

DATE: January 25, 2019

SUBJECT: Motlow State Community College
Tennessee Fire and Codes Academy Off-Campus Center

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION

Pursuant to T.C.A. § 49-7-202(q)(3) the Tennessee Higher Education Commission (THEC) is to review and approve or disapprove all proposals for off-campus locations at public institutions. THEC’s policy *A1.4A Off-Campus Instruction at Community Colleges and Universities* was updated in July 2017 and returned the authority to approve Off-Campus Centers to the Commission. THEC defines an Off-Campus Center as a location where students can complete an academic program and where there is an administrative presence housed on-site.

PROPOSAL

Motlow State Community College (MSCC) would like to upgrade the Tennessee Fire and Codes Academy in Bell Buckle, TN, an existing Off-Campus Site (2F), to an Off-Campus Center. MSCC has demonstrated a need to provide the 43 hour Paramedic Certificate (CIP 31.51.0904.00) on-site at this facility. MSCC has requested to offer the complete program on-site beginning in spring 2019 and has received approvals from SACSCOC and CoAEMP, the Emergency Medical Services accrediting agency.

There are plans to have a program director and instructors on-site for the majority of their time. Finally, this facility is being offered to MSCC at no-cost and is equipped to provide students a unique opportunity for paramedic students and firefighter recruits in mutual training sessions.

RECOMMENDATION

Staff recommends approval of the upgrade of the Tennessee Fire and Codes Academy from an off-campus site to an off-campus center.

THEC Off-Campus Instruction Policy – Center Checklist
Motlow State Community College for Tennessee Fire and Codes Academy

1. **Letter of Notification Proposing a New Off-Campus Center:** TBR provided notification to THEC and it was accepted. The Tennessee Fire Codes Academy has been a site since summer 2015.
2. **Off-Campus Center Location:** Tennessee Fire and Codes Academy, 2161 Unionville, Deason Road, Bell Buckle, TN 37020 located in Bedford County, 26 miles from the main campus.
3. **Proposed Implementation Date:** Spring 2019
4. **Need for Center:**

Needs Assessment

Motlow Mission Statement: *“Motlow State Community College is a public, multi-campus college offering certificates, associate degrees, and flexible learning pathways for early transfer, college preparation, and workforce training. Students are prepared for employment, career advancement, and four-year college or university transfer. The College serves an eleven-county area comprised of full-time, part-time, traditional, and non-traditional age students from diverse socio-economic populations with disparate educational and cultural backgrounds. The College offers high quality accredited educational programs and a variety of support services emphasizing and promoting student success.”*

The service area covered by MSCC EMS Education is currently experiencing a shortage of qualified Emergency Medical Technicians. The Tennessee Fire and Codes Academy offers a centrally located facility which attracts students from across the region. Students can expect to be working in the field immediately upon completion.

The target audience for all the embedded certificates includes:

- Traditional students preparing to enter the workforce
- Current providers seeking elevation in licensure level
- Nontraditional students seeking employment opportunities

The mission statement specifically lays out the need for offering certificates and preparation for workforce ready jobs. The EMS programs work to meet that mission by providing high-level quality education for the area’s providers. With the continued need of additional locations and better resources, Motlow sought out a location that is sufficient in geographical needs of our service area and provides many resources that we currently cannot provide at our on-campus locations. After the creation of the paramedic program, it was evident that Motlow is a leader in innovative education in EMS. We provide high-level education, and the most realistic experience during each student’s time with the program.

As a part of the college’s strategic plan, goals are written to “enhance access to higher education,” “develop programs to enhance completion,” and “increase the number of students who complete certificates and associates degrees.” These goals are in alignment with the Tennessee Board of Regents (TBR) strategic plan, the Governors Drive to 55 initiative that outlines efforts to have 55% of the state’s population earning a post-secondary credential, and the state’s higher education completion agenda.

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Projected Enrollment

| Academic Year | Projected Headcount | Projected FTE |
|---------------|---------------------|---------------|
| Year 1 | 24 | 24 |
| Year 2 | 28 | 28 |
| Year 3 | 32 | 32 |
| Year 4 | 36 | 36 |
| Year 5 | 40 | 40 |

Need for Proposed Program Offerings

Motlow State Community College sits inside a service area with expanded growth and expanded needs of emergency medical service personnel. That need has grown with the changes of state law and federal law along with the growth of this particular field. Motlow State Community College has worked with local high schools to recruit and educate future EMS personnel. In the 11 county service area, there are needs for paramedics, AEMT's, and EMT's. Motlow State Community College has worked closely with local government, private businesses, and regional hospitals to provide the necessary education and certificates to fit the needs of the community that we serve. The EMS advisory board meets regularly to ensure Motlow's EMS curriculum is current and meets the needs of the community it serves.

The embedded certificate is designed to provide training for immediate employment upon completion. (Following national licensure exam) The Paramedic certificate leads seamlessly into Motlow's Paramedic A.A.S.

At Motlow State Community College, we have created a program that is a three-step process that starts with the EMT basic, followed by the AEMT, and then finally Paramedic. This model follows State guidelines along with Federal recommendations.

The launch of the off-campus location arose from the need for a more centrally located facility within our service area, along with proper simulation space and equipment. Extending MSCC's reach beyond the walls of its four campuses, particularly into service areas not easily accessible by those campuses, is an integral part of MSCC's strategic plan. Strategic Goal 1.1 states, "Motlow State Community College will enhance access to higher education," while Strategic Goal 2.2 states, "Motlow State Community College will increase the number of students who complete associate degrees or certificates."

These goals derive in part from the Tennessee Higher Education Commission's funding formula that awards points for underrepresented populations as well as their outcomes-based achievements. And with Tennessee Reconnect, MSCC desires to be on the forefront of providing flexible learning pathways where these students work and live.

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5. **Finances:**OperationalCosts/RevenuesEstimateforOff-CampusCenterLocation– **A1.4AB** (Please see Attachment 1).

Budget Narrative

The new funding needed to operate the off-campus location at the TN Fire and Codes Academy is described below and ties back to the cost worksheet.

Expenditures

In year one, faculty includes one instructor that also will have duties of a coordinator at a salary of \$54,018 and the other full-time instructor will be paid \$52,700. Both of these instructors are 12-month employees and have the full-time benefits tied to their positions. Each year the salaries and benefits are increased by 3%. In years one and two, this off-campus will need to utilize adjuncts for a total of 60 hours. The rate used for the adjuncts is \$600 per credit hour with applicable social security of 7.65%. Therefore, the year one total for adjunct faculty is \$38,754. The Director of the program is already on board as a 12-month employee so there will not be any new cost associated with his approximately 20% time applied to oversight of this off-campus location. Additionally, supply and travel funds are projected to be \$2,000 for year one and two and then increased to \$3,000 for years three – five.

As indicated by the worksheet, the total expenditures for year one are projected to be \$184,129. The full-time instructors are increased by 3% for years two – five for both salaries and benefits. Also, in years three – five, the adjunct need is increased to 72 hours per year at a rate of \$600 per credit hour. Expenditures for years two – five are projected as follows: year two - \$187,330; year three - \$197,181, year four - \$201,611 and year five - \$206,174.

Revenues

The TN Fire and Codes Academy is providing Motlow State Community College with the usage of a 2,700 square foot facility at rent free and no charge for utilities or cleaning. A value for this gift in kind was established to be \$10 per square foot which equates to \$27,000 per year.

The tuition is calculated for year one – two for 24 students at 43 credit hours for three terms equated to \$158,389 for year one and two. Years three – five is calculated based on 28 students at 43 credit hours for three terms which equals \$184,787 per academic year. It is projected that four of the five years will be profitable for Motlow State and one year will require additional funds to cover the expenses by approximately \$1,260.

Summary

With the partnership with the TN Fire and Codes Academy, Motlow State is able to provide a needed service to the citizens in the Bedford and Rutherford county area.

Facilities Planned

The Tennessee Fire and Codes Academy offers more than 330 acres of property. The facility has a six-story simulated burn building in which firefighter recruits train. Paramedic students will also use the building to realistically simulate patient care including the safe movement and transfer of patients. The facility has many training props including confined space rescue and a simulated single family home. A bay has been provided in which MSCC EMS Education houses its ambulance. The large amount of outdoor space, the props and simulators, and the current relationship with the TFACA staff provide a rich and lifelike simulation environment that cannot be reproduced on a traditional college campus. The TFACA staff and MSCC EMS Education faculty have already

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worked together in a joint effort to include firefighter recruits and paramedic students in mutual training sessions. These training sessions are invaluable in providing the respective students a realistic environment to learn patient care skills necessary for a successful career. TFACA offers a unique location and opportunity to elevate EMS education to an unprecedented level. Realistic simulation space, lifelike training props, and mutual training opportunities are a rare chance to provide an exclusive educational experience to students.

The TN Fire and Codes Academy is located at 2161 Unionville Deason Road, Bell Buckle, TN 37050. The part of the facility we use is 2,700 square feet with 2 classrooms that are fully equipped and have tablets for student use. The facility can accommodate 20 students at one time. We maintain the equipment used in our classes which is comparable to that used at other Motlow State Community College locations. Internet access is available throughout the building allowing students to access our virtual library and other resources. There are over 100 available parking spaces which should be ample parking. Day to day operations are managed through our Academic Affairs unit.

The facilities and equipment are in place to support this initiative. MSCC EMS Education has all the resources required by the State of Tennessee EMS Division. Additionally, beyond the minimum requirements, EMS Education has multiple Human Patient Simulators and state of the art equipment. The resources available to the EMS student prepare them for the workforce by introducing them to equipment and procedures that would not normally be available. The students enjoy a technologically updated classroom as well as a separate class space for laboratory and skills work. EMS Education has a functioning ambulance which is used as part of the realistic simulation aspect. All labs, classrooms, and equipment are in place to support the change. There will be no impact on existing programs and services in relation to the physical resources. No upgrades or physical changes are needed for the space. Since MSCC has been offering classes at this facility for several years, there will be no need for reallocation of resources to support this program. There is a well-established student base that is projected to continue through the increased program offerings.

6. Faculty and Staff :

The current EMS Director both teaches and spends much of his time at this location. There is a Paramedic coordinator on-site and an additional full-time Paramedic instructor. Additionally the Dean of Allied Health has oversight responsibility for these students and this off-campus center.

7. Proposed Program Offerings, Degree Designation, and CIP Code:

This is a 43 hour certificate program.
 CIP code 31.51.0904.00

Freshmen/ First Year

| <u>COURSE</u> | <u>TITLE</u> | <u>Hrs</u> |
|------------------------------|-----------------------------|------------|
| EMSP 1801 | Fundamentals of Paramedic I | 8 |
| EMSP 1401 | Paramedic Skills Lab I | 4 |
| EMSP 1311 | Paramedic Clinical I | 3 |
| Semester 1 (Fall) | | |

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| | | |
|------------------------|-------------------------------------|----------|
| EMSP 2802 | Fundamentals of Paramedic II | 8 |
| EMSP 2402 | Paramedic Skills Lab II | 4 |
| EMSP 2412 | Paramedic Clinical II | 4 |
| Semester 2 (Spring) | | |

| | | |
|------------------------|----------------------------|----------|
| EMSP 2403 | Paramedic Capstone | 4 |
| EMSP 2303 | Paramedic Practicum | 3 |
| EMSP 2513 | Paramedic Field Internship | 5 |
| Semester 3 (Summer) | | |

8. Existing Programs Offered at Public Institutions:

| Institution | Degree | Major | TN CIP Code |
|---------------------------------------|---------------|--------------|--------------------|
| Chattanooga State Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Chattanooga State Community College | AAS | PARAMEDIC | 31.51.0904.00 |
| Cleveland State Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Cleveland State Community College | AAS | PARAMEDIC | 31.51.0904.00 |
| Columbia State Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Dyersburg State Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Jackson State Community College | AAS | PARAMEDIC | 31.51.0904.00 |
| Motlow State Community College | AAS | PARAMEDIC | 31.51.0904.00 |
| Motlow State Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Northeast State Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Northeast State Community College | AAS | PARAMEDIC | 31.51.0904.00 |
| Roane State Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Southwest Tennessee Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Volunteer State Community College | C1 | PARAMEDIC | 31.51.0904.00 |
| Walters State Community College | C1 | PARAMEDIC | 31.51.0904.00 |

9. Accreditation:

Motlow State Community College has SACSCOC approval to teach 100% of these programs at this location. Additionally, the EMS accrediting agency, CoAEMEP, has visited and approved this facility and equipment for the paramedic program. Academic audits were completed in 2017 and 2018 for the EMT and AEMT certificate programs respectively.



Proposal to Establish an Off-Campus Center

Institution Name: Motlow State Community College

Location of Proposed Center: TN Fire and Codes Academy

Five-year cost projections are required.

One-time Expenditures

| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|
| New/Renovated Space ¹ | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Library | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sub-Total One-time | \$ - |

Recurring Expenditures

| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Administration | | | | | |
| Salary | \$ - | \$ - | \$ - | \$ - | \$ - |
| Benefits | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sub-Total Administration | \$ - |
| Faculty | | | | | |
| Salary | \$ 142,718 | \$ 145,920 | \$ 153,120 | \$ 156,417 | \$ 159,814 |
| Benefits | \$ 39,411 | \$ 39,411 | \$ 41,061 | \$ 42,194 | \$ 43,360 |
| Sub-Total Faculty | \$ 182,129 | \$ 185,330 | \$ 194,181 | \$ 198,611 | \$ 203,174 |
| Support Staff | | | | | |
| Salary | \$ - | \$ - | \$ - | \$ - | \$ - |
| Benefits | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sub-Total Support Staff | \$ - |
| Operating | | | | | |
| Equipment | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other | \$ 2,000 | \$ 2,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| Sub-Total Operating | \$ 2,000 | \$ 2,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| Sub-Total Recurring | \$ 184,129 | \$ 187,330 | \$ 197,181 | \$ 201,611 | \$ 206,174 |
| TOTAL EXPENDITURES | \$ 184,129 | \$ 187,330 | \$ 197,181 | \$ 201,611 | \$ 206,174 |

Expenses - Years 1 - 5 - two full-time faculty members and a Director at 20% of his time with salaries and benefits increased by 3% per year. Years 1 - 2 - adjuncts will teach a total of 60 hours. Years 3 - 5 adjuncts will teach a total of 72 credit hours.

¹Funding Source for Facilities/Space:

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Owned by Institution |
| <input type="checkbox"/> | Leased by Institution |
| <input type="checkbox"/> | Owned by another public institution of higher education |
| <input checked="" type="checkbox"/> | Provided at no cost to the institution. Please document. |
| <input type="checkbox"/> | Facilities/Space Square Footage |

Revenues

One-time Revenues

| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Tuition and Fees | \$ - | \$ - | \$ - | \$ - | \$ - |
| State Appropriations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sales and Services of | | | | | |
| Education Activities | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Sources (provide explanation) | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sub-Total One-time | \$ - |

Recurring Revenues

| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Tuition and Fees | \$ 158,389 | \$ 158,389 | \$ 184,787 | \$ 184,787 | \$ 184,787 |
| State Appropriations | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sales and Services of | | | | | |
| Educational Activities | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Sources (provide explanation) | \$ 27,000 | \$ 27,000 | \$ 27,000 | \$ 27,000 | \$ 27,000 |
| Sub-Total Recurring | \$ 185,389 | \$ 185,389 | \$ 211,787 | \$ 211,787 | \$ 211,787 |
| TOTAL REVENUES | \$ 185,389 | \$ 185,389 | \$ 211,787 | \$ 211,787 | \$ 211,787 |

Other Sources - The TN Fire and Codes Academy is providing Motlow State Community College with the usage of a 2,700 square foot facility - rent free and no charge for utilities or cleaning. A value for the gift in kind was established of \$10 per square foot which equates to \$27,000.

Year 1 and Year 2 - 24 students at 43 credit hours over three terms.

Year 3 through 5 - 28 students at 43 credit hours over three terms.