

# 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

**May 21, 2019 – 5:00 P.M.**

**Upper Jewell**

1. **Call to Order & Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda**
4. **Audience to Patrons and Petitioners**
5. **Recognitions/Presentations**
  - KCKCC Debate Team and Coaches Darren Elliott and Scott Elliott. KCKCC Debate swept all three Debate Events in recent Phi Rho Pi National tournament.
  - KCKCC Music and Audio Engineering Programs. John Stafford, Associate Professor of Music and Director of The Standard and students.
  - Student Senate – Transition from current officers - swearing in of 2019-2020 officers.
6. **Board Committee Reports**
7. **Consent Agenda:**
  - (Item A) Approval of Minutes of the April 16, 2019 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**

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** –
  - Discussion and/or Approval of 2019-2020 Board Meeting dates/times
  - First Review of Twelve New Policies (Listed in Library under Policies/2019 Policies)
18. **Executive Session** – For consultation with the College attorney which would be deemed privileged in the attorney-client relationship.
19. **Adjournment**

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

**Tuesday, June 18, 2019 - 5:00 p.m. - Main Campus**

**Kansas City Kansas Community College  
Minutes of the Board of Trustees Meeting  
April 16, 2019**

CONSENT AGENDA - A

9:00 A.M.

Dr. Thomas R Burke  
Technical Education Center

**Meeting Minutes**

- 1) **Call to Order and Pledge of Allegiance:** The March meeting of the Board of Trustees was called to order at 9:00 a.m. by Chair, Rosalyn Brown. The Pledge of Allegiance was led by Trustee, Tyrone Garner.
- 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. Trustee Sutton moved to approve the 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:**
  - The Technical Education Culinary students were thanked for the wonderful breakfast they prepared for the Board of Trustees prior to the meeting and recognized for their culinary skills along with their instructors, Chef Richard McPeake and Chef Justin Williams. Chef Justin is the high school culinary instructor and presented two of his students, whose signature dishes, recently placed in competition. Chef McPeake is the TEC culinary instructor and presented the students, who helped with breakfast preparation, along with the high school culinary students.
  - The Lady Blue Devils, along with their coach, Joe McIntyre, were recognized for their recent accomplishments. The Lady Blue Devils are the 2019 NJCAA Division II Women's Basketball National Champions. Coach McIntyre was voted NJCAA DII National Coach of the Year and player, Nija Collier was chosen NJCAA DII National Player of the Year, the first for KCKCC. Speaking, Coach McIntyre stated how proud he is of the team and that it was the best in twelve years. He then presented the game ball to Dr. Mosier in recognition of Dr. Mosier's support of the team and attendance of several of the games. Dr. Mosier stated that he will "cherish it forever."
  - Dr. Stacy Tucker presented the PTK students who were recently presented awards at the PTK Regional Convention. William Kelly and Ashley Newner were honored as All State Academic Team members, Ruby Delacruz was named Officer of the Year and Ravion Spencer, who became involved in PTK this year, assists new incoming students. Heaven Hanson, who was named to the All-State Team two years ago, is a KCKCC alum and was recently accepted into Nursing School.
  - Shai Perry and Marquis Harris presented the students who are recipients of the American Association of University Women (AAUW) Scholarships. Karol Hernandez-Peneda and Angel Quintana spoke of their appreciation for having received the scholarships and shared their stories of enrollment at KCKCC

and what it has meant to them and their families. The other recipients present were Bailee Cochran and Edith Garcia.

6) **Board Committee Reports:**

- Trustee McIntyre congratulated Heaven Hanson on her acceptance to Nursing School and spoke of the success of the Ethnic Festival.
- Trustee Criswell reported on the April 9<sup>th</sup> Finance Committee meeting and also talked about the Summer Kids on Campus Program.
- Trustee Criswell spoke on the mid-year budget review, with 0-based budgeting, and suggested that it seemed to be going well.
- Trustee Criswell talked about the Recovery Plan and asked to have further information presented at a future Board Meeting.
- Trustee Criswell talked about the Child Care Center and the Requests for Proposals that have been presented to the College and said she was looking forward to hearing the outcome of the entity chosen.

7) **Consent Agenda:** Chair Brown called for a motion to approve the Consent Agenda. Trustee McIntyre moved to approve the Consent Agenda and Trustee Sutton seconded. The **Motion Carried.**

8) **Student Senate Report** – There was no Report this month.

9) **President's Report:** Dr. Mosier reported on the following:

- Congratulated and thanked the students in the Culinary Program.
- Again congratulated the Lady Blue Devil Women's Basketball Team and Coach McIntyre.
- Congratulated the Phi Theta Kappa honor students
- Talked about the Debate Team sweeping all three of their events at the recent Debate and that they will be recognized at the May 21<sup>st</sup> Board Meeting.
- Reported that this is National Community College Month and that events are taking place throughout the campus.
- Spoke of the Higher Learning Conference that took place this month in Chicago, IL and that a number of Administrators and Faculty attended. The other conference, taking place at the same time and attended by a number of faculty and Administrators, was the (AACC) American Association of Community Colleges.
- Dr. Mosier introduced Dr. Chand Mihir, KCKCC's new Director of Institutional Effectiveness.
- Gave a brief update on the request for proposals regarding the Child Care Center.
- Reported that the KCKCC Wyandotte Downtown Campus will open in the fall of 2019
- Classes, via KCKCC, that will be offered to employees at the Amazon facility

Trustee Ash stated, "Dr. Mosier, staff, faculty, and colleagues, this is just the tip of the iceberg of wonderful things to come."

Trustee Garner commented on the great community that is KCKCC.

Hearing no further comments or questions, Chair Brown called for a motion to accept the President's report. Trustee Ash moved and Trustee McIntyre seconded. The **Motion Carried.**

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

- Presented t-shirts representing Community College Awareness Month
- Stated that the “digital footprint” regarding women is growing
- Presented Matt Plummer, Digital Sales Manager and Sarah LaVota, Integrated Account Executive from 38 the Spot, KSHB-TV. Mr. Plummer presented a digital update that was from March 2018 – April 2019 of the digital ads for KCKCC and the number of views received. Mr. Plummer spoke of search engine marketing and the rate the KCKCC ads are viewed.

Trustee Criswell asked about geographical fencing of individual households and also, if a correlation could be made between enrollment and marketing.

Dr. Mosier commended Matt and his team for their work the past several months but also asked who the ads are reaching and how do we track that information.

Trustee Garner asked about the marketing toward the Latino and African American communities and what does this mean. Mr. Plummer responded that by the digital demographics information, they are able to see where the interests are of either Hispanic, African American or white communities.

Hearing no further comments or questions, Chair Brown called for a motion to accept the Community Outreach Report. Trustee Daniels moved and Trustee McIntyre seconded. The **Motion Carried.**

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

- The team attending the Higher Learning Conference in Chicago and work with the Accreditation Agency.
- Asked several of the HLC attendees to express their views on the Conference:
  - Dr. Jelena Ozegovic talked of the “marriage of assessment and teaching” and stated that “good teaching inspires learning.”
  - Dr. Tiffany Bohm talked of the information learned, regarding credit hours and online learning, and stated that this conference was “the best of the last three.”
  - Dr. Cecelia Brewer talked of this being her first time attending HLC but what impacted her was learning that a “positive level of assessment,” and understanding that the College is moving in the right direction.
- Dr. Krueger announced the two recipients, of the recent Teacher Awards, are Dr. Wiley Wright, Professor and coordinator of Mortuary Science and Mr. Hershel Martin, Adjunct Instructor in Math, Science, and Computer Technology.
- Reported on recognition of the KCKCC Fire Science Program
- Reported on the excellent passing rate of the KCKCC Practical Nursing Program
- Reported that the car, donated by the Wyandotte County Sheriff's Dept., is currently being readied for use.

Hearing no further comments or questions, Chair Brown called for a motion to accept the VP-AA Report. Trustee McIntyre moved and Trustee Sutton seconded. The **Motion Carried.**

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

In Dr. Delfi Wilson's absence, her report was presented by Dr. Shawn Derritt, Dean of Student Services.

- Highlighted the Student Veterans' Association Consortium, hosted by K-State on March 23-24, 2019
- Reported hosting of the upcoming KCKCC Student Veteran Association Dinner, Thursday, May 9<sup>th</sup> at 5:30 p.m. at TEC., at which Trustee Tyrone Garner is the keynote speaker. Trustee Garner is a U.S. Army Veteran.
- April 17<sup>th</sup> is the Annual Health Fair. This year, the Fair will provide a mobile mammogram truck. Trustee Criswell commented at the availability of the mammogram truck and the number of women able to access the service.
- Trustee McIntyre commented on the health education provided at the Fair.

Hearing no further comments or questions, Chair Brown called for a motion to accept the VP-SA report. Trustee Sutton moved to accept and Trustee McIntyre seconded. The **Motion Carried.**

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

- Information Services completed the back-ups for all servers
- Pat Kelly, Academic Support Coordinator, will be conducting classes revolving around Microsoft Teams.

Dr. Moser commended Mr. Gabriel on the changes made by not having all the systems in the same room.

Hearing no further comments or questions, Chair Brown called for a motion to accept the report. Trustee Sutton moved to accept and Trustee Criswell seconded. The **Motion Carried.**

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

- Spring 2018 the College disseminated the Noel Levitz Employee Satisfaction Survey. This survey collects information regarding the work satisfaction of current employees. This survey is currently scheduled to be implemented on a three year rotation.
    - Employee evaluations will now only be one page instead of three
    - Will review self-evaluations
    - H.R. will be re-evaluating Merit Leave
  - Updated external job postings on the website so potential employees can more easily find and apply
  - Quarterly employee survey reports that, "H.R. is doing well in acclimating employees in to KCKCC."
  - Per the Noel Levitz Survey, current employees will continue on a three-year cycle per their contract.
- Trustee Daniels asked as to whether an exit interview is conducted. Ms. McGee responded that most resigning or retiring employees choose to do an online exit survey.

Trustee McIntyre congratulated and thanked Ms. McGee and Human Resources on their collaborative effort.

Trustee Daniels congratulated Ms. McGee on the work she has done on policies

Hearing no further comments or questions, Chair Brown called for a motion to accept the H.R. Report. Trustee Daniels moved and Trustee McIntyre seconded. The **Motion Carried.**

- 15) **Finance & Administrative Services Report** – Mr. Mike Beach reported on the following:
- Highlights of the mid-year budget review – “Nothing to suggest we won’t be compliant.”
  - With Zero-Based Budget there is more control. Departments cannot spend money beyond their budget.
  - As the Zero-Based budget is launched into 2019-2020 – departments will present their budget to the Extended Cabinet for approval.
  - Building & Grounds is balancing a significant number of projects:
    - Learning Commons – almost complete
    - Fire Science Building
    - Child Care Center
    - South lake bridge has been designed and will soon be installed, weather permitting
    - Campus Police conducting Cleary training
    - KCKCC will host conference regarding shootings, bombings, etc. next month
  - Expenditures are under 70% - normally at 75%
  - Potential surplus – should not be construed as a year after year occurrence. Needs to go specifically to surplus or a one-time event.

Trustee Sutton commented that she was happy to see the lift taken out of the Humanities area.

Chair Brown called for a motion to accept the report. Trustee Daniels moved to approve and Trustee Sutton seconded. The **Motion Carried.**

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

- 17) **New Business:** Dr. Mosier read the following Resolutions:
- Approval of the Mid-America Education Hall of Fame Alcoholic Liquor Resolution for April 27, 2019. Trustee McIntyre moved to approve and Trustee Sutton seconded. The **Motion Carried.**
  - Approval of change to Bank Signatories to Dr. Mosier, Mike Beach and Dr. Beth Ann Krueger. Trustee Ash moved to approve and Trustee Sutton seconded. The **Motion Carried.**

- 18) **Executive Session:** Chair Brown called for a motion to enter into Executive Session for matters of non-elected personnel to protect the privacy rights of the person(s) to be discussed. Mr. Greg Goheen, College Attorney, suggested a time of 15 minutes with no action to follow. Trustee Ash moved and Trustee Daniels seconded at 11:12 a.m. The **Motion Carried.** The Trustees to return at 11:25 a.m. Upon return, Dr. Mosier reminded everyone of the Blue Devil 5K & Kids Trot on Saturday, May 4<sup>th</sup> at 8:00 a.m. at the Health Professions Building.

- 19) **Adjournment:** Hearing no further business Chair Brown called for a motion to adjourn. Trustee Daniels moved and Trustee Ash seconded. The **Motion Carried.**

**The meeting of the Board of Trustees adjourned at 11:31 A.M.**

ATTEST:

\_\_\_\_\_  
Chairperson, Rosalyn Brown

\_\_\_\_\_  
Secretary, Dr. Greg Mosier



# KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Recommendations for Payment**

### **CONSENT AGENDA Item B**

**May 21, 2019**

1. Approval in the amount of \$178,533.00 to **P1 Group, Inc.** for air handler replacement of upper and lower Wellness Center. Requested by Sandy Becker, B & G and Mike Beach. Capital Projects Fund
2. Approval in the amount of \$62,760.00 to **City Wide Maintenance** for Fire Science remodel, includes additional installation of two doors, two cased openings, and painting of cased openings. Painting of window trim in office. Requested by Carolyn Jacqua and Mike Beach. Capital Projects Fund
3. Approval in the amount of \$434,555.46 to **Security Bank of KC** for debt service – TEC – COP. Requested by Mike Beach and Marie Branstetter. General Fund
4. Approval in the amount of \$327,766.90 to **Gaumard** for twelve simulation mannequins, monitors, bedside virtual monitors and software. This will include two-day installation and training services. Requested by Dr. Tiffany Bohm and Mike Beach. General Fund
5. Approval in the amount of \$158,895.00 to **KbPort** for Health Professions equipment, installation, integration, training, and support. This will later include on-site training. Requested by Dr. Tiffany Bohm and Mike Beach. General Fund
6. April bills totaling \$3,039,329.40 includes March VISA bills of \$231,912.78.

# KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Items for Ratification**

### **Consent Agenda Item C**

May 21, 2019

1. **\$10,403.16** to **McAnany, Van Cleave & Phillips, PA** for monthly services **{March}** (1/12 flat fee of \$8,666.66, attorney fees of 276.00, 1,437.50 and 23.00). Requested by Mike Beach.
2. **\$10,997.66** to **McAnany, Van Cleave & Phillips, PA** for monthly services **{April}** (1/12 flat fee of \$8,666.66, attorney fees of 928.50 and 1,402.50). Requested by Mike Beach.
3. **\$12,647.51** to **City-Wide Maintenance** for TEC 1 janitorial/porter service. Requested by Carolyn Jaqua and Mike Beach.
4. **\$12,317.68** to **American Digital Security LLC** for Leavenworth cameras – card access-videos-fire. Requested by Mike Beach.
5. **\$13,869.94** to **Adorama, Inc.** for multimedia equipment/TEC. Requested by Dean Cheryl Runnebaum and Dr. Beth Ann Krueger.
6. **\$20,116.00** to **XS Lighting** for Performing Arts Center. Requested by Gary Mosby and Mike Beach.
7. **\$20,245.00** to **Southwest Communication Systems, Inc.** for multi-media equipment. Requested by Dean Cheryl Runnebaum and Dr. Beth Ann Krueger.
8. **\$20,000.00** to **Taskstream Holdings, LLC** for Assessment Software. Requested by Dr. Beth Ann Krueger and Mike Beach.
9. **\$11,314.16** to **Kansas Lawn & Garden** for May installment payment. Requested by Sandra Becker and Mike Beach.
10. **\$13,529.80** to **B &H Photo** for (3) multi-media camcorders and (4) dual wireless basic kits for TEC. Requested by Carolyn Jaqua, Dean Cheryl Runnebaum and Dr. Beth Ann Krueger.

11. \$14,678.00 to **B & H Photo** for (2) Schoeps Tube condensers and (4) Desisti Softied multimedia equipment for TEC. Requested by Carolyn Jaqua, Dean Cheryl Runnebaum and Dr. Beth Ann Krueger.

## HUMAN RESOURCES - PERSONNEL ITEMS

### CONSENT AGENDA – Item D

May 21, 2019

### SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Baker, Sara	LPN College Nurse	Student Services	Student Affairs	05/02/19
Resignation	Bradley, Kara M.	Financial Aid Specialist I	Financial Aid	Student Affairs	05/15/19
Resignation	Demenge, Amy	Veterans Certifying Specialist II	Military and Veterans Center	Student Affairs	05/10/19
Resignation	Epperson, Yvette	Practical Nursing Instructor	Health Professions	Academic Affairs	05/31/19
Resignation	Hundley, Joshua	EMS Clinical Coordinator I	Health Professions	Academic Affairs	05/17/19
Resignation	Huwaldt, Kinsey	Assistant Athletic Trainer	Athletics	Student Affairs	05/27/19
Resignation	Kreiling, Andrew	Part-Time Maintenance Worker	Maintenance	Facility Services	04/12/19
Resignation	Mason, Alton	Assistant Men's Basketball Coach	Athletics	Student Affairs	04/30/19
Resignation	Newton, Kelley	Head Men's Basketball Coach	Athletics	Student Affairs	05/01/19
Separation	Brown, Dennis	FT Custodian	Facility Services	Finance	04/10/19
Resignation	Hundley, Joshua	EMS Clinical Coordinator I	Health Professions	Academic Affairs	5/17/19

\*\*\* During the April 2019 Board meeting, the Board of Trustees did not approve this action during the public session. “Formal action to approve waiving \$1,500 early release fee for Jason Dang. Resignation of Mr. Dang was approved during the April 2019 Board meeting, with action to approve waiving of fee taken during Executive Session.”

## RECOMMENDATIONS/APPROVALS

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>EFF. DATE</b>	<b>RATE OF PAY</b>
Pay Correction	Buchholz, Dalton	Part-Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	05/01/19	\$11.57 per hour
Pay Correction	Loffredo, Jazz	Part-Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	05/01/19	\$11.57 per hour
Pay Correction in accordance to Master Contract	McFadden, Bronyal	Associate Professor Nursing	Nursing	Health Professions	04/26/19	\$77,425.32 annually
New Hire	Denning, Andrew H.	Part Time Motorcycle Instructor	Adult and Continuing Education	Career and Technical Education	04/15/19	\$20.00 per hour
New Hire	Gallegos, Veira M.	Accounting Specialist II	Business Office	Finance	04/23/19	\$36,000 annually
New Hire	Glasgow, Dawn	Part Time Open Enrollment Instructor	Adult and Continuing Education	Career and Technical Education	05/02/19	\$20.00 per hour
New Hire	Goodman, Denise J.	Part Time Adult Education Substitute Instructor	Adult and Continuing Education	Career and Technical Education	05/01/19	\$20.00 per hour
New Hire	Goudeau, Cynthia V.	Director of Assessment	Academic Support & Assessment	Academic Affairs	05/13/19	\$65,000 annually
New Hire	Grover, Alexander D.	Adjunct Instructor-Electrical Technology	Electrical Technology	Career and Technical Education	08/12/19	\$783 per credit hour
New Hire	Perry, Chris	Part Time Motorcycle Instructor	Adult and Continuing Education	Career and Technical Education	04/16/19	\$20.00 per hour
New Hire	Oatney-Becker, Kyle R.	Computing Services Specialist I	Computing Services	Information Services	06/15/19	\$40,800 annually
New Hire	Pittman, Ryan C.	Part Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	04/22/19	\$11.57 per hour
New Hire	Shaw, Clinton	Custodian II	Facilities Services	Finance	05/01/19	\$33,280 annually

New Hire	Whitten, Deon	Part-Time Temporary- Director for Kids on Campus	Adult and Continuing Education	Career and Technical Education	05/28/19	\$7,000 (Kids on Campus program 6/3/19 -7/19/19)
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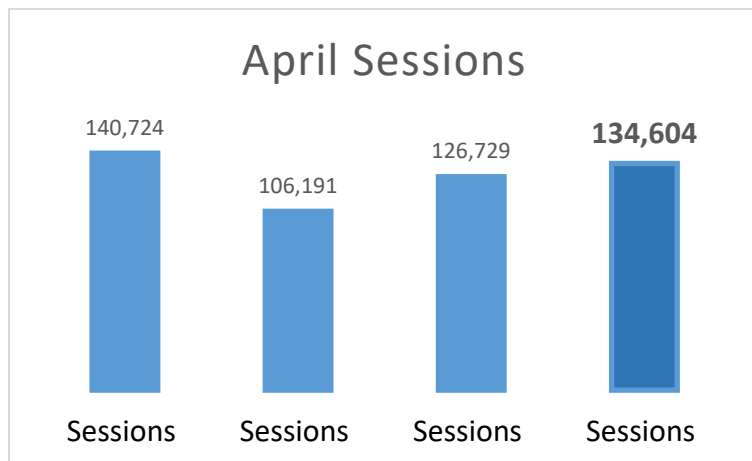
## Marketing and Outreach

### April Board Report

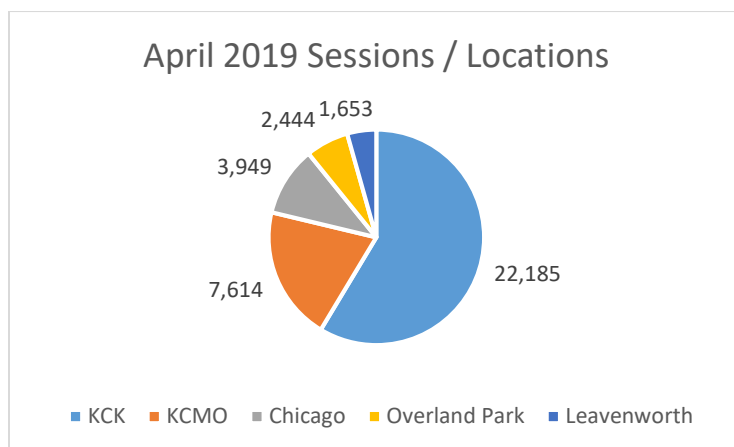
#### Updates

In mid-April, we starting tracking how many times the website's Apply Now links are clicked. However, it is too early to report the data. We need to get a better understanding of how this data correlates with the other data that we collect.

#### General Website Information



#### Website Location Information



#### Social Media Traffic to Website

We saw an overall drop in social media traffic to the website compared to April 2018. The cause for this is that the Board of Trustees selected Dr. Mosier as the next KCKCC president last year. This caused an abnormally high level of website traffic from our social media channels.

Source	April 2019 Sessions	April 2018 Sessions	2018 vs 2019 Difference
Total	661	891	-26%
Facebook	556	380	-26%
Instagram	1	1	-
LinkedIn	4	5	-20%
Twitter	72	110	-34%
YouTube	20	0	-

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.

## Google Search

**The following information is for April 2019. Previous reports had information that spanned three months.**

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.

Info	Data
Impressions	264,000
Total Clicks	31,400
Click Through Rate	11%

Landing Page	Click	Impressions
KCKCC Homepage	14,690	94,253
Blackboard Requirements	2,219	6,148
WebAdvisor Information	1,322	8,759
KCKCC Email Info	936	8,686

Several webpages have a higher impression because when a user searches for us on Google, Google displays links to several key landing webpages below the link to our homepage. There is also search bar that displays results specific to our website.

### Kansas City Kansas Community College - #WECREATEOURFUTURE

<https://www.kckcc.edu/>

Kansas City Kansas Community College is a public 2-year institution in Kansas City, Kansas primarily serving Wyandotte and Leavenworth counties.

Results from kckcc.edu



#### Degrees and Certificates

Degrees and Certificates. Associate in Applied Science ...

#### Admissions

Steps to Enrollment - Tuition and Fees - New Students - ...

#### Class Schedules

Class Schedules. In This Section. Academic Contact Information ...

#### About KCKCC

Choosing Kansas City Kansas Community College (KCKCC) is ...

#### Academics

Degrees and Certificates - Health Professions - Academic Catalog

#### Technology Support

Athletics - Home; Technology Support. Technology Support ...



**Kansas City Kansas Community College**

Published by Kelly Evenson Rogge · April 30 at 10:01 AM ·

Have you heard that KCKCC is offering evening classes at Wyandotte High School this fall? Enroll Now to start or continue your journey at KCKCC!  
#KCKCCProud #EnrollNow

## KCKCC EVENING CLASSES AT WYANDOTTE HIGH SCHOOL FALL 2019

## TOME CLASES NOCTURNAS DE KCKCC EN WYANDOTTE HIGH SCHOOL OTOÑO 2019!

**Kansas City Kansas  
Community College.**Enroll Now | [kckcc.edu](http://kckcc.edu)

### Classes To Be Offered:

#### General College Credit Courses:

BIOL 121 General Biology  
BLUE 101 College Success/Better Life Utilizing Education  
ENGL 101 Composition I  
MATH 105 College Algebra  
PSYC 101 Psychology  
SPCH 151 Public Speaking

#### Developmental Courses:

ENGL 0099 Pre-Composition  
MATH 0097/MATH 0099 Elementary Algebra  
READ 0091 Introduction to College Reading Skills  
READ 0092 College Reading Strategies

#### Administrative Office Professional Courses:

BUSN 1151 Keyboarding  
BUSN 0140 Essential Career Skills  
BUSN 1153 Speedbuilding  
BUSN 2253 Customer Service  
BUSN 0250 Obtaining Employment  
CIST 0111 Microcomputer Business Applications

GED and ESL courses will be offered in the evenings from 5:30pm - 8:20pm on Monday, Tuesday,  
Wednesday, and Thursday. For information on GED and ESL, call 913-288-7660.

### Performance for Your Post

**4,616** People Reached**119** Reactions, Comments & Shares**61** Like  
On Post**13** Love  
On Post**1** Haha  
On Post**4** Comments  
On Post**40** Shares  
On Post**211** Post Clicks**125** Photo Views  
Link Clicks  
Other Clicks

#### NEGATIVE FEEDBACK

**3** Hide Post  
Hide All Posts**0** Report as Spam  
Unlike Page

Reported stats may be delayed from what appears on posts

**Kansas City Kansas Community College**

Published by Kelly Evenson Rogge · April 22 at 11:00 AM ·

KCKCC President Dr. Greg Mosier helped with the Veterans Community Project this morning. The mission of the Veterans Community Project is to eliminate homelessness among veterans by providing transitional-housing and enabling access to exceptional 360-degree service solutions. This has led to the creation of the tiny house village in Kansas City, more commonly referred to as the Veterans Village.

In contrast to traditional homeless services, a tiny-home provides the veteran with privacy, a sense of security and the ability to reintegrate at a comfortable pace.

KCKCC is proud to be involved with this initiative. #KCKCCProud  
#VeteransCommunityProject

**3,920** People Reached**171** Reactions, Comments & Shares**110** Like  
On Post**36** Love  
On Post**6** Comments  
On Post**19** Shares  
On Post**605** Post Clicks**289** Photo Views  
Link Clicks  
Other Clicks

#### NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College

Published by Kelly Evenson Rogge · April 14 at 1:53 PM ·

Congratulations to the KCKCC Debate team who swept all three Debate Events this weekend in unprecedented fashion bringing back three Gold National Titles and a Debate National Sweepstakes Championship.

In Sweepstakes, KCKCC took 1st place Gold in Debate and 2nd place Silver in Overall (combining Debate and Speech). Royal Sullivan won Gold in International Parliamentary Debate defeating Chabot College in the Final Round; Never Rose won Gold in NFA Lincoln Douglas Debate defea...

[See More](#)



Performance for your post

2,538

People Reached

124

Reactions, Comments & Shares

89

Like

70

On Post

19

On Shares

17

Love

15

On Post

2

On Shares

4

Wow

4

On Post

0

On Shares

7

Comments

7

On Post

0

On Shares

7

Shares

6

On Post

1

On Shares

221

Post Clicks

111

Photo Views

0

Link Clicks

110

Other Clicks

NEGATIVE FEEDBACK

0

Hide Post

0

Hide All Posts

0

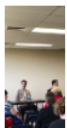
Report as Spam

0

Unlike Page

Reported stats may be delayed from what appears on posts

Tweet activity



KCKCC @KansasCityKSCC

KCKCC was pleased to welcome @RepDavids @sharicedavids this morning, who discussed prescription drug costs with community members. #KCKCCProud [pic.twitter.com/6xMs2HTSS4](#)

Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions

8,769

Total engagements

173

Media engagements

72

Likes

49

Detail expands

15

Profile clicks

15

Link clicks

11

Retweets

9

Replies

2

## Tweet activity



**KCKCC** @KansasCityKSCC  
Thank you to [@RepDavids](#) [@sharicedavids](#) for visiting the 2019 Get Hired Kansas City Career Expo! [pic.twitter.com/DTkQwKtj59](https://pic.twitter.com/DTkQwKtj59)



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	8,075
Total engagements	244
Media engagements	150
Likes	56
Profile clicks	13
Link clicks	10
Retweets	9
Detail expands	4
Replies	2

## Tweet activity



**KCKCC** @KansasCityKSCC  
Have you heard that KCKCC is offering evening classes at Wyandotte High School this fall? Enroll Now to start or continue your journey at KCKCC! [#KCKCCProud](#) [#EnrollNow](#) [pic.twitter.com/4FearBnpEH](https://pic.twitter.com/4FearBnpEH)



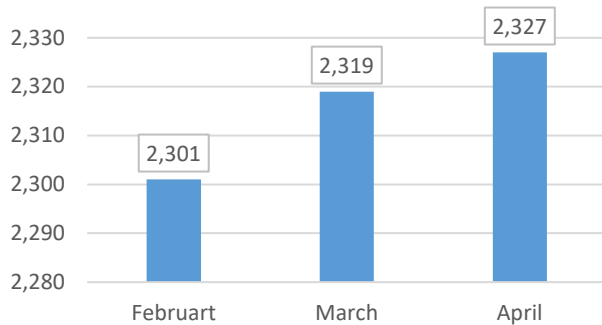
Reach a bigger audience

Get more engagements by promoting this Tweet!

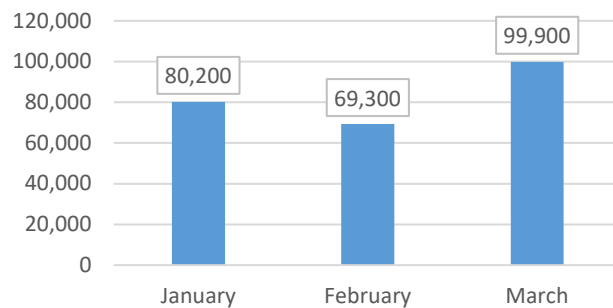
Get started

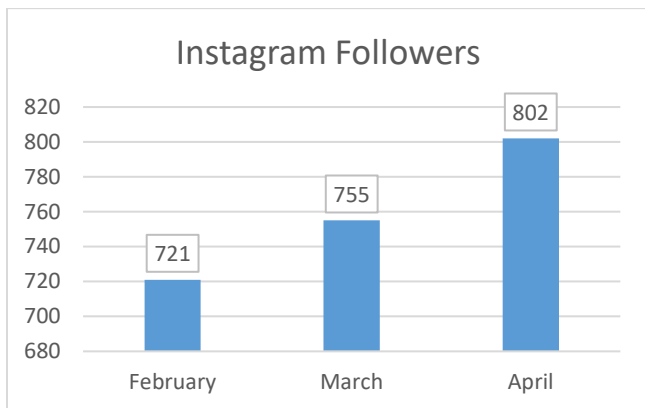
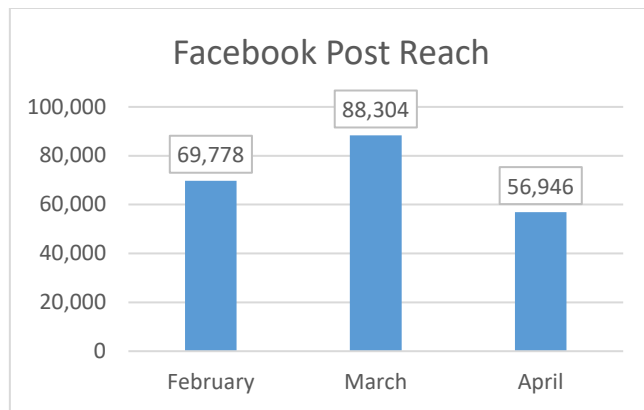
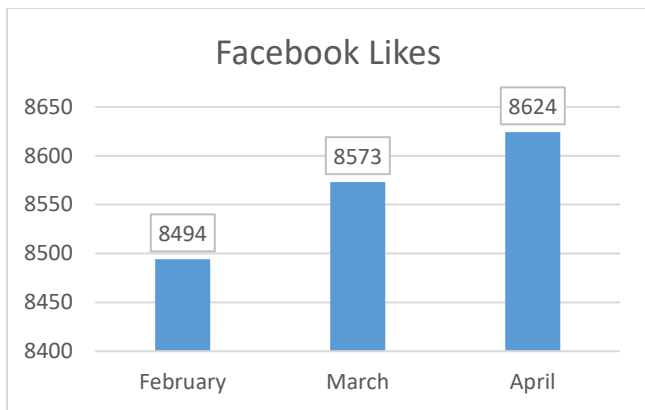
Impressions	8,660
Total engagements	78
Media engagements	36
Likes	14
Retweets	8
Detail expands	7
Link clicks	6
Profile clicks	5
Hashtag clicks	2

### Twitter Followers



### Twitter Impression





Note - Our Social Media data is different than what we report for Website traffic. Website traffic report measures visits specifically to the website. Social Media report measure only impressions or reach on social media, which doesn't necessarily translate to people visiting the website.

## May 2019 Board Report KCKCC Academic Affairs

### Academic Support and Assessment – Dean Cecelia Brewer

Welcome to Dr. Cynthia Goudeau, our new Director of Assessment!

Over the last decade, Dr. Cynthia Goudeau has served as an assessment expert, researcher, and instructor in higher education. Prior to joining KCKCC, she served as the Assessment Specialist for both the Division of Undergraduate Studies and the Division of Student Affairs at the University of Kansas. Dr. Goudeau holds a Doctor of Philosophy in Human Sciences from Oklahoma State University, a Master of Science in Merchandising from the University of North Texas, and a Bachelor of Arts in Journalism from Langston University.

Dean Cecelia Brewer participated in a panel discussion entitled “Ups, Downs, In-and-Outs of Assessment” at the *Assessment Matters* conference, April 26<sup>th</sup>, at Johnson County Community College.

Graduating Mortuary Science students used the One Button Recording studio to take head-shots for composite photos. Using Adobe Creative Cloud, students were then able to edit their images.

Nathan Horowitz’s Advanced Intermediate ESL students have created a video using green screen technology. They wrote scripts and used backgrounds that represented their native countries. These students overcame language barriers and other challenges to tell us their [stories](#) (this is a hyperlink).

*Photo below:* Center for Teaching Excellence Academic Symposium, “Some Days & Some Nights: Disrupting Suicide in both a Student & a Veteran Population” by Dr. Tom Hall (Retired KCKCC Professor), was very well attended. This event was co-hosted by the Center for Teaching Excellence and the KCKCC Military and Veteran’s Center.





## May 2019 Board Report KCKCC Academic Affairs

*Photos below:* Photo 1: The Learning Commons Open House, held April 23, was a huge success with guests from all across campus in attendance. Director of the Learning Commons, Ms. Amanda Williams, manned the front desk and had coffee cups and other gifts for visitors. Photo 2: KCKCC Student shows off modern technology. Photo 3: The Digital Access Studio's (DAC) grand opening occurred during the Open House. Photo 4: In collaboration with Makerspace colleagues, Writing Center and Digital Access Studio tutors used the new Cricut (a die-cutting machine) to make totes with our logo as giveaways for the event. Photo 5: Open house visitors sign the DAC guest book. TEC student, Abigail Krumvieda's photography was showcased in the DAC during the event. She says that photography has always helped her to "express herself when there are no words."



## **May 2019 Board Report KCKCC Academic Affairs**

### Arts, Communication and Humanities – Dean Jerry Pope

Current KCKCC ceramics student, Amanda Dickie, is presenting ceramic works of art in the Centered Earth Gallery at KC Clay Guild, 200 W. 74th, KCMO from May 12 - 31. There was a public reception on Sunday, May 12.

Dr. Aaron Margolis, Assistant Professor and Coordinator of History, received a Mellon/American Council of Learned Societies Community College Faculty Fellowship for his research project of “Negotiating Boundaries: Resistance, Cooperation, and State-Building in The Guatemalan-Mexican Borderlands.” These fellowships are made possible with assistance from The Andrew W. Mellon Foundation and support the research ambitions of faculty who teach at two-year colleges.

<https://www.acls.org/Recent-Awardees/Mellon-ACLS-Community-College-Faculty>

Ms. Victoria Campbell, Adjunct Instructor of English, had the following three works of short fiction accepted for publication:

“Home of Homes,” *South Dakota Review*, Spring 2019

“We Want Out,” *Lake Effect*, Spring 2019

“Sorry We’re Dead,” *Mississippi Review*, Summer 2019

Grammy Award-winning operatic baritone Mr. Daniel Belcher held a master class for KCKCC student singers on Friday, May 10 in the Performing Arts Center. Six of KCKCC student singers Trevor Thoele, Noah Haskin, Eli Panek, Josiah Moreno, Samantha Franz, and Samuel Sigourney performed classical vocal repertoire which was then critiqued by Mr. Belcher, who was singularly impressed by the quality of the students. Thank you to the KCKCC vocal instructors Ms. Sarah LaBarr, Ms. Julia Scozzafava, and Dr. Elizabeth Birger. KCKCC staff accompanist Ms. Joyce Steeby provided piano accompaniment during this event.

The KCKCC Theatre Department’s spring production of “Heathers, the Musical” was an unqualified success. Thanks to Ms. Missy Koonce, the director, a well-respected industry professional; Ms. Jonathan Robertson, sound designer; Ms. Nancy Robinson, costume designer; Ms. Wendy Scott, long time department collaborator in prop design and scenic art; and KCKCC’s Mr. Gary Mosby for scenic and lighting design. The team would also like to thank the KCKCC Media Services, Print Shop, and Building and Grounds and the Digital Media program.

The show brought the best audience numbers in years, approximately 230 per performance. A high school matinee brought in 200 people; this particular audience had many inquiries about coming to school here.

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

Enactus is a community of student, academic and business leaders committed to using the power of entrepreneurial action to enable human progress. Enactus students apply business concepts to develop community empowerment projects. KCKCC’s Enactus team, under the direction of their faculty advisor Mr. Allen Lenoir, Professor of Business, competed in Nationals at Bartle Hall, Kansas City, Missouri, on May 6<sup>th</sup>. As part of their competition a team of students presented an overview of the activities their club did during the academic year. The presentation included a student-made brochure highlighting

## **May 2019 Board Report KCKCC Academic Affairs**

KCKCC Enactus projects (handout) and an oral presentation before the Enactus judges. The student presenters were Paola Flores, Maria Guerrero, and Anicet Takor. Students Nadia Vallecillo and Daniel Zacapa provided PowerPoint software support. Trustee Linda Sutton attended the students' presentation.

Dr. Rochelle Beatty, Assistant Professor of Mathematics, attended the 4-state regional American Mathematical Association of Two-Year Colleges (AMATYC) meetings in April as the Central Region Vice President of AMATYC.

The Advanced Office Professional (AOP) students received customer service and event planning experience at the "Get Hired KC" job fair held at the Reardon Convention Center on April 25. Twelve students; Ms. Kris Ball, Assistant Professor of Business; and Dr. Gena Ross, Assistant Professor of Business; assisted with the job fairs and helped register over 100 employers as well as hundreds of job seekers.

Fourteen of Dr. Ross' students participated in mock interviews from April 30-May 9th. Professionals from KCKCC and from the community acted as prospective employers by conducting the mock interviews and by sharing valuable career information, such as proper conduct and professional dress. Each student was debriefed individually and provided with tips and pointers to help them with future interviews.

The business department held their industry advisory board meeting on May 3<sup>rd</sup>. After a general meeting, advisory board members broke into discipline specific groups to review programs.

Ms. Angela Consani, Instructor of Biology and Ms. Zulma Estrella Perez, Concurrent Adjunct of Biomanufacturing, are hosting a week long Biomanufacturing Professional Development Workshop for Kansas City Kansas Public School Middle School and High School faculty in June. Two community college faculty will be attending as well. The workshop is funded through the National Science Foundation (NSF) Grant Award # 1501692.

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

Dr. Ewa Unoke received the Henry Louis Excellence in Teaching Award at the 2019 Kansas City Kansas Community College Employee Recognition Dinner on Friday, May 3<sup>rd</sup>, at the Thomas R. Burke Technical Education Center. Dr. Hira Nira was recognized for 20 years of service.

Mr. Erick G. Ruiz-Meza, a criminal justice major here at KCKCC, won the Gold Medal in the Criminal Justice category at the 2019 Skills USA competition held at Hutchinson County Community College. As a result of Mr. Ruiz-Meza's win, the KCKCC Criminal Justice program has now won the State title in the Criminal Justice category for the second year in a row. Mr. Ruiz-Meza will now compete in the National Skills completion to be held at Louisville, Kentucky from June 24<sup>th</sup> through June 28<sup>th</sup>.

Dr. Hira Nira, Coordinator of the KCKCC Education program, working collaboratively with Mrs. Barbara Clark-Evans, Director of the Intercultural Center, presented a classical Indian event featuring the group, Sound Waves, with musicians Anubrata Chatterjee Tabla (percussion), Jay Gandhi (flute), and Abhik Mukherjee (Sitar). On Wednesday, May 1<sup>st</sup>, the musicians held a free workshop for KCKCC students and employees. On Thursday, May 2<sup>nd</sup>, the group performed free for the public in the Upper Jewell building at KCKCC.



## May 2019 Board Report KCKCC Academic Affairs

On Wednesday, May 1st, the Intercultural Center working with the Student Organization of Latinos held a Cinco De Mayo Fiesta 2019 event from 12:00 to 2:00 p.m. The event was held on the outside patio between the Flint Building and the deli area.

### Career and Technical Education – Dean Chef Cheryl Runnebaum

IBuild 2019 – April 18, 2019. iBuild is held annually at Bartle Hall, Kansas City, Missouri, to showcase the various trades that are linked to the construction industry. Students come in from all over the metro-area to participate in hands-on activities and gain exposure to the industry. Attending from KCKCC: Mr. Dave Wheatman (HVAC); Mr. Zachary Harrison (Construction Tech); Mr. Larry Schmittendorf (CAD); Mrs. Lori Chaffin (Admin. Asst.); and students from each area.

*Photos below:* KCKCC Hall of Fame Catering - The entire Culinary Arts Program worked for three days, prepping and cooking for the 2019 Hall of Fame on Saturday April 27<sup>th</sup>. Featuring a large Hors d'oeuvres table in the Foyer of KCKCC-TEC and a buffet dinner in the Multi-Purpose event space, over 200 people were served. A Carving Station of freshly cooked Beef Wellington was featured at the dinner. Many thanks to KCKCC for giving the Culinary Students the opportunity to showcase their talents and abilities!



### Service Event

*Expungement Resource Services:* Mr. Paul Hancock, Manager of Employment Services; Mr. Rich Piper, Director of TEC; and Mrs. Tami Bartunek, Chief Marketing Officer; collaborated with Kansas City Kansas's District Attorney Mr. Mark Dupree, to develop an opportunity for individuals to move forward with a second chance at life while eliminating barriers for employment through expungement services. Local attorneys will be assisting individuals in completing their expungement paperwork in person during the Wednesday sessions. Providing the opportunity for a second chance via education and employment is the goal with the endeavor, and KCKCC is a front-runner in empowering these individuals who have justifiably served their time and are prepared to enhance our community as contributing workforce members.

Location: KCKCC-TEC Facility, 6565 State Avenue, Kansas City, KS 66112.

Kickoff event - June 4<sup>th</sup> at KCKCC-TEC from 4:00pm-6:00pm.

June 5th- July 31st at KCKCC-TEC Wednesdays from 12:00pm – 5:00pm.

Results of SkillsUSA Competition – see addendum at the end of this Academic Affairs report.

## May 2019 Board Report KCKCC Academic Affairs

### Health Professions – Dean Dr. Tiffany Bohm

*Photo below:* During a disaster simulation training, the Registered Nurse program had the assistance of Campus Police. Thanks to Officer Joe Pate for helping our students learn the value of collaboration in their management class.



*Photos below:* The Fire Science department held their final skills assessment and live burn for the semester on May 4-5, 2019 at KCK Fire Station 6 and with use of the pumper from Station 19. Program Coordinator Mr. Todd Miles, Dr. Tiffany Bohm, and fire science adjunct instructor Mr. Patrick Dunn (Captain on the KCK Fire Department) are in the second photo.



**May 2019 Board Report  
KCKCC Academic Affairs**



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All CNA students at Pioneer Career Center in both the high school and evening classes passed the certification exam on the first try. Great job to all the students and their instructors, Ms. Rosie Littles and Ms. Lynne Stallbaumer.

Congratulations to Health Professions faculty and staff who earned an advance degree this year:

Amanda Bentley, PN adjunct – MSN, Western Governors University, July 2018

Bronyal McFadden, ADN faculty – DNP, University of Mary, April 2019

Raemee Knepper, PTA lab assistant – BS, Fort Hays State, May 2019

Health Professions Events that the Board is welcome to attend:

- a. Respiratory Therapy Pinning  
Tuesday, May 21, 2019  
Providence Medical Center – 8929 Parallel Parkway – Auditorium  
6:00pm-7:00pm
- b. Physical Therapist Assistant Pinning  
Tuesday, May 21, 2019  
KCKCC TEC Multipurpose Room  
7:30pm-8:30pm
- c. Nursing Pinning (ADN and PN) - This event will be live streamed  
Wednesday, May 22, 2019  
KCKCC Field House  
7:00pm-8:00pm

**May 2019 Board Report  
KCKCC Academic Affairs**

**Addendum from Career & Technical Education Division - Kansas SkillsUSA Competitions Results**

April 24, 25, 26, 2019

Hutchinson, Kansas

Name:	Contest:	Medal:
<i>Team H</i>	Esthetics PS (Post-Secondary)	Gold
Alexys Allen		
Mia McGinnis		

Name:	Contest:	Medal:
<i>Team C</i>	Nail Care HS (High School)	Bronze
Deshawn Baily III		
Mya Jackson		

<i>Team H</i>	Nail Care PS	Silver
Carlajah Jones		
Tahdrah Bonner		

<i>Team A</i>	Nail Care HS	Silver
Maria Lopez		
Maria Calderon		

<i>Team G</i>	Nail Care PS	Bronze
Jalinda Pizarro		
Haylee Trader		

**Other Medalists:**

<b><i>Carpentry:</i></b>		
Matt Nesselrode	Carpentry PS	Silver

<b><i>CNC Turning:</i></b>		
William Jones	CNC Turning PS	Gold
Alfredo Lopez	CNC Turning PS	Bronze
Joseph Staresinic	CNC Turning HS	Gold
Jayden Vitt	CNC Turning HS	Silver

<b><i>Cosmetology:</i></b>		
Kathryn Edwards	Cosmetology PS	Gold
Monica Lara-Ramirez	Cosmetology PS	Silver

<b><i>Commercial Baking:</i></b>		
Jasmine Goudeau	Commercial Baking PS	Gold
Navaeh Henderson	Commercial Baking HS	Gold
Stavia Thompson	Commercial Baking HS	Bronze

**May 2019 Board Report  
KCKCC Academic Affairs**

***Criminal Justice:***

Erick Ruiz	Criminal Justice PS	Gold
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***Culinary Arts:***

James Preston	Culinary Arts PS	Silver
Destiny Walker	Culinary Arts PS	Bronze
Angelina Yang	Culinary Arts HS	Silver

***Major Appliance and Refrigeration:***

Nigusse Hagos	Major Appliance and Refrigeration HS	Silver
Sergio Sanchez	Major Appliance and Refrigeration HS	Bronze

BOARD OF TRUSTEES REPORT  
May 2019

**ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN**

**Enrollment Report**

- Spring 2019 finished 16 students and 186 credit hours down from Spring 2018
- Summer 2019 enrollment is down 187 students and 827 credits from the same reporting date Summer 2018
- Fall 2019 enrollment to date is up 248 students and 2,372 credit hours compared to the same reporting date last year
  - See attached reports - all information provided by Institutional Research as of 5/13/2019.

**SPRING 2019**

Campus	Headcount			
	05.13.2019	05.14.2018	Change #	Change %
	Spring 2019	Spring 2018		
FRSC	32	41	(9)	-22%
HS	941	932	9	1%
MC	2,594	2,677	(83)	-3%
OC	261	340	(79)	-23%
OL	1,892	1,921	(29)	-2%
PION	266	317	(51)	-16%
TEC	781	737	44	6%
USDB	68	86	(18)	-21%
<b>Total</b>	<b>5,390</b>	<b>5,406</b>	<b>(16)</b>	<b>-0.3%</b>




**SUMMER 2019**

Campus	Headcount			
	05.13.2019	05.14.2018	Change #	Change %
	Summer 2019	Summer 2018		
BL		8	(8)	-100%
MC	446	540	(94)	-17%
OL	878	983	(105)	-11%
PION	46	62	(16)	-26%
TEC	156	163	(7)	-4%
USDB	13	14	(1)	-7%
<b>Total</b>	<b>1,386</b>	<b>1,573</b>	<b>(187)</b>	<b>-12%</b>





**FALL 2019**

Campus	Headcount			
	05.13.2019	05.14.2018	Change #	Change %
	Fall 2019	Fall 2018		
BL		1	(1)	-100%
DWNTN	2			
FRSC	9	20	(11)	-55%
HS	242	100	142	142%
MC	966	899	67	7%


OC	143	75	68	91%
OL	540	565	(25)	-4%
PION	80	97	(17)	-18%
TEC	277	195	82	42%
USDB		1	(1)	-100%
<b>Total</b>	<b>1,669</b>	<b>1,421</b>	<b>248</b>	<b>17%</b>

Key Performance Goal	KANSAS CITY KANSAS COMMUNITY COLLEGE 2018-2019 ENROLLMENT MANAGEMENT KPI's					ACHIEVED / NOT ACHIEVED																														
1. Increase credit hour generation by 2.5% a. Indicator: Credit hours	<table><tr><td></td><td>Total Credit Hours</td><td>Percent +/-</td><td colspan="2"></td></tr><tr><td>2015/2016</td><td>108,180</td><td></td><td colspan="2"></td></tr><tr><td>2016/2017</td><td>108,197</td><td>.02%</td><td colspan="2"></td></tr><tr><td>2017/2018</td><td>111,041</td><td>2.63%</td><td colspan="2"></td></tr><tr><td>2018/2019*</td><td>107,734</td><td>-2.98%</td><td colspan="2"></td></tr><tr><td>*Summer pending</td><td></td><td></td><td colspan="2"></td></tr></table>						Total Credit Hours	Percent +/-			2015/2016	108,180				2016/2017	108,197	.02%			2017/2018	111,041	2.63%			2018/2019*	107,734	-2.98%			*Summer pending					2017-2018 Achieved    2.63%
	Total Credit Hours	Percent +/-																																		
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2018/2019*	107,734	-2.98%																																		
*Summer pending																																				
2. Increase the percentage of graduating seniors from high schools in service area counties who enroll at KCKCC by 2.5%	<table><tr><td>KPI 2: Enrolled after High School at KCKCC</td><td>Total Headcount</td><td>Percent +/-</td><td colspan="2"></td></tr><tr><td>2015FA</td><td>728</td><td></td><td colspan="2"></td></tr><tr><td>2016FA</td><td>681</td><td>-6.46%</td><td colspan="2"></td></tr><tr><td>2017FA</td><td>752</td><td>10.43%</td><td colspan="2"></td></tr><tr><td>2018FA</td><td>776</td><td>3.19%</td><td colspan="2"></td></tr></table>					KPI 2: Enrolled after High School at KCKCC	Total Headcount	Percent +/-			2015FA	728				2016FA	681	-6.46%			2017FA	752	10.43%			2018FA	776	3.19%			2018FA Achieved    3.19%					
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3. Increase the percentage of adults enrolled at KCKCC from each service area county	<table><tr><td>Term</td><td>WY</td><td>LV</td><td>WY/LV combined</td><td>Percent +/-</td></tr><tr><td>2015/2016</td><td>4,661</td><td>1,871</td><td>6,532</td><td></td></tr><tr><td>2016/2017</td><td>4,444</td><td>1,681</td><td>6,125</td><td>-6.23%</td></tr><tr><td>2017/2018</td><td>4,237</td><td>1,562</td><td>5,799</td><td>-5.32%</td></tr><tr><td>2018/2019*</td><td>3,866</td><td>1,341</td><td>5,207</td><td>-10.21%</td></tr><tr><td>*Summer Pending</td><td></td><td></td><td></td><td></td></tr></table>					Term	WY	LV	WY/LV combined	Percent +/-	2015/2016	4,661	1,871	6,532		2016/2017	4,444	1,681	6,125	-6.23%	2017/2018	4,237	1,562	5,799	-5.32%	2018/2019*	3,866	1,341	5,207	-10.21%	*Summer Pending					2017-2018 Not Achieved    -5.32%
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4. Increase high school dual/ concurrent enrollment by 2.5% a.Indicator: Credit hours	<table><tr><th>Term</th><th>Headcount</th><th>Percent +/-</th><th>Credit Hours</th><th>Percent +/-</th></tr><tr><td>2015/2016</td><td>1,125</td><td></td><td>6,467</td><td></td></tr><tr><td>2016/2017</td><td>1,413</td><td>25.60%</td><td>7,679</td><td>18.74%</td></tr><tr><td>2017/2018</td><td>1,932</td><td>36.73%</td><td>10,386</td><td>35.25%</td></tr><tr><td>2018/2019</td><td>1,892</td><td>-2.07%</td><td>10,751</td><td>3.51%</td></tr></table>	Term	Headcount	Percent +/-	Credit Hours	Percent +/-	2015/2016	1,125		6,467		2016/2017	1,413	25.60%	7,679	18.74%	2017/2018	1,932	36.73%	10,386	35.25%	2018/2019	1,892	-2.07%	10,751	3.51%	2018-2019 Achieved  3.51%										
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2018/2019	1,892	-2.07%	10,751	3.51%																																	
5. Increase summer term headcount and credit hours a. Indicator: Headcount and credit hours	<table><tr><th>Term</th><th>Headcount</th><th>Percent +/-</th><th>Total Credit Hours</th><th>Percent +/-</th></tr><tr><td>2015SU</td><td>2,486</td><td></td><td>11,419</td><td></td></tr><tr><td>2016SU</td><td>2,193</td><td>-11.79%</td><td>10,153</td><td>-11.09%</td></tr><tr><td>2017SU</td><td>2,025</td><td>-7.66%</td><td>9,672</td><td>-4.74%</td></tr><tr><td>2018SU</td><td>2,036</td><td>.54%</td><td>10,007</td><td>3.46%</td></tr><tr><td>2019SU*</td><td>1,386</td><td>-33.06%</td><td>7,176</td><td>-28.29%</td></tr><tr><td>*Summer pending</td><td></td><td></td><td></td><td></td></tr></table>	Term	Headcount	Percent +/-	Total Credit Hours	Percent +/-	2015SU	2,486		11,419		2016SU	2,193	-11.79%	10,153	-11.09%	2017SU	2,025	-7.66%	9,672	-4.74%	2018SU	2,036	.54%	10,007	3.46%	2019SU*	1,386	-33.06%	7,176	-28.29%	*Summer pending					2018SU Achieved  3.46%
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2019SU*	1,386	-33.06%	7,176	-28.29%																																	
*Summer pending																																					
6. Increase the number of completed applications a. Indicator: Applications completed	<table><tr><th>Term</th><th>Applications completed</th><th>Percent +/-</th></tr><tr><td>2015/2016</td><td>6,419</td><td></td></tr><tr><td>2016/2017</td><td>7,880</td><td>22.76%</td></tr><tr><td>2017/2018</td><td>7,052</td><td>-10.51%</td></tr><tr><td>2018/2019*</td><td>6,446</td><td>-8.59%</td></tr><tr><td>2019/2020*</td><td>2,226</td><td></td></tr><tr><td>*pending</td><td></td><td></td></tr></table>	Term	Applications completed	Percent +/-	2015/2016	6,419		2016/2017	7,880	22.76%	2017/2018	7,052	-10.51%	2018/2019*	6,446	-8.59%	2019/2020*	2,226		*pending			2017-2018 Not Achieved  -10.51%														
Term	Applications completed	Percent +/-																																			
2015/2016	6,419																																				
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2018/2019*	6,446	-8.59%																																			
2019/2020*	2,226																																				
*pending																																					
7. Increase application to enrollment a. Indicator: % of applications completed where student enrolled	<table><tr><th>Term</th><th>Did not enroll ennnn</th><th>Did enroll</th><th>Percent enrolled +/-</th></tr><tr><td>2015/2016</td><td>3,731</td><td>2,688</td><td>41.88%</td></tr><tr><td>2016/2017</td><td>4,672</td><td>3,208</td><td>40.71%</td></tr><tr><td>2017/2018</td><td>3,896</td><td>3,156</td><td>44.75%</td></tr><tr><td>2018/2019*</td><td>3,639</td><td>2,807</td><td>43.55%</td></tr><tr><td>*Summer pending</td><td></td><td></td><td></td></tr></table>	Term	Did not enroll ennnn	Did enroll	Percent enrolled +/-	2015/2016	3,731	2,688	41.88%	2016/2017	4,672	3,208	40.71%	2017/2018	3,896	3,156	44.75%	2018/2019*	3,639	2,807	43.55%	*Summer pending				2017-2018 Achieved  4.04%											
Term	Did not enroll ennnn	Did enroll	Percent enrolled +/-																																		
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2017/2018	3,896	3,156	44.75%																																		
2018/2019*	3,639	2,807	43.55%																																		
*Summer pending																																					



8. Increase % of new Fall students that enroll and return in Spring  a. Indicator: Headcount %					2018FA Not Achieved   -6.88%
	Term	New Students	Returned following term	% Returned	
	2015FA	2,688	1,376	51.19%	
	2016FA	3,208	1,736	54.11%	
	2017FA	3,156	1,753	55.54%	
	2018FA	2,807	1,366	48.66%	

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

### Enrollment

Students have been contacted to enroll in summer and fall courses; over 40,000 emails have been sent to current, prospective, and stop-out students encouraging enrollment.

### April Admissions Data

Total Community Events	18
Total Campus Visits	5
Total School Visits	19
Total People from all Events / Visits	1756
Total Inquiry Cards Completed	191
# of Post Cards Mailed	1121
# of Phone Calls Made	30
# of Emails to Prospective Students	39,507
# of Applications Completed For Month	914
# of Non-TEC Applications Processed For Month	694
# of TEC Applications Processed For Month	220
# of International Students Inquiries For Month	28

### Personnel

The Administrative Assistant I position has been posted, and the top zoom interview candidates will be invited to campus for a face-to-face interview on May 15 or May 17. The top candidate will be offered the position, pending the reference and background check. The Recruiting Admissions Coordinator position has been posted, and we will begin the application review process soon. Being fluent in Spanish is a preferred qualification for both positions.

### Express Enrollment

Express Enrollment was held on April 12-13 for summer and fall 2019 enrollment.

April 2019 Express Enrollment	Friday (4:30 pm - 6:00 pm)	Saturday (8:00 am - 12:00 pm)	
Admissions	6	18	
Registrar	12	12	
Student Success Center	16	32	
Financial Aid	4	9	

Testing Services	0	15	
Military and Veterans Services	0	0	
<b>Totals:</b>	<b>38</b>	<b>86</b>	<b>124</b>

This is the most students we have ever served for Express Enrollment

Spring 2017 - 66 students; Fall 2017 - 72 students; Spring 2018 - 37 students; Fall 2018 - 22 students

### High School Partnership Program

High School visits are underway to secure fall enrollments

Enrollments/Inquiries as of 5-10-19		
High School	Enrollment date	Number of Students enrolled
Tonganoxie	4/17/2019	57
Leavenworth	5/8/2019	18
Basehor Linwood	4/29/19-5/1/19	89
Bonner Springs	4/9/19-4/10/19	60
Pleasant Ridge	5/10/2019	11
Wyandotte	5/21/2019	
Bishop Ward	5/17/2019	
Washington	5/14/2019	18
Harmon	5/16/2019	
Piper	5/13/2019	30
Schlagle	5/13/2019	
Turner	5/15/2019	63
Sumner	TBD	
<b>Total</b>		<b>346</b>
Contacts-May	Student inquiries	Parent Contacts
Mary Kobe	7	8
Lindsey Bruns	4	5

The students listed below will complete their associate degree along with their high school diploma this May. These students were recognized on May 14, 2019, at a joint KCKCC-KCKPS School Board Meeting. Two of the students are planning on attending KCKCC graduation.

- Lesly Alonso, AA, Harmon High School
- Oliver Vera, AS, Harmon High School (second from left in photo)
- Saul Orozco, AS, Wyandotte High School (middle of photo)



### International Admissions

As of May 10, a total of 10 F-1 international status students have been admitted, and I-20's shipped. This is a record for this school to have this number of F-1 students admitted this 'early' in the admissions season.

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

#### Financial Aid Applications Received as of May 9

Academic Year	Number of Records
2018-19	13,071
2017-18	13,250
2016-17	12,116

#### Financial Aid Disbursed to Student Accounts as of May 9

	FALL	SPRING	TOTAL
2018-2019	\$6,934,489	\$6,175,194	\$13,109,683
2017-2018	\$7,376,186	\$6,459,336	\$13,835,522
2016-2017	\$7,817,852	\$7,069,984	\$14,887,836

#### Financial Aid Applications for Upcoming Academic Year Received as of May 9

2019-2020	4882
2018-2019	5422
2017-2018	4383

### Student Loan Counseling Activities

Student Loan exit counseling information has been sent to 169 students who will graduate this May. Students received an email, sent to both his or her KCKCC email account and their personal email on file. The email included the federal loan exit brochure, and an introductory letter from Student Connections, our loan management vendor.

Also, each student was sent a loan debt letter that lists the total indebtedness under the federal loan programs and highlights their loan servicer. It also provided the student with contact information for their loan servicer. The average loan debt for this group of graduates is \$16,764.

During the Fall 2018 and Spring 2019, 121 students were required to attend additional loan counseling conducted by Tammy Reece, KCKCC Loan Coordinator. These students requested a Federal Direct Loan for the year and had a total student loan debt of over \$40,000.

### **Classes Eligible for Federal Financial Aid**

U.S Department of Education regulations requires that a student must be enrolled in an eligible degree or certificate program to receive federal financial aid. Additionally, only classes that are required for the student to earn their degree or certificate are eligible for federal financial aid funding.

The KCKCC Student Financial Aid Office is currently setting up our administrative system to review student coursework as part of the student's degree or certificate requirements in order to determine the amount of federal financial aid the student may receive.

(Note: Developmental courses and ESOL courses are eligible for financial aid funding, up to a maximum of 30 attempted credits of coursework.)

If a student is enrolled in any courses that do not count toward fulfilling the requirements of the student's degree or certificate program, as listed on the student's Degree Audit, those courses cannot be used to determine enrollment status for federal financial aid. While students may take classes that are not required for their degree or certificate program, KCKCC cannot count the credit hours for those courses when determining the amount of federal aid the student may receive.

### **Courses not on the student's Degree Audit**

Pre-requisite courses, approved deviations, substitutions, or Honors Program Courses may be added to the student's financial aid eligibility credit load. The student must complete a Financial Aid Course Eligibility Exception Request Form, available from the Student Financial Aid Office, for any of these courses.

The student Financial Aid Office has disseminated this information to the Dean's Council, academic advisors, program coordinators, and students. A web page has been posted on the Financial Aid Page. Students will receive notification when they enroll in a course not covered by federal financial aid.

This policy will assure that the college complies with federal financial aid regulations and encourage students to stay on track to graduate.

## **STUDENT SUCCESS CENTER - SHAY DODSON, LEAD ADVISOR**

### **Face To Face Advising April 2019**

Advising Type / Purpose of Visit	MAIN	PION	TEC	Totals
General Advising	76	68	48	192
Degree Check*	44	15	1	60
Degree Plan	0	28	3	31
Reinstatement after Dismissal (Shay & Scott)	2	0	0	2

Schedule Adjustment	10	1	0	11
Returning Enrollment	439	50	0	489
New Enrollment	137	31	179	347
Financial aid exclusion	3	0	37	40
Withdrawal	17	4	0	21
Drop	0	1	4	5
Other	0	0	0	0
TOTAL	728	198	272	1198
Walk-Ins	341	207		548
Appointments	387	39		426
<b>GRAND TOTAL:</b>	<b>728</b>	<b>246</b>	<b>272</b>	<b>1246</b>

PION reported 246 total students advised in person for the month of April.

#### Online Advising APRIL 2019 / Main Campus

ONLINE ADVISING / Advising@kckcc.edu (Carla, Shay, Marshall)	
Advising inbox - general advising	572
Advising inbox - enrollments	131
Advising inbox - appointment requests	68
<b>Total</b>	<b>771</b>
Online Advising Form Data (Marshall Jackson)	
Initial Contacts (Students Assisted)	84
Number of inquiries	100
Contact activities generated	145
Students enrolled	59
<b>Total</b>	<b>388</b>

#### 4/12 - 4/13 Express Enrollment Main campus

General Advising	10
Enrollment - New	12
Enrollment - Returning	19
Enrollment - Adjustment	1
Withdrawal	2
<b>GRAND TOTAL</b>	<b>44</b>

#### 4/11 Wyandotte HS Enrollment Day Main campus

General Advising	5
------------------	---

Enrollment	3
<b>TOTAL</b>	<b>8</b>

## Retention Strategies

### Student Outreach - Shay Dodson

Early Alert retention and support communication via student email/personal email, voice mail, sent out. Early Alert only received by one instructor this month. The student is doing well and now working with a faculty member on completing coursework SP19 after death in the family that caused him to fall behind – working with / referral to counseling services for grief/loss support. No other early alerts reported out from teaching faculty.

Summer 2019 Enrollment & Persistence - All current students contacted via personal and student email and social media to enroll in Summer 2019 classes.  
New website created at [www.kckcc.edu/enrollnow](http://www.kckcc.edu/enrollnow) with easier 4-page summer class schedule-at-a-glance.

Banners, flyers/posters designed and distributed by Advising and Admissions teams. Admissions is working on outreach to community and high schools promoting and recruiting for Summer 2019. Letter, flyers, and posters mailed or taken to dual partner high schools and all other area high schools + community organizations part of Livable Neighborhoods, including El Centro and local libraries.

KCKCC Hosted KC Scholars Adult Learner Orientation and Recruitment Event. More than 180 KC Scholars visited KCKCC May 8th for the adult learner orientation!





## **PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR**

4/3/19 - Represented KCKCC/PCC at the Leavenworth Educational Foundation Breakfast

4/6/2019 - Hosted Kansas State Science session in conjunction with Marisa Grey

4/13/2019 - Participated in Spring PAIR Day on Fort Leavenworth. We talked with about 200 of 1500 in attendance, handing out our Summer Schedule as well as information about the variety of programs we offer in addition to the information about our Summer Kids camps of Culinary, Construction, and possibly LEGOs.

4/20/2019 - We hosted a Community-Wide Easter Egg Hunt with the Skills USA students from the Culinary program as well as other instructors. We had over 300 in attendance gathering eggs, getting pictures with the Easter Bunny, riding horses, doing the obstacle course and riding the flying ship.

4/29/2019 - Career Awareness day was at PCC for 240 8th grade middle school students. 220 from Lansing Middle school and 20 from Easton Middle school. Students hammered nails, made magnets, decorated cookies, learned about taking blood pressures and a variety of other things.



## **DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY**

4/10 & 24/2019 - (JRCF) Met with 25 students, registered 8 in a new section of Serve Safe that will be 5/7-9/2019, received seven new applications for admission, answered questions about bills and summer schedule. Registered 4 for Summer classes

4/17/2019 - (USDB) Tested six students for math placement, three advising sessions, three degree applications completed for graduation.

## **MILITARY AND 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 several services and resources we provide daily.

Veteran Center Visits		
September	47	
October	185	
November	132	
December	105	X-Mass Break
January	189	X-Mass Break
February	218	
March	159	Spring Break
April	209	
<b>Total</b>	<b>1244</b>	

Reason for Visit	
Study	352
Socialize	380
Benefit Questions	193
Enroll & Application Questions	91
Computer use	151
Other	77
<b>Total</b>	<b>1244</b>

Branch of Service	
Army	757
Navy	64
Marines	185
Air Force	142
Coast Guard	1
N/A	95
<b>Total</b>	<b>1244</b>

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

Type of Visitor	
Current Status	Number
Active Duty	219
Veteran	736
Military/Veteran Dependent	191
Civilian	98
<b>Total</b>	<b>1244</b>

#### April Events:

April 8th: The Veteran Center supported the VA's National Campaign "I am not invisible campaign" photo shoot for women veterans. The photos will be presented in November.

April 18th: Congresswoman Davids visited the Veteran Center

April 25th: The Veteran Center supported the KCKCC "Get Hired Career Fair" downtown Kansas City



Planned May events:

May 4th: The Veteran Center is supporting the Student Veterans of America for the Blue Devil 5K run.

May 9th: The Veteran Center along with the SVA is hosted the Inaugural KCKCC Student Veteran Association Dinner to honor KCKCC Military, Veteran, and Dependent students with special recognition for those that are graduating.



Student Veteran Graduation Celebration Dinner 5/9/19





Congresswoman Davids visits KCKCC Veteran Center



Career Fair

## REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

To assist our students in being in compliance with the new Financial Aid guidelines, the Registrar's office created two separate forms for students. One to update their personal information and a separate one to update their major.

### TRANSCRIPT SERVICES:

Clearinghouse Enrollment or Degree Verifications:	18
U.S. Office of Personnel Mgmt. Degree Verifications:	13
Phone/Faxed Employer Degree verifications:	12

### GRADUATION SERVICES:

Degree Checks processed:

December 2018	390	Graduated
May 2019	541 **	** as of 05/09/2019
July 2019	134 **	** as of 05/09/2019

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 Checks Processed	934	1198	1,065*	*As of 05/09/2019

## TESTING SERVICES - FAITH MOODY, TESTING SPECIALIST

Total Placement Tests This Semester

Spring 2019*	Spring 2018	Spring 2017
1378	1924	1884

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

#### April Placement Test sessions

Year	Main	PCC	TEC	High Schools	Distance Ed	Total
April 2019**	207	25	21	323	2	578
April 2018	179	21	42	253	0	495
April 2017	211	33	23	327	0	594

\*\*2109 are ACCUPLACER Next Generation tests; the other years are ACCUPLACER Classic tests.

#### April Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
<b>April 2019**</b>	# Administered	447	492	288	578
	Developmental	231	307	158	385
	% Developmental	52%	62%	55%	67%
<b>April 2018</b>	# Administered	427	444	229	495
	Developmental	226	250	165	339
	% Developmental	53%	56%	72%	68%
<b>April 2017</b>	# Administered	426	473	325	594
	Developmental	228	259	212	381
	% Developmental	54%	55%	65%	64%

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

#### STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

#### COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

##### Counseling & Direct Contact Services

- Provided 56 counseling sessions:  
57% Personal Issues, 5% Crisis Intervention, 9% Academic, 21% Career, 4% Victim Advocacy, 4% Disability
- Provided 29 consultations to KCKCC faculty and staff

##### Educational & Advocacy Services

- Presented the Culture of Respect programs to BLUE Classes
- Provided Co-curricular support for the presentation "Heathers, the Musical"
- Cohosted Trans Visibility: G.L.A.S." with the OQA Diversity Club for Trans Visibility Day
- Hosted a table at the KCKCC Health Fair
- Hosted "Myths vs. Data about Sexual Assault" for Sexual Assault Awareness Month

#### STUDENT ACCESSIBILITY AND SUPPORT SERVICES

### Students Requesting Accommodations:

Disability	April 2019	April 2018	April 2017
Autism Spectrum Disorder	11	4	2
Attention Deficit Disorder	17	25	17
Blind/Visual Impairment	8	2	5
Deaf/Hard of Hearing	3	4	2
Head Injury	3	6	3
Intellectual Disability	3	0	3
Learning Disability	65	19	11
Medical	8	6	3
Physical	4	4	8
Psychiatric	17	21	20
Other Health Impaired	1	0	0
<b>Total</b>	<b>140</b>	<b>91</b>	<b>74</b>

### Narrative Activities:

- SASS was able to provide braille copies of math books that are no longer used at KCKCC to the Kansas Instructional Resource Center (KIRC). Now, these materials can be used by any visually impaired high school student in the state to study and prepare for college-level math.
- Carly presentation on disability services offered at KCKCC-TEC at Basehor-Linwood High School, Bonner Springs High School, and Harmon High School.

### STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

#### Programming:

- 2018-19 Commencement
  - Preparing for Commencement
  - Final Four @ KCKCC (Graduates)
    - Preparing to host the 2<sup>nd</sup> Final Four for our 2018-19 Graduates
  - Preparing for the 2019 Fishing Derby at the KCKCC Lodge by the Lake
  - Coordinated the 2019 End of the Year Bash, which brought in four food trucks of Tacos, BBQ, Iced Coffee, and Gelato, a mechanical bull and the "Nuclear Meltdown" ride. The event brought in full engagement from students and staff alike.
- FBOE
  - hosted a Year-End Student Concert night, where students were encouraged to perform their music, poetry, etc. to a live audience of over 50 people;
- TEC Student Senate and Activities
  - End of Year Bash: May 10<sup>th</sup> from 8:30 am - 1 pm
- PCC Student Senate and Activities
  - End of Year Bash: May 2nd
- Main Campus Student Senate
  - 2019 Student Senate Elections: May 1<sup>st</sup> and 2<sup>nd</sup> - Completed
  - Completed 2019 Budget Proposals and Club Budget Hearings

- Preparing for the 2019 Student Senate Leadership Retreat (Old Executive & New Executive Teams)

## STUDENT HOUSING-LAKEISHIA RICHARDSON, HOUSING SUPERVISOR

### Housing Residence:

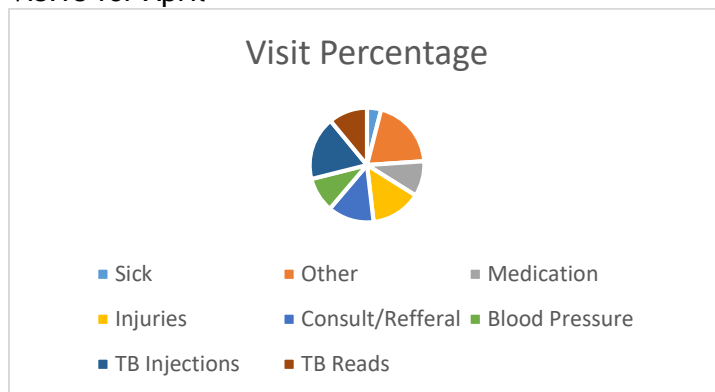
- 98: Student-Athletes
- 22: Non-Athletes
- 120: Students are currently in Student Housing

### Programming:

- Assisted College Nurse with Health Fair
- Coordinating CastleBranch process for Fall move-In
- Coordinating and developing of Move-In for Athletes
- Updating Housing Application for Summer and Fall 2019

## STUDENT HEALTH CENTER- KIM LELAND, NURSE

### VISITS for April

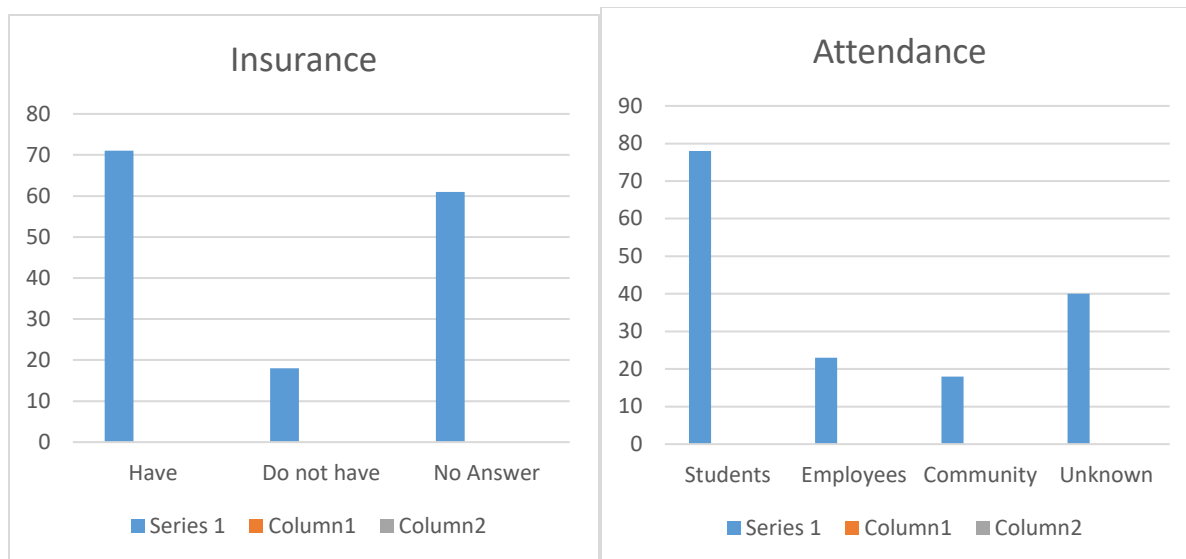


Visit Reason	%	
Sick	2%	6
Other	21%	52
Medication	16%	41
Injuries	4%	4
Consult/Ref	10%	23
BP check	19%	47
TB Inject	16%	38
TB Read	11%	27

As you, see from the above information the Percentages of visits increased in April. This month brought in 242 visits. Visits were for a wide array of needs for staff/faculty, students and the community.

### Accomplishments for April

This year the Annual Health Fair served the Community, Students, Staff and Faculty with 32 vendors.



## TRIO SSS-MICHAEL COZART, DIRECTOR

### Participants

105 active TRIO students for AY 2108-19.

64 First-Gen & Low-Income

26 First-Gen only

13 Low-Income Only

13 Low-Income w/ Disability

- In preparation for the writing of the new grant, Michael Cozart attended the TRIO SSS Grant Writing Workshop in San Diego, April 16-18
- TRIO collaborated with Student Activities and Financial Aid to sponsor an “Understanding Credit” workshop on April 30. 26 student attended, as well as some faculty and staff.

## ATHLETICS - TONY TOMPKINS, DIRECTOR OF ATHLETICS

### Athletic Director:

Working with the CVB of Kansas City Kansas to look into the possibility of hosting NJCAA Region and District Tournaments in the KCK area

### Baseball:

Finished with a regular season of record of 39-14 and finished 3<sup>rd</sup> in the East side of the Conference. The Baseball team will host the 1<sup>st</sup> round of Districts vs. Barton with the winner advancing to Wichita starting on May 15<sup>th</sup>.

### Softball:

Finished with a regular season of 34-18 and 6<sup>th</sup> place finish in the conference. They also won the 1<sup>st</sup> round of District play and will be playing in the District Semi-Finals in Topeka. This is the first time in 4 years that our softball team has advanced this far in postseason play.

**Golf:**

The golf team just missed the cut in making it to the National Tournament. They have a good Freshman group returning next year that should be competitive.



## BOARD OF TRUSTEES REPORT

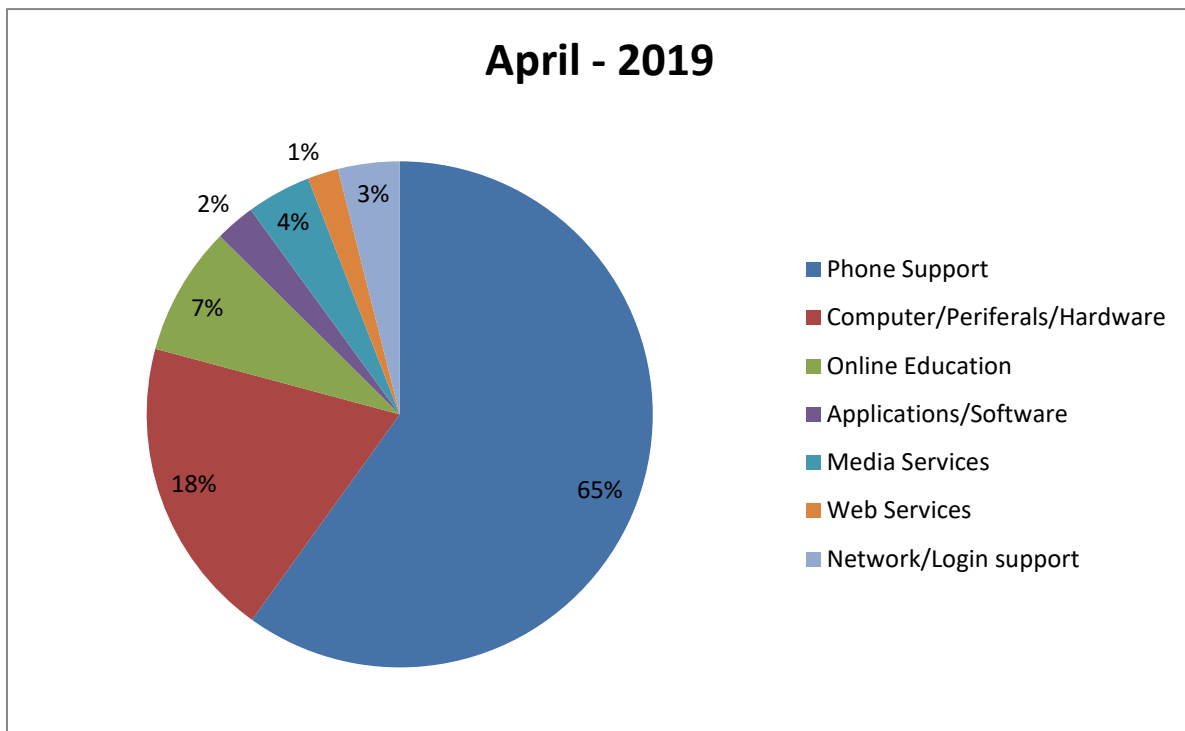
Peter Gabriel, Interim Chief Information Officer

### ACADEMIC SUPPORT

- Created and delivered eight training sessions on aspects of Office 365, specifically Teams and Applications.
- Met with and designed electronic data collection for WyCo Back to School organizations.
- Produced and distributed Tech Tips for entire campus.
- Assisted faculty members with voicemail and other issues from helpdesk.
- Spoke to Speech students about the experience of winning the National Championship along with Coach Joe McKinstry

### COMPUTING SERVICES

- 272 tickets were issued during the month of April - 325 tickets were resolved.
- The average time spent on each ticket was 1.3275 days
- 420 helpdesk calls were taken April average time per call was 3.22 minutes.



### MEDIA SERVICES

- Setup, and recorded the monthly Board of Trustees Meeting. Made an audio archival, a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup, recorded, and edited the Nartan Academy of Dance on April 20, 2019. The video will air on the college cable and YouTube channels.



- Setup, recorded, and edited: Sound Weaves: An Ethereal Experience. This event was an Indian Classical Music Concert with added interview questions. The event will air on the college's cable and YouTube channels.
- Setup and recorded Jazz by the Lake. The event is recorded and archived to YouTube and the college's cable channel.
- Setup and recorded the 2019 Hall of Fame event on April 27, 2019.
- Setup and recorded the Employee recognition dinner.
- Setup and prepared music for the Military Banquet.
- Setup and recorded The Jazz Choir at Trinty Luthern Church. The event will air on the College's cable and YouTube Channel.
- Setup and recorded 3 choir recitals in the choir room. The recordings will be used for archival pupposes.
- Recorded Adjunct Workshop. The event will be used for archival purposes.
- Preparing graphics, video equipment, and organizing transportation of equipment to the Field House and the Upper Jewll Lounge area for graduations, and monthly Board of Trustees Meetings. Equipment has to be stored and secured for travel to the various locations.
- Recorded and live streamed four days of the Jazz Summit from April 23, 2019 to April 26, 2019.
- YouTube analytics currently has 371 subscribers viewing 139,389 times of the video content on the college's YouTube channel. Vimeo streaming service has 1,463 views of KCKCC video content from April 01, 2019 to May 13, 2019.

## 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 - 99.96%
- Sip trunks for the new phone system have been setup and tested.
- Final testing stage of the new phone system has been completed.
- Dark fiber connections from 7250 to 6565 and 6800 State Ave have been completed, once testing has been completed, they will be enabled providing at minimum 10gb connections to both locations.
- Our new fiber connection to LVPCC has been installed, final configurations by the vendor are in process. After successful testing, cutover will take place between the Spring and Summer semesters.

# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### MAY 2019

#### Benefits

The open enrollment period for employee benefits has opened this month. The Human Resources Department and Bukaty Companies representatives have scheduled several meetings throughout open enrollment to assist employees with enrollment and present information regarding the College's benefit plans.

#### Training and Development

- Mary Bautista, assistant professor-practical nursing, completed the Faculty Professional Development program through Kansas City Professional Development Council (KCPDC).
- In the April 2019 HR report, it mentioned that the Human Resources Department would provide training sessions to assist supervisors and employees with the new evaluation process and forms. Below is a list of the training sessions that were offered in April and May.

<b>Training Session</b>	<b>Attendance</b>
Goal Setting	24
Position Description Writing	17
Performance Self-Evaluations	20
Performance Evaluations for Supervisors	5
Position Description Writing	9
Performance Self-Evaluations	11

## SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Baker, Sara	LPN College Nurse	Student Services	Student Affairs	05/02/19
Resignation	Bradley, Kara M.	Financial Aid Specialist I	Financial Aid	Student Affairs	05/15/19
Resignation	Demenge, Amy	Veterans Certifying Specialist II	Military and Veterans Center	Student Affairs	05/10/19
Resignation	Epperson, Yvette	Practical Nursing Instructor	Health Professions	Academic Affairs	05/31/19
Resignation	Hundley, Joshua	EMS Clinical Coordinator I	Health Professions	Academic Affairs	05/17/19
Resignation	Huwaldt, Kinsey	Assistant Athletic Trainer	Athletics	Student Affairs	05/27/19
Resignation	Kreiling, Andrew	Part-Time Maintenance Worker	Maintenance	Facility Services	04/12/19
Resignation	Mason, Alton	Assistant Men's Basketball Coach	Athletics	Student Affairs	04/30/19
Resignation	Newton, Kelley	Head Men's Basketball Coach	Athletics	Student Affairs	05/01/19
Separation	Brown, Dennis	FT Custodian	Facility Services	Finance	04/10/19
Resignation	Hundley, Joshua	EMS Clinical Coordinator I	Health Professions	Academic Affairs	5/17/19

\*\*\* During the April 2019 Board meeting, The Board of Trustees approved Jason Dang, instructor, to be released from his contract prior to the last duty day of the academic year. The Board of Trustees waived the early release fee in the amount of \$1,500.

## RECOMMENDATIONS/APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
Pay Correction	Buchholz, Dalton	Part-Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	05/01/19	\$11.57 per hour
Pay Correction	Loffredo, Jazz	Part-Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	05/01/19	\$11.57 per hour

Pay Correction in accordance to Master Contract	McFadden, Bronyal	Associate Professor Nursing	Nursing	Health Professions	04/26/19	\$77,425.32 annually
New Hire	Denning, Andrew H.	Part Time Motorcycle Instructor	Adult and Continuing Education	Career and Technical Education	04/15/19	\$20.00 per hour
New Hire	Gallegos, Veira M.	Accounting Specialist II	Business Office	Finance	04/23/19	\$36,000 annually
New Hire	Glasgow, Dawn	Part Time Open Enrollment Instructor	Adult and Continuing Education	Career and Technical Education	05/02/19	\$20.00 per hour
New Hire	Goodman, Denise J.	Part Time Adult Education Substitute Instructor	Adult and Continuing Education	Career and Technical Education	05/01/19	\$20.00 per hour
New Hire	Goudeau, Cynthia V.	Director of Assessment	Academic Support & Assessment	Academic Affairs	05/13/19	\$65,000 annually
New Hire	Grover, Alexander D.	Adjunct Instructor-Electrical Technology	Electrical Technology	Career and Technical Education	08/12/19	\$783 per credit hour
New Hire	Perry, Chris	Part Time Motorcycle Instructor	Adult and Continuing Education	Career and Technical Education	04/16/19	\$20.00 per hour
New Hire	Oatney-Becker, Kyle R.	Computing Services Specialist I	Computing Services	Information Services	06/15/19	\$40,800 annually
New Hire	Pittman, Ryan C.	Part Time Motorcycle Range Aid	Adult and Continuing Education	Career and Technical Education	04/22/19	\$11.57 per hour
New Hire	Shaw, Clinton	Custodian II	Facilities Services	Finance	05/01/19	\$33,280 annually
New Hire	Whitten, Deon	Part-Time Temporary-Director for Kids on Campus	Adult and Continuing Education	Career and Technical Education	05/28/19	\$7,000 (Kids on Campus program 6/3/19 -7/19/19)



**BOARD OF TRUSTEES REPORT  
FINANCE & ADMINISTRATIVE SERVICES  
MICHAEL BEACH, CHIEF FINANCIAL OFFICER  
MAY 2019 REPORT**

**FINANCE - MICHAEL BEACH, CFO**

- Childcare Facility Update
- Financial Statement Review

**BOOKSTORE - KASEY MAYER, DIRECTOR**

- Summer adoptions are at 100%. All orders are placed, and we are receiving books to put on the shelves.
- Fall adoptions are at 97.63%. We are working with Coordinators to complete the rest.
- This year we are starting a 1 day cap & gown hand out at TEC, so that those students have that option at their location.
- We are still in the process of updating our website to show and place orders for our general merchandise, e.g. spirit gear, electronics, supplies.
- We are in the process of hiring a part-time cashier for the main campus bookstore and are just wrapping up interviews.
- We are in the process of hiring 3 part-time food-prep assistants for the TEC Cafeteria, and are ready to start the screening process. These will replace existing positions due to turnover.

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

**FACILITY SERVICES - JEFF SIXTA, DIRECTOR**

Accomplishments:

- Continue Student Success remodel
- Fire Science 90% complete
- Childcare 75% complete- installed new cabinets
- Replaced cooling tower #3
- Installed can lights and dimmers in Board Room
- Replaced transformer at the Lodge by the lake
- Readied the TEC cooling system
- Installed door at Culinary - Pioneer Center
- Completed 90 minute emergency light test at Pioneer
- Installed new handrails in Math stairwell

Goals for May 2019:

- Continue Student Success remodel
- Continue Childcare remodel
- Start Learning Spaces remodel
- Install bridge south side of lake

**CAMPUS POLICE - GREG SCHNEIDER, DIRECTOR**

Summary:

- Chief Greg Schneider attended the IACLEA (International Association of Campus Law Enforcement Administrators) Regional Conference in Fayetteville, AR April 1 thru 4
- Officers Scott Breshears, Brandon Disney and Cody Martin attended In-Service Training in April at the Kansas City Kansas Police Academy to fulfill their state requirements
- Provided ID Badges for employees children for Take Your Child To Work Day April 25
- Provided coverage for the WYCO Ethnic Festival April 13

## **Policy: 5.10 (New)**

### **Cash Receipts**

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#### **Purpose**

To identify controls and safeguards to ensure appropriate receiving, recording and reconciliation of funds collected by the college.

#### **Policy Statement**

- A. The Bursar, through the College Business Office, is responsible for properly collecting, receipting and verifying all monies received by the college. This responsibility may be delegated to auxiliaries or departments to facilitate the receipting process, but oversight responsibility remains with the Bursar.
- B. Any department planning a business-related activity involving the collection of funds must contact the bursar to receive instructions and materials.
- C. The Bursar, in consultation with the accounting staff, will determine whether a sale is subject to sales tax. It is expected that appropriate sales tax is collected. Any office collecting funds must contact the bursar to determine sales tax requirements prior to any sales.
- D. A valid college receipt shall be issued to all persons or entities making payment to the College, with the exception of receipts from appropriations, grants, and contracts. This receipt may be a cash register receipt, a ticket, a handwritten pre-printed receipt, or other forms that have been pre-approved by the Bursar.
- E. All receipted monies are to be deposited with the Business Office, or with advance authorization deposited directly at the bank, daily.
- F. If funds received are infrequent and minor in amount, they may be turned in to the Business Office weekly or when \$50.00 is accumulated, whichever comes first. Adequate facilities must be available to safely store the funds. Funds should not be left unattended or unsecured.
- G. Cash collected may not be expended, retained or used as reimbursement for any reason. All purchases must be made using a purchasing card or requisition.
- H. All departments desiring to receive payments by debit/credit card, ACH transfer, e-pay, or other internet payment method, must have authorization from the Bursar prior to establishing the procedure. Such procedures and payment processing equipment shall be in compliance with Payment Card Industry (PCI) standards. This includes instructions in brochures, documents or web page mechanisms to receive such payments. The department is required to pay any and all merchant discount fees or other processing fees associated with receiving payments.

Change funds should only be used through the Business Office. They should be requested prior to each event where receiving cash is anticipated. At the completion of the event, the change fund and a reconciliation are to be returned to the Business Office by the end of the next business day. (see “E” above for adequate safe-keeping of funds). Change funds are subject to verification or recall by the Bursar any time without prior notification.

Board Approved: 5/21/2019

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## **Policy: 5.03**

### **College Business Hours**

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#### **Purpose**

To Establish standard business operating hours for each Kansas City Kansas Community College (KCKCC) location.

#### **Policy Statement**

##### College Business Hours

KCKCC Main Campus normal hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.

KCKCC Thomas R. Burke Technical Education Center normal hours of operation are Monday through Friday 7:00 a.m. to 6:30 p.m. when evening classes are in session and to 4:00 p.m. when they are not.

KCKCC Pioneer Career Center normal hours of operation are Monday through Thursday 7:30 a.m. to 8:00 p.m. and Friday 7:30 a.m. to 4:30 p.m.

Summer hours may differ.

##### Expectation of Business Hours

Some departments offer extended hours. Departments operating under extended hours are to keep hours up-to-date on their departmental page of the KCKCC website.

Employees are expected to work regular college operating hours unless otherwise assigned.

All locations are expected to be operational under the hours identified above. Alterations to location identified operational hours require presidential approval.

Revision Approved: 5/21/2019

## **Policy: 1.06**

### **College Closings**

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#### **Purpose**

To address how certain conditions may impact the operations of Kansas City Kansas Community College (KCKCC) and establish guidelines for how decisions will be made to cancel classes, close the College, and/or to cancel or postpone college events and activities.

#### **Scope**

This policy applies to closing due to inclement weather or any College closing.

#### **Policy Statement**

It is the policy of KCKCC to remain open at all possible times in order to maintain our commitment to providing service to our students. However, the College reserves the right to interrupt or reduce services in such a way as to limit negative impact for sustained periods of time.

Board of Trustees Policy delegates the responsibility of deciding when to close the College to the President or designee. Only the President or designee has the authority to close any and all locations of the College; and their judgment is the sole criterion upon which such a decision can be made.

In the event of KCKCC closing, all employees should check the KCKCC homepage, text alerts, and local television channels for the latest information regarding the College closing. All employees should have a valid phone number on file through Campus Police to be notified of the closing via the Emergency Notification System.

By Board of Trustees Policy, if the College is continued as per schedule and individuals cannot report to their daily assignments, these days will be counted as workdays and individuals will be expected to report, barring unsafe risks, even though they may be late. Each employee should call their supervisor/office informing the person on duty of such a delay and then plan to reach the College as soon as circumstance and conditions allow.

All employees who do not come to work for any reason on days the College is open shall report such absence to their supervisor, and take and report the appropriate leave or take the time off without pay.

Please see Procedure 1.06.1 for additional information.

Revision Approved: 5/21/2019

## Procedure: 1.06.1

### College Closing Procedure

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Below are the **procedures** that will be followed in relation to the College's Closing Policy (1.06).

1. The President or their designee directs the Campus Chief of Police and/or other individuals to assess current and forecasted weather conditions for the College's service area, including road conditions in proximity to all KCKCC locations, and to confer with the designated Facilities representatives regarding conditions on KCKCC property.
2. Concurrently, the KCKCC Chief of Police, President and/or designee communicates with KCK Public Safety and other area College representatives or School District superintendents and needed.
3. Campus Police and the President or their designee share their assessments.
4. Based on the shared assessments, the President or their designee determines whether to maintain normal operating hours, close, or implement a delayed opening of the College.
5. If the decision is made to close, or delay the opening of the College, the President or their designee communicates with Campus Police and/or the Chief Marketing and Outreach Officer to utilize the Emergency Notification System (ENS) to communicate a predetermined communication to faculty, staff and students. Campus Police implements the ENS. The Chief Marketing and Outreach Officer ensures the message is posted to the KCKCC website home page, and predetermined television and radio stations.
6. Campus Police contacts the Chief Financial Officer to arrange for snow removal services, or other treatments as necessary.

#### Daytime Considerations for Possible Afternoon or Evening Early Closings:

When the College geographic area is experiencing or expecting inclement weather conditions that would present travel conditions for students/employees/community members coming to KCKCC locations or leaving College locations at the conclusion of their normally scheduled activities that would make travel unsafe, the College will close earlier than its normally scheduled hours.

At all times possible, a decision to close the College early that would affect night time classes will be made by 4:00p.m. and communicated via the ENS via text, phone and email messages. Messages delivered via these medias are to be considered the only official KCKCC announcement.

#### Overnight Time Table for Possible Late Start or College Closings:

If forecasted weather conditions are determined to produce unsafe travel conditions for the following day, when possible, a decision to implement a delayed start or to close KCKCC locations will be made the night before. At all times possible the decision will be made in a timely fashion so ENS alerts and announcements to television and radio stations can be made by 10:00pm.

If forecasted weather conditions are still uncertain for the following day, at all times possible, the following schedule is followed.

3:00 - 3:45 AM - Campus Police drive a variety of road types and locations in the metro area and consult with KCK Public Safety and other official sources to best determine weather and road

conditions in the Metro Area. Simultaneously, the College President or their designee drive a variety of road types and conditions in the county perimeter to best determine road conditions for individuals traveling to a KCKCC location from a distance.

3:45 AM - The President or their designee and KCKCC Campus Police consult to best determine current and forecasted weather and road conditions.

4:00 AM - A decision is made as to whether the College will be maintain normal operational hours, close for the day, or implement a delayed start.

Methods used to communicate the official College decision is identical to the method described above.

#### College Closing Additional Information:

For inclement weather, the following are major, *but not all*, factors to decide whether to close, open regular time, or open with a delayed start.

- Does the storm have a wide breadth or is it a narrow band that will not be over the area for an extended time?
- What time is the storm anticipated to arrive and depart from the area?
- What is the projected outcome and accumulation for the storm, ice and/or snow?
- If it can be determined the night before that it is a large storm or it will continue to impact the area the following day, the decision may be able to be made the day prior.
- If it is not clear the impact the storm will have on the area, the timing is uncertain, and/or the next day forecast calls for clear weather, the decision will not be made until the next morning. (This course of action provides the most accurate and up-to-date information to make an informed decision.)

## KCKCC Policy: 2.23

### Employment Categories

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#### Purpose

It is the intent of Kansas City Kansas Community College (KCKCC) to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

#### Policy Statement

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws.

- **Non-exempt** – employees whose work is covered by the Fair Labor Standards Act (FLSA). Nonexempt employees are entitled to minimum wage and overtime under the provisions of federal and state laws.
- **Exempt** – employees that are exempt from minimum wage and overtime provisions of the FLSA. The nature of exempt work may require exempt employees to work more than regularly scheduled hours in a work week.

An employee's exempt or non-exempt classification may be reviewed and changed only upon written notification from the Human Resources Department.

#### Employment Classifications/Definitions:

##### Administrator

Administrators are employees that include the President of KCKCC, Vice Presidents, Chief Officers and Deans. These employees are responsible for planning, organizing, directing and evaluating their departments.

##### Full-time staff

A full-time staff employee is one who is regularly scheduled to work forty (40) or more hours in a week. There could be specific exceptions that would allow for a deviation to the 40 or more hour work week, due to college approved business-related needs.

##### Part-time staff

A part-time staff employee is regularly scheduled for less than 29 hours per week in a position expected to be active for more than 6 months.

##### Temporary staff

A temporary staff employee is one whose position will be active for less than 6 months. Temporary employees are those that are hired to complete short-term assignments.

### Full-time faculty

A full-time faculty employee is one whose salary is determined by either the 182 or 212 day salary schedule in the Master Contract.

### Adjunct Faculty

A part-time faculty employee who regularly teaches ten (10) credit hours or less on a semester by semester basis. Employees are assigned responsibilities based on credit hours.

### Acting Appointment

An acting appointment is defined by an employee filling a position on a temporary basis until the permanent full-time employee is expected to return to work.

### Interim Appointment

An interim appointment is defined by an employee filling a vacant position on a temporary basis until a competitive search process is completed.

Revision Approved: 5/21/2019

## **Policy: 2.01**

### **Employment Reference Checks**

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#### **Purpose**

To ensure that Kansas City Kansas Community College (KCKCC) is recruiting and hiring the best qualified candidate to contribute effectively to the College, it is the policy of KCKCC to check references of all internal and external applicants.

#### **Policy Statement**

Employment references will be conducted by the hiring supervisor or a designee that has been preapproved by the Human Resources Department. The Human Resources Department will provide an approved reference check form to hiring supervisors. The completed reference check form will be return to the Human Resources Department to be retained with the entire hiring packet.

Revision Approved: 5/21/2019

## **KCKCC Procedure 2.71.1**

### **Discrimination and Harassment**

#### **Purpose**

Kansas City Kansas Community College (KCKCC) is committed to providing an inclusive and welcoming environment for all members.

In accordance with the College's Discrimination and Harassment Policy 2.71, this procedure explains the process that will apply when an employee files a complaint of discrimination or harassment.

#### **I. Discrimination and Harassment Defined**

##### **Discrimination**

Discrimination is the denial of opportunity to, or adverse action against, a person because of that person's race, color, religion, national origin, age, disability, sex/gender (to include orientation, identity or expression), military/veteran status or any other characteristic protected by law and/or KCKCC policies. Actions or policies that provide unequal opportunity or adversely affect the terms and conditions of a person's employment or learning environment at KCKCC and which are motivated or based, in whole or in part, upon any of the foregoing categories can constitute discrimination in violation of KCKCC's nondiscrimination policy.

##### **Harassment**

A form of discrimination that occurs when verbal or physical conduct based on an individual's protected status unreasonably interferes with that individual's work performance or creates a hostile work environment for that individual, including affecting their personal safety or participation in collegesponsored activities.

- A. Hostile Environment** -Unwelcome conduct by an individual(s) against another individual based upon protected category/status that is sufficiently severe or pervasive that it alters the conditions of employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is hostile must be based on all of the circumstances. These circumstances could include the severity of the conduct, the frequency, and whether it is threatening or offensive.
- B. Sexual Harassment** – includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - 2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting that individual; or
  - 3. Such conduct has the purpose or effect of creating a hostile work or education environment.



## **II. Reporting Incidents of Discrimination or Harassment**

An individual who believes they have been the subject of discrimination or harassment is required to report the incident to Chief Human Resources Officer or designee (“investigator”). The report should be reported promptly and no later than 180 calendar days of the most recent incident. Any student, faculty or staff who knows of, receives information about or receives a complaint of discrimination or harassment is required to report the information to the Chief Human Resources Officer or designee.

All supervisors are required to report any complaints they receive of discrimination or harassment to the Chief Human Resources Officer or designee.

## **III. Employee representation**

### **Staff employees**

During the investigation and determination process, both a complainant and respondent are permitted to have a support person accompany them to investigatory meetings for the purposes of support throughout the investigation process. The support person will not be permitted to stand in for, speak for or act on behalf of the complainant or respondent. The support person must agree to maintain confidentiality of the process.

### **Professional employees**

In accordance with applicable collective bargaining agreements, represented employees may have the right to request and receive union representation during an investigatory meeting. The union representative will not be permitted to stand in for, speak for or act on behalf of the complainant or respondent. The union representative must agree to maintain confidentiality of the process.

## **IV. Complaint**

Once the allegation/complaint is received by the Chief Human Resources Officer or designee, they will provide the employee with a copy of the discrimination and harassment policy and procedure. The Chief Human Resources Officer or designee will discuss the employee’s allegation/complaint with them and familiarize the employee with the process.

Any anonymous complaints received regarding harassment or discrimination will be responded to the extent possible. The response to such reports may be limited if information contained in the reports cannot be verified by independent facts.

## **V. Investigation**

Every allegation/complaint will be investigated promptly and thoroughly, including any alleged instances of retaliation, intentional false charges or breaches of confidentiality. The Chief Human Resources Officer or designee may request that an independent investigator conduct the investigation at any time during the process.

## **VI. Interim Actions**

Under appropriate circumstances, the Chief Human Resources Officer or designee, may reassign or place an employee on administrative paid leave at any point in time during the investigation process. The determination to reassign or place an employee on paid administrative leave will be a result of the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and/or other relevant factors.

## **VII. Methods of Resolution**

- A. **Informal Resolution** – This informal process is intended to resolve actual or perceived instances of harassment and discrimination through agreement of mutual understanding between the parties involved at the lowest level. Possible resolutions by agreement of the parties may include but are not limited to: a.) a meeting between the Chief Human Resources Officer or designee, the complainant and the respondent; b.) a meeting between the Chief Human Resources Officer or designee and the respondent; c.) a recommendation for training course or seminars and/or d.) referral for mediation.

At the conclusion of the informal procedure, each party will be asked to sign an acknowledgement that the informal procedure was performed with their agreement and resulted in a resolution that was satisfactory. Signing the acknowledgement document is the final step in the informal resolution process and entirely voluntary. There will be no adverse consequences for anyone who declines to participate in the informal resolution procedure.

- B. **Formal Resolution** – A formal complaint may be filed as the first course of action or following the informal complaint process if there is no mutual acceptable resolution during the informal process. The complainant will be asked to provide their allegation in writing to the Chief Human Resources Officer or designee.

The complainant and respondent will be notified that an investigation has been initiated and will have the opportunity to provide any relevant information. The purpose of the investigation is to determine whether it is more likely than not that the alleged conduct occurred and, if so, whether it constitutes prohibited discrimination or harassment.

The investigation should be completed within 60 days following the initiation of the formal complaint unless there are specific circumstances that will impact the investigators ability to complete the investigation in the 60 day timeframe.

At the conclusion of a formal complaint the Chief Human Resources Officer or designee will develop a report that identifies the issues, facts gathered, conclusion and recommendations. Both complaint and respondent will be provided with correspondence regarding the conclusion of the investigation.

## **VIII. Determination**

Within five (5) business days of the conclusion of the investigation, the investigator will provide a separate written determination to both the complainant and respondent. The written determination will explain the scope of the investigation and explain where any allegations in the complaint were found to be substantiated or unsubstantiated. In the event the investigator finds that prohibited discrimination occurred, the written determination will include a statement of appropriate corrective and disciplinary

action to be taken. The specific disciplinary or corrective action is considered a personnel matter and will not be disclosed to the complainant.

The Chief Human Resources Officer or designee in conjunction with the appropriate supervisor will also implement reasonable and appropriate measures to ensure that the complaint is not subject to further discrimination and to remedy the effects of any discrimination that may have occurred.

#### **IX. Appeal Process**

Within ten (10) business days after of receipt of the determination, the complainant or respondent may appeal the findings of the investigator. An appeal must be filed in writing to the President or designee. The appeal must consist of a specific and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal. Appeals are not intended to open a new investigation of the complaint.

The President or designee will issue a decision on the appeal to all parties involved. The decision on appeal should be made within (10) business days from the date the appeal was received. The President may uphold or reverse the finding, decrease or increase the corrective action/disciplinary action or take other action as deemed appropriate. The written decision of the president on the appeal will constitute the final decision and exhaust the complainant's and respondent's administrative remedies under this procedure.

#### **X. Maintenance of Report/Complaint Procedure Documentation**

Upon completion of the complaint process, the complaint file will be maintained in a secure location in the Human Resources Department in accordance with applicable records retention schedule.

## **Policy: 3.01**

### **Insurance**

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#### **Purpose**

To attract and retain valuable employees, Kansas City Kansas Community College (KCKCC) will offer a comprehensive and competitive benefits program.

#### **Scope**

All full-time employees (reference Employment Category Policy 2.04) are eligible to participate in insurance benefit programs (i.e. health, dental, vision, etc.) that are available at KCKCC.

This policy will be in accordance with any provisions outlined in the Master Contract.

#### **Policy Statement**

The Board of Trustees reserves the right to change, amend or terminate any of the benefits at any time. A list of the current benefits provided to eligible employees, along with detailed explanations of each, will be found in the employee benefits booklet and on the Human Resources webpage. Administration of such benefits is delegated to the Human Resources Department, including maintenance of the explanation of benefit summaries.

In accordance with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), KCKCC will provide covered employees and their dependents who lose their insurance coverage for a qualifying event with temporary continued health insurance coverage.

Revision Approved: 5/21/2019

## **Policy: 2.55**

### **Outside Employment**

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#### **Purpose**

Kansas City Kansas Community College (KCKCC) recognizes that some employees may hold additional jobs or participate in activities outside their employment with the KCKCC. This policy is set forth to establish guidelines regarding outside employment.

#### **Policy Statement**

The primary responsibility of all employees at Kansas City Kansas Community College (KCKCC) is to accomplish the duties and responsibilities that have been established for their position. No employee is to engage in any outside employment which will in any way interfere with his/her college working hours or assigned duties. All employees will be judged by the same performance standards and will be subject to KCKCC's scheduling demands, regardless of any existing outside work requirement.

The following conditions apply to all employees that engage in outside employment or activities.

1. No employee shall engage in any outside employment or activity which involves the misuse of the facilities, equipment, supplies and college personnel.
2. No employee shall engage in any outside employment or activity if it involves such time demands that would interfere with the employee's work performance.
3. Employees who have accepted outside employment or other activities may not use accrued sick leave to engage in outside employment or other activities. Employees that are absent for outside employment or activities will be required to use vacation, merit or personal leave.

Revision Approved: 5/21/2019

## **Policy: 2.35**

### **Overtime and Compensatory Pay**

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#### **Purpose**

To manage the use of overtime and compensatory time in accordance with the Fair Labor Standards Act (FLSA).

#### **Policy Statement**

##### **I. Overtime**

In accordance with FLSA, non-exempt employees are eligible to receive overtime pay at a rate of one and one-half (1 ½) times their regular pay for time worked in excess of 40 hours per work week.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

##### **II. Paid Days Off**

Any non-exempt employee required to work on a Kansas City Kansas Community College (KCKCC) approve paid day off shall be paid one and one-half (1 ½) times the regular rate or awarded compensatory time off at one and one-half (1 ½) hours whether or not such paid day off is part of their regular schedule.

##### **III. Scheduling and Working Overtime**

Before overtime is worked, an employee must have verbal and/or written approval from their supervisor. A failure to obtain approval prior to working overtime, could result in discipline, up to and including termination. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

##### **IV. Time Worked**

Approved paid absences, including sick leave, vacation leave, holiday leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are paid at an employee's regular rate of pay, but are not counted as time worked for the purposes of computing overtime.

##### **V. Compensatory Time**

A non-exempt employee who is required to work beyond the normal workweek, during their regularly scheduled work week, shall be granted either compensatory time off, at one and one-half time (1 ½), or one and one-half (1 ½) time pay for the hours beyond the normal work week, as arranged with the employee's supervisor and approved by the appropriate administrator.

Compensatory time earned must be used by the next two pay periods in which it was approved. The employee's supervisor will determine when compensatory time can be used within the allotted timeframe.

If an employee is not able to use their accrued compensatory time within the next two pay periods timeframe, KCKCC will pay out the accrued compensatory time. Compensatory time off must be scheduled so that normal, efficient departmental operations are maintained.

It is the responsibility of the supervisor whose budget it will be charged to approve all overtime pay, and/or to schedule compensatory time. The supervisor shall maintain and report accurate records of all compensatory time earned and used to the Payroll Department.

Revision Approved: 5/21/2019

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## **Policy: 2.29**

### **Performance Evaluation**

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#### **Purpose**

Kansas City Kansas Community College (KCKCC) is committed to developing and retaining employees by encouraging supervisors to provide regular feedback and evaluation of performance throughout the year. Evaluations are a tool to provide feedback and documentation about an employee's performance, to provide clear communication of job expectations and goals, and to formally recognize employees for their contributions to KCKCC.

#### **Scope**

KCKCC requires that all supervisors provide each staff member a formal evaluation on an annual basis. Employees represented by the collective bargaining agreement will have their work performance evaluated and processed according to the terms outlined in the Master Contract.

#### **Policy Statement**

##### Evaluation of New Employees

Supervisors are required to provide new staff members with a formal evaluation prior to the end of the third and six months of employment with KCKCC.

Within the first 30 days of employment, supervisors should create goals for the new employee. Supervisors should review the position description and the needs of the department in the creation of these goals.

##### Performance Improvement Plans & Additional Evaluations

Performance improvement plans and/or additional evaluations may also be conducted outside of the KCKCC's annual timeframe at any point in order to recognize an employee's contribution to the College, to identify professional development opportunities, to provide formal feedback to an employee, or to clearly define conduct-related issues, performance goals, objectives and timelines.

Revision Approved: 5/21/2019



## **Procedure: 2.29.1**

### **Performance Evaluation**

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#### **Purpose**

The purpose of the evaluation process is to encourage and recognize strengths, discuss positive approaches for meeting goals and identify and correct weaknesses.

#### **Procedure Statement**

The Human Resources Department will be responsible for notifying supervisors and employees of the annual evaluation time period. To assist supervisors in conducting performance evaluations, the Human Resources Department will provide employees with approved forms containing specific guidelines.

#### **Process**

1. The human resources department will send a reminder to all supervisors regarding the evaluation process and where to locate the approved evaluation forms for the annual performance appraisal process.
2. The employee will complete a self-evaluation form and provide the form to their supervisor for review prior to receiving the supervisor's formal evaluation.
3. The supervisor's evaluation will be completed on the approved forms. The supervisor will meet with the employee to discuss the evaluation. A copy of the evaluation will be provided to the employee.
4. If the employee wants to respond to the evaluation, the response must be made in writing to the supervisor no later than two weeks of receipt of the evaluation.
5. After the evaluation is completed, the form will be signed by the supervisor and employee.
6. The supervisor will submit all evaluation forms to the Human Resources Department for placement in the employees personnel file for a period not less than three years from the date of the evaluation.

The three (3) and six (6) month evaluations for new employees should follow the same process as outlined above.

## Policy: 2.73 (NEW)

### Progressive Discipline

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#### Purpose

To provide supervisors/managers with a consistent and fair process for handling disciplinary matters and to help employees correct the issues to become successful and productive.

#### Scope

This policy applies to all employees. The policy will not conflict with any provisions outlined in the Master Contract.

#### Policy Statement

Where appropriate and effective, Kansas City Kansas Community College (KCKCC) will engage in progressive discipline to address situations where an employee demonstrates unacceptable conduct and/or performance. The purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for improvement in future performance.

Although employment is based on mutual consent, both the employee and KCKCC have the right to end employment at will, with or without cause or advance notice.

Progressive discipline is not applicable in every instance where discipline action is warranted. If an employee's violation of work expectations or policies involves gross misconduct, the employee may not be eligible for progressive discipline and instead will be subject to more serious discipline action, up to and including immediate termination. The progression of disciplinary steps which will be followed may vary at the sole discretion of KCKCC and will not necessarily be limited to those actions listed in this policy.

The progression of steps of discipline may include any or all of the following:

1. **Counseling and Verbal Coaching:** Counseling and a verbal coaching are discussions by the supervisor with the employee regarding their behavior. The supervisor is expected to clearly describe the expectations and steps the employee must take to resolve or improve the performance. The discussion should be documented but should not be sent to Human Resources (HR) to place in the employee's personnel file.
2. **Written Warning:** A written warning involves formal documentation of the behavior. The immediate supervisor will meet with the employee to review any additional incidents regarding performance and or conduct as well as any prior relevant discussions regarding corrective action. The supervisor will outline the consequences for the employee if there is continued failure to meet the performance or conduct expectations. The documentation will be submitted to HR to be placed in the employee's personnel file.

3. **Final Written Warning:** A final written warning will be issued if the supervisor has determined that the behavior has not improved. The supervisor will meet with the employee to review any additional incidents regarding performance and or conduct as well as any prior relevant discussions regarding corrective action. The supervisor will outline the consequences for the employee if there is continued failure to meet the performance or conduct expectations. The documentation will be submitted to HR to be placed in the employee's personnel file.

**Termination of Employment:** The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, KCKCC will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning prior to proceeding to a recommendation to terminate employment. However, KCKCC reserves the right to combine and skip steps depending on the circumstances of each situation.

Supervisor's recommendation to terminate employment must be approved by HR and the Cabinet member for the division.

There may be circumstances when one or more steps are repeated or skipped or an employee may be placed on administrative leave pending an investigation. Supervisors are required to contact HR to review any written disciplinary actions prior to being issued.

By using the discipline steps, we hope that most employee issues can be corrected at an early stage, benefiting both the employee and KCKCC.

Board Approved: 5/21/2019

## **Policy: 5.05a (REMOVE POLICY)**

### **Smoking on Campus Policy**

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Specific smoking restrictions are established for these KCKCC buildings:

#### **Humanities, Lewis, Jewell, EMT, Nursing & Flint buildings**

No Smoking in the front areas (west side) of the buildings, from the front entrances to the street curbs. Smoking would only be allowed in the back (east side) of the buildings where there are 2 (interior & exterior) doors plus a distance of 25 feet from the entrance or in designated smoking area.

#### **PAC**

No Smoking in the front areas (west or south side) of the building, from the front entrances to the street curbs. A Smoking area would be established to the side of the Performing Arts Center.

#### **Field House**

No Smoking in the front areas (west side) of the building, from the front entrances to the street curbs. Allowed in a smoking area 25 feet away from the doors located through the Double Doors on the North East side of the building.

#### **Allied Health**

No Smoking in the front areas (east side) of the building, from the front entrances to the street curbs. Smoking would only be allowed in the back (west side) of the building only where there are 2 (interior & exterior) doors plus a distance of 25 feet from the entrance or in designated smoking area.

#### **CEB**

No Smoking in the front areas (east side) of the building, from the front entrances to the street curbs. Smoking would only be allowed in the back (west side) of the building only where there are 2 (interior & exterior) doors plus a distance of 20 feet from the entrance or in designated smoking area.

#### **Conference Center**

No smoking within 25 feet of the entrance door.

#### **Buildings and Grounds**

No smoking within 25 feet of the entrance door.

#### **Childeare Center**

No Smoking in the front areas (west side) of the building, from the front entrances to the street curbs.

#### **Leavenworth Center**

~~No smoking within 25 feet of the entrance door.~~

**TEC**

~~Restrictions in accordance with USD 500 smoking policy.~~

**Enforcement:**

~~The enforcement of this policy should be the institutional peers of this facility. It is essential for the students, faculty, and staff to help with this enforcement in a polite, collegial & non aggressive way.~~

Board

6/15/10

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