## KANSAS CITY KANSAS COMMUNITY COLLEGE



Recruit/Enroll/Retain/Goal Attainment \* Institutional Vibe \* Communication \* Person-to-Person Services

## KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Meeting Agenda April 16, 2019 – 9:00 A.M.

Dr. Thomas R. Burke Technical Education Center

- 1. Call to Order & Pledge of Allegiance
- 2. Roll Call
- 3. Approval of Agenda
- 4. Audience to Patrons and Petitioners
- 5. Recognitions/Presentations
  - TEC Culinary students (prepared Board breakfast this morning) brief video of accomplishments
  - Lady Blue Devil 2019 NJCAA Division II National Champions (2<sup>nd</sup> time in 4 years)
  - Dr. Stacy Tucker and Phi Theta Kappa Regional Convention Award recipients
  - Shai Perry and Marquis Harris Update on AAUW Student Chapter and recognition of scholarship recipients
- 6. Board Committee Reports
- 7. Consent Agenda:
  - (Item A) Approval of Minutes of the March 19, 2019 Meeting
  - (Item A1) Approval of Minutes of the March 19, 2019 Special Meeting
  - (Item B) Approval of Recommendations for Payment
  - (Item C) Ratification Items
  - (Item D) Approval of Personnel Items (H.R.)
- 8. Student Senate Ms. Aliyah Shaw, President
- 9. President's Report Dr. Greg Mosier

- 10. Marketing & Community Outreach Officer Report Ms. Tami Bartunek
  - 38 the Spot Presentation
- 11. VP-Academic Affairs Report Dr. Beth Krueger
- 12. VP-Student Affairs Report Dr. Delfi Wilson
- 13. Information Services Report Mr. Peter Gabriel
- 14. Human Resources Officer Report Ms. Christina McGee
- 15. Finance & Administrative Services CFO Report Mr. Mike Beach
- 16. Unfinished Business
- 17. New Business
  - RESOLUTION Mid-America Education Hall of Fame Awards & Scholarship Event
     April 27, 2019 Alcoholic Liquor Resolution
  - RESOLUTION Approval of Bank Signatories (Dr. Greg Mosier, Dr. Beth Ann Krueger, Mr. Mike Beach)
- 18. **Executive Session –** For Personnel matters of non-elected personnel to protect the privacy rights of the person(s) to be discussed.
- 19. Adjournment

## **Next Meeting of the Board of Trustees:**

<u>Tuesday, May 21, 2019 - 5:00 p.m. - Main Campus</u>

## Kansas City Kansas Community College Minutes of the Board of Trustees Meeting March 19, 2019

# CONSENT AGENDA - A Meeting Minutes

Upper Jewell

- 1) **Call to Order and Pledge of Allegiance**: The February meeting of the Board of Trustees was called to order by Chair, Rosalyn Brown. The Pledge of Allegiance was led by CFO, Mike Beach.
- 2) Roll Call: Indicated the following present Trustees: Donald Ash, Rosalyn Brown, Ray Daniels, Evelyn Criswell, Tyrone Garner, Janice McIntyre, and Linda H. Sutton.
- 3) Approval of Agenda: Chair Brown called for approval of the Agenda with changes. Dr. Mosier asked that approval of Tuition and Fees/2020 be removed from New Business as it was approved at the March meeting. Trustee Daniels moved to approve the Amended Agenda and Trustee Criswell seconded. The Motion Carried.
- 4) Audience to Patrons and Petitioners: There was no one wishing to address the Board.

## 5) Recognitions/Presentations:

- Ms. Jodi Vogel, of the Wyandotte Who's Who Gala, recognized Roger Suggs, FBOE Director, for "going above and beyond" in the Wyandotte Community. Mr. Suggs has assisted many young people with turning their lives around by enrolling in and completing GED classes, enrolling in KCKCC and, often helping them with life changing decisions.
- Dr. Beth Ann Krueger introduced and recognized Dr. Stacy Tucker for having completed all five levels of the Five Star Advisor Plan for Phi Theta Kappa. Dr. Tucker approached the podium and briefly reported on the recent achievements, of the PTK students, at the Regional Convention last weekend. Dr. Tucker will present this at the April 16 Board of Trustees Meeting.
- Ms. Shai Perry presented an update on the KCKCC Art Gallery and provided a power point of the many artists who have recently exhibited their works.
- Mr. Jose Manuel Paredes "Manny" gave a report about his experience attending the ACCT Legislative Summit in Washington, D.C. as a student ambassador. Manny stated that he was grateful for the opportunity and the experience to be able to attend.

## 6) **Board Committee Reports**:

• Trustee Tyrone Garner gave an update on the March 12<sup>th</sup> Finance Committee meeting stating that the campus signage looks good and that the old signage would be put to good use by recycling instead of disposal. Trustee Garner stated that work on the large bridge over the pond was complete and work on the small bridge will soon follow. Trustee Garner affirmed that the financial standing of the College was "strong" and that the Finance Committee has been "fiscally responsible".

- Trustee McIntyre gave an update on the draft of the Community Outreach Committee. Trustee McIntyre stated that the Committee would be working with the community in making sure the College and Trustees were being transparent.
- Trustee Ash gave an update on the KACCT Quarterly meeting, that had taken place two weeks ago in conjunction with the PTK Recognition Luncheon, and stated that there had been an update on the legislative session and how it concerned the community colleges as a system. Trustee Ash reported that KACCT Executive Director, Linda Fund, is retiring and that there is a search process in place to find her replacement. Trustee Ash reported that Dr. Mosier has been asked to serve on the search committee and that they planned to have a finalist before Ms. Fund retired.
- 7) Consent Agenda: Chair Brown asked for approval of the Consent Agenda. Trustee Sutton questioned Item D, Personnel Items, specifically the meaning of "Data Clean-Up" on the Separation Information section and two items on the Recommendations/Approvals list: James Zeeb's and Jonathan R. Freeland's effective dates of hire. Human Resources Officer, Christina McGee, approached the podium and addressed Data Clean-up. Ms. McGee explained that Data Clean-up is used when H.R. becomes aware of past employees no longer in the system but still listed in payroll. They are no longer being paid, however, their record does not show an end date of employment. Ms. McGee explained that the effective date for James Zeeb was for his original start date with the college and not the start date for his additional position. Ms. McGee stated that she would check to see why the start date for Jonathan Freeland was incorrect. Chair Brown called for a motion to approve the Consent Agenda with corrections. Trustee Ash moved to approve the Consent Agenda with the corrections made to Item D and Trustee Daniels seconded. The Motion Carried.
- 8) Student Senate Report President Aliyah Shaw reported on the following:
  - Women's Basketball team won their game vs. Pima Community College with a score of 82-56. There will be a watch party on Wednesday and plans in the works for traveling to the Friday, March 22<sup>nd</sup> game vs. Cape Fear Community College at 6:00 p.m. for the championship.
  - Reported on the many events taking place around campus.
  - March is Women's History Month. Intercultural Center has had speakers and documentaries showing the influence and history of remarkable women.
  - Transfer Fair with a number of representative colleges.
  - Popularity of Pizza with the Prez.
  - Presented a budget template to the different clubs making it easier to determine budgets for 2019-2020 Academic Year.
  - Voting will take place on April 4 & 5 for the new Student Senate President, Vice-President, Treasurer, and Secretary.

Chair Brown called for a motion to accept the Student Senate Report. Trustee Criswell moved and Trustee McIntyre seconded. The <u>Motion Carried</u>.

- 9) **President's Report:** Dr. Mosier reported on the following:
  - Congratulated the Women's Basketball Team playing in the NJCAA championship this week. Lady Blue Devils beat Chesapeake this morning by a score of 82-56. Congratulations to Coach McKinstry named NJCAA Coach of the Year for District B.
  - Review of the Strategic Plan...four priorities: Student Success, Employee Engagement, Community Engagement, and Quality Programs and Services.
  - Update on the KCKCC downtown project Wyandotte High School downtown classes. Next meeting will take place Tuesday, March 26.
  - Kids on Campus will again take place on the KCKCC Campus this summer. The program will be shortened from 8 to 6 weeks. Possible partnership with another organization. Enrollment begins online April 1 with the goal to enroll 200 children. The cost is \$79.00/week. Trustee Criswell asked if there were any scholarships available. Dr. Gray stated that they were working on that with Marketing & Community Outreach Exec. Director, Tami Bartunek. Trustee Garner asked if there was a possibility for fee reduction for those students who were economically disadvantaged. Dr. Gray stated that will be taken into consideration.
  - Dr. Mosier introduced the new KCKCC Foundation Director, Ms. Mary Spangler. Ms. Spangler has more than 20 years' experience working in the advancement and philanthropic sector in greater Kansas City. Ms. Spangler in turn, introduced the new Chairperson of the KCKCC Foundation, Ms. Mary Ricketts. Ms. Rickets has multiple years' experience in the wealth management field. Ms. Rickets shared that she was most eager to grow scholarship funds for KCKCC students. Ms. Rickets announced the finalists who will be honored at the April 27<sup>th</sup> Hall of Fame Mr. Leon Brady, Ms. Rebecca Dukstein, Dr. Jackie Vietti, and Mr. and Mrs. Michael and Guadalupe Dean.
  - As part of Dr. Mosier's report, he noted the many community connections he has made over the past few weeks
    - o Mike Hockley Civilian aid to the Secretary of the Army for East Kansas
    - Representatives for the Hispanic Development Fund, ways to address expanding services to the LatinX community
    - o Jim Echols, best ways to reach out to and meet needs of residents living in downtown KCK
    - o Milton Scott, Executive Director of KCK's Housing Authority, partnering with technical programs and ways to help some of KCKCC's homeless student population
    - o Village West Rotary presentation
    - o K-State Olathe representatives, discussing possible new articulation opportunities
    - o Judged the Annual Chili Cook-off for the Historic Northeast Midtown Association.

Chair Brown called for a motion to accept the President's report. Trustee Sutton moved and Trustee Criswell seconded. The **Motion Carried**.

### 10) Community Outreach and Marketing Report: Tami Bartunek reported on the following:

Thanked Aliyah and Manny for their recognition.

- Outreach for the Child Care Center posts have been very successful.
- Pancake breakfast will be scheduled for April
- KCKCC will, again, be participating in the Back to School Fair.
- Co-marketing for the Wyandotte County Fair, July 9-13
- Trustee Criswell thanked Tami for the outreach marketing.
- Trustee Daniels thanked Tami for the work she did on the Foundation

Chair Brown called for a motion to accept the Marketing & Outreach Report. Trustee Daniels moved and Trustee Criswell seconded. The **Motion Carried**.

## 11) Vice-President for Academic Affairs: Dr. Krueger reported on the following:

- Commented on the Women's Basketball Team and congratulated them.
- Academic Symposium took place April 11<sup>th</sup> in room 2335 from 9:30-11:30 a.m. The Symposium was co-hosted by the Center for Teaching Excellence and the Military & Veterans' Center and facilitated by Dr. Tom Hall, recently retired Professor of Psychology.
- KCKCC Community Choir recently performed and received a standing ovation.
- Fire Science Program will receive a site visit on April 18 & 19 by the Higher Learning Commission (HLC).
  - Trustee Ash inquired about the police car that was donated by the Sheriff's Dept. Dr. Krueger stated that she would report back on that at the April 16<sup>th</sup> Board Meeting.
- <u>CORRECTION VP-AA February 19 Minutes</u>: Dr. Krueger stated, "The Blue Curriculum is reviewed regularly to keep it current."

Chair Brown called for a motion to accept the VP-Academic Affairs Report. Trustee Ash moved and Trustee Sutton seconded. The <u>Motion Carried</u>.

## 12) Vice-President of Student Affairs: Dr. Delfi Wilson reported on the following:

- Congratulated the Lady's Basketball Team and recognized Coach Joe McInstry.
- Summer/Fall Enrollment begins April 1st.
- Reported on student success working with students, who have received a grade of D or F, and how best to help them be successful.
- Student Veteran's Center of America recognized the KCKCC Veterans' & Military Student Center. Trustee Criswell questioned, in reference to page 5 of the VP SA Report, when the Financial Literacy Program target date was. Dr. Wilson responded that they had just received the contract and it was being reviewed by the legal team. Dr. Wilson stated that it would, hopefully, be ready by May. Trustee Garner, in reference to the Veterans' Center, stated that he is a proponent of educating the students and assisting with job search. Is that something that will eventually be offered? Dr. Stephen Terry responded that this was something in the works. Chair Brown called for a motion to accept the VP-Student Affairs Report. Trustee McIntyre moved and Trustee Sutton seconded. The Motion Carried.

## 13) Chief Information Officer Report: Peter Gabriel reported on the following:

- Reported that all classrooms would have phones by the end of April
- During the live streaming of the KCKCC vs. JCCCC basketball game, viewed by 524 people Chair Brown called for a motion to accept the Chief Information Officer Report. Trustee Daniels moved and Trustee McIntyre seconded. The **Motion Carried**.

## 14) **Human Resources Report:** Christina McGee reported on the following:

- Responded on the question, posed earlier in the meeting by Trustee Sutton, regarding the hire date for Jonathan Freemen. Ms. McGee confirmed that the correct hire date is 3/8/2019. It had been incorrectly entered on the list.
- Supervisor training will be completed on Thursday. A training will be added for employees.
- Staff Senate will hold a coffee for all employees on Thursday, March 28<sup>th</sup> at 1:00 p.m.
- Currently in the planning stages for the Employee Recognition and Retirement Dinner on May 3<sup>rd</sup> at TEC.

Trustee Daniels asked what the focus was for the Supervisor training. Ms. McGee responded it was on the discipline, leave, and hiring processes, legal issues, evaluations and diversity in the work place. Chair Brown called for a motion to accept the Human Resource Officer's Report. Trustee Daniels moved and Trustee Sutton seconded. The <u>Motion Carried.</u>

## 15) Finance & Administrative Services Report – Mr. Mike Beach reported on the following:

- Currently taking the Supervisor training through H.R. Mr. Beach stated that he was learning about overcoming bias.
- All Divisions and Departments will be submitting their 2019-2020 budgets next week.
- Offered "kudos" to the Facilities Service group for the many projects they're balancing around campus.
- Auxiliary Services are addressing the different areas around campus, i.e., food handling, ADA compliance, etc.
- Met with Chief Greg Schneider regarding vehicle to outfit for campus police.
   Trustee Ash commented about the costs of snow removal this winter College hit hard with costs due to the extreme weather.

Chair Brown called for a motion to accept the Finance & Administrative Services Report. Trustee Ash moved and Trustee McIntyre seconded. The <u>Motion Carried</u>.

- 16) **Unfinished Business:** There was no unfinished business to address.
- 17) New Business:

- Dr. Mosier stated that approval for the FY2020 Tuition should not have been removed from New Business. Trustee Ash moved and Trustee McIntyre seconded that the approval for FY2020 Tuition be added back in under New Business. The **Motion carried.**
- Dr. Mosier read a Resolution for the serving of alcoholic liquor at the May 3, 2019 Employee Recognition and Retirement Dinner in the Multi-purpose Room at TEC. Chair Brown called for a motion to approve the Resolution. Trustee McIntyre moved and Trustee Criswell seconded. The Motion Carried.
- Dr. Mosier stated that he saw no reason for increasing or decreasing the tuition for the 2019-2020 fiscal year, stating that the 2020 tuition would stay the same as the previous year. Trustee Garner asked how KCKCC compares with other community colleges in the area. The response was that KCKCC is very competitive and that the college's tuition is one of the lowest in the area. Trustee McIntyre moved to approve the current tuition amount for the 2019-2020 fiscal year...not increasing nor decreasing it. Trustee Criswell seconded and the Motion Carried.
- Regarding the draft letter of the Notice of Intent to Negotiate, which was distributed to each of the Trustees, Dr. Mosier stated that he had spoken with Ernie May, Executive Council member of Kansas National Education Association (KNEA). Mr. May and Dr. Mosier would review and compare the draft with contract information and send that information to Chair Rosalyn Brown a week from Monday, March 18. Further information regarding negotiations will follow.
- 18) Adjournment: Hearing no further business Chair Brown called for a motion to adjourn. Trustee Garner moved and Trustee Ash seconded. The <u>Motion Carried</u>.

The meeting of the Board of Trustees adjourned at: 6:34 PM

ATTEST:	
	Chairperson, Rosalyn Brown
	Secretary, Dr. Greg Mosier

## **Kansas City Kansas Community College**

## Board of Trustees Special Board Meeting Minutes March 19, 2019

Consent Agenda A1.
Special Board Meeting Minutes

The Board of Trustees met on Tuesday, March 19, 2019 at 3:30 p.m. in the Executive Board Room. The meeting was called to order by Chair Rosalyn Brown.

The Trustees moved immediately to Executive Session for consultation with the College Attorney for matters which would be deemed privileged in the attorney-client relationship.

Following Executive Session, members moved to regular session for the purpose of hearing from KCKCC President, Dr. Greg Mosier, on progress being made for KCKCC to deliver classes in downtown Kansas City, Kansas.

The meeting ended at **4:40 p.m.** prior to the Regular Monthly Meeting of the Board of Trustees.

ATTEST:	
	Chairperson, Rosalyn Brown
	Secretary, Dr. Greg Mosier

## KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Recommendations for Payment**

# CONSENT AGENDA Item B April 16, 2019

- 1. Approval in the amount of \$356,237.33 to Security Bank for interest on COP 2010 and semiannual Trustee fee. Requested by Marie Branstetter and Mike Beach.
- 2. Approval in the amount of \$555,208.75 to Security Bank interest and principle on COP 2014 (Capital Outlay Fund for OPTERA).
- 3. Approval in the amount of \$39,338.82 to SKC Communications Products LLC. For AVST software, SKC services, and AVST maintenance. Contractual career expense IT. Requested by Samantha Scott, Peter Gabriel, and Mike Beach.
- 4. Approval in the amount of <u>\$118,858.00</u> to **P1 Group, Inc**. for installation of new Mitsubishi VRF system in Social Sciences (general construction). Requested by Sandy Becker and Mike Beach.
- 5. Approval in the amount of \$41,206.00 to PM Contracting, Inc. for cooling tower rebuild. Total net price including labor, materials and applicable taxes: \$35,861.00 + 5,345.00 for supply of cooling tower grad liner to cold water basin seams total of \$41,206.00. Requested by Jeff Sixta and Mike Beach.
- 6. Approval in the amount of \$35,799.01 to American Digital Security (ADS) to upgrade security cameras in upper and lower Jewell and Social Sciences. Requested by Jason Sievers and Mike Beach.
- 7. Approval in the amount of <u>\$5,200.00</u> to <u>T2k\_strategies</u> for monthly contractual consultant fee. Requested by Tami Bartunek and Mike Beach.
- 8. Approval in the amount of <u>\$62,000.00</u> to **City Wide Maintenance Co., Inc.** for the construction build-off of Fire Science Tech. Previously approved. Requested by Jeff Sixta and Mike Beach.
- Approval in the amount of \$29,142.82 to Aidex Corporation for (2) Troubleshooting Learning Systems,
   RS Logix 5000 Mini PlC Programming Software, and (2) FactoryTalk View ME Programming Software
   License for the Electrical Technology Program at TEC. Requested by George Crump and Mike Beach

10. Approval in the amount of \$25,000.00 to Converge One for	professional s	ervice hours.(	Converge	One
provides innovative solutions and provides multi-vendor	collaboration	technologies,	support	and
services for IT. Requested by Peter Gabriel and Mike Beach				

11. March bills totaling \$5,186,363.75 includes February VISA bills of \$273,102.79.

Updated: 4-10-2019

## KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Items for Ratification**

## Consent Agenda Item C April 16, 2019

- 1. \$ 12,647.51 to City Wide Maintenance for TEC 1 janitorial/day porter service (30hrs/weekly). Requested by Sandy Becker and Mike Beach.
- 2. \$12,393.50 to Martz Bros. for de-ice and ice-melt February 26 & 27. Requested by Sandy Becker and Mike Beach.
- 3. **\$21,343.00** to **Martz Bros.** for plow snow, de-ice, clear sidewalks, and apply ice-melt March 2 & 3. Requested by Sandy Becker and Mike Beach.
- 4. \$17,000.00 to Kaplan Higher Education Corporation for career course related expense in Health Professions. Requested by Dr. Tiffany Bohm and Dr. Beth Krueger.
- 5. **\$21,500.00** to **Phoenix Fire LLC** for Fire Sprinkler work inside KCKCC Childcare Facility (includes all labor and material). Requested by Sandy Becker and Mike Beach.
- 6. \$38,500.00 to Rodina Company, Inc. for plumbing (fire line) inside KCKCC Childcare Facility. This is within the plumbing budget for the Childcare Facility. Requested by Sandy Becker and Mike Beach.
- 7. \$24,250.00 to Kansas Highway Patrol Fleet Sales for 2017 Ford Police Interceptor utility AWD vehicle. Requested by Deputy Chief Jason Sievers and Mike Beach.
- 8. \$20,700.00 to National Health Career Association for software program in Health Professions yearly payment covers Pharmacy and Nursing. Requested by Dr. Tiffany Bohm and Dr. Beth Krueger.
- 9. \$10,000 to DI Associates, Inc. for Health Professions career curriculum. Requested by Dr. Tiffany Bohm and Dr. Beth Krueger.
- 10. \$2,197.50 to Pay-LESS Office Products, Inc. for office furniture for Dr. Krueger's office. Requested by Linda Burgess.

- 11. \$99,939.30 to De Lage Landen Public Finance LLC. This is the first payment for Cisco equipment and software in IT. This was previously approved by the Board of Trustees following addition/correction to the language in the contract. Requested by Peter Gabriel and Mike Beach.
- 12. \$6,060.00 to Charles D. Jones Co. For Technical Education Center, Commercial HVAC training: (1) Luxaire 4-ton packaged rooftop unit w/gas heat, scroll compressor and (1) Luxaire 5-ton packaged rooftop unit w/gas heat. Requested by Dave Yantz, Dean Runnebaum and Mike Beach.



## **HUMAN RESOURCES - PERSONNEL ITEMS**

<u>CONSENT AGENDA – Item D</u> April 16, 2019

## **SEPARATION INFORMATION**

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Fitts, Kerry	Adult Education Instructor	Adult Education & Community Education	Career & Technical Education	03/23/19
Resignation- FT position only.	Gonzalez, Julian	CTE Coordinator I	Center for Teaching Excellence	Academic Support & Assessment	03/22/19
Resignation	Dang, Jason	Math Instructor	Mathematics	Math, Science, Business Technology	03/28/19
Separation	Ragan, Karen	Administrative Assistant I	Enrollment Management	Student Affairs	04/03/19
Separation	Brown, Dennis	Custodian I	Facilities Services	Finance	04/10/19
Position Elimination – FT position only	Broil, D.C.	Director of Forensic Laboratory	Forensic Chemistry	Math, Science, Business Technology	04/15/19

## **RECOMMENDATIONS/APPROVALS**

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
New Hire/Correction to Eff. Date	Freeland, Jonathan R.	Part Time Adult Education Substitute Instructor	Adult and Community Education	Technology and Workforce Development	03/08/19	\$20.00 per hour
Additional position/Correction to Eff. Date	Zeeb, James	PT Lab Assist/Fire Science	Fire Science	Health Professions	03/01/19	\$22.96 per hour
Salary Adjustment	Anderson, Victoria	Employment Coordinator	Human Resources	President	03/15/19	\$53,025 annually
Salary Adjustment	Burkett, Sean M.	Employee Relations Manager	Human Resources	President	03/15/19	\$62,620 annually
Salary Adjustment	Cantu, Jose M.	Maintenance Specialist I	Facilities Services	Finance	03/15/19	\$34,349.49 annually
Salary Adjustment	Gandara, Rebecca	Student Loan Specialist I	Financial Aid	Student Affairs	03/15/19	\$35,357.82 annually

New Hire	Flucke, Bernard W.	Adjunct Faculty- Evening Automotive Technology	Automotive Technology	Career and Technical Education	04/01/19	\$783 per credit hour
New Hire	Gallegos, Veira M.	Accounting Specialist II	Business Office	Finance	04/23/19	\$36,000 annually
New Hire	Jones, Larry D.	Part Time Adult Education Substitute Instructor	Adult Education	Career & Technical Education	03/12/19	\$20.00 per hour
New Hire	Leach, Patrick M.	Maintenance Specialist I	Facilities Services	Finance	04/01/19	\$33,000 annually
New Hire	Lock, Jerrica	Full-Time Technical Assistant	Registrar	Student Affairs	01/29/19	\$36,000 annually
New Hire	Marin, Joanna K.	Part-Time Administrative Assistant	Human Resources	President	03/25/19	\$11.57 per hour
New Hire	McGregor, Neal	Adjunct Faculty- Business	Business	Math, Science, Business and Technology	03/21/19	\$783 per credit hour
New Hire	Chand, Dr. Mihir	Director of Institutional Effectiveness	Institutional Effectiveness	President	04/15/19	\$105,000 annually
New Hire	Roberts, Llyod E.	PT Bus Driver	Athletics	Student Affairs	04/08/19	\$15.00 per hour
New Hire	Wade, Hannah R.	Part-Time Lab Assistant - Auto Collision Repair	Auto Collision Repair	Career & Technical Education	04/03/19	\$22.67 per hour
New Hire	Denning, Andrew	Part Time Motorcycle Instructor	Adult and Continuing Education	Career and Technical Education	04/11/19	\$20.00 per hour
Rehire	Velazquez, Janet	Adjunct Faculty- Business Law	Business	Math, Science, Business and Technology	03/21/19	\$783 per credit hour
Salary Adjustment	Clipperton, Ronald	Transcript Services Specialist I	Registrar and Records	Student Affairs	03/27/19	\$40,000.15 annually
New Hire	Epps, Heather E.	Part-Time Open Enrollment Instructors	Adult and Continuing Education	Career & Technical Education	03/28/19	\$30.00 per hour
New Hire	Amrine, Marika N.	Part-Time Open Enrollment Instructors	Adult and Continuing Education	Career & Technical Education	03/29/19	\$30.00 per hour
Position Change	Andersen, Susan	Director of Nursing	Nursing	Health Professions	03/12/19	No change to salary
Position Change	Davis, Melissa D.	Student Success Advisor	Student Success Center	Student Affairs	04/15/19	\$59,768.68 annually

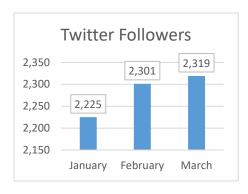


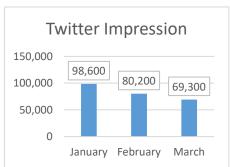
## Marketing and Community Outreach

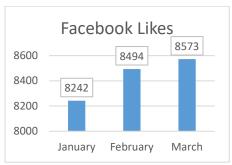
## April 2019 Board Report

## The Team that make all this possible!

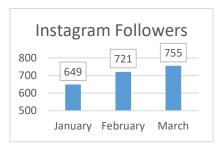
Dana Sambol Kim Lutgen Taylor Bolls Joy Cicero Matt Fowler Kelly Rogge Tami Bartunek

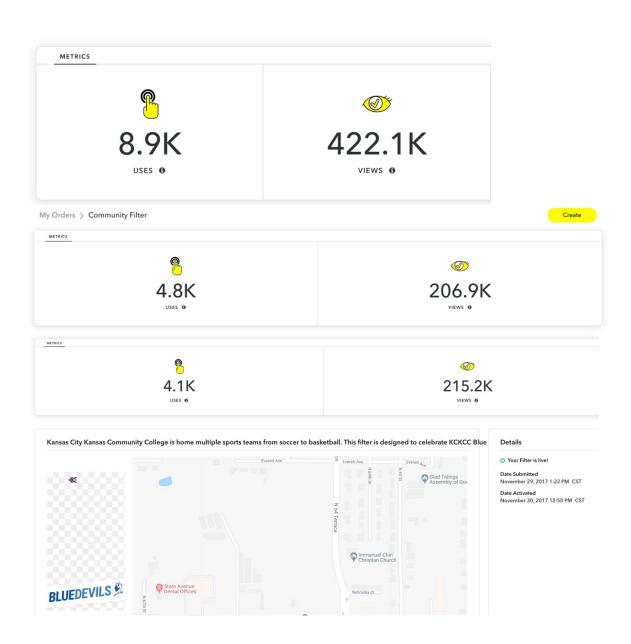












Post Details



Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · March 23 at 9:10 PM · ❸



34,027 People Reached

1,664 Reactions, Comments & Shares (\*)

1,113	258	855
Like	On Post	On Shares
250	91	159
O Love	On Post	On Shares
<b>4</b>	1	3
₩ Haha	On Post	On Shares
13	8	5
•• Wow	On Post	On Shares
168	61	107
Comments	On Post	On Shares
119	117	2
Shares	On Post	On Shares

**2,709** Post Clicks

1,044 0 1,665 Photo Views Link Clicks 1 Other Clicks 1

#### NEGATIVE FEEDBACK

11 Hide Post 0 Hide All Posts 0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

Post Details

Kansas City Kansas Community College
Published by Kelly Evenson Rogge (?) - March 1 - 🔇

REQUEST FOR PROPOSALS: KCKCC seeks a provider to operate a Childcare Center on the KCKCC main campus. Contact Michael Beach for full RFP. 913-288-7645, mbeach@kckcc.edu.

Get More Likes, Comments and Shares Boost this post for \$100 to reach up to 49,000 people.

r∆ Like

3,873 People Reached	<b>544</b> Engagements	Boost Post
O Robin Torez, Brandi D Casey	and 29 others	7 Comments 32 Shares

Share

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## Performance for Your Post

3,873 People Reached

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90 Reactions, Comments & Shares (i)

34	19	15
1 Like	On Post	On Shares
16	12	4
O Love	On Post	On Shares
8 Comments	8 On Post	On Shares
32 Shares	32 On Post	On Shares

#### 454 Post Clicks

1 Photo Views | 0 Link Clicks (i) 453 Other Clicks (i)

## NEGATIVE FEEDBACK

1 Hide Post 0 Hide All Posts 
0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College
Published by Kelly Evenson Rogge (?) - March 20 at 7:56 PM - 3

And KCKCC is going to the Final Four!! #KCKCCproud #NJCAATournament





#### Kansas City Kansas Community College

Kansas City Kansas Community Conege
Published by Kelly Evenson Rogge [2] · March 6 at 3:46 PM · 🍪

KCKCC was proud to host Miss Kansas Hannah Klaassen this afternoon. She spoke with students about her experiences and mental health platform. #themindmatters #BlueDevils #misskansas



4,607 People Reached

482 Reactions, Comments & Shares (i)

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325	122	203
🗘 Like	On Post	On Shares
79	34	45
O Love	On Post	On Shares
<b>1</b>	1	0
≌ Haha	On Post	On Shares
5	3	2
•• Wow	On Post	On Shares
49	9	40
Comments	On Post	On Shares
24	24	0
Shares	On Post	On Shares

229 Post Clicks

36 Photo Views 0 Link Clicks (i) 193 Other Clicks (i)

#### NEGATIVE FEEDBACK

1 Hide Post 1 Hide All Posts 0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

#### FELICILIALICE IOI TOUI FOSL

1,493 People Reached

34 Reactions, Comments & Shares (i)

25 Like	25 On Post	On Shares
9 O Love	9 On Post	0 On Shares
0 Comments	On Post	On Shares
0 Shares	0 On Post	0 On Shares
Shares	On Post	On Shares

320 Post Clicks

0 Link Clicks i Photo Views

#### NEGATIVE FEEDBACK

2 Hide Post 1 Hide All Posts 0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

1,493

Get More Likes, Comments and Shares Boost this post for \$100 to reach up to 49,000 people. Tweet activity ×



KCKCC @KansasCityKSCC
KCKCC held a celebration rally Friday to recognize our 2019 NJCAA Division II
Women's Basketball National Champions!
#KCKCCProud #NationalChampions
pic.twitter.com/5hkn3h7hzR



Impressions	12,620
Total engagements	550
Media engagements	389
Likes	71
Link clicks	29
Detail expands	24
Profile clicks	19
Retweets	13
Hashtag clicks	4
Replies	1

### Tweet activity

X

KCKCC @KansasCityKSCC
Way to go Blue Devils!!! Headed to the finals! #KCKCCProud
#NJCAATournament
https://twitter.com/njcaabasketball/status/1109259437624229890
...



Impressions	3,844
Total engagements	73
Likes	43
Detail expands	12
Profile clicks	9
Retweets	7
Hashtag clicks	2

## Tweet activity

×

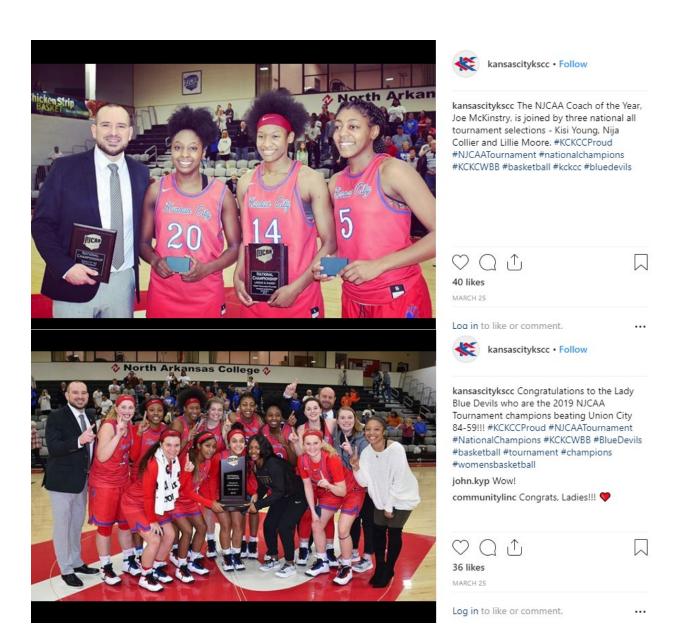


KCKCC @KansasCityKSCC
Kansas Lieutenant Gov. Lynn Rogers
presenting at the @KCKChamber's
Congressional Forum today! #KCKCCProud
#kckchamber pic.twitter.com/02Izqgbrk8



Get started

Impressions	1,026
Total engagements	40
Media engagements	20
Detail expands	10
Likes	5
Retweets	3
Link clicks	1
Profile clicks	1

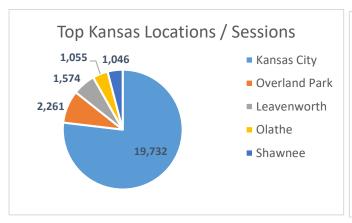


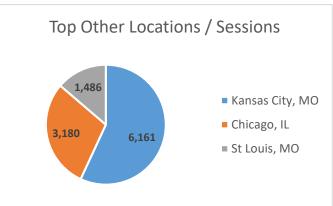
## **General Website Information**

	March 2019	March 2018	Percentage
Users	41,767	48,063	+15%
Sessions	101,253	118,718	+17%
Pageviews	226,531	247,657	+9%

Landing Pages	Sessions
Degree / Certificate	3,791
Academics	1,967
Blackboard Requirements	1,575
Steps to Enrollment	1,574

## **Website Location Information**





## Social Media to Website

Landing Pages	Sessions
About	38
Tech / Workforce Division	13
Cosmetology Services	13
Directory	11
Blue Devils 5K	10

A session measures the time a user is actively using the website. This provides a better metric of how many people are visiting and using the website instead of how many pages the visitors viewed.

Source	March 2019 Sessions	March 2018 Sessions	2018 vs 2019 Difference
Total	632	445	+42%
Facebook	509	380	+34%
Twitter	71	50	+42%
YouTube	29	0	-
Instagram	11	2	+450%
LinkedIn	2	0	-

link, and CTR (click through rates) which is the percentage of impressions that turn into clicks.

Info	Data
Impressions	731,000

## **Google Search**

The key data points is the impressions, when a user sees a link to our webpage, and clicks, when a user clicks on that

Lading Page	Click	Impressions
KCKCC Homepage	38,429	38,429
KCKCC Email	4,087	28,090
2018-2019 Academic Calendar	2,762	37,701
Blackboard Requirements	2,215	20,604

Total Clicks	79,200
Click Through Rate	10.8%

New Billboard in the Argentine district off Expressway (this is draft):



**Outreach Activities** 

**KState Olathe** 

**KCK Housing Authority** 

Various UG staff and departments

Ms. Davids and her staff

USD500

**Wyandotte Fair Association** 

T-Bones

## <u>Academic Support and Assessment – Dean Cecelia Brewer</u>

Phi Theta Kappa (PTK) received REACH Rewards from the PTK International Headquarters. This award recognizes that 15% or more eligible students joined the KCKCC PTK chapter membership in 2018. This year, only 578 chapters reached this goal. KCKCC PTK students will be receiving limited-edition Centennial graduation stoles in recognition of this award.

All-State Academic Team Students this year are William Kelley, an Engineering major, and Ashley Nooner, a Criminal Justice major. Both will be graduating in May. William will attend the University of Missouri and Ashley will attend Missouri Western State University in the fall.

The TEACH Award reception on March 28th was hosted by the Center for Teaching Excellence. The TEACH award is a peer-nominated award given to a Full-time and Adjunct Faculty member each semester. The reception honoring Professor Wiley Wright (Mortuary Science) and Adjunct Professor Hershel Martin (Math) was attended by students, faculty, and Deans.

Writing Center peer tutor, Camryn Swanson, led the basketball team to a NJCAA D2 national championship with the most 3-point field goals in KCKCC history. She is a very popular tutor in the center.

Academic Symposium: "Some Days and Some Nights: Disrupting Suicide in both a Student and Veteran Population." This event was Co-hosted by the Center for Teaching Excellence and the KCKCC Military and Veteran's Center on April 18<sup>th</sup>, 9:30-11:00am. The Academic Symposium was facilitated by Dr. Tom Hall, who is a recently retired KCKCC Professor and the former Chairperson of the Post Traumatic Stress Disorder/Substance Abuse Committee for the Vietnam Veterans of American.

## **Upcoming events:**

Learning Commons Open House, Tuesday, April 23, 2019 1:00- 3:00 pm. The Learning Commons has undergone a major transformation over the past two years. New tutoring spaces, study rooms, an Active Learning Classroom, and Digital Access Studio are complete. Online Education Services has also joined our team. The Learning Commons is excited to invite members of the board, faculty and staff as well as students to our new interactive learning building for students.

"Tell Us a Story" Digital Art & Digital Access Studio (DAS) Open House, Tuesday, April 23, 2019 1:00-3:00 pm. Storyboard is a collaborative effort between The Writing Center's Digital Access Studio and the Art Gallery. This show is being curated and designed by Art gallery and DAS interns. DAS promotes digital rhetoric through unconventional communications. Open to all.

#### Student Feature:

The KCKCC Writing Center work-study student Pantadee "Pep" Lougee (KSARNG 169th) is part of the Kansas Army National Guard. She traveled to Fort Riley in March for training and returned with several new skills to use in the center. Pep noted that many of the Core Army Values transition between National Guard work and her work as a peer tutor.



Ms. Lougee noted that many of the Core Army Values transition between National Guard work and her work as a peer tutor. As a peer and a Guardsman, she practices selfless service, integrity, and personal courage. She pointed out that, "Sometimes writing is really scary and students show their courage every day." Ms. Lougee was surprised at how often integrity plays a part in the writing process; she encourages and helps students practice these skills.

## Arts, Communication and Humanities – Dean Jerry Pope

KCKCC Student Debater Never Rose advanced to quarterfinals in Lincoln Douglas Debate at the Pi Kappa Delta National Forensics Tournament, New York. Consequently, Ms. Rose has qualified for the American Forensics Association Lincoln Douglas National Tournament to be held later this month in California.

Adjunct Instructor of Music Ms. Sarah LaBarr will be singing in Georges Bizet's "The Pearl Fishers," a production of Lyric Opera of Kansas City. Performances will be at the Kauffman Center for the Performing Arts on April 27, May 1, 3, & 5.

On March 21, 2019, Adjunct Instructor of Music Dr. Spencer Huston gave a lecture/recital at the Society for American Music 45th Annual Conference (New Orleans) titled "Faust Fixation: Two Operatic Fantasies by Resident Piano Virtuosos and New York City's Demonic Obsession." Additionally, Dr. Huston's article: "A Virtuoso of Enormous Powers: Sebastian Bach Mills and his Role in the Dissemination of Liszt's Piano Music in America" was accepted and will be published in the *Journal of the American Liszt Society* (2019 issue).

Dr. Ian Corbett and 22 Audio Engineering students traveled to St. Louis for the Audio Engineering Society (AES) Central Region Audio Student Summit at Webster University, held March 29-31, 2019, which was attended by 52 presenters (including Dr. Corbett), and over 200 students. Dr. Corbett gave presentations on microphone physics and uses, recording jazz, mixing, and was one of the three judges for the mixing competition.

KCKCC Audio Engineering student Anthony Kasper won First Prize in the mixing competition! Even though Dr. Corbett was one of the three judges, he had no idea Anthony had entered the competition, as entries are anonymous when the judges listen to them, and Anthony had not told him that he had entered (see photos).



KCKCC winning student Anthony Casper and Webster AES Student Section President



Winners, judges, and Webster AES officers

## <u>Health Professions – Dean Dr. Tiffany Bohm</u>

The Fire Science department recently received notice that they are now a recognized United States Fire Administration, Fire and Emergency Services Higher Education (FESHE) program (see letter at end). There is one more fire academy weekend training on May 4-5; multiple skills training will occur on May 4 and live fire training evolution will occur on May 5. Both days start at 9 AM and are held at KCKFD, Station # 6, 9548 State Avenue, Kansas City, KS.

Photos, below, show fire academy training on March 23 at the KCKCC Fire Sciences location.



Instructor Eric Scruggs conducting a search/rescue training with students in a smoke-filled house.



Instructor David Hunter oversees hoisting and ladder training.



Instructor Robert Shaffer supervising saw training.

The KCKCC Practical Nursing program will be receiving a Certificate of Excellence soon for having national board pass rates above both the Kansas and national percentages. The KCKCC program has a 90.38% pass rate for 2018. The Kansas pass rate is 88.31% and National pass rate is 85.91%.

The new nursing curriculum for both the generic and articulation programs has been fully approved by the Kansas Board of Nursing (KSBN) and the Kansas Board of Regents (KBOR) and is in the Accreditation Commission for Education in Nursing (ACEN) approval process.

Health Professions Division received the following message from a PTA graduate recently: "Just letting you know that I took a job with Spectrum Home Health. I asked them why my resume stood out and

they said it was the program at KCKCC. They said you guys put out not only quality clinicians, but seem to put out quality human beings as well. You guys rock!"

**Upcoming Health Professions Student Celebrations** – all Board Trustees welcome to attend. Respiratory Therapy Pinning: Tuesday, May 21, 2019, 6:30pm-7:30pm; Providence Medical Center, Auditorium, 8929 Parallel Parkway

Physical Therapist Assistant Pinning: Tuesday, May 21, 2019, 7:30pm-8:30pm, KCKCC TEC Multipurpose Room

Nursing Pinning (ADN and PN): Wednesday, May 22, 2019, 7:00pm-8:00pm, KCKCC Field House, Note: this event will be live streamed.

### Mathematics, Science, Business and Technology – Dean Dr. Kremer

The Business Department (Full-time faculty, Ms. Kris Ball, Ms. Karen Gaines, Ms. Teri Huggins) began a series of workshops called "Admin Lunch & Learn." Future workshops include:

- Quality Professional Development Opportunities for Admins April
- Customer Service & Professionalism in the Workplace May
- What's new in Office 365 June
- Emotional Intelligence July

## Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

The Criminal Justice Program is thankful for the car donated by the Wyandotte County Sheriff's Department. It is in the process of being prepared for use by the program, including addition of KCKCC logos and an appropriate paint scheme so that it cannot be confused with an actual police vehicle. The students and instructors are excited about this addition to the program.

Mr. Victor Ammons, professor of psychology, will give a presentation at 7:45 p.m. on Monday, April 8<sup>th</sup> at the Trinity Community Church located at 5010 Parallel Parkway, Kansas City, Kansas. The topic of the presentation is "How College Students Manage Their Mental Health Challenges in a College Setting." The presentation is part of a collaborative endeavor between the National Alliance on Mental Illness (NAMI) and the Wyandotte County Mental Health Center.

The Proposal Review Committee for the National Conference on Race and Ethnicity (NCOR) has notified Mr. Marquis Harris, the Intercultural Center Coordinator, that his proposal to present at 2019 national conference to be held in Portland, Oregon May 28<sup>th</sup> – June 1<sup>st</sup>, 2019 has been accepted. The title of Mr. Harris' presentation is "From the Gridiron to the Bakery: Redefining Black Male Identity". Co-presenting with Mr. Harris will be Mr. Robert Roberson, Student Success Advisor with KCKCC.

### **Upcoming events**

The Nartan Dance Academy will perform a classical East Indian Dance entitled "Indian Heroines of History and Mythology" on Saturday, April 20<sup>th</sup>, 2019, from 6:30 p.m. until 8:00 p.m. in the Performing Arts Center at KCKCC. A reception will begin at 6:00 p.m. Tickets for students are \$5.00 and others \$10.00. Tickets are available in the Intercultural Center. The event is a fundraiser for scholarships.

### <u>Technology and Workforce Development – Dean Chef Cheryl Runnebaum</u>

Chef Justin Mitchell & Chef Richard McPeake — Culinary Program. The FIRST ALL-FEMALE High School Culinary Team, won a Silver Medal against 10 other high schools at the ACF High School Culinary Arts Team Competition.

Mr. John Brandt; Multi-Media Video Production Instructors: The students produced 2 PSA's (public service announcements) for "savealifeks.org" The videos encourage living kidney donation to help someone in need of a kidney transplant. The videos will be distributed for broadcast on local TV and web.

Mr. Larry Schmittendorf; Drafting (CAD) Instructor: 2 postsecondary students, Sarah Pace and Spencer Hildebrand; have accepted summer internships at Burns & McDonnell. Additionally, 1 Wyandotte High School student, Manuel Excobedo; accepted a spring semester internship at J.E. Dunn. These are great new opportunities for our students to explore engineering careers.

Mr. Michael Finnegan (Computer Repair Technology Instructor) and Ms. Melissa Boyce (Lab Assistant Computer Repair Technology): Garrett McClarrinon, who previously earned an internship at Cerner, now has accepted an apprenticeship with Cerner for the summer. Garrett is a second year high school students.

Ms. Shelley Cetin, Transition Instructor in ESL at KCKCC Adult Education: On March 20, 2019, Shelley was invited on KDTD AM 1340 to discuss the ESL/GED programs. The program was "La Ley y Sus Derechos." The program, which she communicated all in Spanish, was a lively question, answer, and discussion session with herself, attorney Tom Fields, and the program's DJ. She has been invited to return on the program in June.



SkillsUSA Job Fair: Held on March 13, 2019 at the TEC Multi-purpose room. Hosted over 50 employers. It was widely attended by all students and other members of the community.

Mr. Robert Jenkins; Construction Technology Instructor: Jarred Gaumond, a graduate of the Construction Technology program last semester has just gotten hired on with KAAZ Construction in Leavenworth. They are a union company. Jarred was able to test into the union and the union will be counting his hours in Mr. Jenkins' class for credit as hours served for experience.

Mr. Rich Piper; Director of Technical Programs: The second Advanced Manufacturing Technician roundtable, in partnership with Wyandotte Economic Development Council and several businesses (including Owens Corning, Exide Batteries, INX International, and Amsted Rail), occurred on March 21st, 2019. A third session has been scheduled for April 10th, 2018. The purpose of the roundtable is to start the conversation about short-term and long-term Advanced Manufacturing Training.

### **Upcoming Events**

Get Hired Kansas City Career Expo: Thursday, April 25<sup>th</sup> - 9am to 1pm; Reardon Convention Center, 520 Minnesota Avenue, Kansas City, KS 66101. Community event to assist in recruiting new students, increase the awareness of college programs, and foster relationships with business and industry. Done in partnership with Congressman Sharice Davids and the Unified Government Mayor/CEO David Alvey.

From: Close, Diane < <u>Diane.Close@fema.dhs.gov</u>>
Sent: Wednesday, March 20, 2019 1:21 PM

To: Todd Miles < tmiles@kckcc.edu >

Subject: NFA FESHE Recognition Program - Kansas City Kansas Community College - KS

Good Day!

Congratulations - Your request for NFA FESHE recognition for Kansas City Kansas Community College has been reviewed and approved by NFA. I have received concurrence from the State Training Director and your school is now a NFA FESHE recognized college. I have requested the school certificate to be printed and sent to you. Please understand, printing the certificate and acquiring all of the signatures may take several weeks. You will be required to submit student applications for the approved FESHE courses each semester. I am sending you the application process. Please see the attached information.

If you do not deliver a FESHE course during a semester, you are required to report. Please send me an email indicating you had no deliveries for that semester.

Once again, Congratulations!! I am looking forward to working with you!!!!

Diane Close
Fire Program Specialist
Department of Homeland Security
FEMA/USFA
National Fire Academy
diane.close@fema.dhs.gov

## STUDENT AFFAIRS BOARD OF TRUSTEES REPORT April 2019

## STUDENT AFFAIRS- DR. DELFINA WILSON, VICE PRESIDENT OF STUDENT AFFAIRS

- Attended the Higher Learning Commission (HLC) conference, April 6-9, 2019
- Attended the National Association of Student Personnel Administrators (NASPA), March 2019
- Ongoing planning with Amazon Team to offer KCKCC classes on-site
- Ongoing planning with KCKPS to offer KCKCC classes at Wyandotte Highschool Fall 2019
- Assisted in reviewing and updating sections related to student affairs in the KCKCC catalog
- Attended the Latino Higher Education breakfast meeting, April 10, 2019
- Review and presentation of the Student Affairs Budgets
- Participated in the Zero-Base Budget Hearings, April 3
- Continue policy reviews and updates

## ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN

## **Enrollment Report**

- Spring 20<sup>th</sup> day comparison
  - Head count is down -0.44% for a decrease of 24 students and credit hours down -0.43% for a decrease of 205 credit hours.
    - High School Dual/Concurrent Enrollment, Online, TEC enrollments are all up in credit hours.
    - Main Campus and Pioneer Center credit hours are down.
  - See attached report all information provided by Institutional Research as of 4/8/2019.

	KCKCC Enrollment Report for the 55th Day of Classes							
Campus	Spring	g <b>201</b> 9	Spring 2018		Numerical Change		% Change	
	April 8	3, 2019	April 2, 2018		1			
	<b>Head Count</b>	Credit Hours	Head Count	Credit Hours	Head Count	Credit Hours	Head	Credit
							Count	Hours
FRSC	32	225	41	300	(9)	(75)	-21.95%	-25.00%
HS	944	5,406	932	5,137	12	269	1.29%	5.24%
MC	2,600	18,766	2,695	19,724	(95)	(958)	-3.53%	-4.86%
OC	256	842	342	769	(86)	73	-25.15%	9.49%
OL	1,911	10,890	1,946	10,601	(35)	289	-1.80%	2.73%
PION	270	2,069	319	2,356	(49)	(287)	-15.36%	-12.18%
TEC	788	9,254	740	8,566	48	688	6.49%	8.03%
USDB	60	385	79	589	(19)	(204)	-24.05%	-34.63%
Total	5,406	47,837	5,430	48,042	(24)	(205)	-0.44%	-0.43%

## OFFICE OF ADMISSIONS - TINA CHURCH-LEWANDOWSKI, DIRECTOR

### Personnel

• The Administrative Assistant I position has been posted for application submission. After applications have been reviewed, top candidates will be invited to participate in a zoom interview, the top zoom interview candidates will be invited to campus for a face-to-face interview. The search committee will start to review applications soon.

## **Express Enrollment**

• Express Enrollment has been scheduled for April 12-13 for summer and fall 2019 enrollment.

#### Admissions

- The admissions staff received training on the current version or recruit (software system used to manage admissions applications).
  - Two of the three new applications have been moved into production.
    - Regular domestic application and High School Dual/Concurrent application
    - The International student application is in progress
- We are still developing the communication flows, recruitment territories/goals, and dashboard reporting.

#### Enrollment

- Summer and Fall 2019 enrollment began April 1.
- Current, prospective, and stop-out students will receive targeted information encouraging them to enroll.

## High School Partnership Program

- The High School Partnership program is working to set the schedule of course offerings for the 2019-2020 academic year.
  - Meetings are being set for staff to visit the high schools and enroll students.
  - o Information sessions for families are being piloted.
  - o We are working with Sumner to offer course for the fall 2019 semester.

#### March 2018 Admissions Data

Total Admissions Events	16
Total Campus Visits	11
Total High School Visits	11
Total People from all Events / Visits	572
Total Inquiry Cards Completed	222
# of Post Cards Mailed	1745
# of Phone Calls Made	76
# of Emails to Prospective Students	16,000
# of Applications Completed For Month	620
# of Non-TEC Applications Processed For Month	420
# of TEC Applications Processed For Month	200
# of International Students Inquiries For Month	17

## MILITARY & VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

• The Veteran Center continues to grow in the number of students visiting the Veterans Center. These students are using a number of services and resources we provide on a daily basis.

Veteran Center Visitors				
September	47			
October	185			
November	132			
December	105	X-Mass Break		
January	189	X-Mass Break		
February	218			

March	159	Spring Break
Total	1035	

Branch of Service	
Army	632
Navy	55
Marines	153
Air Force	123
Coast Guard	1
N/A	71
Total	1035

	Number of	
Term	Certs	Amount
Certified	submitted	certified
SP/SP1	147	\$173,854.00
Spring 2		
2019	33	\$25,148.00
Total		\$199,002.00

Reason for Visit		
Study		288
Socialize		309
Benefit Questions		173
Enroll & Application Questions	5	83
Computer use		125
Other		57
Total		1035
Type of Visitor		
Current Status	Νι	ımber
Active Duty		171
Veteran		625
Military/Veteran Dependent		163
Civilian		76
Total		1035

### March Events:

- March 23<sup>rd</sup> 24<sup>th</sup>: The Veteran Center Staff and the new President of the KCKCC Student Veterans of America (SVA) attended the Kansas SVA Consortium hosted by KSU which was attended by a number of Colleges, and Veteran organizations. KCKCC's new SVA President was able to meet a number of SVA leaders from across the state where he gathered valuable information on how to grow KCKCCs new SVA Chapter.
- March 26<sup>th</sup>: Amy Sigmon spoke at the documentary entitled "Journey to Normal" at the Tech Center.
- March 13<sup>th</sup>: We attended the Skills USA Career Fair at the Tech Center to recognize Veteran students to the employers.
- March 28<sup>th</sup>: Attended an Academic Symposium on Fort Leavenworth focused on how we can better support the educational needs or our inmate population.
- March 28<sup>th</sup>: Attended VA Town Hall meeting hosted by Fort Leavenworth.
- March 23<sup>rd</sup>: Amy attended an event the WWI Museum in honor of Women's History Month.

## Upcoming events:

- April 8<sup>th</sup>: The VA's National Campaign "I am not invisible campaign" for women veterans is coming to KCKCC to take photographs of women veterans. A display will be presented in November.
- May 7th: The Veteran Center along with the SVA is hosting the Inaugural KCKCC Student Veteran Association Dinner to honor KCKCC Military, Veteran, and Dependent students with a special recognition for those that are graduating. Trustee Garner is the Distinguished Speaker for the event.

PHOTO: SGT Cervantes from the Kansas National Guard discussing National Guard options with a KCKCC student that will soon graduate from KCKCC. Receiving Tuition Assistance from the National Guard will pay for some or all of his tuition based on what university he attends.



## STUDENT SUCCESS CENTER - SHAY DODSON, LEAD ADVISOR

# MAIN CAMPUS - FACE-TO-FACE ADVISING All main campus advisors, front desk data

## DATA

		Withdrawal/Attrition
Purpose of Visit	Total	Reasons:
General Advising	107	
Degree Checks	65	
Degree Plans	2	
Dismissal / Reinstatement Appeals	0	
Schedule Adjustment	1	
Returning Enrollment	16	
New Enrollment	25	
Financial Aid Exclusion Appeals	1	Appointments 117
Withdrawal (drop/delete courses)	57	Walk-In Advising 157
GRAND TOTAL:	274	GRAND TOTAL: 274

Main Campus Reported Attrition Reasons - Withdrawal (57)

Academic Difficulties	35
Work Conflict (Increased work hours or new work schedule)	6
Personal Reasons	5

Course no longer required (for transfer or new	4
major)	
Family Reasons	2
Instructor Concerns	2
Physical Health Concerns	1
N/A - Other - Did not wish to disclose	2
	We are also tracking other attrition categories but
	these were the only reasons reported for the
	month of March.

# MAIN CAMPUS Advisor e-mail inquiries, e-mail enrollments, + advising@kckcc.edu data All main campus advisors

Inquiry Type	Total		March 1-31
Advising@kckcc.edu inquiries (not including replies)	102		
Advising@kckcc.edu enrollments	5		
Email Advising inquiries to MC advising team members (not including replies)	325		
Enrollments processed via email	25		

## ONLINE ADVISING DATA Advisor: Marshall Jackson

Initial Contacts	40		
Number of Inquiries	70		
Contact Activities Generated	98		
Students Enrolled	16		
GRAND TOTAL:	224		

## TECHNICAL EDUCATION CENTER ADVISING DATA

Advisors: Ashley Irvin, Scott Smith

Email inquiries	201	Withdrawals	2
Enrollments processed via email	0	Walk-in Advising	14
High School TEC inquiries/advising	0	Advising Appointments	26
Certificate Checks - Ashley Degree Checks	125 4		
Certificate Checks - Scott	56		

### SSC RETENTION STRATEGIES & INITIATIVES

- Midterm Unsatisfactory Grades (D or F) Student Outreach
  - o 960 students (Main Campus, Shay)
  - 25 students (TEC, Ashley and Scott)
  - o 24 students (PCC, Missy)
  - 117 students in Selective Admission Programs / names sent to program coordinators for outreach
- 24 Early Alerts submitted by teaching faculty & contacted (Shay Dodson)
- 66 (midterm) no shows received will be contacted (Shay Dodson)
- KC Scholars Persistence and Completion Program individual meetings, email and phone contacts, 2 group meetings (Renee Gregory)
- Transfer Club planning, advising, and college tours (Chris Munoz)
- 75 Students checked in to the Transfer Fair (Shay Dodson)
  - o Event executed by the Student Success center, TRIO, Student Activities, Transfer Club
  - o 100% of survey responders reported a Very Positive or Positive experience.
  - o Most popular schools: UMKC, Avila, K-State, KU, Park
  - 96% of students reported having a better understanding of their transfer options after attending the fair
  - 15 students including members of Student Senate participated in Transfer Club + TRIO 'Signing Day' at Transfer Fair / met with and took photos with their new school reps

## PLACEMENT TESTING - FAITH MOODY, TESTING COORDINATOR

#### Total Placement Tests This Semester

Spring 2019*	Spring 2018	Spring 2017
799	1924	1884

<sup>\*</sup>Spring 2019 is as of report date, other years are semester totals.

March Placement	Test sessions					
Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
March 2019**	76	24	13	169	2	284
March 2018	119	33	24	172	0	348
March 2017	114	30	29	132	0	305

<sup>\*\*2109</sup> are ACCUPLACER Next Generation tests, the other years are ACCUPLACER Classic tests.

## March Developmental Numbers

Year	Test Sessions for:	Reading	Composition	Math	Overall
		Placement	Placement	Placement	
March 2019**	# Administered	251	261	108	284
	Developmental	150	189	56	195
	% Developmental	60%	72%	52%	69%
March 2018	# Administered	271	295	137	348
	Developmental	181	192	91	251
	% Developmental	67%	65%	66%	72%
March 2017	# Administered	259	279	146	305
	Developmental	122	142	83	187
	% Developmental	47%	51%	57%	61%

77 students moved to the next higher Reading Level based on the Motivated Reading Survey Multiple Measure

8 students tested into ABE and moved up to READ0091

- 40 students tested into READ0091 moved up to READ0092
- 29 students tested into READ0092 and moved up to not needing a reading class

#### REGISTRATION & RECORDS - THERESA HOLLIDAY, REGISTRAR

- Theresa Holliday worked with the KCKCC catalog committee to ensure that parts of the catalog that reflect admissions, FERPA, policies and procedures were updated with new information.
- The "Graduation Nucleus" met to discuss essential changes to the Commencement Ceremonies prior to the big meeting later that month.
- Theresa was a reviewer for KC Scholars again this year. Reviewing applicants and ensuring that minimum GPA requirements were met prior to submission for the next level of approval.

#### **RECORDS TEAM**

- Susan Pedroza and Cynthia Singleton both attended the Microsoft Teams training.
- An'Drienna Wilson and Theresa Holliday attended HR Supervisor training 3/18, 3/19, 3/21.
- The entire team completed Title IX and Clery training.
- Jerrica Lock and An'Drienna Wilson attended the Metal Detector graduation meeting on 3/4.

#### TRANSCRIPT SERVICES:

Clearinghouse Enrollment or Degree Verifications: 22

U.S. Office of Personnel Mgmt. Degree Verifications:Phone/Faxed Employer Degree verifications:16

#### **GRADUATION SERVICES:**

Degree Checks processed:

December 2018 390 Graduated

May 2019 493 \*\* \*\* as of 04/08/2019 July 2019 110 \*\* \*\* as of 04/08/2019

- Currently working on completing May 2019 and July 2018 degree-checks as they arrive from the Student Success Center. Posting transfer credits for graduates and incoming students.
- Continue to facilitate and prepare for the May 2019 Commencement Ceremony.

Three-year comparison for degree and certificates processed by academic year:

	2016-17	2017-18	2018-19	Notes
Total Degree				*As of
Checks Processed	934	1198	993*	04/08/2019

#### STUDENT FINANCIAL AID OFFICE - MARY DORR, DIRECTOR

#### Financial Aid Applications Received as of April 10

2019-2020	4159
2018-2019	4740
2017-2018	3538

#### Financial Aid Individual Records Processed as of April 10\*

Academic Year	Number of Records
2018-19	12,869
2017-18	13,012
2016-17	11,875

\*One student may have 5 or 6 records that need corrected or processed

Financial Aid Disbursed to Student Accounts as of April 10

	FALL	SPRING	TOTAL
2018-2019	\$6,924,034	\$6,031,087	\$12,955,121
2017-2018	\$7,370,010	\$6,262,975	\$13,632,985
2016-2017	\$7,811,360	\$6,857,902	\$14,669,262

#### Financial Aid Applications Received as of April 10

2019-2020	4159
2018-2019	4740
2017-2018	3538

#### New College Membership

KCKCC has joined the National Student Employment Association. Erin Anderson, Work-Study Coordinator will attend a regional training conference in Columbus Ohio during the month of June. It is the goal of the membership to learn about successful student employment programs at colleges and universities and discover processes and procedures that may improve the student employment program at KCKCC.

#### • Financial Literacy and Default Management

KCKCC has entered an agreement with Student Connections to purchase a financial literacy tool titled Which Way and allow for contact with students who are delinquent on student loan payments to assist them in bring their loans into current status. Students will be receiving information regarding the Which Way application during the next month. Beginning April 1 student borrowers who are delinquent will be contacted for assistant. Reports regarding KCKCC delinquent borrowers will be delivered to the Student Financial Aid Office on a weekly basis so that our default rate can be monitored.

#### STUDENT SERVICES -DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

#### Educational & Advocacy Services

- Presented the Academic Symposium, "Marijuana: From Reefer Madness to Medical Acceptance"
- Presented on "Challenges in the workplace for Women in Nontraditional Work Roles" at TEC
- Presented to Honors Class "Managing Sleep for Improved Academic Performance"
- Cohosted Student Services Cookout for students on campus over Spring Break on 3-20-19
- Co-hosted the following Women's History Month Programs
  - Mixing Peace & Politics to 25 participants
  - o RBG Documentary on Ruth Bader Ginsburg to 11 participants
  - o Feminism, Peacebuilding and Women's Global Advocacy to 46 participants
  - o Dying without Conclusion: Women Writers on Peace and Nonviolence to 13 participants
  - Journey to Normal to 20 participants
  - Her Heart Art Reception to 40 participants

#### STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Disability	March	March	March
	2019	2018	2017
Autism Spectrum Disorder	11	4	1
Attention Deficit Disorder	15	24	14
Blind/Visual Impairment	8	2	5
Deaf/Hard of Hearing	3	3	1
Head Injury	3	5	1
Intellectual Disability	3	0	3
Learning Disability	63	18	10
Medical	8	6	3
Physical	4	4	7
Psychiatric	16	21	13
Other Health Impaired	1	N/A	N/A
Total	135	87	58

#### STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

#### 2018-19 Commencement

- Graduate Candidate Meetings
  - PCC approximately 25 students attended
  - o TEC approximately 60 students attended

#### Grocery Bingo

• PCC - Approximately 40 students participated

Co-Curricular Activity "Table Talk Discussion" with KCKCC Faculty and Adjunct.

• Host an informal discussion with KCKCC faculty and adjunct regarding how co-curricular activities can be mapped to institutional, program, and student learning outcomes.

#### Athletics

- Took 20 students to the women's basketball National Conference in Harrison, AR
- Hosted a Celebration Rally to recognize the Women's basketball team at KCKCC

#### **FBOE**

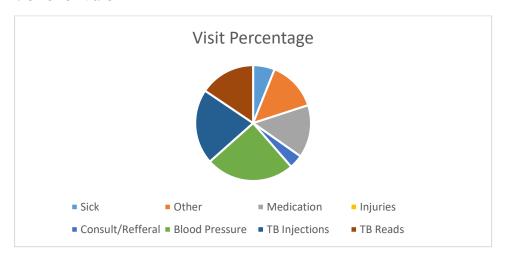
- Guest Speakers:
  - o Dr. McDowell (Bridging the Age Gap)
  - o Dr. Derritt (Why African American History Month matters)

# STUDENT HOUSING-LAKEISHIA RICHARDSON, HOUSING SUPERVISOR Housing Capacity:

- 98: Student Athletes
- 22: Non-Athletes
- 120: Students are currently in Student Housing

#### STUDENT HEALTH CENTER-KIM LELAND, NURSE

#### VISITS for March



Visit Reason	%	# <b>'</b> s
Sick	6%	8
Other/Vision	13.8%	18
Medication	14.6%	19
Injuries	0%	0
Consult/Ref	3.8%	5
BP check	24.6%	32
TB Inject	20.8%	27
TB Read	15.4%	20

As you, see from the above information the Percentages of visits increased in March. This month brought in 129 visits. Visits taken from a wide array of needs for staff/faculty, students and the community.

#### Plans for April

- Health Fair April 17 from 09:00 a.m. to 12:00 p.m. One third of the vendors are new to our Health Fair this year. This includes a mobile mammogram truck in efforts to reduce the late stage breast cancer in the women of Wyandotte County.
- Drug take back April 17<sup>th</sup> locations listed on the DEA website.

#### TRIO SSS-MICHAEL COZART, DIRECTOR

- Provided a Test Anxiety Workshop, conducted by Alex Twitty of SASS on March 7
- Provided two college campus visits

Kansas University - March 8

Avila University - March 28

Kansas University Edwards Campus - March 29

#### ATHLETICS-ANTHONY TOMPKINS, DIRECTOR

Women's Basketball won the NJCAA Division 2 National Championship!!! We had tremendous support from our fans and student body. It was definitely helpful as most games felt like a home game for our ladies.

- Coach Joe Mckinstry was named Coach of the tournament
- Nija Collier was tournament MVP
- Kisi Young and Lillie Moore were on the all-tournament team

#### Post Season Honors:

- Nija Collier earned NJCAA 1st Team All-American
- Kisi Young earned NJCAA 2nd Team All-American

Baseball is doing very well and is currently in the 3rd place position with a shot to win the conference. Coach Goldbeck also earned is 100th win last month!

Softball is also doing well as they are currently sitting in the 4th place position with a chance to finish in 2nd or 3rd place in conference. Coach Ross is close to earning her 600th career win!

Golf is continuing to improve and should compete again this year to make it to Nationals.



# **BOARD OF TRUSTEES REPORT**

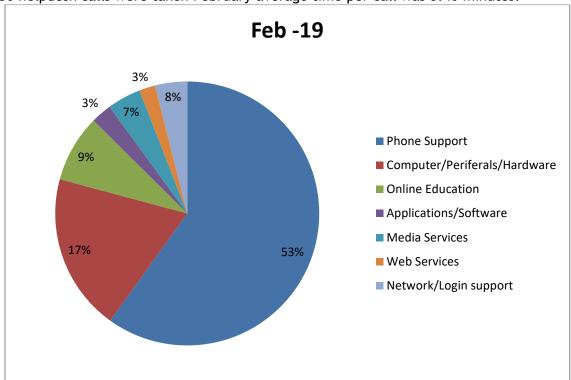
Peter Gabriel, Interim Chief Information Officer

#### **ACADEMIC SUPPORT**

- Offered trainings on Developer Ribbon in Word
- Lab support for Title IX and Clery training
- Sent out Tech Tips
- Video Creation for faculty support
- Developed online scheduling tool for Health Professions
- iPad display support for PTA/TEC

#### **COMPUTING SERVICES**

- 296 tickets were issued during the month of February 404 tickets were resolved.
- The average time spent on each ticket was 1.325 days
- 336 helpdesk calls were taken February average time per call was 3.40 minutes.

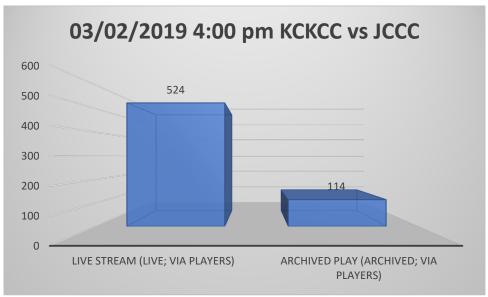


#### MEDIA SERVICES

- Setup and recorded the monthly Board of Trustees Meeting. Created an audio archival, a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Produced a monthly show on YouTube, titled Blue Devil Impact. The 30-second promo show will highlight alumni from KCKCC and how KCKCC has made an impact on their lives.
- Setup, recorded, and live streamed the Women's post-season home basketball game. The home game was live streamed with 522 viewers accessing the live stream, while 114 viewers accessed the achieved game for on-demand purposes.







- Setup and recorded Jazz by the Lake. The event is recorded and archived to YouTube and the college's cable channel.
- Took portrait photos for the Social Science Division. The photos of instructors will be used as a display outside the division office.
- Recorded the Jazz Choir at Community Christian Church. The recorded event will air on the college's cable and YouTube channel.

#### **NETWORK SERVICES**

- Student Recruiter Web App Availability 99.98%
- MyDotte Web App Availability 99.98%
- Email Availability for employees and students 99.99%
- WebAdvisor Web App Availability 99.98%
- Skype for Business Availability 99.97%
- Network Switch and Phone and Availability 99.97%
- New phone system for classroom phones is progressing, IT training scheduled for 3/4/19. In process of acquiring additional desk phone hardware.
- Single Sign-on (SSO) and branding completed for office365
- MS ATP Safe Attachments (malware file scanning for email attachments added)

#### **WEB SERVICES**

February Website Traffic Information

Info	Data	Percentage Change from February 2017
Users	47,387	+11%
Sessions	128,771	+16%
Pageviews	255,133	+12%

Top Landing Pages	Sessions
Academics	1,827
Steps to Enrollment	1,627
Degree and Certificates	1,583





## Google Search Performance

Info	Data
Impressions	624,000
Total Clicks	66,400
Click Through Rate	10.6%

The key data points is the impressions, when a user sees a link to our webpage, and clicks, when a user clicks on that link, and CTR (click through rates) which is the percentage of impressions that turn into clicks.

# BOARD OF TRUSTEES REPORT HUMAN RESOURCES APRIL 2019

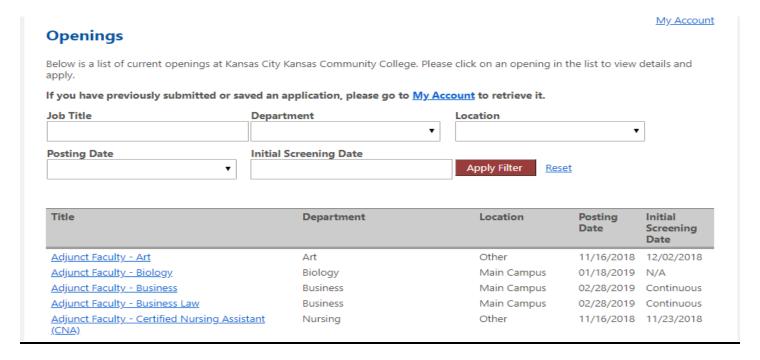
#### **Department Updates**

#### Performance Evaluations

The Human Resources Department has updated the evaluation process and forms. The assessment instrument for evaluating an employee's performance now focuses on critical competencies. It also has been designed to align individual employee goals to KCKCC's strategic initiatives. This change will allow us to better assess employee and organizational performance. As a result of this update, Human Resources is offering several training sessions throughout April and May to assist supervisors and employees with the new process and forms.

#### Career Opening Webpage

The Human Resources Department received feedback regarding opportunities for improvement to make it easier to search for career openings on our webpage. We updated the job openings webpage to include a navigation and search feature in an effort to make it easier for potential applicants to easily navigate through the career openings. The next phase of updating the job openings webpage will be to incorporate graphics/pictures and place each position in a specific category such as faculty, staff, part-time, etc. Below is a screenshot of the updated website.



#### **Training & Development**

- Human Resources, in conjunction with other departments, will develop an annual training calendar for the 2019-2020 fiscal year. A variety of trainings will be offered to all employees, ranging from diversity and inclusion, best hiring practices, and workplace communication, etc.
- In the previous Board of Trustee meeting, a question was asked about the training sessions that were facilitated during the supervisor training session. A copy of the training agenda is attached for the Board's review.

## **Employee Relations**

## **Quarterly Employee Survey Reports**

New Employee Follow-Up (January – March)

(0 = very poor, 3 = fair, 5 = excellent)

The position description was well defined and representative of the position for which I interviewed.	4.5
I was introduced to team members appropriately.	4.75
I was given a clear understanding of my department's objectives.	4.25
I was given a clear understanding of my personal performance objectives.	4
I understand the requirements and expectations of my new position.	4.5
My interactions with my supervisor and coworkers are appropriate.	4.75
I am satisfied with the overall communication within KCKCC.	4.5

#### What has KCKCC done well?

- Everything
- Initiatives to serve the eastern part of Wyandotte County. People are very polite and helpful and focused on student success as a whole.
- Welcomed me and made sure I knew where to be

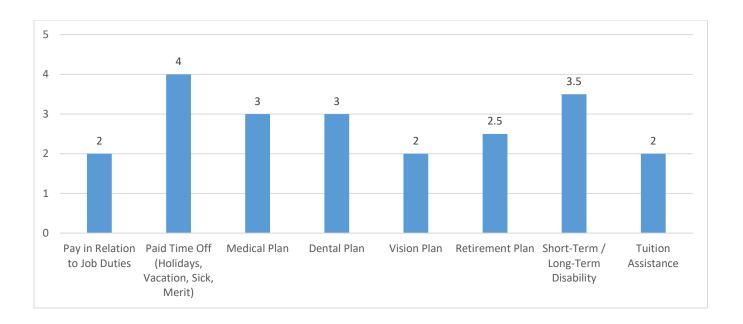
#### Exit Survey (January – March)

Indicate any applicable reasons for leaving your current position:

Amount of Work Required	50%
Type of Work Required	50%
Compensation	100%
Relocating	0%
Working Conditions	50%
Quality of Supervision	50%
Career Advancement	50%
Personal Reasons	50%

Rate the following compensation/benefit provisions at the College:

$$(0 = \text{very poor}, 3 = \text{fair}, 5 = \text{excellent})$$





#### **BOARD OF TRUSTEES REPORT**

# FINANCE & ADMINISTRATIVE SERVICES MICHAEL BEACH, CHIEF FINANCIAL OFFICER APRIL 2019 REPORT

#### FINANCE - MICHAEL BEACH, CFO

- Mid-Year Budget Review process is complete. There were no matters noted suggesting budget related issues.
- FY 2019-2020 Zero-Based Budget process is underway. We had department and division budget presentations on April 3<sup>rd</sup> and April 16<sup>th</sup>. Next steps are to compile the budget and present it to the President's Extended Cabinet.

#### **BOOKSTORE - KASEY MAYER, DIRECTOR**

- Summer adoptions are at 76.99%. We are working with Coordinators to complete the rest.
- We are in the process of updating our website to show and place orders for our general merchandise, e.g. spirit gear, electronics, supplies. Our website previously only had the ability to order textbooks.
- We are coordinating with Tami Bartunek and Kelly Rogge to coordinate a free breakfast event on April 16<sup>th</sup>. Main Campus and Pioneer will have Chris Cakes cater, but TEC will have the cafeteria perform this event.

#### **BUILDINGS & GROUNDS - JEFF SIXTA, DIRECTOR**

#### Accomplishments:

- Delivered and installed paint booth filters
- Started up Science chiller
- Replacing Science #3 cooling tower
- Received and delivered uniforms to crew
- Replaced 480 volt panel and bucket at Field House
- · Painting and repairing in the Child Care Center
- Install new door at Pioneer Center

BOARD OF TRUSTEES REPORT FINANCE & ADMINISTRATIVE SERVICES MICHAEL BEACH, CFO PAGE 2

#### **BUILDINGS & GROUNDS - JEFF SIXTA, DIRECTOR**

- Installed new handrails in Humanities
- Fixed roof lights dorm 100
- Repaired 25 passenger start issue serpentine belt
- Installed ½ wall in Humanities after lift removed

#### Goals for April 2019

- Continue with Student Success remodel
- Continue with Fire Science remodel
- Continue with Child Care remodel

#### CAMPUS POLICE - GREG SCHNEIDER, DIRECTOR

#### **Summary:**

- Conducted campuswide tornado drills on Main Campus, Housing, Tec 1, 2 & 3, and Pioneer day and evening classes March 5 & 7
- Officers Joe Pate, Cameron Roland and Rudy Thompson attended In-Service Training in March at the Kansas City Kansas Police Academy to fulfill their state requirements
- Conducted ALICE Training for Blue Class March 1 (Officer Roland)
- Provided coverage for Audio students on Saturdays at TEC