local industry's commitment of ongoing support.

Western Dakota Tech provides assurance that it possesses the resources and staff necessary to:

- Develop marketing materials and recruit students
- Recruit and retain qualified staff and instructors
- Develop and administer budgets
- Make available textbooks and instructional resources
- Provide career counseling to students
- Evaluate programs and staff
- Assist students with job placement
- Provide services to non-traditional students
- Provide classrooms, equipment, and supplies

## **PROGRAM COMPETENCIES**

The curriculum will be reviewed and approved by a program advisory committee. Additionally, Western Dakota Tech will be cognizant of, and adhere as necessary to, any future guidelines or certifications set by the industry.

The curriculum is designed to help participants develop the knowledge, skills, and behaviors necessary to be successful upon completion of the program. Competencies are developed through a program that emphasizes hands-on experience, and class lecture/discussions. Program competencies include:

- Demonstrate knowledge, skills, and professional abilities of a meat processor.
- Manage an effective transition from the educational program to a career as a Meat Processor.
- Process animal carcasses down into retail meat cuts.
- Demonstrate knowledge of animal biology and anatomy, muscle texture and composition, preventative sanitation practices, equipment operation, packaging, and storing.

## **ENTRY AND EXIT POINTS**

The entry and exit points are for that of a traditional one-year diploma and two-year AAS Degree. Students will be accepted each fall semester with graduation occurring in August (Diploma) and May (A.A.S.) each year.

Entry Point: August 2022

Exit Point: August 2023 – first cohort will graduate with completion of Diploma program  
 May 2024 - first cohort will graduate with completion of two-year A.A.S. program

## **CURRICULUM DESIGN**

Western Dakota Tech designed a tentative curriculum after an extensive review consisting of curriculum searches, academic review of competencies, and discussion with industry professionals. See Appendix A for Curriculum Sequence.

## DESCRIPTION OF THE NEEDS BASED ON LABOR MARKET DEMANDS IN THE UNITED STATES AND SOUTH DAKOTA

See Appendix B for Wage / Labor Statistics.

### POPULATION SERVED BY THE PROGRAM

This program is available to any applicant who successfully completes the Western Dakota Tech admissions requirements, including Dual Enrollment students. Western Dakota Tech does not discriminate in its educational programs on basis of race, color, creed, religion, age, sex, disability, national origin or ancestry. The program will draw its students from South Dakota and surrounding states, and the opportunities for employment will favor the same geographical area.

### PROGRAM CAPACITY

Starting Semester	Delivery Format	Cohort Capacity
Fall 2022	Traditional Day / Online	20

### STATEMENT OF NON-DUPLICATION

Western Dakota Tech is proposing this program to meet regional industry need for the meat processing industry. Currently, there are no other similar programs in South Dakota. However, South Dakota State University, upon hearing about our efforts to bring this program into fruition, has decided to start a 2-week-single-course for meat processing. The only other certification course with a similar set up within the region is at Miles City Community College. This is a new program that enrolled its first cohort in Fall 2020.

**CIP CODE:** 12.0506 Meat Cutting / Meat Cutter

A program that prepares individuals to receive, cut, and package animal meat products in commercial establishments and to function as licensed meat cutters/butchers. Includes instruction in product recognition for beef, veal, lamb, pork, poultry, and fancy and smoked meats; retail and wholesale cutting and specialty cuts; packaging and counter display; shop safety; meat sanitation, storage and rotation; quality control; meat handling laws and regulations; and customer service.



## PROGRAM COST- Diploma (35 credits)

### NEW PROGRAM START-UP STUDENT EXPENSES (DIRECT EXPENSES)

TUITION	FEES	RESOURCE	BOOKS	LAPTOP	TOOLS	TOTAL
4,235.00	5,670.00	355.00	1,400.00	1,200.00	200.00	13,909.00

### NEW PROGRAM START-UP STUDENT EXPENSES (INDIRECT EXPENSES)

ROOM/BOARD	TRANSPORTATION	MISC	FIRST YEAR TOTAL
12,150.00	1,400.00	1,250.00	14,800.00

## PROGRAM COST- Associate of Applied Science (66 credits)

### NEW PROGRAM START-UP STUDENT EXPENSES (DIRECT EXPENSES)

TUITION	FEES	RESOURCE	BOOKS	LAPTOP	TOOLS	TOTAL
7,986.00	10,692.00	700.00	2,800.00	1,200.00	200.00	23,578.00

### NEW PROGRAM START-UP STUDENT EXPENSES (INDIRECT EXPENSES)

ROOM/BOARD	TRANSPORTATION	MISC	FIRST YEAR TOTAL
12,150.00	1,400.00	1,250.00	14,800.00

## PROJECTED THREE-YEAR BUDGET

1 EE Year	First Year			
	2022-2023	2023-2024	2024-2025	2025-2026
Salaries (Adjunct only)	15,000	23,000	23,000	23,000
Benefits	-	-	-	-
Staff Travel	1,000	1,000	1,000	1,000
Instructional Materials Software / Books / Fees	6,000	6,000	6,000	6,000
Equipment Purchases	5,000	-	-	-
HLC Accreditation Application	1,000	-	-	-
<b>Totals</b>	<b>28,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

## **FACILITY / SPACE REQUIREMENTS**

No facility change will be required. The majority of academic lecture coursework will be offered online with use of local meat processing facility for hands-on lab courses and internship hours.

## APPENDIX A – MEAT PROCESSING PROGRAM CURRICULUM

### Meat Processing – All Course Descriptions

FIRST SEMESTER		
Course Code	Course Name and Description	Credits
<b>CIS 105</b>	<b>Microcomputer Software Applications I</b> This course is an introductory course in software applications, which includes basic technical concepts, as well as hands-on experience. The utility of the computer is demonstrated by introducing Windows, word processing, spreadsheet, database and presentation software to the student.	<b>3</b>
<b>MP xxx *NEW*</b>	<b>Introduction to Meat Science</b> This course serves as an introduction to the meat processing industry. Components of biology, muscle structure, cuttability, carcass quality, and an overview of how meat is processed from the producer’s farm to the family table.	<b>3</b>
<b>MP xxx *NEW*</b>	<b>Meat Processing I</b> This lab course will educate students on the proper techniques of meat cutting and processing. Students will be involved with carcass breakdown, from whole carcass to retail cuts. The proper cutting techniques will be identified and practiced through this course.	<b>4</b>
<b>MP xxx *NEW*</b>	<b>Food Safety and Processing</b> This course instructs students on the food safety behind meat processing. Hazard analysis and critical control points (HACCP’s), sanitation, quality control, and other safety measures will be covered in this course. This course is geared towards educating students on how to create quality products that are safe for consumers and safe for the meat processing workforce.	<b>4</b>
<b>Semester Total</b>		<b>14</b>
SECOND SEMESTER		
<b>AG 130</b>	<b>Introduction to Animal Science</b> Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.	<b>3</b>
<b>ENGL 101 or ENGL 106</b>	<b>Composition</b> This course instructs students in reading critically and writing clearly, correctly, and persuasively. Students will study principles of grammar, rhetoric, and logic in order to analyze and compose text effectively. This includes work on personal, expository, and research essays. or <b>Workplace Communications</b> This course presents the basic principles and forms of written communication in the workplace. Instruction leads students through the planning tasks, identifying audiences, and gathering information. More emphasis is on reports.	<b>3</b>
<b>MATH 100</b>	<b>Elementary Algebra</b> This course prepares students for college-level mathematics. Topics generally include: basic properties of real numbers, exponents and radicals, rectangular coordinate geometry, solutions to linear and quadratic equations, inequalities, polynomials and factoring. Students may also be introduced to functions and systems of equations.	<b>3</b>
<b>MP xxx *NEW*</b>	<b>Meat Processing II</b> This lab course is a continuation of Meat Processing I. In this continued education course, students will be involved with all phases of meat production, from the stunning and disabling, to hair/hide removal using industry standard equipment, and viscera removal. Aging, carcass breakdown, and custom cutting will also be fundamental building blocks for students within this course.	<b>3</b>

<b>PSYC 101 or PSYC 103</b>	<p><b>General Psychology</b> This course is an introduction survey of the field of psychology with consideration of the biological bases of behavior, sensory and perceptual processes, learning and memory, human growth and development, social behavior, and normal and abnormal behavior.</p> <p>or</p> <p><b>Human Relations in the Workplace</b> Success in the world of work requires not only the ability to perform according to the requirements of the position, but also the ability to adjust and get along with others. The purpose of this course is to help students grasp the importance of human relations skills in both their personal and career lives. It will introduce students to the skills necessary to create and maintain positive relationships and interactions in the workplace.</p>	<b>3</b>
	<b>Semester Total</b>	<b>15</b>
<b>THIRD SEMESTER</b>		
<b>MP 199 *NEW*</b>	<p><b>Meat Processing Internship I</b> This course is designed to provide the student an opportunity to apply the skills and knowledge acquired in the classroom through active participation in their field of study.</p>	<b>6</b>
	<b>Semester Total</b>	<b>6</b>
<b>FOURTH SEMESTER</b>		
<b>ACCT 120</b>	<p><b>Principles of Accounting I</b> This course is an introduction to fundamental accounting principles. It focuses on understanding the steps in the accounting cycle, i.e. recording transactions, posting, preparing a trial balance, preparing the worksheet, financial statements, and the adjusting and closing process. Additionally, it includes the study of current and non-current assets, current and long-term liabilities, payroll accounting, and partnership accounting.</p>	<b>3</b>
<b>AG 220</b>	<p><b>Beef Cattle Production</b> An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing.</p>	<b>3</b>
<b>BIOL 101</b>	<p><b>Biology Survey I</b> Study of the nature, diversity, and classification of life, ecology, cells and cell cycle. Mendelian and modern genetics evolution and evolution theory. Intended for those not majoring in biology.</p>	<b>3</b>
<b>BIOL 101L</b>	<p><b>Biology Survey I Lab</b> Laboratory experience that accompanies BIOL 101.</p>	<b>1</b>
<b>BUS 120</b>	<p><b>Principles of Marketing</b> This course introduces the student to the basic concepts and practices of modern marketing philosophies. Topics include marketing and how it relates to business, consumer behavior, marketing research, strategy and planning, product and pricing decisions, distributions and promotion decisions, for both consumer and industrial goods and services.</p>	<b>3</b>
<b>MP xxx</b>	<p><b>Specialty Meats</b> This lecture/lab combination is geared towards specialty meats, value added products, and variety meats. From sausages to jerky, and pre-pressed patties to wild game processing. Specialty products are a growing demand in the meat processing industry, and this course aims to educate students on how to add value to products to increase income potential and create lasting products for consumers.</p>	<b>3</b>
	<b>Semester Total</b>	<b>16</b>
<b>FIFTH SEMESTER</b>		

<b>ACCT 228</b>	<b>QuickBooks Accounting</b> This course focuses on the integration of computerized information into the basic accounting process. It provides the link between accounting in a traditional sense and its application in an automated environment. It is designed to develop a working knowledge of Windows-based software packages using QuickBooks or QuickBooks Pro commonly used by businesses.	<b>3</b>
<b>AG 132</b>	<b>Farm and Ranch Management</b> Basic concepts for successfully managing a farm and ranch, including management records, their analysis and use in making decisions and farm management concepts dealing with credit, land, machinery, capital, crops and livestock enterprises and labor. Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles.	<b>3</b>
<b>BUS 233</b>	<b>Small Business Entrepreneurship</b> This course familiarizes students with the concept of entrepreneurial spirit while providing them with an understanding of the skills necessary to manage a small business. Students develop a business plan and oral presentation for a new business.	<b>3</b>
<b>MP 299</b> <b>*NEW*</b>	<b>Meat Processing Internship II</b> This course is designed to provide the student an opportunity to apply the skills and knowledge acquired in the classroom through active participation in their field of study.	<b>6</b>
	<b>Semester Total</b>	<b>15</b>
	<b>PROGRAM TOTAL</b>	<b>66</b>

### Semester Breakdown AAS

<b>First Semester</b>			<b>Second Semester</b>		
		<b>CR</b>			<b>CR</b>
CIS 105	Microcomputer Software Applications I	3	AG 130	Introduction to Animal Science	3
MP xxx	Introduction to Meat Sciences	3	ENGL 101	Composition* <i>or</i>	
MP xxx	Meat Processing I	4	ENGL 106	Workplace Communications I*	3
MP xxx	Food Safety and Processing	4	MATH 100	Elementary Algebra** <i>or higher</i>	3
			MP xxx	Meat Processing II	3
			PSYC 101	General Psychology <i>or</i>	
			PSYC 103	Human Relations in the Workplace	3
<b>Total Credit Hours</b>			<b>Total Credit Hours</b>		
<b>14</b>			<b>15</b>		

<b>Third Semester (Summer)</b>		
		<b>CR</b>
MP xxx	Meat Processing Internship I	6
<b>Total Credit Hours</b>		
<b>6</b>		

<b>Fourth Semester</b>			<b>Fifth Semester</b>		
		<b>CR</b>			<b>CR</b>
ACCT 120	Principles of Accounting I	3	ACCT 228	QuickBooks Accounting	3
AG 220	Beef Cattle Production	3	AG 132	Farm and Ranch Management	3
BIOL 101	Biology Survey I	3	BUS 233	Small Business Entrepreneurship	3
BIOL 101L	Biology Survey I Lab	1	MP xxx	Meat Processing Internship II	6
BUS 120	Principles of Marketing	3			
MP xxx	Specialty Meats	3			
<b>Total Credit Hours</b>			<b>Total Credit Hours</b>		
<b>16</b>			<b>15</b>		

## Semester Breakdown Diploma

First Semester			Second Semester		
		CR			CR
CIS 105	Microcomputer Software Applications I	3	AG 130	Introduction to Animal Science	3
MP xxx	Introduction to Meat Sciences	3	ENGL 101	Composition* <i>or</i>	
MP xxx	Meat Processing I	4	ENGL 106	Workplace Communications I*	3
MP xxx	Food Safety and Processing	4	MATH 100	Elementary Algebra** <i>or higher</i>	3
			MP xxx	Meat Processing II	3
			PSYC 101	General Psychology <i>or</i>	
			PSYC 103	Human Relations in the Workplace	3
<b>Total Credit Hours</b>		<b>14</b>	<b>Total Credit Hours</b>		<b>15</b>
Third Semester (Summer)					
		CR			
MP xxx	Meat Processing Internship I	6			
<b>Total Credit Hours</b>		<b>6</b>			

## APPENDIX B - WAGE / LABOR STATISTICS

### NATIONAL WAGE AND OCCUPATIONAL OUTLOOK

The occupational outlook handbook from the Bureau of Labor Statistics uses 2019 data. This is before the demand for local meat products boomed during COVID-19. While it does still show growth in employment in this field, current employment data and growth in this industry indicate this field will grow faster than projected. The South Dakota Department of Labor and Regulation website states that “The popularity of various meat products, such as sausages, cured meats, and specialty cuts, is expected to drive employment growth of butchers in retail stores, such as grocery and specialty food stores”<sup>1</sup>.

#### Butchers and Meat Cutters

Number of Jobs	Job Outlook (Growth)	2019 Median Pay	2019 Mean Salary
137,500	2%	\$15.62/hour	\$32,500

<https://www.bls.gov/ooh/production/butchers-and-meat-cutters.htm#tab-1>

### SOUTH DAKOTA WAGE FACTOR

<sup>1</sup> Butchers and Meat Cutters. Job Outlook. South Dakota Department of Labor and Regulation Labor Market Information. Accessed 1/4/2021 from

<https://www.southdakotaworks.org/yosnet/lmi/profiles/profileDetails.aspx?enc=Um8N46vXuYJKIk6gl7MGggX8Xdp34+bs/nlX+eoRdAPNsPhXEdHUF+Bw4xKtlBfvnYidZyNFnlVPY2jqXmxaog==>

SOC Code	Occupational Title	25 <sup>th</sup> Percentile	Annual Mean Wage	75 <sup>th</sup> Percentile
51-3021	Butchers and Meat Cutters	\$13.54	\$15.99	\$18.47

<https://www.southdakotaworks.org/>

### South Dakota Occupational Projections

2018-2028

SOC	SOC Title	2018	2028	Growth	% Growth
51-3021	Butchers and Meat Cutters	678	749	71	1%

Many job openings will result from the need to replace workers who leave the occupation each year. Feedback from local industry members indicates a strong increase in jobs required to meet the needs of the COVID-19 pandemic.

## EMPLOYMENT OUTLOOK

(National information retrieved from the Bureau of Labor Statistics Occupational Outlook Handbook).

Butchers typically do the following:

- Sharpen and adjust knives and cutting equipment
- Receive, inspect, and store meat upon delivery
- Cut, debone, or grind pieces of meat
- Weigh, wrap, and display meat or meat products
- Cut or prepare meats to specification or customers' orders
- Store meats in refrigerators or freezers at the required temperature
- Clean equipment and work areas to maintain health and sanitation standards

Butchers cut and trim meat from larger, wholesale portions into steaks, chops, roasts, and other cuts. They then prepare meat for sale by performing various duties, such as weighing meat, wrapping it, and putting it out for display. In retail stores, they also wait on customers and prepare special cuts of meat upon request.

Butchers in meat-processing plants are also known as *meatcutters*. They may have a more limited range of duties than those working in a grocery store or specialty meat shop. Because they typically work on an assembly line, those in processing plants usually perform one specific function—a single type of cut—during their shift.

Butchers use knives, grinders, or meat saws. They follow sanitation standards while working and when cleaning equipment, countertops, and working areas in order to prevent meat contamination.

Butchers who run their own retail store also track inventory, order supplies, and perform other recordkeeping duties.

## **APPENDIX C – LETTERS OF SUPPORT**

Andrea Powers – Southern Hills Economic Development

Ken Charfauros - Wall Meats

Matt Brunner – Elevate Rapid City

Josh Geigle – Pennington / Jackson County Farm Bureau

James Halverson & Scott Edoff – South Dakota Stockgrowers Association Adam

Jorgenson – South Dakota Association of Meat Processors

Scott VanderWal & Krystil Smit - South Dakota Farm Bureau





PO Box 154 Nth River St.

January 19, 2021

Hot Springs SD 57747

605-745-3551

edshedco@gmail.com

Dear Board of Technology Education Members,

I write on behalf of the Fall River County Meat Packers Cooperative in support of the new meat packing certificate program proposal from Western Dakota Technical College. The number one economic driver in Fall River County is Agriculture, most specifically beef production. The numbers of producers in the county are increasing, creating a demand for local processing options. In July 2020, a community forum was held to determine options for a cooperatively owned USDA certified meat packing plant in Fall River County. The facility will be a much-needed addition to our agriculture-based economy and compliment the largest feed lot in the state- the Fall River Feed Lot.

We currently have one meat locker, Black Hills Meat. The waiting list for personal processing is more than a year out due to lack of cooling space and trained employees. The demand for meat processing is high and the closest USDA approved facility is in Sturgis. The meat processing profession is also experiencing the ageing-out phenomena as skilled cutters retire without successors to fill the gap.

I appreciate the dexterity of the WDT faculty in meeting the employment needs of the region and the state and look forward to filling a high demand niche in value added ag production.

Regards,

Andrea Powers  
Executive Director, Southern Hills Economic Development

President Bolman  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, SD 57703

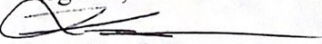
President Bolman,

It is my pleasure to write a letter of support for the proposal Western Dakota Tech is submitting for a Meat Processing program as one of their degree fields.

The livestock and meat industries are powerful components in South Dakota's economic landscape. While South Dakota is not one of the leading states in the production of consumer meat products, it is one of the leading states for beef cattle production. Starting in March 2020, the Meat industry was hit hard by the impacts of COVID-19. Grocery store Meat sections were left vacant, and prices skyrocketed for consumers. Four main packing companies control most of the meat production market. There have since been trends back towards locally produced and sourced meat products. Small processing facilities and local packing plants have new opportunities for generating sales to customers and will need to grow their qualified workforce. Based on feedback provided by several South Dakota agriculture organizations and the community, we believe Western Dakota Tech has created a solution to help us with this challenge.

C9 Enterprises dba Wall Meats fully supports the efforts of Western Dakota Tech as it seeks approval to establish this new training option. We are also committed to supporting Western Dakota Tech with internship opportunities and serving on advisory boards.

Regards,



Ken Charfauros  
owner/operator



605.343.1744  
PO Box 747  
Rapid City, SD 57709  
elevaterapidcity.com

President Bolman  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, SD 57703

January 30, 2021

President Bolman,

It is my pleasure to write a letter of support for the new meat processing certificate program from Western Dakota Tech.

Agriculture, specifically livestock and meat industries, are vital components in South Dakota's economic environment. South Dakota is one of the leading states for beef cattle production nationwide. The current pandemic exposed the meat industry's supply chain, resulting in shortages across the state and country. The silver lining from these recent events created a renewed demand for locally produced and sourced meat products. As a result, local packing plants and small processing facilities have become even more important and needed

As the demand for local protein grows, unfortunately, the meat processing profession is experiencing an aging-out trend as skilled cutters retire with a very shallow talent pipeline to fill that gap. Based on feedback from local producers, and others in the livestock industry, we believe Western Dakota Tech has created a viable solution to help start filling that talent pipeline.

Elevate Rapid City completely endorses Western Dakota Tech's efforts as it seeks approval to establish this certificate option. It is critical that a highly trained workforce is available to serve the livestock and meat industries now and into the future.

Regards,

A handwritten signature in black ink, appearing to read "Matt Brunner", with a long horizontal flourish extending to the right.

Matt Brunner  
Economic Development Director  
Elevate Rapid City

President Bolman  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, SD 57703

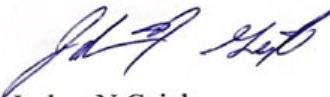
President Bolman,

It is my pleasure to write a letter of support for the proposal Western Dakota Tech is submitting for a Meat Processing program as one of their degree fields.

The livestock and meat industries are powerful components in South Dakota's economic landscape. While South Dakota is not one of the leading states in the production of consumer meat products, it is one of the leading states for beef cattle production. Starting in March 2020, the Meat industry was hit hard by the impacts of COVID-19. Grocery store Meat sections were left vacant, and prices skyrocketed for consumers. Four main packing companies control most of the meat production market. There have since been trends back towards locally produced and sourced meat products. Small processing facilities and local packing plants have new opportunities for generating sales to customers and will need to grow their qualified workforce. Based on feedback provided by several South Dakota agriculture organizations and the community, we believe Western Dakota Tech has created a solution to help us with this challenge.

Pennington/Jackson County Farm Bureau, a general agricultural organization, fully supports the efforts of Western Dakota Tech as it seeks approval to establish this new training option. We are also committed to supporting Western Dakota Tech with internship opportunities and serving on advisory boards.

Regards,



Joshua N Geigle  
President,  
Pennington/Jackson County Farm Bureau

# SOUTH DAKOTA STOCKGROWERS ASSOCIATION

426 Saint Joseph Street  
Rapid City, SD 57701

605-342-0429 (o)  
605-342-0463 (f)

President Bolman  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, SD 57703

President Bolman,

It is my pleasure to write a letter of support for the proposal Western Dakota Tech is submitting for a Meat Processing program as one of their degree fields.

The South Dakota Stockgrowers Association (SDSGA) is the oldest membership livestock association in the country. We have members across South Dakota as well as in several other states, and our main office has been located in Rapid City since the 1800's. With so many producers behind our efforts, the SDSGA is a powerful voice for livestock production in our state and nation.

The livestock and meat industries are powerful components in South Dakota's economic landscape. While South Dakota is not one of the leading states in the production of consumer meat products, it is one of the leading states for beef cattle production. Starting in March 2020, the meat industry was hit hard by the impacts of COVID-19. Grocery store meat sections were left vacant, and prices skyrocketed for consumers all while prices paid by the big packers for livestock plummeted. Four main packing companies control over 80% of the meat processing capacity in the U.S. today.

The COVID pandemic has shown a light on issues SDSGA has been lobbying in favor of for years. We need more capacity within our small and mid-size processing plants. Furthermore, many people finally got a taste of something better over the last few months, locally raised and processed meat. Now more than ever, people are demanding local products, especially meat. Small processing facilities and local packing plants have new opportunities for generating sales to customers and will need to grow their qualified workforce, one of the limiting factors for their expansion.

The SDSGA fully supports the efforts of Western Dakota Tech as it seeks approval to establish this new training option. We are also committed to supporting this effort in any way possible.

Regards,



James L. Halverson  
Executive Director



Scott Edoff  
President

# SDAMP

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## South Dakota Association of Meat Processors

11847 Wildhorse Court  
Rapid City, SD 57703

February 8, 2021

President Bolman  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, SD 57703

Dear President Bolman,

On behalf of the South Dakota Association of Meat Processors, I am pleased to submit this letter of support for Western Dakota Tech (WDT) building into their curriculum a Meat Processing Degree. Such a program would help alleviate some of the current labor force problems and expected future growth in the Meat Processing Industry.

The South Dakota Association of Meat Processors has approximately 75 members that are all meat processors and equipment vendors throughout the state of South Dakota. This organization's main goal is to help processors throughout the state of South Dakota with all of their business hurdles. With the new program that WDT would like to implement, it would benefit our processors by having employees coming out of the program able to head out into industry with the basic skills our members need in their work force. Labor is the single biggest hurdle that our small processors face in South Dakota.

It is a very exciting time in the meat industry. Our small meat processors have really grown and increased production in the last year when COVID-19 impacted large packing plants, who are main suppliers in the grocery industry, production capabilities. A shortage of meat in the grocery stores and skyrocketing consumer prices, showed those consumers trending back to locally produced and sourced meat products. Our organization hopes to continue to grow in the future by Aligning with WDT and gaining educated labor force and keeping our current processors educated with all of the new inspection and processing procedures. This will all be possible with their new expansion.

If you have any questions concerning our organization , please feel free to contact us at 605-881-4760.

Sincerely,



Adam Jorgenson  
President of SDAMP



**SOUTH DAKOTA FARM BUREAU®**

President Bolman  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, SD 57703

President Bolman,

On behalf of South Dakota Farm Bureau's 13,000 members, it is our pleasure to write a letter of support for the proposal Western Dakota Tech is submitting for a Meat Processing program as one of their degree fields.

The livestock and meat industries are powerful components in South Dakota's economic landscape. While South Dakota is not one of the leading states in the production of consumer meat products, it is one of the leading states for beef cattle production. Starting in March 2020, the meat industry was hit hard by the impacts of COVID-19. Grocery store meat sections were left vacant, and prices skyrocketed for consumers. Four main packing companies control most of the meat production market. There have since been trends back towards locally produced and sourced meat products. Small processing facilities and local packing plants have new opportunities for generating sales to customers and will need to grow their qualified workforce. Based on feedback provided by several South Dakota agriculture organizations and the community, we believe Western Dakota Tech has created a solution to help us with this challenge.

South Dakota Farm Bureau fully supports the efforts of Western Dakota Tech to establish this new training option. We are also willing to assist Western Dakota Tech throughout the process as they establish internship opportunities and members to serve on advisory boards.

Regards,

Scott VanderWal, President  
South Dakota Farm Bureau  
605-695-5479  
[Scottvanderwal63@gmail.com](mailto:Scottvanderwal63@gmail.com)

Krystil Smit, Executive Director  
South Dakota Farm Bureau  
605-261-2960  
[k.smit@sdfbf.org](mailto:k.smit@sdfbf.org)

President Bolman  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, SD 57703

President Bolman,

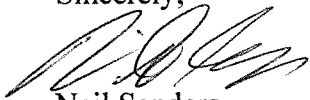
It is my pleasure to write a letter of support for the proposal Western Dakota Tech is submitting for a Meat Processing program as one of their degree fields.

The livestock and meat industries are powerful components in South Dakota's economic landscape. While South Dakota is not one of the leading states in the production of consumer meat products, it is one of the leading states for beef cattle production. Starting in March 2020, the Meat industry was hit hard by the impacts of COVID-19. Grocery store Meat sections were left vacant, and prices skyrocketed for consumers. Four main packing companies control most of the meat production market. There have since been trends back towards locally produced and sourced meat products. Small processing facilities and local packing plants have new opportunities for generating sales to customers and will need to grow their qualified workforce. Based on feedback provided by several South Dakota agriculture organizations and the community, we believe Western Dakota Tech has created a solution to help us with this challenge.

United Ranchers Cooperative fully supports the efforts of Western Dakota Tech as it seeks approval to establish this new training option. We are also committed to supporting Western Dakota Tech with internship opportunities and serving on advisory boards.

We are a fledgling Cooperative with an address and vacant land currently. We are working on applying for grants and seeking co-op members to invest in our endeavor.

Sincerely,



Neil Sanders  
Chairman United Ranchers Cooperative  
(605)-858-4478  
neil.sanders198022@gmail.com



## APPENDIX D - MOU with Wall Meats

### Memorandum of Understanding

Between

**Western Dakota Technical College**

and

**Wall Meats**

This Memorandum of Understanding (MOU) sets the terms and understanding between Western Dakota Technical College and Wall Meats to collaborate on implementing a Meat Processing instructional program.

#### **Background**

Because of the shortage of people skilled in professional meat cutting and processing, and because of the high demand for high quality “ranch to table” meat sources, Wall Meats and Western Dakota Tech are collaborating on implementing a Meat Processing instructional program.

#### **Purpose**

This MOU will establish the roles of each organization and ensure clear understanding about the collaboration going forward as the Meat Processing instructional program is developed and implemented.

The above goals will be accomplished by undertaking the following activities:

1. Western Dakota Tech will prepare the program prospectus and gain all needed approvals for the program to be offered for credit and eligible for financial aid at Western Dakota Tech.
2. Western Dakota Tech will develop and deliver the diploma program (three-semester) and the AAS degree (four semester) options.
3. Ken Charfauros of Wall Meats will collaborate with Western Dakota Tech on the curriculum for the specific meat cutting and processing courses to ensure the courses meet industry standards.

4. Western Dakota Tech will reimburse Ken Charfauros (or any other qualified instructor) for teaching meat cutting and processing courses based on Western Dakota Tech's standard rates for adjunct instruction.
5. Wall Meats will provide the industry quality laboratory space at the Wall Meats facilities needed for the meat cutting and processing "hands on" courses.
6. Should the need for meat cutting and processing laboratory space outgrow Wall Meats' facilities, Wall Meats will partner with WDT to identify additional partner locations.
7. WDT agrees to budget up to \$5,000 to purchase small tools, equipment, and supplies for student use as start-up costs for the meat processing program.

### **Reporting**

Wall Meats and Western Dakota Tech will annually review the effectiveness of this memorandum of understanding. The WDT Meat Processing program advisory committee will assist in evaluating the effectiveness of the program. WDT will use its standard policies and practices for assessing student and program learning outcomes, reporting student success and placement, and evaluating the instructional program and faculty. The information regarding student outcomes will be published and be made publicly available as it does for all other consumer information and information typically shared with program advisory boards.

### **Funding**

This MOU is not a commitment of funds but establishes the relationship between Western Dakota Tech and Wall Meats in the implementation of a Meat Processing program at Western Dakota Tech. If the program is not approved at any level, this MOU is void.

### **Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from Western Dakota Tech and Wall Meats. This MOU shall become effective upon signature by the authorized officials from the Western Dakota Tech and Wall Meats and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from this MOU shall end on May 31, 2024.


### **Contact Information**

Western Dakota Technical College  
Ann Bolman, Ed.D.  
President  
800 Mickelson Dr., Rapid City, SD 57703  
605-718-2401  
Ann.Bolman@WDT.edu

Wall Meats  
Ken Charfauros  
Owner

21 N Creighton Road, Wall SD 57790  
605-430-4764  
Kcharfauros9@icloud.com

 Date: 2-10-2021  
Signature  
(Ann Bolman, Western Dakota Tech, President)

 Date: 2-10-2021  
Signature  
Ken Charfauros, Wall Meats, Owner