

# 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 June 18, 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
6. Board Committee Reports
7. Consent Agenda:
  - (Item A) Approval of Minutes of the May 21, 2019 Meeting
  - (Item A1) Approval of Minutes of the May 29 Special Meeting
  - (Item A2) Approval of Minutes of the May 31 Special Meeting
  - (Item B) Approval of Recommendations for Payment
  - (Item C) Ratification Items
  - (Item D) Approval of Personnel Items (H.R.)
8. **Student Senate** – Manuel “Manny” Paredes
9. **President’s Report** – Dr. Greg Mosier
10. **Marketing & Community Outreach Officer Report** – Ms. Tami Bartunek
11. **VP-Academic Affairs Report** – Dr. Beth Krueger  
\*In Dr. Krueger’s absence, the VP-AA report will be presented by Dean Cheryl Runnebaum.

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**

- Approval of 2019-2020 Board Meeting dates/times
- Approval of Policies
- Approval of 2020-2023 Strategic Plan

17. **New Business** –

- Approval of engagement of Novak Birks to perform Annual Audit for the College and Foundation.
- Approval of vendor for Childcare Center operations
- Resolution approving Alcoholic Liquor at the Kansas Minority Business Summit Reception at TEC, July 23, 2019.

18. **Executive Session:**

- 1) For personnel matters of non-elected personnel
- 2) For matters relating to employer-employee negotiations

19. **Adjournment**

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

**Tuesday, July 16, 2019 - 5:00 p.m. - Main Campus**

**Kansas City Kansas Community College  
Minutes of the Board of Trustees Meeting  
May 21, 2019**

**CONSENT AGENDA - A**  
**Meeting Minutes**

5:00 P.M.

Upper Level Jewell

- 1) **Call to Order and Pledge of Allegiance:** The May meeting of the Board of Trustees was called to order at 5:00 p.m. by Chair, Rosalyn Brown. The Pledge of Allegiance was led by Cecelia Brewer, Dean Academic Support and Assessment.
- 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 McIntyre moved and Trustee Sutton seconded. The **Motion Carried.**
- 4) **Audience to Patrons and Petitioners:** Diane Plunkett, Ph.D., ECED Program Coordinator, approached the podium to voice her concern over the vendor selection process for the Child Care Facility. Dr. Plunkett's concern regarded shared governance and the shared decision-making process. Both Trustees Criswell and Garner queried Dr. Plunkett for clarification as to her concern. Dr. Plunkett responded, that in her opinion, the process for this type of decision was not part of shared governance.
- 5) **Recognitions/Presentations:**
  - Chair Brown called Debate Coaches, Darren Elliott and Scott Elliott to the podium along with two members of the Debate Team. Darren Elliott spoke of the recent debates, one on Long Island, N.Y. and the other in Reno, NV. The KCKCC Debate team swept all three Debate events during that weekend and brought back three Gold National Titles and a Debate National Sweepstakes Championship from the Phi Rho Pi National Tournament. Student Royal Sullivan won Gold in International Parliamentary Debate and was named the top speaker in Lincoln Douglas Debate for the entire National Championship tournament. He was also one of nine students, out of 370, to receive a Student Fellowship Award. Student, Never Rose won Gold in NFA Lincoln Douglas Debate. Both Never and Royal Sullivan won Gold in Team Parliamentary Debate. Darren Elliott stated that this was the first year that "our students have won gold in all three debates."
  - John Stafford, Music Professor and Choral Director, reported on the recent publication of Downbeat Magazine, a Jazz Publication out of Chicago, IL, and their article about the awards the KCKCC music students, as well as instructors, have won in the past three years. The KCKCC students have won eight Downbeat Awards in the last three years. Mr. Stafford also congratulated and gave kudos to

Jim Maier, Associate Professor of Music, Justin Binek, Assistant Professor of Music and Brady Rose, a 2018 graduate in audio engineering along with Adam Bender, current KCKCC student.

- Ms. Andrica Wilcoxon approached the podium and briefly talked about the outgoing Student Senate Officers and all that they had accomplished this year. She next introduced the newly elected Student Senate Officers for the 2019-2020 Academic Year: President - Jose Manuel Paredes, Vice-President – Destin Williams, Treasurer – Nadia Vallecillo, Secretary – Paola Flores, Parliamentarian – Jordan Thaxton, Communications Coordinator – Oscar Alvarez Alonzo, and Chief Information Officer – Daniel Zacapa Morales. Dr. Mosier asked the Officers to stand as he administered their oath of office. Outgoing President, Ms. Aliyah Shaw, thanked the Board for the opportunities she has had over the past two years.

6) **Board Committee Reports:**

- Trustee Garner, reporting on the May 14 Finance Committee Meeting, stated that the Committee had approved the payments to Gaumard for \$327,766.90 and KbPort for \$158,895.00 for the simulation lab in Nursing Professions. This will replace equipment that is very old and outdated. Trustee Garner also reported on the Child Care Facility and the work being done to bring it to completion and up to standards. Trustee Garner reported on the financial health of the College stating that it was “sound” and that the College is being a “good steward.”
- Trustee Daniels reported on the twelve Policies, included in this month’s Board Report for review, and reminded the Board that they will be on the Agenda in June for final approval. Trustee Daniels reported that there are actually ten policies needing approval as two of them are procedures.

7) **Consent Agenda:** Chair Brown called for a motion to approve the Consent Agenda. Before making a motion to approve, Trustee Criswell asked Christina McGee, Human Resources Officer, “What is the difference between separation and resignation?” Ms. McGee responded that separation is when an employee is terminated. Trustee Criswell moved to approve the Consent Agenda and Trustee Sutton seconded. The **Motion Carried.**

8) **Student Senate Report** – Aliyah Shaw reported on the following:

- \$600.00 was raised in the fall and will be used toward student scholarships
- Will be changing the name “events” to “co-curricular activities.
- Student Senate will be including more co-curricular activities in the fall of 2019.
- Recently held the End-of-Year Bash which was attended by approximately 300 + students.
- Will be holding a summer retreat with emphasis on Student Senate Constitution.
- Will be conducting the Student Senate elections electronically
- Working to increase student participation in Student Senate and Campus activities

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

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

- Stated that it has been a great year for KCKCC and our students, and that looking back over the year, there have been many successes.
- Dr. Mosier thanked the faculty and staff for their hard work.
- Reported on several “firsts” that have taken place over the last two weeks:
  - Veterans’ Graduation Dinner – wonderful opportunity to celebrate KCKCC veterans who are graduating and to thank them for their service.
  - TRIO Student Support Services graduation/reception. Dr. Mosier reported that of the 24 students graduating this semester, 9 hold academic distinctions and honors.
  - Pioneer Career Center graduation reception. Great celebration for the Leavenworth students.
- Tonight is the Respiratory Therapy Pinning at 6:00 p.m. as well as the Physical Therapy Pinning at 7:30 p.m.
- Wednesday evening is the RN and LPN Pinning in the Field House
- Thursday is the KCKCC Commencement Ceremonies: AAS & Certificate Candidates at 2:00 p.m. and AA, AES and AGS candidates at 7:00 p.m. in the Field House.
- Dr. Mosier introduced Mary Spangler, Foundation Director, to give an update:
  - Ms. Spangler reported that the Hall of Fame Scholarship Event raised \$115,000 which is 39% over what was raised last year.
  - June 6 is the Scholarship Award Social recognizing the summer and fall 2019 award recipients. The event takes place from 10-11:00 a.m. in Upper Jewell.
  - Internal Giving Ice Cream Social was held May 7<sup>th</sup> to honor employees who have donated toward the Student Scholarship Fund. Ms. Spangler reported that almost ¼ of the employees have donated in one way or another.
  - Ms. Spangler thanked Dr. Krueger for working on fundraising with the Deans.
  - There will be a Board Recruitment Coffee, on June 11<sup>th</sup> in the Board Room from 8-9:00 a.m.
  - Foundation is hopeful to have their long-range Strategic Plan ready for posting soon.

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

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

- Talked about the T-Bones baseball tickets and their availability to all KCKCC employees by showing their employee ID badge upon entering the stadium. Ms. Bartunek thanked Matt Fowler, KCKCC Web Designer for designing the KC hat for Sizzle, the T-Bones mascot, on their KCKCC advertisements.
- Talked about the number of tweets (8769) while Representative Davids was visiting campus. There were almost 8600 tweets when the information about the downtown Wyandotte campus was made public.
- Ms. Bartunek responded to a question that Trustee Criswell had at the April Board Meeting regarding how to track when someone applies to KCKCC. Ms. Bartunek stated that there is a plan to be able to

track when someone logs on to the KCKCC website and then follow that person’s progress once they hit the “apply” link.

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

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

- Congratulated Dean Cecelia Brewer for her participation on a panel discussion regarding Assessment Matters at Johnson County Community College.
- The Open House at the Learning Commons was well attended.
- The Performing Arts Center had the best attendance ever for the play, Heathers.
- Complimented and congratulated the many Skills USA winners.
- Talked about participating in the Fire Science Academy activities over the weekend.
- Reported that there are 150 children enrolled in Kids on Campus.
- Introduced the new Director of Assessment, Cynthia Goudeau.

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

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

- Dr. Wilson thanked the Commencement Committee and the 2019 graduates
- Introduced Dr. Stephen Terry to give an update on KPI (Key Performance Indicators) as it relates to the Strategic Plan. Dr. Terry shared that student enrollment, across the state of Kansas, is down 2% but also relayed that the KCKCC Fall 2019 enrollment is up 248 students and 2,372 credit hours compared to the same reporting date last year. Dr. Terry provided much data as it relates to student enrollment. Trustee Daniels asked Dr. Terry what an F1 student is. Dr. Terry responded that those are students in this country on a visa.

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

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

- IT will begin testing the new phone system effective June 7<sup>th</sup> or June 21<sup>st</sup>.
- All of the classrooms, in the Humanities hallway, now have the new phone system.
- With the implementation of the new system, it will no longer be necessary to dial the 4-digit long distance code.

Hearing no further questions or comments, Chair Brown called for a motion to accept the Chief Information Officer’s report. Trustee McIntyre moved and Trustee Sutton seconded. The **Motion Carried**.

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

- This is Insurance and Benefits time for The Human Resources Department.
- Congratulations to Mary Bautista for having completed the Faculty Development Track.

Trustee Daniels asked about mandatory training and who is to train. Ms. McGee responded that the training is mandatory for supervisors with regard to evaluations. The training took place in March and April.

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

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

- Nearing the end of the “0” based budget – have made a few adjustments. Will provide a final report at the June Board meeting.
- Recognized Campus facilities – Building and Grounds and Campus Police and stated that “the facilities team shines.”
- Finances are sound and moving in a positive direction.
- Responded as to why there was a \$5.8 million loss showing on the Budget Summary. This is due to a large tax payment that is due in June. Once that is paid, the budget will return to normal.
- Over 77% operating expense
- Reported that there have been several new reports added to the Financials.

Trustee Criswell requested that an outline of upcoming projects be provided at the next Board meeting. Trustee Garner requested an update on long-term student housing, options for the Pioneer Career Center and additional upgrades to the Main Campus.

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

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

17) **New Business:**

- Discussion about the 2019-2020 Board of Trustee meeting dates. There were concerns regarding the October Board meeting as several Trustees will be attending the ACCT Summit in San Francisco. Possibility of moving the meeting to Tuesday, October 22<sup>nd</sup>. The vote was tabled until the June 18<sup>th</sup> meeting.
- Trustee Daniels stated that the 12 policies, included in this month’s Board reports, are “read only” for review. The policies will be included on the June Agenda for approval. Three of the policies are procedures and not policies – Closing Procedure, Discrimination and Harassment, and Performance Procedure. These are supportive procedures.

Trustee Ash stated that the Smoke Free Campus Policy needs to reflect, “Tobacco Free Campus.”

18) **Executive Session:** Two Executive Sessions were scheduled for the May 21<sup>st</sup> meeting:

- Chair Brown called for a motion to enter into Executive Session for consultation with the College attorney which would be deemed privileged in the attorney-client relationship. A time of 15 minutes was requested. Executive Session began at 7:20 p.m. with Trustee Ash seconding the motion. The Trustees returned at 7:39 p.m.
- The second Executive Session, for consultation with the College attorney which would be deemed privileged in the attorney-client relationship, was called at 7:40 p.m. with a motion by Trustee Ash and seconded by Trustee Garner. Executive Session was expected to last 15 minutes, until 8:00 p.m. Trustee Ash stated, as there was to be no action to follow, that the meeting adjourn as the Trustees enter into Executive Session.

19) **Adjournment:** Chair Brown called for adjournment with the beginning of Executive Session.

The meeting of the Board of Trustees adjourned at 7:40 p.m.

ATTEST:

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Chairperson, Rosalyn Brown

\_\_\_\_\_

Secretary, Dr. Greg Mosier

**Kansas City Kansas Community College, Board of Trustees Meeting**

**Executive Session, May 29, 2019**

**Consent Agenda – A1**  
**Meeting Minutes**

Members Present: Dr. Ray Daniels, Mr. Don Ash, Ms. Evelyn Criswell, Dr. Janice McIntyre, Mr. Tyrone Garner

Members Absent: Ms. Roslyn Brown, Ms. Linda Hoskins Sutton

Meeting opened at 4:03 PM to discuss in executive session progress and necessary next steps to proceed with contract negotiations, creation of lease agreement for the operation of the early childhood education center facility on campus.

Action to follow. Time for executive session 1.0 hours

5:00 p.m.: Executive session ended and moved back into open meeting.

Action: Motion made by Trustee Garner to continue contract negotiations with currently proposed vendor for the operation of the early childhood education center facility on campus. Seconded by Trustee Criswell.

5:02 p.m.: Motion to adjourn made by Trustee Criswell. Seconded by Trustee McIntyre

Meeting adjourned.

ATTEST: \_\_\_\_\_  
Rosalyn Brown, Chair

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

KANSAS CITY KANSAS COMMUNITY COLLEGE  
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
MAY 31, 2019 – 4:00 P.M.

**Consent Agenda – A2  
Meeting Minutes**

The following were present: Trustees Ash, Brown, Criswell, Daniels, Garner, McIntyre, Sutton and President Dr. Greg Mosier

Meeting consisted of three topics for discussion:

- (1) Draft Proposal – FY 2020 Budget
- (2) 10-Year Institutional Trend Data
- (3) KCK Police Dept. Expansion Proposal

- (1) Dr. Mosier presented the 2019-2020 draft budget and stated for HLC requirements the College needs to maintain a 4.5 month reserve but that the College is still slightly short of that amount. Unrestricted reserves are at \$21,562,295, and the college needs approximately \$6.5 mil/month to operate. Total expendable reserves are at \$27,920,002.

Dr. Mosier discussed the current status of the Leavenworth Pioneer Career Center. He mentioned that with approximately 2 years on the existing lease the College and Board will need to determine what is in the best interest of the College moving forward. Options would be to remodel the existing PCC location or purchase and remodel an alternate facility, much of how the KCK Technical Education Center was created. Dr. Mosier stated that before any decisions are made we will want to have a meeting with Dr. Mike Roth so he is aware of our intentions.

Dr. Mosier discussed the ambient project and stated that the first ambient learning mural is located at the bottom of the stairwell going to the Bookstore and is a memorial to Mr. J. Paul Jewell. There will eventually be murals in the downstairs watering hole as well as throughout other hallways and classrooms.

Discussion of upgrades on the following: Student housing – the need for serious upgrades, i.e., furniture, walls, carpeting, etc. Athletic Training Center – weight room needs to be brought up to code. Dr. Mosier stated that there will be discussion later in the meeting about upgrades to the Police Training Center as well as addressing the student housing issue.

Dr. Mosier discussed reserves for the new Downtown Center, Leavenworth, Learning Spaces and Housing with total budgeted at over \$30 mil. Trustee Garner stated that he would rather concentrate on spending funds for the main campus.

Trustee Daniels asked about the zero-based budget and Trustee Ash stated that it was needed. Dr. Mosier stated, going forward, the zero-based budget will continue but in a modified version.

- (2) Dr. Mosier discussed KCKCC's 10-Year Institutional Trends, including the data from Dr. Mihir Chanda. Dr. Mosier said there has been a decrease in both headcount and number of credit hours by 20% over the past 10 years. One of the reasons for the change is that students are not continuing from the fall to spring semester after they have enrolled. According to our statistics, KCKCC is retaining more males than females which could be influenced by TEC and the classes offered. Trustee Daniels noted that enrollment at the high schools is increasing but it appears there may be concerns with regard to reaching out to those students, especially high school seniors. There needs to be discussion as to what we are doing well at some locations and why poorly at others. The retention rate for the fall of 2018 indicated higher retention for full-time students as opposed to part-time students; however, the type of awards conferred indicates that there are more students earning an award of less than one academic year as opposed to those receiving an associate's degree. Discussion included a raise that faculty is requesting. Dr. Mosier stated that the mil levy has pretty much stayed even over the years and, for now, will continue to do so. He stated that federal grants and contracts have been going down over the years but that supplies and expenses have gone up.
- (3) Dr. Mosier gave a presentation on the KCK Police Department Training Center, located on the KCKCC Campus. KCK Police Chief, Terry Ziegler, in discussion with Dr. Mosier, would like to expand their parking lot and add a building to accommodate more physical training. Dr. Mosier stated that we would be in agreement as long as the extra land to the west, can be marked for a future student housing. Dr. Mosier stated that he had been in discussion with Mr. Dave Mendez of the architect firm, Hoefer Wysocki and had an architect's drawing of the area which included both the training center, the dorm, plus green space. Chief Ziegler stated that they were waiting for a grant to be able to begin work on the building and then see what the possibilities would be, time-wise. Trustee McIntyre asked what Dr. Mosier needed from the Board with the response being, a motion of approval to move forward. Trustee McIntyre moved to support Dr. Mosier as he moves forward in further discussions with Chief Ziegler and the architect firm. Trustee Criswell seconded it and the Motion Carried.
- \* Let the Minutes reflect that Trustee Tyrone Garner, being a full-time employee of the KCK Police Dept., recused himself from any discussion about the Training Center as well as abstained from voting.

The Meeting adjourned at 6:15 P.M.

Attest: \_\_\_\_\_  
Chairperson, Rosalyn Brown

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

# KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Recommendations for Payment**

### **CONSENT AGENDA Item B**

**June 18, 2019**

- 1) Approval in the amount of **\$25,214.70** to **US Engineering Service LLC** for Print Shop chiller overhaul – replacement, labor and material. Requested by Building & Grounds and Mike Beach.
- 2) Approval in the amount of **\$54,917.50** to **Basehor-Linwood High School** for spring 2019 SB155 reimbursement. Requested by Mike Beach.
- 3) Approval in the amount of **\$34,666.00** to **Turner High School** for spring 2019 SB155 reimbursement. Requested by Mike Beach.
- 4) Approval in the amount of **\$65,517.25** to **Unified Government of Wyandotte Co.** for contractual expense for 2018 Instruction Fee/Police Department. Requested by Mike Beach.
- 5) Approval in the amount of **\$52,397.00** to **Lampton Welding Supply Co. Inc.** for the Miller XMT 350 welder at TEC. Along with the welder are parts necessary for the operation. Requested by Dean Cheryl Runnebaum, Dr. Beth Krueger and Mike Beach
- 6) Approval in the amount of **\$86,831.94** to **Dell Marketing LP** for laptops and cart for Wyandotte High School initiative. Requested by Dean Peter Gabriel and Mike Beach.
- 7) Approval in the amount of **\$140,608.00** to **Blackboard** for Blackboard platform for online education 2019 plus ally, gold hosting, and Learn Saas plus. Requested by Dean Peter Gabriel and Mike Beach.
- 8) Approval in the amount of **\$34,474.00** to **Continental Equipment** for small laboratory sterilizer, Encore 20, single hinged door, Encore 2G Control System also includes 1<sup>st</sup> year preventative maintenance of 3 inspections. Requested by Dr. Ed Kremer.

**May bills totaling \$2,685,083.78 includes April VISA bills of \$305,812.92.**

# KANSAS CITY KANSAS COMMUNITY COLLEGE



## Items for Ratification

Consent Agenda Item C  
June 18, 2019

1. \$9,935.16 to MVP (McAnany, Van Cleave & Phillips) for 1/12<sup>th</sup> annual flat fee payment of \$8,666.66 plus \$1,268.50 total of itemized services. Requested by Mike Beach.
2. \$12,525.00 to Bonner Springs High School for spring 2019 SB155 reimbursement. Requested by Mike Beach.
3. \$24,726.70 to Cengage Learning for 2019 books in Campus Bookstore. Requested by Casey Mayer.
4. \$12,647.51 to City-Wide Maintenance for TEC 1 Janitorial and Day Porter Services. Requested by Carolyn Jacqua.
5. \$11,754.16 to Kansas Lawn and Garden for installment payment: Main Campus.
6. \$14,113.89 to KC Scholars, Inc. for 2018-2019 KC Scholars refund.
7. \$22,000.00 to Loan Science Sc, LLC. For financial literacy & default management.
8. \$20,606.67 to Pay-LESS Office Products, Inc. for furniture Susan Stuart/Learning Commons. Requested by Mike Beach.
9. \$15,617.67 to Proquest LLC for Alexander Street database. Requested by Peter Gabriel
10. \$11,200.00 to RARE Technologies, Inc. for PII tools – one year.
11. \$21,000.00 to Rodina Company, Inc. for Child Care Center – plumbing. Requested by Jeff Sixta and Mike Beach.
12. \$20,300.58 to XS Lightiing for Performing Arts Center (ETC LED lights, AC Cable Powercon 10, Freight). Requested by Gary Mosby.

## HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

June 18, 2019

### CONTRACT / MISCELLANEOUS

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>EFF. DATE</b>	<b>AMOUNT</b>
HLC Criterion Report and Review	Krajewski, James	Associate Professor English	Arts, Humanities and Social Sciences	June 2019 – December 2019	\$1,500
Bonus for NJCAA DII National Championship Win	McKinstry, Joseph	Head Women's Basketball Coach	Athletics	06/10/19	\$5,000

### SEPARATION INFORMATION

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>EFF. DATE</b>
Separation	Leach, Patrick	Maintenance Worker	Facility Services	Finance	05/14/19
Retirement	Shariati, Mehdi	Professor of Economics	Economics	Social and Behavioral Sciences and Public Services	06/01/19

### 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>
New Hire	Bounds, Areyon	Part-Time Temporary Team Lead - Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$11.57 per hour
New Hire	Burgette, Brandon M.	Head Men's Basketball Coach	Athletics	Student Affairs	06/05/19	\$56,000 annually
New Hire	Bush, Kelly	Part-Time Temporary Sports Professional – Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$11.57 per hour
New Hire	Hensley, William J.	Part-Time Lab Assistant Electrical Technology	TEC	Academic Affairs	06/10/19	\$22.06 per hour

New Hire	Herron, Darriell	Part-Time Temporary Team Lead - Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$11.57 per hour
New Hire	Jordan, Bridgette	Part-Time Temporary Classroom Instructor - Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$20.00 per hour
New Hire	McDaniel, Carlos	Part-Time Temporary Team Lead/ Office Assistant - Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$11.57 per hour
New Hire	Myers, Debra L.	Part-Time Food Prep Assistant	TEC Cafeteria	Chief Financial Officer	05/31/19	\$11.57 per hour
New Hire	Oatney-Becker, Kyle R.	Computing Services Specialist I	Computing Services	Information Services	06/15/19	\$40,800 annually
New Hire	Pope, Dana	Part-Time Temporary Classroom Instructor - Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$20.00 per hour
New Hire	Robino, Patricia	Part-Time Temporary Classroom Instructor -Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$20.00 per hour
New Hire	Sayles, Toyon	Part-Time Temporary Team Lead/ Office Assistant -Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$11.57 per hour
New Hire	Simmons, Keenan	Part-Time Temporary Sports Professional – Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$11.57 per hour
Promotion	Strohschein, Lesley	Controller	Business Office	Finance	06/01/19	\$88,000 annually
Rehire	Sullivan, Ronald	Part-Time Temporary Assistant Director - Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$6,000 (6/3/19 -7/19/19)
Rehire	Barnes, Cassellas	Part-Time Temporary Sports Professional – Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$11.57 per hour
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 (6/3/19 -7/19/19)
New Hire	Wilson-Murphy, Adrienne	Part-Time Temporary Team Lead - Kids on Campus	Adult and Continuing Education	Career and Technology Education	06/03/19	\$11.57 per hour
Pay adjustment	Linkins, Debra	Wellness Specialist	Wellness Center	MSCT	05/16/19	\$85,383.18 annually
Pay adjustment	Mundt, Joseph	Wellness Specialist	Wellness Center	MSCT	05/16/19	\$83,248.26 annually

Pay adjustment	Hall, Pamela	Wellness Specialist	Wellness Center	MSCT	05/16/19	\$96,053.21 annually
Pay adjustment	Joyner, Latricia	Wellness Specialist	Wellness Center	MSCT	05/16/19	\$82,716.82 annually



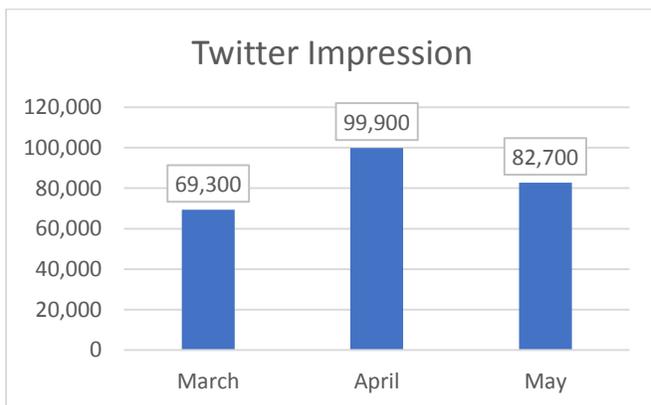
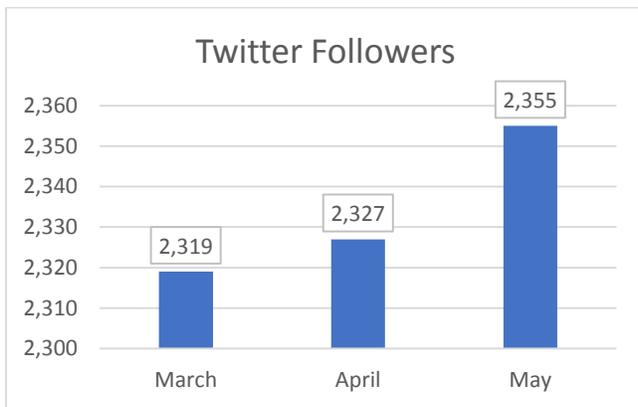
## Marketing and Outreach

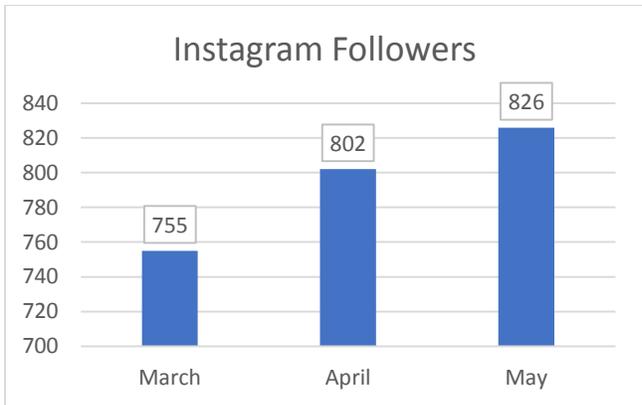
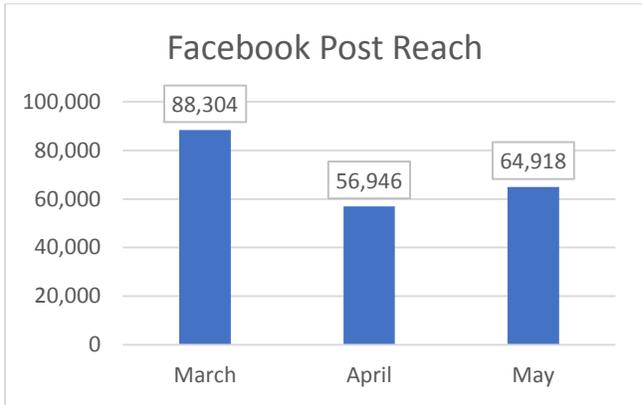
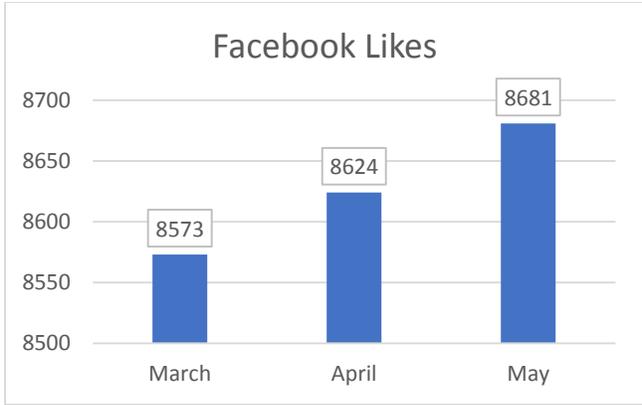
### May Board Report

Small and Mighty Team:

- Matt Fowler
- Kelly Rogge
- Dana Sambol
- Kim Lutgen
- Taylor Bolls
- Joy Ciciero

### Social Media





NEW ALERT ICON – we will use this with any urgent notice that is released on social media.



**Post Details**

Video **Post** Shares See metrics for all videos

---

**Kansas City Kansas Community College** was live.  
Published by Kelly Evenson Rogge [?] · May 22 at 7:33 PM · 🌐

The 2019 KCKCC Nursing Graduates reciting the Florence Nightingale Pledge.



01:36

👍 **Get More Likes, Comments and Shares**  
Boost this post for \$100 to reach up to 20,000 people.

**3,397** People Reached      **583** Engagements      [Boost Post](#)

👍❤️ 127      2 Comments 14 Shares

👍 Like    💬 Comment    ➦ Share    ⚙️

**Performance for Your Post**

**3,397** People Reached

**1,862** 3-Second Video Views

**249** Reactions, Comments & Shares 📈

<b>179</b> Like	<b>102</b> On Post	<b>77</b> On Shares
<b>52</b> Love	<b>30</b> On Post	<b>22</b> On Shares
<b>1</b> Wow	<b>0</b> On Post	<b>1</b> On Shares
<b>6</b> Comments	<b>2</b> On Post	<b>4</b> On Shares
<b>14</b> Shares	<b>14</b> On Post	<b>0</b> On Shares

**334** Post Clicks

<b>104</b> Clicks to Play 📈	<b>0</b> Link Clicks 📈	<b>230</b> Other Clicks 📈
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**NEGATIVE FEEDBACK**

**Post Details**

**Kansas City Kansas Community College** added a new photo to the album: KCKCC 2019 Graduation.  
Published by Kelly Evenson Rogge [?] · May 23 at 4:26 PM · 🌐



👍 **Get More Likes, Comments and Shares**  
Boost this post for \$100 to reach up to 20,000 people.

**3,211** People Reached      **1,039** Engagements      [Boost Post](#)

👍 Linda Hoskins Sutton      3 Shares

👍 Like    💬 Comment    ➦ Share    ⚙️

**Performance for Your Post**

**3,211** People Reached

**240** Reactions, Comments & Shares 📈

<b>140</b> Like	<b>91</b> On Post	<b>49</b> On Shares
<b>76</b> Love	<b>33</b> On Post	<b>43</b> On Shares
<b>15</b> Comments	<b>0</b> On Post	<b>15</b> On Shares
<b>9</b> Shares	<b>3</b> On Post	<b>6</b> On Shares

**799** Post Clicks

<b>419</b> Photo Views	<b>0</b> Link Clicks 📈	<b>380</b> Other Clicks 📈
------------------------	------------------------	---------------------------

**NEGATIVE FEEDBACK**

**2** Hide Post      **0** Hide All Posts

**0** Report as Spam      **0** Unlike Page

Reported stats may be delayed from what appears on posts

Post Details

**Add a Donate Button**  
 Add a donate button to your post to raise money for a nonprofit, and we'll take care of the donation processing with no fees. To raise money for a personal cause instead, create a personal fundraiser.

Select Nonprofit

---

**Kansas City Kansas Community College**  
 Published by Kelly Evenson Rogge [?] · May 28 at 8:36 PM · 🌐

Blue Devils - All KCKCC locations are fine and everyone stayed safe during tonight's severe weather. Our thoughts are with our community members in areas impacted by the tornado as well as those throughout the Kansas City area.

Thank you to all KCKCC Campus Police who made sure everyone was safe and in shelter during the storm.

---

🌱 **Get More Likes, Comments and Shares**  
 Boost this post for \$100 to reach up to 20,000 people.

3,264 People Reached      346 Engagements      [Boost Post](#)

👍❤️ Alice Neal, Faten Faten and 129 others      3 Comments    12 Shares

👍 Like    💬 Comment    ➦ Share    🌐

**Performance for Your Post**

3,264 People Reached

159 Reactions, Comments & Shares

116 Like	108 On Post	8 On Shares
28 Love	27 On Post	1 On Shares
1 Sad	1 On Post	0 On Shares
3 Comments	3 On Post	0 On Shares
12 Shares	12 On Post	0 On Shares

187 Post Clicks

0 Photo Views	0 Link Clicks	187 Other Clicks
---------------	---------------	------------------

**NEGATIVE FEEDBACK**

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

Reported stats may be delayed from what appears on posts

Post Details

**Kansas City Kansas Community College**  
 Published by Kelly Evenson Rogge [?] · May 7 at 8:27 AM · 🌐

Check out KCKCC's The Standard on KC Live Monday morning! Gratz job Blue Devils! #KCKCCProud #KCKCCJazz  
<https://bit.ly/2V79ZE7>



KSHB.COM  
**KCKCC is home to an award-winning music department**  
 (KCL Advertiser) Kansas City Community College is home to an award-...

---

🌱 **Get More Likes, Comments and Shares**  
 Boost this post for \$100 to reach up to 20,000 people.

3,001 People Reached      187 Engagements      [Boost Post](#)

**Performance for Your Post**

3,001 People Reached

89 Reactions, Comments & Shares

66 Like	26 On Post	40 On Shares
15 Love	7 On Post	8 On Shares
2 Comments	1 On Post	1 On Shares
6 Shares	6 On Post	0 On Shares

98 Post Clicks

0 Photo Views	37 Link Clicks	61 Other Clicks
---------------	----------------	-----------------

**NEGATIVE FEEDBACK**

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

Reported stats may be delayed from what appears on posts

Tweet activity



**KCKCC** @KansasCityKSCC  
 Thank you to everyone who attended the KCKCC Student Veterans Association celebration dinner Thursday night!  
 #KCKCCProud pic.twitter.com/VgLfblIW2



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	12,139
Total engagements	134
Media engagements	83
Likes	18
Detail expands	13
Retweets	7
Link clicks	6
Profile clicks	5
Replies	1
Hashtag clicks	1

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



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	11,896
Total engagements	79
Media engagements	37
Likes	14
Retweets	8
Detail expands	7
Link clicks	6
Profile clicks	5
Hashtag clicks	2

Tweet activity



**KCKCC** @KansasCityKSCC  
 Congrats to these @kckschools graduates on graduating high school with their associate degree from KCKCC! Oliver Vera, AAS July 2019 graduate, Harmon High School and Saul Orozco, AA May 2019 graduate, Wyandotte High School. #KCKCCproud pic.twitter.com/toGDVRzJta



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	2,585
Total engagements	197
Media engagements	138
Likes	20
Detail expands	16
Retweets	9
Profile clicks	8
Link clicks	5
Replies	1



kansascityksc • Follow

kansascityksc Congratulations to all of our students walking across the stage receiving their diploma today! #KCKCCProud #ForeverABlueDevil #kckcc #kckccalum #bluedevis #communitycollege #success #grad #Graduation2019 🎓🎓🎓🎓

1w



45 likes

MAY 23

Log in to like or comment.



kansascityksc • Follow

kansascityksc Congratulations to all of our students walking across the stage receiving their diploma today! #KCKCCProud #ForeverABlueDevil #kckcc #kckccalum #bluedevis #communitycollege #success #grad #Graduation2019 🎓🎓🎓🎓

1w



36 likes

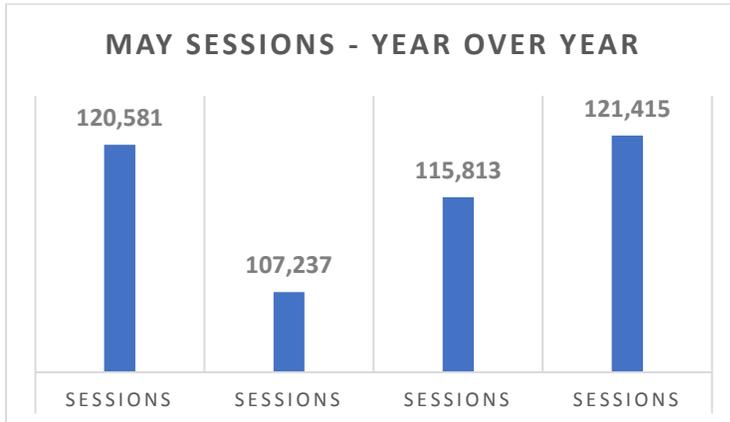
MAY 23

Log in to like or comment.

## WEB Updates

- We have been assisting IT in getting Ellucian Mobile App operational again. YEAH!

## General Website Information



Lading Pages	Sessions
KCKCC Homepage	89,409
Degree and Certificates	4,308
Steps to Enrollment	1,917
Academics	1,843

## Apply Links

We recently started to track how many times the various 'Apply' links on our website are clicked. These 'Apply' links go to our online application. This is a new data metric and we are in the process of adjusting how we measure and what value it has.

*For May 9 – 31, 2019*

Event Label	Total Events	Percentage
Apply on Global Navigation (Apply link that is at the very top of the website)	2,225	56%
Apply Link on Homepage	798	20.21%
Apply link on Steps to Enrollment webpage	230	5.82%
Apply link on Admissions webpage	207	5.75%

Apply link on the website footer (the red area at the bottom of the website)	185	4.68%
Apply link in the website menu	77	1.95%

## Social Media Traffic to Website

Source	May 2019 Sessions	May 2018 Sessions	2018 vs 2019 Difference
Total	479	710	-32%
Facebook	437	681	-36%
Instagram	2	2	-
Instagram Stories	3	0	-
LinkedIn	0	0	-
Twitter	30	24	25%
YouTube	2	1	100%
Vimeo	-	1	-

**Note:** There might a few contributing factors into why Facebook has seen a drop in traffic to the website. However, it is difficult to pinpoint because Facebook does make changes without announcing them. One key factor could be their algorithms, which they have been altering to put more emphasis on post content from people and less on business.

*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 May 2019.**

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

Info	Data
Impressions	309,000
Total Clicks	32,100

Click Through Rate	10.4%
--------------------	-------

Lading Pages	Click	Impressions
KCKCC Homepage	14,760	108,412
WebAdvisor Info	1,515	7,788
Blackboard Requirements	1,480	4,819
Class Schedule	817	30,773

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

### Academic Support and Assessment – Dean Cecelia Brewer

Mr. Shaun Pate (Instructional Design Coordinator) and Ms. Rio Sloan (Multi-media Course Development Coordinator) are working on three instructional design projects with the Quality Course Development Team. The Quality Course Development Team has members from Online Education Services (OES), Center for Teaching Excellence, Library Services, assessment, and a faculty member. The goal is to assist faculty with development of online courses and content that will meet Open SUNY Course Quality Review (OSCQR) standards. The process will support continuous quality improvement and improve accessibility of online course materials. In addition, it will allow data collection to inform faculty development and support large-scale course design review. Current courses under re-design include BLUE 101 and HONORS 101.

During the month of May, OES staff provided Zoom Webinar tool training. About 140 individuals attended across all sessions offered!

Mrs. Susan Stuart and Mr. Shaun Pate are creating plans for “ZoomRooms” to allow students at multiple sites to take courses that may otherwise not be available at a center or location due to low enrollment. At this time, KCKCC has licenses for up to 100 classrooms to be connected by Zoom. The team partners with Information Services staff and is preparing for fall 2019 pilots.

OES and Information Services have been working with Blackboard Inc. to acquire gradebook synchronization services. Mr. Brian Almanza, Blackboard Database Administrator, will be working to link KCKCC’s Ellucian database with this new feature.

Ms. Becky Giger, Instructional Support Specialist, works with faculty to help “clean up” the Blackboard server. KCKCC has reached its contracted server size. Ms. Giger and other OES staff members are providing best practices for online content to faculty. Faculty can then apply the best practices and not only reduce content size, but also enhance student learning with increased quality content.

Ms. Susan Stuart and Mr. Shaun Pate worked with the Educational Technology Subcommittee (Learning Spaces Taskforce) to help create a classroom technology proposal.

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

The Kansas City Kansas Community College Summer Jazz Choir is a Continuing Education performance-based course that convenes through the summer. It is open to any singer high school age and older who wants to sing in the vocal jazz idiom within a larger ensemble. The focus of the choir is to perform one major concert at the end of the summer session. Repertoire includes jazz standards and popular music arrangements with jazz harmony. The choir will perform a cappella (without musical accompaniment) and with a rhythm section. The choir meets on Monday nights from 7pm to 9pm in June and July (excluding the week of the July 4th holiday). The concert performance will take place Wednesday, August 7<sup>th</sup>, 7pm, at Unity Temple on the Plaza. At the performance, the choir will be the opening act for

**June 2019 Board Report  
KCKCC Academic Affairs**

the “Spirituality and All That Jazz Concert,” hosted by pianist, Tim Whitmer. Below is a photo of the Summer Jazz Choir.



KCKCC Summer Jazz Choir

Technology and Workforce Development – Dean Chef Cheryl Runnebaum

In recognition of his entrepreneurship skills, Mr. Clemente Luna, a 2005 graduate of the HVAC program, was invited to Capitol Hill during Small Business Appreciation week (May 6-10) as a personal guest of Representative Sharice Davids. Mr. Luna grew his business in four short years! In 2015 he started with himself and two employees; by April 2019, he had 22 employees and a four million dollar business. He was on the KCKCC-TEC campus in the month of May interviewing HVAC students, hoping to fill five more positions at his business. Mr. Luna stated: “I cannot thank Dave Yantz (lead KCKCC HVAC instructor) enough for the training I received!”

KCKCC was a main presenter at the May 15<sup>th</sup> WYEDC Roundtable for the Edwardsville Industrial Park at a May 15th. The presentation detailed the Industrial Maintenance Tech training that KCKCC constructed to meet specific industry needs. In June, KCKCC will submit a proposal for a Workforce Aid grant (partnership of the Kansas Department of Commerce and KBOR) to provide funding for this training.

Mr. Paul Hancock (Manager of Employment Services) and Mr. Rich Piper (Director of Technical Programs) met with Wyandotte County District Attorney Mark A. Dupree and his assistant, Mr. Johnathan Carter, on May 24 to discuss and solidify the Expungement Resource Fair. After the kickoff event on June 19, there will be an attorney on campus at KCKCC-TEC to assist citizens of our community with this service. Dates and times will be announced at Expungement Resource Fair. (See attached flyer at the end of this report).

**June 2019 Board Report  
KCKCC Academic Affairs**

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

On June 24<sup>th</sup>, Dr. Hira Nair (Coordinator, KCKCC Education Program) met to discuss Teaching Pathways with officials of USD 500, Harmon High School and K-State. On June 29<sup>th</sup>, Dr. Nair met with Harmon High School officials to continue the pathway discussions.

On Thursday, May 30<sup>th</sup>, Dr. Beth Ann Krueger (Vice President of Academic Affairs) and Dean Cleon Wiggins attended the Kansas City Kansas Police Department Graduation of Recruit Class #53. The event was held in the Commission Chambers of the Kansas City, Kansas City Hall, 701 N. 7<sup>th</sup> Street, Kansas City Kansas. A reception followed in the City Hall Lobby.



Police Academy Graduates and Academy Commander at the conclusion of the event.  
Left to right: Officer Timothy Carney (Valedictorian), Officer Danny Thornton, Captain Robert Angell (Academy Commander), Officer Collin Ward, Officer Jeff Norwood



Deputy Chief of Police and Kansas City Kansas Community College Board of Trustees member Mr. Tyrone Garner delivered remarks at the program.

Health Professions – Dean Dr. Tiffany Bohm

The RN program was recently notified by RegisteredNursing.org that they are #8 on the list of 2019 Best Paramedic to RN Programs. More information may be found at:

<https://www.registerednursing.org/paramedic-to-rn/>

**June 2019 Board Report  
KCKCC Academic Affairs**

Congratulations to all graduates of the Health Professions division! Below are pictures from the various pinning ceremonies.



Practical Nursing and Associate Degree Nursing students reciting the Nightingale Pledge



Newly pinned Respiratory Therapy graduates celebrating their accomplishment.



Physical Therapist Assistant (PTA) students are presented to their family and friends after being pinned by Mrs. Michele Avery, PTA Coordinator, and the PTA faculty.

**June 2019 Board Report  
KCKCC Academic Affairs**

Congratulations to the Health Professions students who passed certification exams this past month. The Medical Assistant (MA) certificate graduates had a 100% pass rate and the Certified Nursing Assistant (CNA) course completers had a 92.6% pass rate. Great job to the students and their instructors!

Mr. Todd Miles, Fire Science Coordinator, will give a brief presentation to the Board regarding the Fire and Emergency Services Higher Education (FESHE) recognition of the KCKCC Fire Science Program.

**June 2019 Board Report  
KCKCC Academic Affairs**

**ADDENDUMS**

**ADDENDUM #1** Three New Locations for KCKCC Courses

KCKCC has three locations at which it is anticipated that >50% of the courses leading to a certificate and/or degree will be offered starting January 2020. These three locations are:

**Wyandotte High School** – Wyandotte County has approximately 165,000 residents with approximately 79% having a high school diploma or higher. In the downtown urban core, the percentage drops to nearly 55% with two-year degree attainment at only 10%. While the county unemployment rate is 4.9%, unemployment in the urban core is approximately 25%. Within the six eastern ZIP codes surrounding the downtown core, more than 18,000 adults work full-time and live in poverty and have limited English language skills. However, more than 1500 jobs are available every day with an average salary of \$40,000 per year. Many of these jobs exist on the eastern side of the county. The following is job data for the six Eastern ZIP Codes. Projected one-year openings for secretaries and administrative assistants is 93 with average salary of \$36,000; office clerks, 100 openings at \$33,400; and medical secretaries, 43 openings at \$35,200 annually. In the construction sector, there is an anticipated 46 openings for electricians at \$64,400 annually; 36 openings for carpenters at \$54,600 annually; and 32 openings for plumbers at \$61,800 annually. Therefore, it is vital for KCKCC to have a physical presence that is readily accessible to provide educational services to this population of Wyandotte county citizens.

**Biomanufacturing Laboratory** - Kansas City serves as the global hub for animal health sciences corridor, hosting 75% of the industry's business. The corridor is home to more than 300 animal health companies representing the largest concentration in the world. With such a concentration, multiple employment opportunities exist. In September 2015, KCKCC and USD500 Kansas City Kansas School District received a National Science Foundation grant: Kansas City Kansas Biomanufacturing Training Laboratory (KCKBTL) to develop the Bioscience/ Biotechnology Workforce for the Kansas City Region. The program was designed with input from the BioManufacturing Program Advisory Board

**Amazon Fulfillment Center** - Opened in August 2018, this business now employs more than 2000 full-time employees in its 2.3 million useable square feet facility. Being a facility of this magnitude it employs workers in nearly all job classifications. Amazon has an educational incentive program for employees who have one year of continuous service. Through this program, Amazon pays 95% of tuition and fees up to a maximum of \$12,000 for approved programs in high demand occupations. Therefore, as a result of two years of conversations and negotiations, KCKCC has been chosen as the educational provider of choice for this Amazon Fulfillment Center. Currently, plans are for KCKCC to offer developmental and general education courses as well as courses leading to certificates and two-year degrees. Amazon has identified that their initial interest is primarily in the Information Technology programs.

**June 2019 Board Report  
KCKCC Academic Affairs**

**Addendum #2** – Letter from the Higher Learning Commission (KCKCC’s accreditation agency) concerning the April Multi-Location Site Visit. GOOD NEWS – see next page.

**Addendum #3** – Expungement Resource Fair Flyer – see last page.



# HIGHER LEARNING COMMISSION

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
312.263.0456 | 800.621.7440  
Fax: 312.263.7462 | [hlcommission.org](http://hlcommission.org)

May 23, 2019

Dr. Greg Mosier  
President  
Kansas City Kansas Community College  
7250 State Ave.  
Kansas City, KS 66112

Dear President Mosier:

Attached is a copy of the Multi-Location Visit Report completed following the visit to Kansas City Kansas Community College. As detailed in the report, the pattern of operations at the locations appears to be adequate and no further review or monitoring is necessary.

Within the Multi-Location Visit Report, you will find brief comments on the instructional oversight, academic services, student services, facilities, marketing and recruitment information and adequacy of assessment of student performance. Please consider these comments as advice for continued improvement of the additional locations.

Per HLC policy, completion of these visits and fulfillment of the requirement will be noted in your institution's history record and the completed report will be included in your institution's permanent file.

If you have any questions or comments regarding the Multi-Location Visit or the attached report, please contact Pat Newton-Curran ([pnewton@hlcommission.org](mailto:pnewton@hlcommission.org)).

Sincerely,

Higher Learning Commission



# Expungement Resource Fair Kick Off Event!

**Wednesday, June 19<sup>th</sup>, 2019 from 4pm-6pm**

**Location:** Kansas City Kansas Community College  
Technical Education Center  
6565 State Avenue  
Kansas City, KS 66112

**Weekly Expungement Services** to be announced!

Discover if your offense is expungable with the assistance of an attorney at our Wednesday Expungement Clinics or visit Kansas Legal Services online at [www.kansaslegalservices.org](http://www.kansaslegalservices.org).

Kansas Legal Services guide to determining eligibility on back.

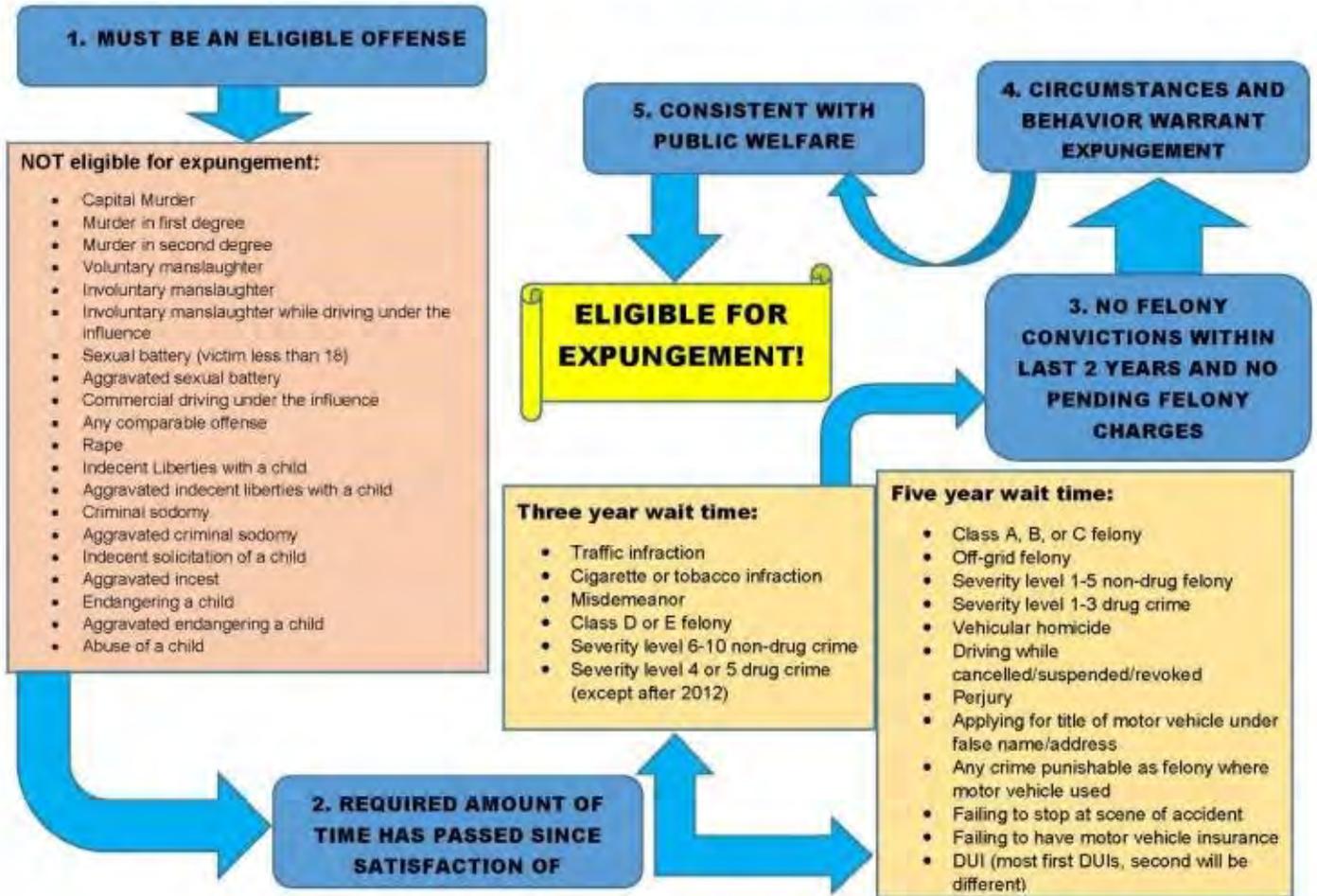
If you have any questions please feel free to contact Paul Hancock, Manager of Employment Services KCKCC via email at [phancock@kckcc.edu](mailto:phancock@kckcc.edu) or call 913-288-7817.



**Kansas City Kansas  
Community College™**



**TO BE ELIGIBLE FOR EXPUNGEMENT ON YOUR CONVICTION OR DIVERSION:**



Courtesy of [KansasLegalServices.org](http://KansasLegalServices.org)



**Kansas City Kansas  
Community College™**

**STUDENT AFFAIRS REPORT  
JUNE 2019  
DR. DELFINA WILSON - VICE PRESIDENT OF STUDENT AFFAIRS**

**ATHLETICS: TONY TOMPKINS, DIRECTOR OF ATHLETICS**

**Baseball:** Finished the season with a 39-16 regular season record and a 23-9 record in the KJCCC. This was the most conference victories in the history of the program. Unfortunately, the Blue Devils were beaten in the first round of the playoffs by Barton.

**Softball:** Finished the season with a 38-20 regular season record and a 12-8 record in the KJCCC. The softball team had a great run and finished Runner-Up in the District Tournament.

**Golf:** Had a decent season this year, but could not rally in the District Playoffs to advance to the National Tournament.

**ACADEMICS:** Our student-athletes had another strong semester this semester. They finished with a 3.2 GPA on the spring and over 50% earned a 3.0 or higher.

Baseball: 2.84

Men's Basketball: 2.40

Women's Basketball: 2.87

Golf: 3.22

Men's Soccer: 3.21

Women's Soccer: 3.13

Softball: 3.48

Volleyball: 3.11

**STUDENT SERVICES**

**DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES**

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

**Counseling & Direct Contact Services**

- Provided 35 counseling sessions:  
70% Personal Issues, 15% Crisis Intervention, 12% Career, 3% Disability
- Provided 22 consultations to KCKCC faculty and staff
- Wraparound assistance to students: 3- Food Pantry, 1-Clothing Closet, 3- Dean's Fund

**Educational & Advocacy Services**

- Advised OQS Diversity Club Meetings.
- Helped OQS Diversity Club with Ally Appreciation and Lavender Graduation.
- Presented the Culture of Respect programs to the BLUE classes

**STUDENT ACCESSIBILITY AND SUPPORT SERVICES**

**Students Requesting Accommodations:**

Disability	May 2019	May 2018	May 2017
Autism Spectrum Disorder	2	4	2
Attention Deficit Disorder	15	25	17
Blind/Visual Impairment	5	2	5

Deaf/Hard of Hearing	1	4	2
Head Injury	3	6	3
Intellectual Disability	0	0	3
Learning Disability	21	19	12
Medical	7	6	3
Physical	3	4	8
Psychiatric	12	21	21
Other Health Impaired	0	0	0
Total	69	91	79

Alternate Formatted Textbooks Requested by Disability:

	May 2019	May 2018	May 2017
Blind	2	0	7
Low Vision	8	2	18
L D	79	125	21
Physical	11	9	20
Total	100	136	66

Assistive Technology Users by Disability:

	May 2019	May 2018	May 2017
Blind	2	1	2
Low Vision	5	3	5
L D	26	25	17
Physical	6	4	4
Total	39	33	28

- Fourteen students who utilized SASS programs graduated this year.
- Alex and Robert used the Zoom video conferencing system to have an Intake Meeting with a long-distance student and his team. This was their first attempt at a distance meeting and it worked out very well.
- Robert participated on the Accessibility Summer Camp Planning Committee.
- Robert participated on the planning committee for the Accessing Higher Ground Conference. This international conference takes place each November. Robert will be presenting in four sessions at the conference this year.

**STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR**

Activities

- Final Four @ KCKCC
  - Hosted four days of activities for the 2019 Graduates
    - May 20<sup>th</sup> - Lunch and Graduate Bingo, approximately 30 students participated
    - May 21<sup>st</sup> - Lunch and mini transfer and Job fair, approx. 20 students participated
    - May 22<sup>nd</sup> - Lunch and Glamour day/decorate graduation cap, approx. 30 students participated
    - May 23<sup>rd</sup> - Lunch and Graduation Rehearsal, approximately 300 students participated
  - Fishing Derby Approximately 200 community members participated. The derby was rained out due to lightning

Special Interest Group, Club, and Organization Activity

- AAUW
  - 4 club members participated at a student leadership trip in Washington DC.

**STUDENT HOUSING-LAKEISHIA RICHARDSON, HOUSING SUPERVISOR**

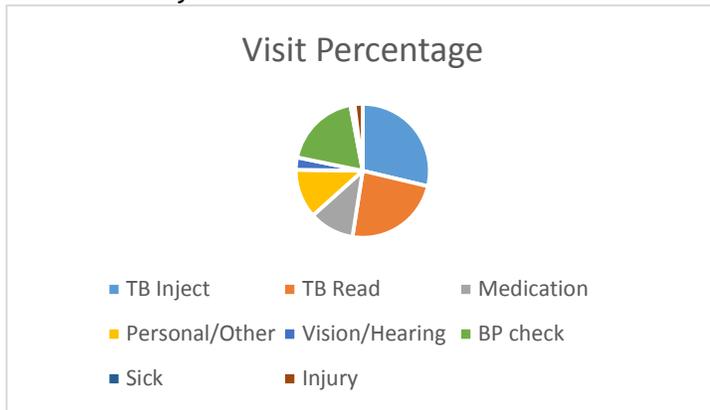
Housing Total:

- 98: Student Athletes
  - 22: Non-Athletes
  - 120: Students were in Student Housing during the month of May
- Scheduled Student move out
  - Scheduled Summer and Fall move in with Athletic Department

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

Student Health Services office is diverse in fulfilling the needs of student, faculty, staff, and community. Those needs come in the form of attending events to assisting in daily life and educate individuals to become better consumers of health.

VISITS for May



Visit Reason	%	total
TB Inject	29	56
TB Read	24	46
Medication	11	21
Personal/Other	12	24
Vision/Hearing	3	5
BP check	19	37
Injury	2	3
Sick	1	1

As you, see from the above information the Percentages of visits increased in May. This month brought in 193 visits. Visits taken from a wide array of needs for staff/faculty, students and the community. Of the 193, we had 13 individuals who had to be referred to off campus resources.

**Accomplishments for May**

- April flew past while connecting to college groups. Meetings attended with Behavior Intervention Team (BIT), Clery Committee, Safety Committee and Graduation Committee.
- Assisting as the medical personnel for both graduations,
  - There were two medical assists.

**TRIO SSS-MICHAEL COZART, DIRECTOR**

Total of Participants:

- 117 active TRIO students for AY 2108-19.
  - 74 First-Gen & Low-Income
  - 28 First-Gen only
  - 13 Low-Income Only
  - 13 Low-Income w/ Disability

Graduates:

- 26 students who graduated in AY 2018-19
- We held the TRIO Graduates Ceremony, May 16

Group session this month:

- We held a Home Buyer Educational Event, with (NASB, Liberty Insurance, CHES Inc. & Domicile Reality) May 4

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

- Summer 2019 20<sup>th</sup> day comparison
  - Headcount is down -6.00% (decrease of 129 students) and credit hours are down -5.63% (decrease of 591 credit hours).
- Fall 2019 20<sup>th</sup> day comparison
  - Headcount is up 9.293% (an increase of 234 students) and credit hours are up 7.522% (1,784 credit hours)
  - See attached reports - all information provided by Institutional Research as of 6/11/2019.

#### Enrollment Report Summer 2019

Campus	Headcount			
	06.10.2019	06.11.2018	Change #	Change %
	Summer 2019	Summer 2018		
BL		14	(14)	-100%
MC	655	755	(100)	-13%
OL	1,278	1,318	(40)	-3%
PION	56	65	(9)	-14%
TEC	212	208	4	2%
USDB	32	24	8	33%
<b>Total</b>	<b>2,021</b>	<b>2,150</b>	<b>(129)</b>	<b>-6%</b>

Credit Hours			
06.10.2019	06.11.2018	Change #	Change %
Summer 2019	Summer 2018		
	70	(70)	-100%
2,115	2,617	(502)	-19%
5,722	5,833	(111)	-2%
217	249	(32)	-13%
1,712	1,618	94	6%
126	96	30	31%
<b>9,892</b>	<b>10,483</b>	<b>(591)</b>	<b>-6%</b>

#### Enrollment Report Fall 2019

Campus	Headcount			
	06.10.2019	06.11.2018	Change #	Change %
	Fall 2019	Fall 2018		
BL		2	(2)	-100%
DWNTN	6			
FRSC	15	29	(14)	-48%
HS	791	547	244	45%
MC	1,292	1,378	(86)	-6%

Credit Hours			
06.10.2019	06.11.2018	Change #	Change %
Fall 2019	Fall 2018		
	6	(6)	-100%
23			
140	156	(16)	-10%
4,358	3,194	1,164	36%
<b>10,599</b>	<b>11,214</b>	<b>(615)</b>	<b>-5%</b>

OC	195	243	(48)	-20%
OL	782	776	6	1%
PION	111	155	(44)	-28%
TEC	365	268	97	36%
USDB	1	1	-	0%
Total	2,752	2,518	234	9%

	509	525	(16)	-3%
	4,403	3,992	411	10%
	975	1,312	(337)	-26%
	4,489	3,313	1,176	35%
	3	3	-	0%
	25,499	23,715	1,784	8%

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

Admissions Activity Report - May 2019

Total Events	14
Total Campus Visits	8
Total School Visits	6
Total People from all Events / Visits	1,318
Total Inquiry Cards Completed	213
# of Post Cards Mailed	0
# of Phone Calls Made	35
# of Emails to Prospective Students	60,776
# of Applications Completed For Month	518
# of Non-TEC Applications Processed For Month	398
# of TEC Applications Processed For Month	120
# of International Students Inquiries For Month	174

Personnel

- The Administrative Assistant I search has been completed. We are working with the Human Resources office to extend the official offer to the top candidate.
- The Recruiting Admissions Coordinator position has been posted. We will conduct zoom interviews, followed by on campus interviews, in later June.

Outreach

- 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.

High School Partnership Program

- The High School Partnership program is proud to include Sumner High School as a partner for the upcoming year, they already have 79 student enrollments.
- We anticipate another increase of high school enrollments in early August as many students had not yet completed the enrollment process during the enrollment days at their respective high schools.

International Admissions

- As of June 12, a total of 16 F-1 international status students have been admitted and I-20's shipped. We anticipate more admissions as the deadline for International Admissions is not until July 1.

F-1 Students Attending KCKCC	
Academic Year	Total F-1 students
2015-2016	16
2016-2017	31
2017-2018	29

2018-2019	39
-----------	----

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

Financial Aid Applications Received as of June 11

Academic Year	Number of Records
2018-19	13,283
2017-18	13,537
2016-17	12,355

Financial Aid Disbursed to Student Accounts as of June 11

	FALL	SPRING	TOTAL
2018-2019	\$6,944,617	\$6,154,640	\$13,099,257
2017-2018	\$7,387,034	\$6,452,758	\$13,839,792
2016-2017	\$7,821,453	\$7,077,171	\$14,898,624

Financial Aid Applications for Upcoming Academic Year Received as of June 11

2019-2020	5570
2018-2019	6555
2017-2018	5301

2019 Spring Satisfactory Progress Calculated

Academic progress was reviewed for students who received federal financial aid for the Spring 2019 semester resulting in the following:

- 214 students on “Warning” - completion rate below 66% and /or GPA below 2.0
- 118 students on “Exclusion” - completion rate below 66% and/or GPA below 2.0 after a warning status
- 100 students on “Exclusion” - attempted over 97 credit hours.
- 36 students - on “No More Aid” - students have appealed and did not complete approved appeal conditions

Students were notified by U.S. Mail and through their student e-mail and given the information on how to appeal. Additionally a list of students on “warning” has been shared with the Student Success Center.

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

Advising Activity - May 2019

Advising Type / Purpose of Visit	MAIN	PION	TEC	(only 1 advisor reporting)	Totals
General Advising	93	64	51		208
Degree / Cert. Check	29	2	0		31
Degree Plan / Audit	2	39	0		41
Dismissal/Reinstatement (Shay)	2	0	0		2
Schedule Adjustment	55	7	0		62
Returning Enrollment	361	62	18		441
New Enrollment	163	8	32		203
Financial aid exclusion	5	2	0		7
Withdrawal	0	0	3		3
Drop	5	0	0		5
<b>TOTAL</b>	<b>715</b>	<b>184</b>	<b>104</b>		<b>1003</b>

Walk-In Advising	469	42	49
Advising Appointments	246	28	55
TOTAL	715	70	104

DISCIPLINARY BARRACKS ADVISING - Marcia	
Purpose of Visit	Total
General Advising	53
Degree Check	10
Degree Plan	0
Dismissal/Reinstatement	0
Schedule Adjustment	0
Returning Enrollment	42
New Enrollment	8
applications	10
Withdrawal	0
Drop	0
TOTAL	123

Attrition / MAIN CAMPUS Withdrawal Reasons	
Personal Reasons	1
Time Management	1
Work conflict	1
N/A - not disclosed	2
TOTAL	5

ONLINE ADVISING	
Advising inbox - general advising	155
Advising inbox - enrollments	74
Advising inbox - appointment requests	11
General Advising + Enrollments	52
TOTAL	240

### PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

#### PION Activity Report - May 2019

General Advising	19
Enrollment	66
Application Completion	2
Bill Pay	6
Course Withdrawals	2
Financial Aid	1
Placement Testing	34

Other (General Questions, Cap and Gown, Transcript, VA Information, etc.)	124
Total Students Served	254
Walk-Ins	217
Phone Calls	4
Appointments	33
Total Students Served	254

## Events

- Represented KCKCC/PCC at the Lansing Educational Foundation Breakfast
- Attended the Community Arts Festival at First United Methodist Church of Leavenworth. The following technical programs were also represented - Culinary, Electrical and Construction. Discussed a collaboration where they are willing to provide transportation to students to and from our building around town.



- Held our first Graduation celebration of our PCC graduates. We had about 40 people in attendance of graduates, family and friends in addition to Dr. Mosier, Dr. Krueger and guest, and Dr. Janice McIntyre. Dr. Mosier cut the cake with the help of some of our culinary graduates. Graduates were also given the opportunity to decorate their caps for the graduation ceremony.



- Melissa Davis (PCC Student Success Advisor) represented KCKCC at the Leavenworth High School JROTC Amanda Holmes memorial 5k Run.



- Summer camps for kids has been a huge success. The first culinary camp filled up in about a week so we opened a second week and it has filled as well.



**DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY  
Student Outreach**

- (JRCF) Met with 11 students, registered 7 students for the 2 different classes being offered, received 3 new applications for admission, filled out 2 applications to graduate.
- (USDB) Met with 29 students, Enrolled 22 students in classes, Tested 2 students for math placement
- Met with 7 students to answer questions and register.

**MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR**

**Veteran Center Activity Report - May 2019**

Type of Visitor	
Current Status	Number
Active Duty	240
Veteran	816
Military/Veteran Dependent	209
Civilian	104
<b>Total</b>	<b>1369</b>

Reason for Visit	
Study	388
Socialize	409
Benefit Questions	218
Enroll & Application Questions	104
Computer use	169
Other	81
<b>Total</b>	<b>1369</b>

Veteran Center Visitors		
September	47	
October	185	
November	132	

December	105	X-Mass Break
January	189	X-Mass Break
February	218	
March	159	Spring Break
April	209	
May	104	
June	20	
Total	1369	

Branch of Service	
Army	831
Navy	68
Marines	207
Air Force	162
Coast Guard	1
N/A	100
Total	1369

Term Certified	Number of Certs submitted	Amount certified
SP/SP1	147	\$173,854.00
Spring 2 2019	33	\$25,148.00
Summer	75	\$40,524
Total		\$239,526.00

May/Jun events:

May 4<sup>th</sup>: The Veteran Center supported the Student Veterans of America for the Blue Devil 5K run.



May 9<sup>th</sup>: The Veteran Center hosted the Inaugural KCKCC Student Veteran Association Dinner.



May 23<sup>rd</sup>: The Veteran Center supported the 2019 Graduation.



June 7<sup>th</sup>: The Veteran Center along with KCKCC staff and students supported the Kansas City Stand Down for homeless Veterans. 26 staff members and students attended.



KCKCC Cosmetology students  
Giving Veterans Haircuts



KCKCC staff and students and  
Friends of KCKCC

**TESTING SERVICES - FAITH MOODY, TESTING SPECIALIST**

Total Placement Tests This Semester

Spring 2019	Spring 2018	Spring 2017
2375	1924	1884

May Placement Test sessions						
Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
May 2019**	200	39	28	726	5	998
May 2018	290	30	38	253	2	613
May 2017	270	42	43	118	2	475

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

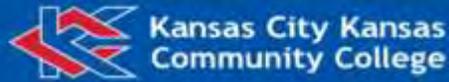
May Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
May 2019**	# Administered	717	792	486	998

	Developmental	392	527	185	626
	% Developmental	55%	67%	62%	63%
May 2018	# Administered	451	487	401	613
	Developmental	285	307	288	464
	% Developmental	63%	63%	72%	76%
May 2017	# Administered	338	373	279	475
	Developmental	186	218	213	344
	% Developmental	55%	58%	76%	72%

198 students moved to the next higher Reading Level based on the Motivated Reading Survey

- 25 students tested into ABE and moved up to READ0091
- 77 students tested into READ0091 moved up to READ0092
- 96 students tested into READ0092 and moved up to not needing a reading class



Campus	Headcount				Credit Hours			
	06.10.2019	06.11.2018	Change #	Change %	06.10.2019	06.11.2018	Change #	Change %
	Fall 2019	Fall 2018			Fall 2019	Fall 2018		
BL		2	2	-100.0%		6	6	-100.0%
DWNTN	6				23			
FRSC	15	29	14	-48.3%	140	156	16	-10.3%
HS	791	547	244	45%	4,358	3,194	1,164	36%
MC	1,292	1,378	86	-6.2%	10,599	11,214	615	-5.5%
OC	195	243	48	-19.8%	509	525	16	-3.0%
OL	782	776	6	1%	4,403	3,992	411	10%
PION	111	155	44	-28.4%	975	1,312	337	-25.7%
TEC	365	268	97	36%	4,489	3,313	1,176	35%
USDB	1	1	-	0%	3	3	-	0%
<b>Total</b>	<b>2,752</b>	<b>2,518</b>	<b>234</b>	<b>9%</b>	<b>25,499</b>	<b>23,715</b>	<b>1,784</b>	<b>8%</b>

Status	Fall 2019	Fall 2018	Change #	Change %
First-time	794	NA	NA	NA
Returning	1,958	NA	NA	NA

Gender	Fall 2019	Fall 2018	Change #	Change %
Female	1,786	1,646	140	8.51%
Male	966	872	94	10.78%

Race/Ethnicity	Fall 2019	Fall 2018	Change #	Change %
American Alaska Native	18	16	2	12.50%
Asian	141	121	20	16.53%
Black or African American	428	484	56	-11.6%
Hawaiian Pacific Islander	1	5	4	-80.0%
Hispanic	749	571	178	31.17%
Multi-racial	136	121	15	12.40%
Unknown	112	49	63	128.57%
White	1,167	1,151	16	1.39%

Location	Location Description
DWNTN	Downtown KCK
FRSC	Fire Science Building
HS	High School
MC	Main-Campus
OC	Off-Campus (Clinical Sites)
OL	On-Line
PION	Pioneer Center/Leavenworth
TEC	Technical Education Center

**Headcount is up 9.293% for an increase of 234.  
Credit Hours up 7.522%,  
for an increase of 1784 credit hours.**

**Fall 2019 Data is accurate as of the run date / time.**

**Note:** The sum of all locations will not be equal to the Total if there are students enrolled in multiple locations, in which case students are counted in multiple locations.



Campus	Headcount			
	06.10.2019	06.11.2018	Change #	Change %
	Summer 2019	Summer 2018		
BL		14	14	-100.0%
MC	655	755	100	-13.2%
OL	1,278	1,318	40	-3.0%
PION	56	65	9	-13.8%
TEC	212	208	4	2%
USDB	32	24	8	33%
<b>Total</b>	<b>2,021</b>	<b>2,150</b>	<b>129</b>	<b>-6.0%</b>

Credit Hours			
06.10.2019	06.11.2018	Change #	Change %
Summer 2019	Summer 2018		
	70	70	-100.0%
2,115	2,617	502	-19.2%
5,722	5,833	111	-1.9%
217	249	32	-12.9%
1,712	1,618	94	6%
126	96	30	31%
<b>9,892</b>	<b>10,483</b>	<b>591</b>	<b>-5.6%</b>

Status	Summer 2019	Summer 2018	Change #	Change %
First-time	364	NA	NA	NA
Returning	1,657	NA	NA	NA

Gender	Summer 2019	Summer 2018	Change #	Change %
Female	1,299	1,396	97	-6.9%
Male	722	754	32	-4.2%

Race/Ethnicity	Summer 2019	Summer 2018	Change #	Change %
American Alaska Native	15	13	2	15.38%
Asian	87	80	7	8.75%
Black or African American	434	492	58	-11.8%
Hawaiian Pacific Islander	3	5	2	-40.0%
Hispanic	362	365	3	-0.8%
Multi-racial	111	112	1	-0.9%
Unknown	65	51	14	27.45%
White	944	1,032	88	-8.5%

Location	Location Description
FRSC	Fire Science Building
HS	High School
MC	Main-Campus
OC	Off-Campus (Clinical Sites)
OL	On-Line
PION	Pioneer Center/Leavenworth
TEC	Technical Education Center
USDB	US Disciplinary Barracks

**Headcount is down -6.00% for a decrease of 129.  
Credit Hours down -5.63% ,  
for a decrease of 591 credit hours.**

**Summer 2019 Data is accurate as of the run date / time.**

**Note:** The sum of all locations will not be equal to the Total if there are students enrolled in multiple locations, in which case students are counted in multiple locations.

## BOARD OF TRUSTEES REPORT

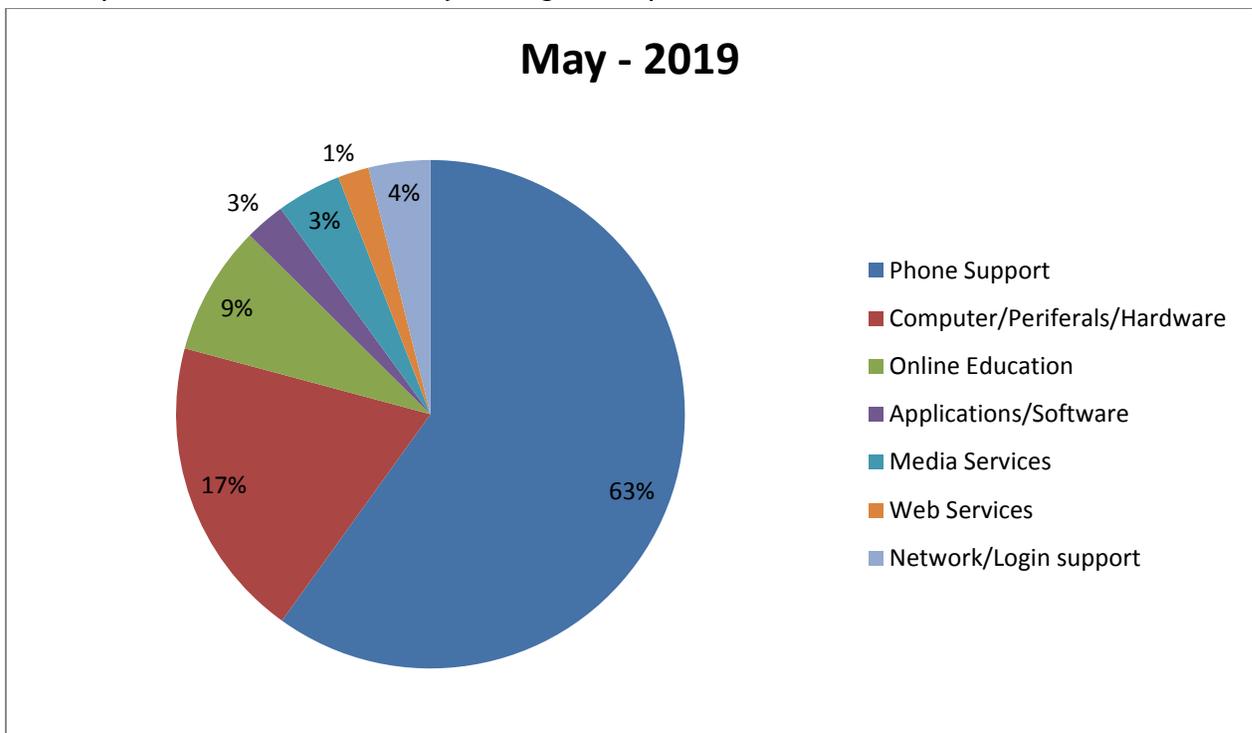
Peter Gabriel, Interim Chief Information Officer

### ACADEMIC SUPPORT

- Met with Foundation staff to facilitate better usage of digital signage software and Microsoft Teams
- Finalized the electronic gathering of registration data for WyCo Back to School
- Created Tech Tips
- Produced safety announcements for graduation program
- Developed and delivered six training sessions regarding Online Apps and Forms
- Began process of updating how to videos

### COMPUTING SERVICES

- 288 tickets were issued during the month of May - 372 tickets were resolved.
- The average time spent on each ticket was 2.235 days
- 458 helpdesk calls were taken May average time per call was 4.12 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 a distance education room on main campus to the Pioneer Career Center. The setup consisted of using Zoom rooms to transport audio and video for students taking Algebra classes. The main campus and the Pioneer Center used IP Video to establish a two video conference.

- Setup and recorded musicians for an upcoming cable show. The recorded interviews will become a monthly cable series that highlights musicians and their music.
- Setup and tested Lecture Capture programs for teachers to use for recording of their classes with audio and video. Students enrolled in the class will be able to review what was taught in the class.
- Prepared a monthly highlight video for the “100 Stories of Impact”
- Preparing the graduation ceremonies for DVD Distribution.
- YouTube analytics for all of the graduation ceremonies are as follows, Nursing Pinning on May 22, 2019 had 361 views, The 2:00 pm Commencement Ceremony had 88 views, and the 7:00 pm Commencement Ceremony had 11 views.

## 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 - 99.98%
- Network Switch and Phone and Availability - 99.97%
- The porting of telephone numbers over to the new SIP trunks has been scheduled for June 21<sup>st</sup> to minimize the interruptions in service during the porting process.
- Classroom phone deployment is ongoing.
- Our new fiber connection to LVPCC has been installed; final configurations by the vendor have been completed. We will move to the new connection the week of June 17<sup>th</sup>.
- The primary internet connection switch was moved from 2704 to the datacenter.

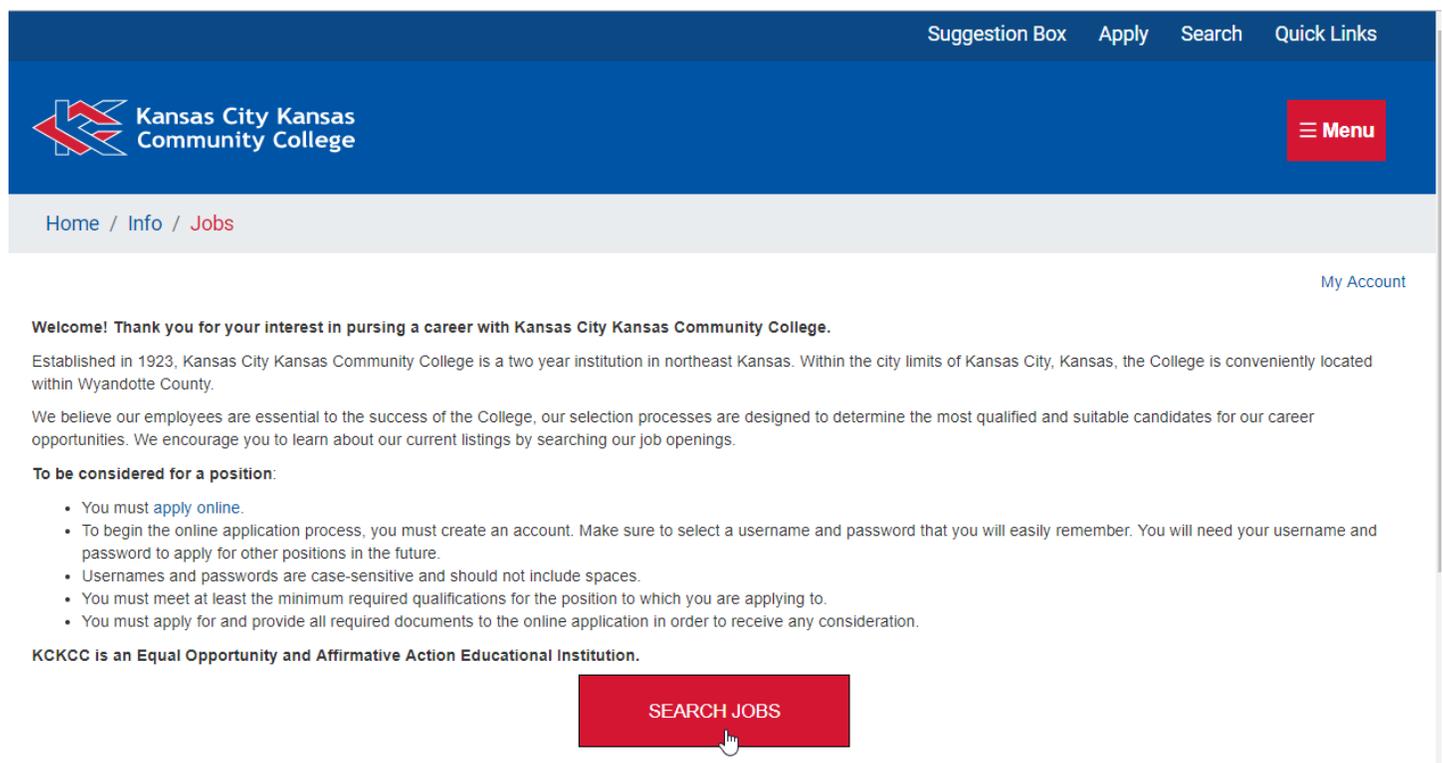
# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### JUNE 2019

#### Human Resources Updates

- This month the Human Resources Department has started creating electronic files for paper documents that are stored in our office. Examples of files that will be converted to electronic files are career opportunity documents, I-9 forms, transcripts, etc. The next phase for converting will be to focus on digitalizing the current and former employee personnel files. The purpose of converting the paper files to electronic documents is to safeguard confidential files in the event of a disaster and reduce cost associated with storing paper files.
- Completed an audit of the I-9 records. All records have been updated as needed.
- The final phase of the career site update is complete. The career opportunities webpages is aligned with KCKCC's main page and the addition of the graphics/ pictures/ specific category one-click option such as faculty, staff, and part-time, etc. making navigation easier for potential applicants. Below is screen shot of the updated site. <https://kckcc.applicantstack.com/x/careers>



The screenshot shows the top navigation bar of the KCKCC Career Site. It features a dark blue header with the college logo and name on the left, and navigation links for 'Suggestion Box', 'Apply', 'Search', and 'Quick Links' on the right. Below the header is a red 'Menu' button. A breadcrumb trail reads 'Home / Info / Jobs'. On the right side, there is a 'My Account' link. The main content area begins with a welcome message: 'Welcome! Thank you for your interest in pursuing a career with Kansas City Kansas Community College.' This is followed by a paragraph about the college's history and location, and another paragraph about the selection process. A section titled 'To be considered for a position:' lists four bullet points: 'You must apply online.', 'To begin the online application process, you must create an account. Make sure to select a username and password that you will easily remember. You will need your username and password to apply for other positions in the future.', 'Usernames and passwords are case-sensitive and should not include spaces.', and 'You must meet at least the minimum required qualifications for the position to which you are applying to.' The final bullet point states: 'You must apply for and provide all required documents to the online application in order to receive any consideration.' Below this list is the statement 'KCKCC is an Equal Opportunity and Affirmative Action Educational Institution.' At the bottom of the screenshot is a prominent red button with the text 'SEARCH JOBS' and a hand cursor icon pointing to it.



FACULTY



STAFF



ADJUNCT



PART-TIME STAFF

Powered by ApplicantStack



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

FINANCE - MICHAEL BEACH, CFO

- Draft Operating Budget in process
- Draft Capital Projects Budget in process
- Larger than expected SB-155 payment
- Potential opportunity to refinance debt - Potential net savings of \$500,000+ over the remaining maturity; this will not extend the maturity dates
- New Controller hired - Lesley Strohschein

BOOKSTORE - KASEY MAYER, DIRECTOR

- Summer rush has started, and all is going well.
- Fall adoptions are at 100%. We are placing orders.
- We handed out 447 caps and gowns for graduation.
- We are still in the process of updating our website to place orders for our general merchandise, e.g. spirit gear, electronics, supplies.
- We just hired 1 part-time employee for the TEC cafeteria, and are in the process of hiring another one.
- We are getting ready to start prepping for our yearly inventory, the last week of June.

FACILITY SERVICES - JEFF SIXTA, DIRECTOR

Accomplishments:

- Continue with Student Success
- Learning Spaces remodel going on- HVAC system going in
- Building bridge south side of lake
- Completed FOG report
- Replaced canopy lights at Fire Science
- Setup and tore down graduations
- Assembled cabinets for Cosmetology
- Ambient Learning Spaces remodels
- Childcare remodel

Goals for June 2019:

- Continue to build bridge over the south of the lake
- Continue with Learning Spaces remodel
- Work on the Humanities water hole project (Ambient Learning Spaces)
- Continue Childcare remodel

CAMPUS POLICE - GREG SCHNEIDER, DIRECTOR

Summary -

- Provided coverage, directions and parking lot control for KCKCC Graduations May 23
- Provided coverage for High School Debate Tournament May 3 thru 5
- **Provided coverage for the Kid's Fishing Derby at the pond May 18**
- Provided coverage and road access routes for the Blue Devil 5K May 4
- **Provided coverage and parking lot control for PTA Pinning at TEC May 21 and Nurse's Pinning at Main Campus May 22**
- **Provided coverage, directions and parking lot control for Turner High School's Graduation May 16**

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Interim Summary Financial Statements -May 2019**  
**Year to Date Fiscal Year 2019, with comparison to Fiscal Year Ended June 30, 2018**

**Summary Statement of Net Position**

	<b>YTD FY2019</b>	<b>AUDITED Year-End FY2018</b>
Assets		
Current Assets	\$ 22,503,132	\$ 30,695,612
Noncurrent Assets	<u>54,393,418</u>	<u>57,446,973</u>
Total Assets	<u>\$ 76,896,550</u>	<u>\$ 88,142,585</u>
Liabilities		
Current Liabilities	\$ 10,933,075	\$ 13,268,162
Noncurrent Liabilities	<u>24,231,886</u>	<u>25,046,886</u>
Total Liabilities	35,164,961	38,315,048
Net Position	<u>41,731,589</u>	<u>49,827,537</u>
Total Liabilities and Net Position	<u>\$ 76,896,550</u>	<u>\$ 88,142,585</u>

**Summary Statement of Revenue Expenses and Changes in Net Position**

	<b>YTD FY2019</b>	<b>Annual</b>	<b>Annual</b>	<b>YTD FY2018</b>	<b>Percent</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Used Actual to</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Operating Revenues	\$ 24,949,017	\$ 29,246,544	\$ (4,297,527)	\$ 25,218,859	85.31%
Non-Operating Revenues, Net	<u>31,642,999</u>	<u>53,604,198</u>	<u>(21,961,199)</u>	<u>29,913,279</u>	<u>59.03%</u>
Total Revenues	56,592,016	82,850,742	(26,258,726)	55,132,138	68.31%
Operating Expenses	<u>67,669,674</u>	<u>79,979,223</u>	<u>12,309,549</u>	<u>61,161,860</u>	<u>84.61%</u>
Increase/(Decrease) in Net Positions	<u>\$ (11,077,658)</u>	<u>\$ 2,871,519</u>	<u>\$ (13,949,177)</u>	<u>\$ (6,029,722)</u>	

**Notes**

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD MAY 2019							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	PERCENT
		2019	5/31/2019	2019	5/31/2018	TO BUDGET	USED ACTUAL
							TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 12,612,000	\$ 12,155,600	\$ 12,612,000	\$ 12,944,687	\$ (456,400)	96.38%
	Federal Grants and Contracts	12,108,192	9,100,557	12,108,192	9,112,518	(3,007,635)	75.16%
	State Contracts	400,277	435,874	400,277	409,675	35,597	108.89%
	Private Gifts, Grants & Contracts	372,500	195,911	372,500	177,737	(176,589)	52.59%
	Auxiliary Enterprise Revenue	3,112,125	2,058,762	3,112,125	2,235,364	(1,053,363)	66.15%
	Other Operating Revenue	641,450	1,002,313	641,450	1,205,825	360,863	156.26%
	Total Operating Revenues	29,246,544	24,949,017	29,246,544	26,085,806	(4,297,527)	85.31%
Nonoperating Revenues (Expenses)							
	County Property Taxes	41,550,640	20,754,737	41,550,640	20,046,129	(20,795,903)	49.95%
	State Aid	9,925,719	10,176,495	9,925,719	9,903,409	250,776	102.53%
	SB155 AID	2,614,500	1,504,395	2,614,500	786,361	(1,110,105)	57.54%
	Investment Income	150,000	170,200	150,000	170,200	20,200	113.47%
	Interest Expense on Capital Asset Debt	(961,661)	(962,828)	(961,661)	(1,046,890)	(1,167)	100.12%
	Transfer from Capital Reserves	325,000		325,000		(325,000)	0.00%
	Total Nonoperating Revenues	53,604,198	31,642,999	53,604,198	29,859,209	(21,961,199)	59.03%
	<b>Total Revenues</b>	<b>82,850,742</b>	<b>56,592,016</b>	<b>82,850,742</b>	<b>55,945,015</b>	<b>(26,258,726)</b>	<b>68.31%</b>
Operating Expenses:							
	Salaries & Benefits	43,926,376	39,158,893	43,926,376	37,919,892	(4,767,483)	89.15%
	Contractual Services	2,126,528	1,777,833	2,126,528	1,792,848	(348,695)	83.60%
	Supplies & Other Operating Expenses	14,729,440	9,059,554	14,729,440	10,668,735	(5,669,886)	61.51%
	Utilities	1,875,850	1,824,045	1,875,850	1,671,167	(51,805)	97.24%
	Repairs & Maintenance to Plant	2,816,604	3,541,010	2,816,604	2,597,631	724,406	125.72%
	Scholarships & Financial Aid	10,500,000	9,428,364	10,500,000	9,558,311	(1,071,636)	89.79%
	Strategic Opportunities	879,425		879,425		(879,425)	0.00%
	Contingency	250,000	4,975	250,000		(245,025)	1.99%
	Debt Service	2,875,000	2,875,000	2,875,000	2,780,000	-	100.00%
	<b>Total Operating Expenses</b>	<b>79,979,223</b>	<b>67,669,674</b>	<b>79,979,223</b>	<b>66,988,584</b>	<b>(12,309,549)</b>	<b>84.61%</b>
	<b>Increase in Net Position</b>	<b>\$ 2,871,519</b>	<b>\$ (11,077,658)</b>	<b>\$ 2,871,519</b>	<b>\$ (11,043,569)</b>	<b>\$ (13,949,177)</b>	



KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	31-May-19	31-May-18
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 232,577		\$ 232,577	\$ 104,969
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 902,903		\$ 902,903	\$ 899,202
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,069,003	\$ 3,069,003	\$ 3,036,123
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 67,591		\$ 67,591	\$ 142,297
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 697,383		\$ 697,383	\$ 444,558
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 871,294		\$ 871,294	\$ 1,265,135
SECURITY BANK***	11	GENERAL FUND	\$ 5,018,164		\$ 5,018,164	\$ 2,300,075
SECURITY BANK	15	TECHNICAL ED FUND	\$ 867,040		\$ 867,040	\$ 1,597,213
SECURITY BANK	16	STUDENT UNION	\$ 1,131,717		\$ 1,131,717	\$ 1,086,263
		(AUXILIARY SERVICES)				
	11	GENERAL FUND		\$ 1,000,000	\$ 1,000,000	\$ 562,751
UMB BANK *	17	PAYROLL	\$ -		\$ -	
<b>TOTAL</b>			<b>\$ 9,788,669</b>	<b>\$ 4,069,003</b>	<b>\$ 13,857,672</b>	<b>\$ 11,663,586</b>
	<b>Current</b>	<b>Month ago</b>	<b>Year Ago</b>			
<b>91-day Treasury Rate</b>	<b>2.340</b>	<b>2.390</b>	<b>1.900</b>			
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
** No interest paid, no fees charged.						
***No Fees assessed by Security Bank and Brotherhood Bank.						

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2018 to June 30, 2019										
July 1, 2017 to June 30, 2018										
Month	FY2019	FY2018	FY2019	FY2018	FY2019	FY 2018	FY2019	FY2018	FY2019	FY2018
	Operational	Operational	Operational	Operational	Net	Net	Transfers	Transfers	Cash	Cash
	Cash	Cash	Cash	Cash	Change	Change	In/Out	In/Out	Balance	Balance
	Inflow	Inflow	Outflow	Outflow						
June									13,921,978	15,223,675
July	1,893,505	1,460,261	(5,819,623)	(5,852,012)	(3,926,118)	(4,391,751)			9,995,860	10,831,924
August	7,745,927	9,147,530	(5,573,160)	(7,568,360)	2,172,767	1,579,170			12,168,627	12,411,094
September	8,275,439	8,127,613	(8,448,948)	(7,561,429)	(173,509)	566,184			11,995,118	12,977,278
October	4,213,690	3,674,084	(7,470,104)	(7,268,399)	(3,256,414)	(3,594,315)			8,738,704	9,382,963
November	2,263,775	2,888,479	(6,080,099)	(7,073,463)	(3,816,324)	(4,184,984)			4,922,380	5,197,979
December	1,398,992	2,317,781	(5,425,532)	(6,317,554)	(4,026,540)	(3,999,773)			895,840	1,198,206
January	26,999,318	30,856,129	(7,471,965)	(12,771,217)	19,527,353	18,084,912			20,423,193	19,283,118
February	7,496,823	6,374,870	(8,284,267)	(7,847,869)	(787,444)	(1,472,999)			19,635,749	17,810,119
March	5,172,465	3,695,580	(9,849,981)	(8,371,394)	(4,677,516)	(4,675,814)			14,958,233	13,134,305
April	2,685,410	1,345,257	(7,074,615)	(5,323,191)	(4,389,205)	(3,977,934)			10,569,028	9,156,371
May	1,898,779	1,548,963	(6,582,603)	(6,808,045)	(4,683,824)	(5,259,082)			5,885,204	3,897,289
June	19,451,789	19,451,789	(9,427,100)	(9,427,100)	10,024,689	10,024,689				13,921,978
Totals	89,495,912	90,888,336	(87,507,997)	(92,190,033)	1,987,915		-	-		
<b>Bold = Actual</b>										
	68,145,344		(71,498,294)							
GL Balance	General Fund	\$ 5,018,164								
	TEC Fund	\$ 867,040								
		\$ 5,885,204								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Position**  
**YTD MAY 2019**

Debt Issuance	Original Principal Issued	Balance 6/30/2018	Payments FY19 Due Date	Amount	Less Interest	Balance 6/30/2019
COP-Capital Lease Oblig	\$8,045,000	\$6,750,000	5/1/2019	\$665,718	\$220,718	\$6,305,000
	\$5,750,401	\$3,770,000	6/1/2019	\$499,478	\$129,478	\$3,400,000
	\$25,940,000	\$15,560,000	4/1/2019	\$2,304,720	\$589,720	\$13,845,000
COP-Bonds Payable	<u>\$3,080,000</u>	<u>\$705,000</u>	5/15/2019	<u>\$366,761</u>	<u>\$21,761</u>	<u>\$360,000</u>
	<u><u>\$42,815,401</u></u>	<u><u>\$26,785,000</u></u>		<u><u>\$3,836,677</u></u>	<u><u>\$961,677</u></u>	<u><u>\$23,910,000</u></u>





Proposed Meeting Dates  
Board of Trustees  
2019-2020

\*Meetings take place on Tuesdays at 5:00 p.m. unless otherwise noted

JULY	16	
AUGUST	13	Moved up one week to allow for Budget approval and vote
SEPTEMBER *	17	Students back on campus - 9:00 AM *
OCTOBER *	22	Pioneer Career Center – 9:00 AM *
NOVEMBER	19	Thanksgiving week 11/25-12/1 College closed
DECEMBER	17	Winter break 12/19-1/3/2020 College closed
JANUARY	21	College closed 1/20 – MLK, Jr. Day
FEBRUARY	18	
MARCH	17	College closed 3/20
APRIL *	21	TEC – 9:00 AM *
MAY	19	Graduation 5/21: AA/AS/AGS 2:00 PM AAS/Cert: 7:00 PM
JUNE	16	

Date changed after discussion at May 21 Board Meeting.

## **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. Employees may also call the College's main telephone number (913-334-1100) for closing information. 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.

The Policy will not conflict with any provisions outlined in the Master Contract.

Please see Procedure 1.06.1 for additional information.

Revision Approved: 6/18/2019

## 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 4:00 p.m. and communicated via the ENS via text, phone and email messages. Messages delivered via these media 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.)

Reviewed: 6/18/2019

## **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: 6/18/2019

## 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: 6/18/2019

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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: 6/18/19

## **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: 2.35**

# **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) approved 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: 6/18/2019

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## **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: 6/18/2019

## 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 college sponsored 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 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 respondents' 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.

Board approved: 6/18/2019

## 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: 6/18/2019

## **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: 6/18/2019

## 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: 6/18/2019

## **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: 6/18/2019

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## **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.~~

#### **~~Childcare 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

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## **RESOLUTION**

### **A RESOLUTION REGARDING THE CONSUMPTION OF ALCOHOLIC LIQUOR IN ACCORDANCE WITH K. S. A. 41-719 (d)**

**WHEREAS**, Kansas Statutes Annotated 41-719 (d) prohibits the consumption of alcoholic liquor on public property except where expressly permitted by law; and

**WHEREAS**, The Kansas City Kansas Community College (KCKCC) is authorized under Kansas law to exempt from the provisions of K. S. A. 41-719 (d) specified property which is under the control of the KCKCC Board of Trustees and which is not used for classroom instruction.

### **NOW THEREFORE, BE IT RESOLVED BY THE KCKCC BOARD OF TRUSTEES:**

Section 1: Exemption Tuesday, July 23, 2019 from 5:00-7:00 PM

The requested exempted area is the foyer area, at the Dr. Thomas R. Burke Technical Education Center, 6565 State Ave., Kansas City, KS from the requirement of K. S. A. 41-719 (d).

Section 2: This exemption is granted in connection with a reception for the Kansas Minority Business Summit.

**PASSED June 18, 2019.**

Signature \_\_\_\_\_

Board Chairwoman  
Print Name: Rosalyn Brown

Attest \_\_\_\_\_

Secretary  
Print Name: Dr. Greg Mosier