

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

December 18, 2018 – 5:00 P.M.

Upper Level Jewell

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Audience to Patrons and Petitioners
5. Board Committee Reports
6. Consent Agenda:
 - (Item A) Approval of Minutes of the November 13, 2018 Meeting
+ Approval of Minutes of October 16, 2018 (correction # 17 on Minutes)
 - (Item B) Approval of Recommendations for payment
 - (Item C) Items for Ratification
 - (Item D) Approval of Personnel Items (H.R.)
7. Student Senate – Aliyah Shaw, President
8. President's Report – Dr. Greg Mosier
9. Marketing & Community Outreach Officer Report – Ms. Tami Bartunek
10. VP-Academic Affairs Report – Interim VP, Dr. Ed Kremer
 - Presentation of The Standard's trip to New York and Carnegie Hall.

11. **VP-Student Affairs Report** – Dr. Delfi Wilson
12. **Information Services Report** – Interim CIO, Mr. Peter Gabriel
13. **Human Resources Officer Report** – Ms. Christina McGee
14. **Finance & Administrative Services CFO Report** – Mr. Mike Beach
15. **Unfinished Business** – Child Care Facility Update
16. **New Business** – Presentation of draft KCKCC Mission, Vision, Strategic Priorities
17. **Executive Session** – To discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed. There are four possible discussion items falling under personnel matters.
18. **Adjournment**

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Recommendations for Payment December 18, 2018

CONSENT AGENDA – Item # B.

1. Approval in the amount of \$118,300.00 to **KC Mechanical** – Replace Science cooling tower - HAVAC repairs/upgrades. Requested by Mike Beach, CFO
2. Approval in the amount of \$101,360.00 to **KC Mechanical** – Replace Science cooling tower/basin heaters, heat trace, pipe insulation. Requested by Mike Beach, CFO
3. Approval in the amount of \$32,614.91 to **Santa Fe Glass Co, Inc.** – doors and frames for Student Success Center. Requested by Mike Beach, CFO
4. Approval in the amount of \$32,044.02 to **USD 500 Transportation Dept.** – daily bus transportation through USD 500 for Kids on Campus Summer 2018 and for transportation - golf and swimming. Requested by Dean Cheryl Runnebaum, TEC.
5. Approval in the amount of \$246,817.12 to **Security Benefit Group** – payment for those who retired under the Early Retirement Benefit from the college. There will be one more payment – January, 2020. Requested by Mike Beach, CFO
6. Approval in the amount of \$55,872.00 to **XS Lighting, LLC** – for Theatre Dept., Source 4 LED Lustr Series 2 Light Engine upgrade. Requested by Gary Mosby, Theatre Dept. Coordinator
7. Approval in the amount of \$129,567.46 to **Blackbaud** for software in Foundation Office. (1st Year = \$129,567.46 / 2nd year = \$54,110.29 / 3rd year = \$54,110.29). Requested by Sharon Clay, Foundation Office.
8. Approval in the amount of \$253,301.65 to **SKC Communications** for KCKCC Nursing Sim Lab Upgrade (Display Tech-11,195.84 / Routing Equipment-26,737.50 / Audio Reinforcement-17,209.79 / Control-16,387.50 / Learning Space Recording-128,184.10 / Miscellaneous supply-6,773.09 / Room support-17,287.03.....Subtotal-223,774.85 + Labor 29,526.80 = TOTAL: 253,301.65). Requested by Peter Gabriel, Dean IT

9. Approval in the amount of \$327,766.90 to **Gaumard** (Simulators for Health Care Education) for purchase of mannequins (newborn, pediatric, adult plus software license, training services and installation for multiple simulators) to be used in Nursing. Requested by Peter Gabriel, Dean IT
10. Approval in the amount of \$29,950.00 to **C & C Group** for service support agreement SSA controls, Maintenance Renewal. Provides preventative maintenance software/subscription service to database back-up telephone/modem. Requested by Sandra Becker, Building & Grounds.
11. Approval in the amount of \$61,800.00 to **Watermark Insights, LLC** for assessment software/VP-AA office. The annual site license includes customized implementation services, unlimited faculty, staff and administrator access, as well as telephone and email tech support to all users. There is no charge for technical hardware or service cost for maintenance of equipment. Year 1 - \$20,000, Year 2 - \$20,600, Year 3 - \$21,200 Requested by Dr. Ed Kremer, Interim VP-AA.
12. **November bills totaling \$2,194,322.72 includes October VISA bills of \$242,499.38.**

BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

DECEMBER 2018

The HR Department does not have any new items to report for the month of December. We continue to review and update our HR process in an effort to function in a more efficient and effective manner.

SEPARATION/ RETIREMENT INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Separation	Ayauf, Afiqah	PT Lab Assistant	Chemistry	Vice President of Academic Affairs	11/30/18
Separation	Fernandez, Irene	Part-Time Food Prep Assistant	TEC-Operations	Chief Financial Officer	11/16/18
Separation	Roland, Ronald C.	Adjunct Faculty Math & Science Technology	Mathematics	Vice President of Academic Affairs	4/9/18
Separation	Watson, Deron	Part-Time Food Prep Assistant	TEC-Operations	Chief Financial Officer	11/16/18

RECOMMENDATIONS/APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
Correction	Arzola, Electra	Executive Administrative Assistant	Human Resources	President	07/01/2018	\$39,015 annually
New Hire	Baumli, Robert	Campus Police Officer	Campus Police	Chief Financial Officer	11/26/18	\$45,000 annually
Correction	Bruner, Nela	Staff Development Specialist	Human Resources	President	07/01/2018	\$44,217 annually
New Hire	Byrum, Lawrence E.	Motorcycle Instructor	Continuing Education	Health Professions	12/10/18	\$20.00 per hour
Correction	Egnatic, Megan	Administrative Assistant- Enrollment Management	Admissions	Vice President of Student Affairs	07/01/2018	\$36,414 annually
Rehire	Pate III, Joe C.	Campus Police Officer	Campus Police	Chief Financial Officer	11/26/18	\$45,000 annually
Promotion	Piercey, Valerie	Assistant Director-Adult Education	Continuing Education	Health Professions	11/26/18	\$55,000 annually

December Board Report Foundation, Marketing and Outreach

Foundation

- Family Fund now has 94 people, 16.21% of faculty and staff are participating. There is a great internal competition going on between two departments and we hope others will start to join in by challenging others. We will be speaking about Family Fund, scholarships, etc. during Convocation in break-out sessions.
- Chiefs – we have sold 180 tickets so far, \$1,800 in donations back to KCKCC Foundation. Three more games were added in December allowing the Foundation to earn more funds.
- #GivingTuesday was November 27th, it raised \$1,090 and generated 6 new Family Fund members. Last year we raised \$200. We will continue to evaluate this event and tweak for greater future revenue.
- The purchase of Foundation software called Raisers Edge will be a game changer. The updated contact information for our alumni that will be part of the purchase will allow for development of an alumni association. We will finally be able to keep in regular communication with them, reengage them in what we are doing at KCKCC, and hopefully connect with them as donors. This also provides a funnel for major gifts, capital campaign donors, and estate gifts.
- Sharon will be attending the CASE District VI Conference in January. (Council for Advancement and Support of Education). She was selected based on an application submitted to CASE for a pre-conference activity called CASE Views. This pre-conference activity will teach her how to use the *Gallup's CliftonStrengths Discovery* to help impact alumni relations and donor support as well as other advancement activities. She also applied for and was awarded one of six \$1,000 scholarship from KCIA (Kansas Council of Instructional Administrators). So, between the two awards, there will be very little cost to KCKCC for her to attend this training. The training will feature speakers and specific sessions pertaining to the following 9 areas: Advancement Services, Advocacy, Alumni Relations, Annual Giving, Athletics Fundraising, Marketing & Communications, Independent Schools & Community Colleges, Development, and Professional Development.
- The 94th Annual Candle Lighting ceremony was on Dec. 5th. Our very own Mary Ricketts was the keynote speaker and did a fantastic job! Total donations from students and attendees was \$861.61.

Hall of Fame Update

- Save the date! Hall of Fame is April 27, 2019.
- We have new sponsorship levels that provide potential sponsors more opportunity to support the event.
- Sharon has started dropping off materials and a small donor gift to past sponsors, so far she has seen or dropped off materials to fourteen of our past donors. She will be making more visits in December as well as follow-up phone calls.
- Sharon and Tami are personally reaching out to potential donors.
- The Hall of Fame website is up on the new site, it has its own tab:
<https://www.kckcc.edu/foundation/events/hall-of-fame/index.html>
- TEC Culinary has confirmed they will be able to do the food again this year for the event.
- The KCKCC Jazz Ensemble has also confirmed they will play in the lobby for our guests.

- The KCKCC Art Department has confirmed they would like to display some pieces again as well.
- We have booked a new type of photo booth experience called Mirror Me Downing, the owners son is a KCKCC alum. He is giving us a discount. It looks like a giant mirror, has great graphics, and is very interactive with guests. We can also customize it for the event. Here is their Facebook page, there is a great video of how it works:
https://www.facebook.com/mirrormedowning/?ref=page_internal.
- **We would like to ask the board to please share the information with their associates, on their social media pages, etc.**
- We need nominees, so if you know an educator or someone who may know a potential nominee, please share the information with them or nominate them. Nominee forms are available on the Foundation webpage.
- **If anyone on the Foundation Board has a lead on a potential sponsor, please let Tami or Sharon know, we are happy to follow up or pay them a visit.**


Marketing

Social Media Traffic to Website – November 2018


Source	November 2018 Sessions	November 2017 Sessions	November 2017 vs 2018 Difference	Sept 2018 Sessions
Total	864	5308	12.77%	618
Facebook	693	481	3.98%	548
YouTube	68	0	-	57
Twitter	57	23	147%	0
Instagram	34	1	3,300%	1
LinkedIn	1	2	-50%	4

Notes: A user is based on a unique identifying number Google assigns a visitor to our website. A session is a length of time the user interacts with the website.

Post Details


Kansas City Kansas Community College
Published by Kelly Evenson Rogge [?] · November 25 at 6:13 PM · 🌐

All KCKCC campuses will be closed Monday, Nov. 26 due to inclement weather. All day and evening classes are cancelled and all campus events and activities will be cancelled. Stay safe and warm Blue Devils!


Get More Likes, Comments and Shares
 Boost this post for \$100 to reach up to 26,000 people.

12,791

2,065

Boost Post

People Reached

Engagements

👍❤️ En Khan Kam Hatlang, Marie Olmo and 194 others

41 Comments

136 Shares

👍 Like

💬 Comment

➦ Share

🌐

Performance for Your Post

12,791 People Reached

671 Reactions, Comments & Shares ⓘ


301	158	143
👍 Like	On Post	On Shares
70	46	24
❤️ Love	On Post	On Shares
8	0	8
😂 Haha	On Post	On Shares
1	0	1
😲 Wow	On Post	On Shares
149	64	85
Comments	On Post	On Shares
143	136	7
Shares	On Post	On Shares

1,394 Post Clicks

0	0	1,394
Photo Views	Link Clicks ⓘ	Other Clicks ⓘ





NEGATIVE FEEDBACK

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


Kansas City Kansas Community College
Published by Kelly Evenson Rogge [?] · November 28 at 8:40 AM · 🌐

Today is a special day @ KCKCC because it is the college's first ever Presidential Swap Day! Today, KCKCC will have a new president - Student Senate President Aliyah Shaw. She will be serving as president of the college doing many of the same tasks as Dr. Mosier.

And while Aliyah is busy, Dr. Greg Mosier will be serving as Student Senate President and will be attending class as a KCKCC student. Check in throughout the day to see how the swap is going! #KCKCCProud #PresidentialSwap

Performance for Your Post

2,350 People Reached

146 Reactions, Comments & Shares ⓘ

97	87	10
👍 Like	On Post	On Shares
32	32	0
❤️ Love	On Post	On Shares
2	2	0
😲 Wow	On Post	On Shares
9	8	1
Comments	On Post	On Shares
7	7	0
Shares	On Post	On Shares

840 Post Clicks

457	1	382
Photo Views	Link Clicks ⓘ	Other Clicks ⓘ

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

If you missed the KC Live Segment, please take a look!

<https://www.kshb.com/entertainment/kcl/community-kcl/kckcc-president-and-student-swap-roles>

**Kansas City Kansas Community College**
Published by Kelly Evenson Rogge · November 14 at 9:50 AM · 🌐

You still have the opportunity to see the Chiefs at Arrowhead Stadium and help the KCKCC Foundation at the same time!

Tickets are \$33.50 and \$10 of each ticket will be donated to the foundation to be used toward student scholarships.

Games that remain are.... [See More](#)



1,818
People Reached

138
Engagements

Boost Unavailable

Performance for Your Post

1,818 People Reached

25 Likes, Comments & Shares 📊

9 Likes	8 On Post	1 On Shares
9 Comments	9 On Post	0 On Shares
7 Shares	7 On Post	0 On Shares

113 Post Clicks


5 Photo Views	16 Link Clicks 📊	92 Other Clicks 📊
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NEGATIVE FEEDBACK

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


Reported stats may be delayed from what appears on posts


munityCollege/photos/a.430776210303281/1986589791388574/?type=3&eid=ARD58C86UO7Tq7ngZqn8gwfFckYk5rklgQzdjIHxnOqErNg7VnRPsYU-dxsxZY8Z0hp1Q


Kansas City Kansas Community College shared a fundraiser. ...

Published by Kelly Evenson Rogge [?] · November 26 at 3:12 PM ·

Tomorrow is the big day! #GivingTuesday!! Remember all donations made through Facebook may be matched, so help support our students!!!





KCKCC Foundation's Scholarship Fundraiser for #GivingTuesday

Fundraiser by KCKCC Foundation

Join us in helping the Kansas City Kansas Community College Foundation raise money on #GivingTuesday for student...

[Continue Reading](#)

\$685 raised of \$10,000

Ended

12 people donated

Performance for Your Post

1,464 People Reached

11 Likes, Comments & Shares

9 Likes	9 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
2 Shares	2 On Post	0 On Shares

21 Post Clicks

0 Photo Views	0 Link Clicks	21 Other Clicks
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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 @fox4kc & @seanfox4kc for coming out to the 6th annual Turkey Games today! Be sure to watch the newscasts @ 5 and 6 p.m. to see the story! #TurkeyGames #KCKCCProud pic.twitter.com/VMNPMTsxgi



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	999
Total engagements	9
Media engagements	3
Likes	3
Replies	1
Retweets	1
Profile clicks	1

Tweet activity



KCKCC @KansasCityKSCC

All KCKCC campuses will be closed Monday, Nov. 26 due to inclement weather. All day and evening classes are cancelled and all campus events and activities will be cancelled. Stay safe and warm Blue Devils!

Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	10,255
Media views	1
Total engagements	484
Detail expands	265
Profile clicks	102
Likes	72
Retweets	40
Replies	4
Media engagements	1

kansascityksc • Follow

kansascityksc Today is a special day @KCKCC because it is the college's first ever Presidential Swap Day! Today, KCKCC will have a new president - Student Senate President Aliyah Shaw. She will be serving as president of the college doing many of the same tasks as Dr. Mosier.

And while Aliyah is busy, Dr. Greg Mosier will be serving as Student Senate President and will be attending class as a KCKCC student. Check in throughout the day to see how the swap is going! #KCKCCProud #PresidentialSwap #kckcc #bluedevils #communitycollege #presidentforaday

kchedc This is awesome!! Congrats to Aliyah! 🎉🎉

missouriacac Aliyah!! It's Ms. Hollis! Go ahead lady 🙌

39 likes

NOVEMBER 28

Log in to like or comment.

...



kansascitykcc • Follow

kansascitykcc Students in the physical therapist assistant program practices wrapping wounds this week! #kckcc #bluedevils #physicaltherapy #kckccproud #wecreateourfuture #communitycollege #college



20 likes

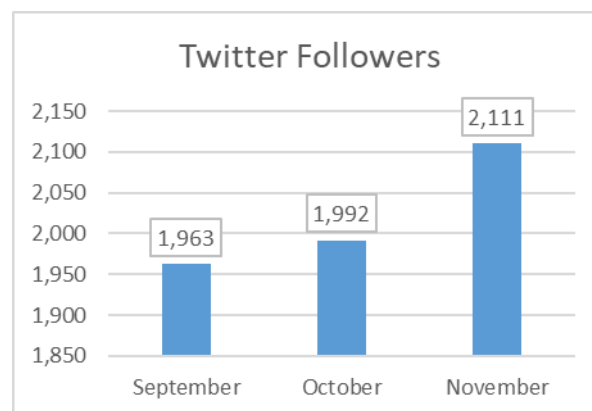
NOVEMBER 2

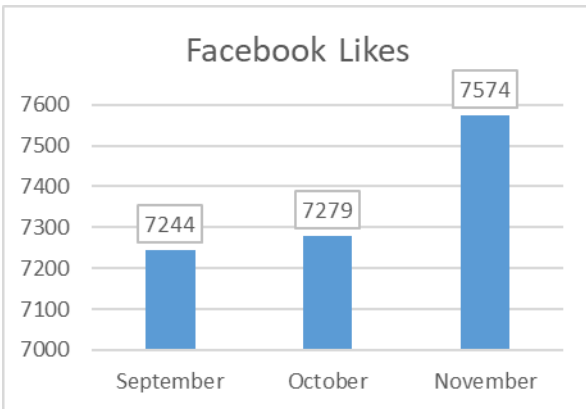
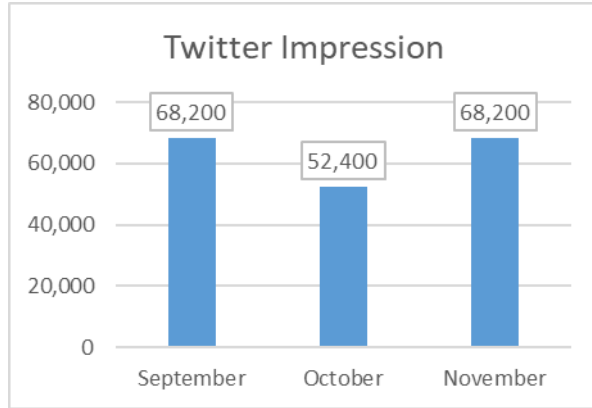
Log in to like or comment.



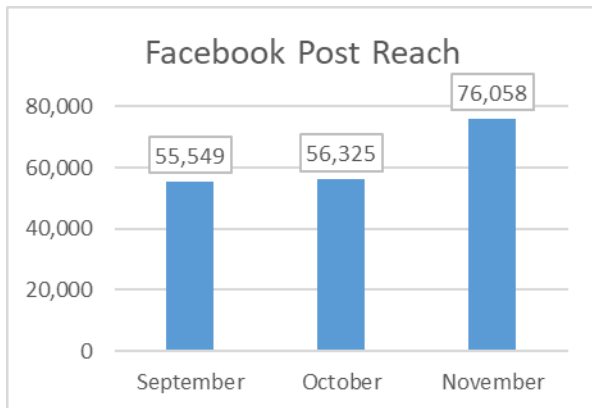
*** The large jump in followers is attributed to the snow day we had at the end of the month. Social media numbers always increase when there is a snow day or chance for one.

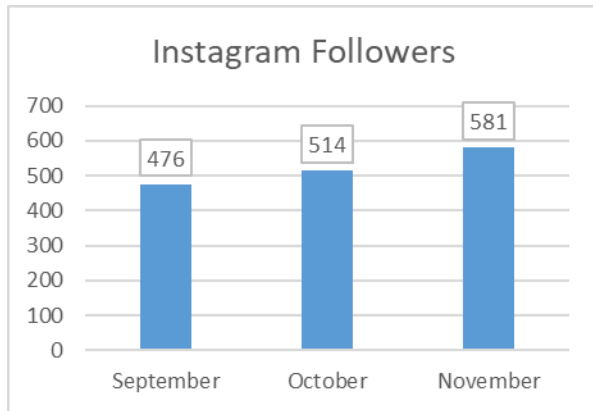
*** Goal was to have 2,000 followers on Twitter by June 2019. Since I have already met that goal, I will be adjusting goals for the next six months.



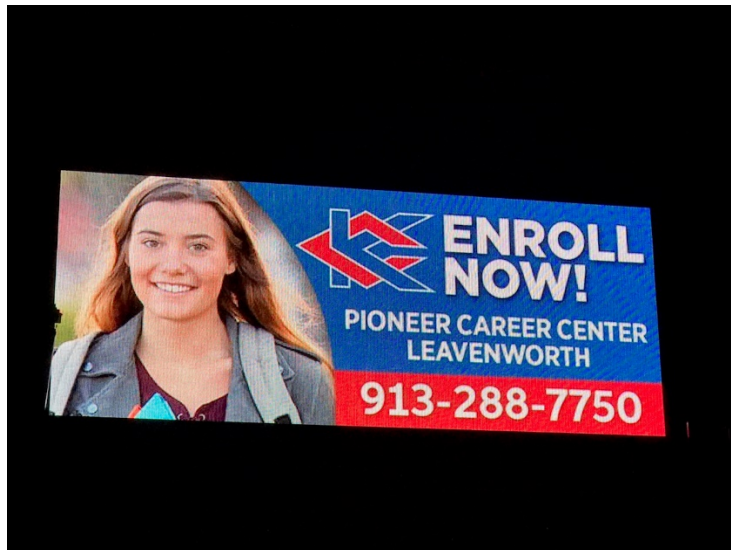


*** We are fifth on Facebook likes among the Kansas community colleges, a position we have held for quite some time. Only ones ahead of us are Hutch, Butler, JCCC and Barton.





Billboards are up and running on K7, heading towards Leavenworth.



VPAA BOARD REPORT – DECEMBER 2018 - Dr. Ed Kremer

Arts, Communications & Humanities, Dean Jerry Pope

- Robert Cole, Adjunct Professor of English, had his poem, "What She Tells Me," published in the Summer/Fall 2018 issue of the *I-70 Review*, a literary annual published in Lawrence, Kansas.
- From the KCKCC Music Department
 - KCKCC alum **Chris Hazelton** guest stars with the KCJO **Tuesday December 4** at the Kauffman Center.
 - Jazz by the Lake student showcase on **Thursday December 6, noon to 1pm** with host Mike Ning and the RSS Trio.
 - Current student **Adam Bender** guest stars at the Jazz Carol Fest on the Plaza **Sunday December 2** and has received an apprenticeship at BAC music.
 - RSS Trio releases first CD. KCKCC students **Mark Slimm, Antonio Reyes** and **Michael Schley** handled every aspect of the recording. Wrote the music, recorded mixed and mastered the music. Copyrighted the music, artwork designed and printed, duplication, student photos.
 - Student **Joe Straws III** producing **world class** videos and recording featuring KCKCC students **KC Unplugged**
 - Tuesday night Jam session at the Mason Jar Brews and Burgers across the street from the college hosted by KCKCC. 5:30 to 8:30pm renewed for the first three weeks of December.
 - **The Standard** will also release its first studio album, **Feelin' Good**, on Monday, December 17 at the **KCKCC Jazz Ensemble Showcase** at the **Black Dolphin** jazz club in downtown KCMO at 7pm.
 - **KCKCC and Community Christian Church** will host the internationally-acclaimed vocal jazz ensemble, **The New York Voices**, on January 22nd and 23rd. The New York Voices will perform in concert at Community Christian Church on Tuesday, January 22nd at 7pm. On Wednesday, January 23rd, they will host a masterclass at KCKCC from 11am to 1pm.

Health Professions, Dean Tiffany Bohm

- Tiffany Schweigert, Registered Nursing student, was accepted to the Winter 2019 Academic Internship in Behavioral Health at The University of Kansas Health System
- RN faculty are working with their national consultant for the second on-site session on December 17-18.
- Faculty and staff from various programs have been attending conferences at the state and national level to strengthen their knowledge as clinicians and educators.
- Deb Curtis, CNA Coordinator, is working with Leavenworth High School to recruit students to the CNA program.

Technology and Workforce Education, Dean Cheryl Runnebaum

Ms. Donna Shawn, Technical Programs Director, Perkins Grant Coordinator

- Hosted the Non-Traditional Student Networking Group. Alise Martiny, Business Manager/Financial Secretary, Greater Kansas City Building and Construction Trades Council was the guest speaker; Alise is a cement mason by trade.
- Submitted and received a Perkins Reserve Fund grant for \$1,900 to purchase welding jackets, gloves, and helmets that are designed to fit the female body and reduce safety concerns for protective gear that does not fit correctly.
- Attended the annual Association for Career and Technical Education Vision Conference. Several Perkins sessions were presented by members of the federal Office of Career Technical and Adult Education regarding the new Perkins V legislation.
- With the assistance of Director Rich Piper, submitted and received a grant for \$62,500 from Community Reinvestment for Honeywell to purchase a portion of a five-axis, high precision vertical milling center
- Submitted quarterly Perkins grant activity report and financial reports to KBOR.

Rich Piper, Director of Technical and Night Programs:

- Johnson County Corrections sent the college 5 students/clients to the November Forklift training offering. This is the 5th time we have done business with Johnson County Corrections in forklift training.
- On December 13th the college will have the first soldier graduate from the program 'Filling the USA Skills Gap One Warrior at a Time.' Sergeant Josh Doughty will complete his training in the 2018 fall semester. Kansas Workforce Partners paid for all of Josh's training; including books and tools.
- The fourth cohort of Preventative Maintenance Inspection program sponsored by the Kansas Department of Commerce Workforce Aid grant started on December 3rd. 5 trainees/clients are being trained in the current cohort. Trans-am Trucking is sponsoring 4 trainees and KC Freightliner is sponsoring 1. The training program will be completed on February 14, 2019.
- Sintine Productions (sponsored by Saint Rita's Project funded by Catholic Charities) is putting together a success video of one of the college's Auto Tech students. Lavaunte graduated spring of 2018 and is currently working and training as a Diesel Tech at one of our local truck companies. It will be the first success story produced by the Saint Rita's Project to build additional support for the project.

John Brandt - Multimedia program:

- Connected with "Save a life.org" to start creating promotional material to solicit "living donors".
- Completed (will have) 9 capstone videos Between Cosmetology and Culinary Arts. (These will be viewable on the MMVP TEC Facebook Page).
- Promotional video for Facebook done for small, local acting studio reached over 3000 people with 136 engagements.
- The first two high school students who entered as juniors graduated. One from Tonganoxie, one from Wyandotte. The Wyandotte student was accepted/enrolled in the NTHS.

Mike Finnegan, Computer Support Special program:

- Students assisted the Greenbush 500 Reach program with doing their twice annual Laptop Maintenance Review, on the 5th of December. 500 Reach is a flexible education program for grades 9-12 and adult students to earn their high school diploma. It is a fully accredited virtual program with face-to-face access and support from an on-site instructor.

Robbie Jenkins, Construction Program – PCC:

- We have completed 2 out of 5 rooms scheduled for remodel at PCC.
- The program toured the Geiger ready mix plant; the students were able to
 - perform multiple quality tests on concrete.

Building Engineering and Maintenance Technology:

- Worked with Veterans Community Project: constructed (1) home to completion (16' X 20'): framing, electrical, drywall, plumbing, HVAC, siding, roofing, painting and tile.
- Partnership with KC BACKFLOW to bring backflow certifications to KCKCC.. Conducted first class November 17th, 2018. Scheduled several Recertification courses and future class dates.
- Partnership: in the process of building a relationship with Peeslee Technical Education Center of Lawrence KS. Fall 2020 we will start the CAMT (Certified Apartment Maintenance Technician) Apprenticeship training program. KCKCC BEMT will foster the eastern region of KC Metro area in partnership with Peeslee Tech.
- Started construction on a 12' by 18' deck for Veronicas Voice, who has a shelter here in KCKS. Completion set for Spring 2019.
- Completed several Electrical Panel wood covers for Veterans Community Project.
- Started partnering with Lowe's; to build Deck Rail Systems for wood decks. We would build them, and sell them to Lowes.

Kelly Jenkins – Culinary Arts PCC:

- The program catered a meal for a wedding in Weston, Mo; including the dessert table.
- November 8, Chef Kelly and Chef Bre took 3 students to The Heritage Center in Leavenworth to do holiday cooking demos for the 1st annual Holiday Cookin' Event; proceeds benefit the Backpack Buddies.
- November 16, our students prepared lunch for our local Leavenworth area Chamber of Commerce here at PCC.
- December 2, Chef Kelly took 15 students to JCCC to prepare breakfast for approximately 1500 runners of the Great Santa Run 5K, supporting Operation Breakthrough.

Elena Gann, Business Coach:

The entrepreneurship and workforce center is covering more ground than Santa Clause this month!

- The EWC represented KCKCC in Wichita at the "Kansas Association of Colleges and Employers" conference and presented a session on: Community College- Engaging Entrepreneurs & the Corporate World.
- V.I.T.A.L.L., the Re-training program for Baby Boomers at the Entrepreneurial and Workforce Office, is concluding our fourth training class on December 13, 2018. Students learned Resume building, Interview Strategies, Time Management skills, Microsoft Suites, Word, PowerPoint and Excel. Seniors are preparing return to the workplace.

Academic Support and Assessment, Dean Cecelia Brewer

- Division planning for upcoming Spring term and identified key items to focus efforts:
 - Tutoring (Piloting Tutor.com – Amanda Williams)
 - Undergraduate research (planning phase – Stacy Tucker)
 - Online courses (evaluation of course shell – Blackboard consultation, best practices for online teaching—establish guidelines/handbook, and working with other Deans to explore increasing delivery options—competitive edge with other institutions)

- Attended and said the universal blessing at the Thanksgiving Dinner for ESL and International Students on Nov. 15, 2018.

HONORS EDUCATION/PHI THETA KAPPA, STACY TUCKER

- Organized Honors Psychology class for visit to Union Station Museum of Illusions (November 10, 2018).
- Organized movie review for Honors Music Appreciation class (November 27, 2018).
- Have advised and enrolled 134 honors students for Spring 2019 since November 1, 2018.
- Serve as Co-Chair for HLC Mission - Criterion #1.
- Attended Student Senate meeting on November 7, 2018 and November 28, 2018.
- Hosted KCKCC Phi Theta Kappa Fall Induction on November 16, 2018.
- Co-hosted Thanksgiving Dinner for ESL students and International Students on Nov. 15, 2018.
- Attended the Kansas-Nebraska Region St. Jude's trip to volunteer at the St. Jude's Marathon in Memphis, TN on November 30-December 2, 2018.
- Served as keynote speaker at Induction Ceremony for Phi Theta Kappa Alumni Association at Washburn University on November 17, 2018.

DEPARTMENT NAME: LEARNING SERVICES & LIBRARY SERVICES

- Members of Learning & Library services visited the Pioneer Career Center (PCC) to begin planning for increased service delivery at that campus location for Fall 2019. The intention is to create a smaller scale version of the Learning Commons utilizing the existing Resource Center at PCC.
- Thursday nights this semester, the Learning Commons has hosted the Myanmar Academic Center (MAC), created by Van Lal Lian (Senior at KU) and Samuel Thang (KCKCC student). MAC is a program that strives to nurture and further the development of Burmese youth to create leaders for a greater society. There are over 25 high school students and several college students participating in the program. Learning Services ensured that additional tutors were on staff and able to help assist, as needed.
- The Mobile Makerspace held an event on November 14 to make coasters. Makerspaces are designed to provide the materials necessary to create, innovate, and design a wide variety of products. Below is an example of what one of the students created.



- Library Services hosted its third Death Café on November 8th. This is a monthly event. Death Café is not a grief support group but a directed discussion about what many consider life's last unknown, death.

- Spanish Club is hosted each Tuesday in the Learning Commons as well as the Student Leadership Institute.
- Integration for Tutor.com has begun for the Spring 2019 pilot. The initial pilot will consist of 150 tutoring hours for five courses. Tutor.com will be accessible to students via our LMS, Blackboard.

DEPARTMENT NAME: CENTER FOR TEACHING EXCELLENCE

- FT and adjunct faculty have been asked to submit a report at the end of this semester where they review the performance of their students based on the alignments to Course Outcomes.
- CTE hosted an *Academic Symposium* by Interim Dean of Math, Science & Business Dr. Curtis V. Smith (Professor of Science), on 11/28 from 9-10 entitled, "Cultural Influences of Renaissance Florence." This was a very well attended event with over 50 audience members.
- CTE hosted a pizza lunch on 12/6 for approximately 20 faculty who are either currently participating or recently graduated from the ACUE (American College & University Educators) course in *Effective Teaching*.
- In our efforts to aid faculty in program level assessment, we are developing a presentation for the January Assessment Day on Curriculum Mapping. A template has been developed that will be used by every program offering a degree or certificate where they will "map" every required course in their program to Program Learning Outcomes.
- The CTE continues to host Webinars on a variety of topics including: *Monday Morning Mentors*: "How Do I Create Engaging Threaded Discussion Questions?", "How Can Talking through Course Evaluations Improve my Teaching?"
- NISOD Webinars: "CHEERS! Teaching Strategies" and "Elevating Success Opportunities for Our Students: Encouraging Emotional Intelligence Skill Usage Throughout the Community College Curriculum"
- NACADA (Academic Advising) Webinar 12/4/18: "Academic Advising in their Language: communicating with Today's Students."

DEPARTMENT NAME: ONLINE EDUCATION SERVICES

- Provided multiple one on one training opportunities for faculty and staff on a variety of areas of Blackboard.
- Provided support for over 158 call, tickets, emails and walk-in support requests for the month of August.
- Held five (5) vendor demos for faculty to evaluate class capture systems and remote proctoring systems.
- In the process of researching ZoomRooms for remote site virtual classrooms to use with small attendance or dual enrollment courses at multiple sites. We have 100 classrooms as part of our current contract.
- Participated in an Instructional Technology Council (ITC) taskforce on Web Accessibility. The ITC is a part of the American Association on Community Colleges; part of two subgroups-Getting Started and Risk Factors. This is an ongoing monthly commitment.
- Participated in Kansas Blackboard Users Group, Colleague2Colleague Steering Committee.
- Achieved 627 hours of Tegrity video views with 1,632 individual views for month November 2018.
- Scheduled 21 Training and Open Lab staffed for walk in support across all three campuses for later part of November 2018.
- Arranged and participated in 2 Lecture capture vendor demonstrations for faculty.
- Provide 11,024 minutes and 68 sessions on Zoom Webinar tool. This includes 204 participants among all sessions.

- Completed the Blackboard side of the implementation to Tutor.com.

Curricular Changes –Approved by Academic Policies—For your Review

VPAA – Nursing AAS – Program Modification

In an effort to increase NCLEX-RN® pass rates, the determination was made that curriculum revision was essential to foster student success. All proposed changes have been approved by the faculty and were developed in consultation with a curriculum expert. The program changes include the following:

New Courses

NURS-0105 – Transition to RN for LPN, Paramedic and RT – 4 credit hours

NURS-0106 – Pharmacology in Nursing I – 1 credit hour

NURS-0107 – Pharmacology in Nursing II – 2 credit hours

NURS-0108 – Pharmacology in Nursing III – 3 credit hours

NURS-0143 – Nursing Concepts for Clients with Common Health Problems – 8 credit hours (4 lecture, 4 clinical)

NURS-0243 – Nursing Concepts for Clients with Complex Health Problems – 8 credit hours (4 lecture, 4 clinical)

NURS-0244 – Nursing Concepts for Clients with Multisystem and Emergent Health Problems - 4 credit hours (2 lecture, 2 clinical)

NURS-0245 – Nursing Management of Care Concepts - 3 credit hours (2 lecture, 1 clinical)

Course Modification

NURS-0131 – Caring Interventions – Course name change to Introduction to Professional Nursing Concepts – 3 credit hours

NURS-0132 – Foundation Concepts – Course name change to Foundational Concepts – 4 credit hours (2 lecture, 2 clinical)

NURS-0135 – Pathophysiology – Course name change to Basic Concepts of Pathophysiology

Mortuary Science - AGS

The American Board of Funeral Service Education has increased the required Business Management hours to 16. We are currently at 15 hours, and this new course will add the required additional hour.

New Course

MTSC-0236 – Funeral Rites Practicum 1 – 4 credit hours

Practical Nursing – Certificate

Kansas Core Curriculum for the LPN (KSPN) has been modified and these changes are recommended to ensure alignment with the requirements.

New Course

KSPN-0107 – KSPN Nursing Care of Adults I – 5 credit hours

KSPN-0108 – KSPN Nursing Care of Adults I Clinical – 2 credit hours

KSPN-0115 – KSPN Fundamentals of Pharmacology and Safe Medication Administration – 2 credit hours

KSPN-0121 – KSPN Nursing Care of Adults II – 5 credit hours

KSPN-0123 – KSPN Nursing Care of Adults II Clinical – 2 credit hours

KSPN-0132 – Leadership, Roles and Issues – 2 credit hours

Course Modification

KSPN-0128 – KSPN Gerontology Nursing – Course name change to KSMP Care of Aging Adults – 2 credit hours.

Marketing – AAS and Business Administration – AAS**Program Modification**

Replace current course BUSN-0294 Be your Own Boss – Planning the Entrepreneurial Venture with BUSN-0262 – Intro to Entrepreneurship.

Replace current course BUSN-0267 Supervision Skills with BUSN-0150 Supervision Techniques.

Board of Trustees Report
Student Affairs
December 2018

STUDENT AFFAIRS

DR. DELFINA WILSON, VICE PRESIDENT OF STUDENT AFFAIRS

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

- Institutional Effectiveness provided the enrollment information below on December 11, 2018.
 - Fall 2018 20th Day is up 1.01% in head count for an increase of 59 students and credit hours are up less than one percent (0.27%) for an increase of 146 credit hours.
 - Spring 2019 vs. Spring 2018 is down 4.39% in head count for a decrease of 138 students and credit hours are down 6.06% for a decrease of 1,886 credit hours.

9/18/2018	20th Day		9/19/2017	20th Day			
Fall 2018			Fall 2017				
Campus	Head Count	Credit Hours	Campus	Head Count	Credit Hours	Head Count Percentage Difference	Credit Hours Percentage Difference
BL			BL	215	825	-100	-100
FRSC	55	366	FRSC				
HS	940	5,176	HS	895	4,878	5.03	6.11
MC	3,055	23,446	MC	3,030	23,298	0.83	0.64
OC	333	840	OC	360	753	-7.5	11.55
OL	1,901	10,158	OL	1,784	9,471	6.56	7.25
PION	346	2,856	PION	396	2,958	-12.63	-3.45
TEC	874	10,372	TEC	876	10,396	-0.23	-0.23
USDB	51	202	USDB	95	691	-46.32	-70.77
Total	5,927	53,416	Total	5,868	53,270	1.01	0.27

- First-time vs. Returning student head count

Fall 2018			Fall 2017	
Student	Head Count		Student	Head Count
First-time	1,998		First-time	2,046
Returning	3,929		Returning	3,822

OFFICE OF ADMISSIONS - TINA CHURCH-LEWANDOWSKI, DIRECTOR

SOAR 2019

- Spring 2019 SOAR Orientation will be held on January 10, 2018 for first-time freshmen and their supporters.

HIGH SCHOOL DUAL AND CONCURRENT PARTNERSHIP PROGRAM

- The Admissions Staff have visited 11 High Schools to assist with the Dual/Concurrent Enrollment process. A few other schools sent their enrollments directly to KCKCC.

EXPRESS ENROLLMENT

- Express Enrollment for the Spring 2019 enrollment was held on November 9 from 8 am - 6:00 pm and November 10 from 8 am - 12 pm. Offices participating in the extended hours include Registrar's Office, Financial Aid, Admissions, Student Success Center, Business Office, and Placement Testing.
 - The Student Financial Aid Office assisted three students
 - The Student Success Center assisted 12 students
 - Five Placement Tests were given

STUDENT SUCCESS CENTER - CARLA PESTOCK, LEAD ADVISOR

- Advising Council - Shay Dodson has been providing regular updates in Blackboard regarding student events and scholarships and advising tools. Shay organized a NACADA web event funded by CTE (Academic Advising and First Year Students: The Power of Purpose and Movement toward Self-Efficacy) 15 RSVP's and 8 attended. The council will host another webinar on December 6, 13 scheduled to attend.
- Summary of services provided by the Student Success Center

November 2018	
Advisement	107
Degree Check*	30
Degree Plans	2
Dismissals	0
Schedule adjustments	53
Enrollment - Returning students	587
Enrollment - New students	85
Financial Aid Exclusion	1
Withdrawals	91
Total	956
Walk-Ins	867
Appointments	89

- *This number does not include the degree checks done in class with specific programs (RN, LPN, RRT, MTSC, PTA, and Paramedic)
- Online Students - (Marshall Jackson)

BOARD OF TRUSTEES REPORT

STUDENT AFFAIRS

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November 2018	
Initial Contacts (students)	218
Number of Inquiries from students	266
Contact Activities Generated	302
Students actually enrolled	75

- Online Enrollments (All other Advisors)
- (This includes enrollments, schedule adjustments and general advising questions - Not all advisors were tracking but will continue to track in the future)

November 2018	
# of email communications exchanged	315
# of enrollments processed via email	106
# of students assisted - general advising (not enrollment) via enrollment	217

- Enrollment: Spring 2019 (Robert Roberson)

Baseball	22
Softball	16
Volleyball	9
Golf	3
Men's Basketball	7
Women's Basketball	2
Men's Soccer	15
Women's Soccer	13
New Recruits	0
Total Enrollments	87
Degree Checks	10

STUDENT RETENTION - SCOT KRAEMER, RETENTION COORDINATOR

- Retention Efforts

Withdraws	Early Alert	Dismissal	Discussions about Retention	Financial Aid Issues	High School Enrollment	Testing	Total
1,009	0	0	25	0	0	0	1,034

Term	Total Students	Withdrew from at least one course section	Withdrew from everything
2018FA	6,006	1,009	232

PLACEMENT TESTING - FAITH MOODY, TESTING COORDINATOR

- Total Placement Tests This Semester

Fall 2018*	Fall 2017	Fall 2016
1572	1580	1553

* Fall 2018 is as of report date, other years are semester totals.

- November Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
November 2018	154	15	24	149	0	342
November 2017	69	7	29	2	0	107
November 2016	52	14	18	8	0	92

- November Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
November 2018	# Administered	230	262	171	342
	Developmental	138	161	101	227
	% Developmental	60%	61%	59%	66%
November 2017	# Administered	88	91	56	107
	Developmental	53	59	48	84
	% Developmental	60%	65%	86%	79%
November 2016	# Administered	75	75	51	92
	Developmental	35	37	35	58
	% Developmental	47%	49%	69%	63%

STUDENT FINANCIAL AID OFFICE - MARY DORR, DIRECTOR

FINANCIAL AID APPLICATIONS RECEIVED AS OF DECEMBER 10

Academic Year	Number of Records
2018-19	11,469
2017-18	11,392
2016-17	10,236

BOARD OF TRUSTEES REPORT

STUDENT AFFAIRS

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FINANCIAL AID DISBURSED TO STUDENT ACCOUNTS AS OF DECEMBER 10

	FALL
2018-2019	\$6,771,951
2017-2018	\$7,243,304
2016-2017	\$7,688,339

2019-2020 FAFSA COMPLETION ACTIVITIES

The KCKCC Student Financial Aid Staff has been engaged in our community and college with assisting .in the completion of the 2019-20 FAFSA. The following activities occurred during the past month:

- November 7 - FAFSA assistance at Turner High School
- November 8 - FAFSA assistance at Wyandotte High School
- November 13 - FAFSA assistance at J.C. Harmon High School
- November 15 - FAFSA assistance at Shawnee Mission North High School
- December 3,4,5 - FAFSA assistance with KCKCC TRIO students

FINANCIAL LITERACY PROGRAM AT KCKCC

For the past few years KCKCC entered a contract with American Student Assistance to offer the financial literacy program \$ALT to KCKCC students. As of December 31, 2018 \$ALT will no longer be available.

Federal regulations mandate that the college have in place a financial literacy program for its students. The Student Financial Aid Office has researched serval options and has scheduled several presentations regarding financial literacy programs that are available and used by other colleges. The follow programs are under review:

- Which Way - sponsored by Borrower Connect
- iGrad
- Cash Course - sponsored by the National Endowment for Financial Education
- My College Money Plan - Financial Literacy Project funded by a Department of Education College Access Challenge Grant
- Money Smart - sponsored by FDIC- Federal Deposit Insurance Corporation

Selective KCKCC staff, faculty and the Student Senate President are reviewing demonstrations of each program. The success of using any of these programs depends on the buy-in of faculty and staff who will incorporate the financial literacy tools that will be provided into their course content.

REGISTRATION AND TRANSCRIPTS - THERESA HOLLIDAY, REGISTRAR

- Currently in the process of hiring a Technical Assistant for Graduation Services and a Part-Time Technical Assistant for the Registrar's Office.

- Currently working on completing Dec 2018 and May 2019 degree-checks as they arrive from the Student Success Center.
- December 2018 degree checks processed to date: 327
- May 2019 degree checks processed to date: 155

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

- Since its grand opening, the Veteran Center has now had over 400 military and veteran students sign into the Center to use its services and resources. These services includes information about their VA Educational benefits, use of the computer lab, study, and to socialize.
- Beginning in November, the Veteran Center staff assumed responsibility for all certifications submitted to the VA for our Military and Veteran students. This will allow for a smooth and timely process for those Military and Veteran students at KCKCC that are using VA benefits. They will be able to walk into the Veterans Center and immediately talk to a Certifying Official.
- In recognition of our Veteran students, faculty, and staff, at KCKCC, the Veteran Center organized a number of events the week of Veterans Day. These events included:
 - A luncheon on Nov 6th to recognize KCKCCs Veteran Faculty and Staff member for their service to the country. We had 15 Faculty and Staff attend the luncheon.
 - A luncheon on Nov 7th to recognize KCKCCs Military and Veteran students. Approximately 30 students attended.
 - The Veterans Center also handed out small thank you gift bags to our Military students, faculty and staff to recognize and thank them for their service.
 - The Veteran Center staff also supported the Pioneer Career Centers involvement in the Veterans Day Parade in Leavenworth on the 12th of Nov.
- On the 18th of November, Kansas City Kansas Community College hosted a College Education Seminar for the Kansas National Guard. Over one hundred Kansas Army National Guard soldiers attended the seminar to receive briefings on their educational benefits and college opportunities. The Veteran Center staff was on site and had the opportunity to talk to the group as a whole and were also able to discuss the opportunity of attending KCKCC with a number of soldiers individually that are looking to begin their educational journey. The leadership of the Kansas National Guard was also on site and we had multiple discussions on how KCKCC and the Veterans Center could support some of their upcoming events.
- During the month of November the Veterans Center also launched its Facebook site. This will allow the Center to promote and advertise events before and as they occur.
- The Veterans Center hosted a pre-finals week pizza lunch for our military and veteran students on the 5th of December. Not only did this event provide a meal to our Veteran and Military students but allowed KCKCC's military affiliated students the opportunity to meet others and the staff of the Veterans Center.
- Upcoming events:
 - Also during the month of December, the Veterans Center is supporting Wreaths across America. The mission of Wreaths Across America is to remember, honor and teach by laying conducting wreath-laying ceremonies at Arlington National

Cemetery as well as at over 1400 other Veteran cemeteries across the nation. Volunteers from KCKCC will support the mission at the Leavenworth Veteran Cemetery in Leavenworth KS. KCKCC currently has over thirty volunteers for the event.

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

- 11/13/18 - Attended Hall of Fame Induction ceremony for President Truman on Fort Leavenworth
- 11/14/18 - Attended University of Kansas Leavenworth Dedication
- 11/16/18 PCC hosted the Leavenworth Lansing Chamber of Commerce Board of Directors meeting - Culinary students provided a delicious lunch.
- 11/27/18 - Afternoon Chat with the President for Staff and Faculty
- 11/28/18 - Carpeting arrived for the renovation project that the Construction Technology students will be doing.
- 11/28 & 29/18 - Participated in the Semifinal interviews for the VPAA.
- 12/5/18 Attended candlelight ceremony
- 12/5/18 represented KCKCC at the Leavenworth Lansing Chamber of Commerce Holiday Open house
- 12/6/18 Finals Breakfast for students - 117 served
- 12/6/18 Cookies with Santa
- 12/7/18 Represented KCKCC at the 18th Annual Holiday Appreciation Luncheon at the USDB
- 12/7/18 Recruitment event at Leavenworth High school for TEC programs and STEM +
- 12/13/18 we will deliver the gifts for the family we adopted to Catholic Charities. A grandmother caring for 5 grandchildren.

STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

- Selected as a 2019 Black Achiever in Business & Industry along with Michael Cozart, Director of TRIO SSS
- Selected to present on the "Impact of Mandatory Advising on Retention and Persistence of Male African American and Latinx Community College Students" at the National ACademic ADvising Association (NACADA) Region 7 conference in San Antonio TX, March 2019
- Represented the college with Tami Bartunek at High Aspirations Awards Banquet.
- HLC Committee: Criterion 2 & 4
- Served on KCKCC VPAA search committee
- Hosted Real Talk for College Men of Color, last meeting for Fall 2018 is Dec 14th

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

- Provided 47 counseling sessions:
64% Personal Issues, 9% Crisis Intervention, 13% Academic, 8% Career, 4% Title IX, 2% Victim Advocacy.

BOARD OF TRUSTEES REPORT

STUDENT AFFAIRS

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- Provided 38 consultation contacts with KCKCC employees
- Provided 5 persons support through the Food Pantry

Educational & Advocacy Services

- Presented sixteen Culture of Respect trainings to 247 students.
- Presented Start Smart Workshop to 6 students.
- Hosted “No Place Like Home: Lessons in Activism in LGBT Kansas” to 20 participants.
- Cohosted Webinar on Developing Resilient Students.
- Hosted Real Talk: Reproductive Health to 15 students.
- Assisted OQS Diversity Club with raising \$314 with the Thanksgiving Fundraiser.
- Assisted OQS Diversity Club with Transgender Day of Remembrance.

Students Requesting Accommodations:

Disability	Nov 2018	Nov 2017	Nov 2016
Autism Spectrum Disorder	11	4	2
Attention Deficit Disorder	28	15	17
Blind/Visual Impairment	8	2	3
Deaf/Hard of Hearing	3	3	3
Head Injury	4	2	2
Intellectual Disability	3	3	3
Learning Disability	88	25	16
Medical	4	5	2
Physical	9	2	9
Psychiatric	23	24	11
Other Health Impaired (OHI)	5	N/A	N/A
Total	186	85	68

- Student Accessibility & Support Services Office had about 400 people come thru.
- Robert and Alex were invited to visit Fort Hays State University’s School of Education to provide input on making their program more accessible for individuals with disabilities. The main topics were universal design for learning and accessibility; UDL and learning styles/preferences; and assistive technology recommendations.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

- 2018 December Graduation Reception
 - Hosted the annual December Graduation Reception on Thursday, December 6th from 6 pm - 7:30 pm
 - Approximately 90 students and family/friends attended
 - Students who attended: 8 TEC, 18 Main Campus:
 - 26 Students, 9 Staff/faculty, 41 Supporters
- 2018-19 Graduation
 - Preparing for Graduation: hosted a graduation meeting on November 27th.
 - Approximately 20 staff/faculty participated
 - Working on 2019 Commencement speaker and theme
 - Hosted three Graduation Picture Day at the PCC, Main Campus, and TEC in November.

BOARD OF TRUSTEES REPORT

STUDENT AFFAIRS

Page 9

- Jazz by the Lake
 - Partnered with the Intercultural Center to host the Holiday Pie at Jazz by the Lake
 - Approximately 50 community members, staff, faculty, and students attended
- Candle Lighting
 - Hosted the 94th annual Candle Lighting on Wednesday, December 5th in the PAC
 - Partners included: Media Services, Foundation, Intercultural Center, Music Department (Jazz Band and choirs), theatre department and student senate
 - Approximately 275 community members, students, staff, faculty, administration, and board of trustees attended

STUDENT HOUSING-LAKEISHIA RICHARDSON, HOUSING SUPERVISOR

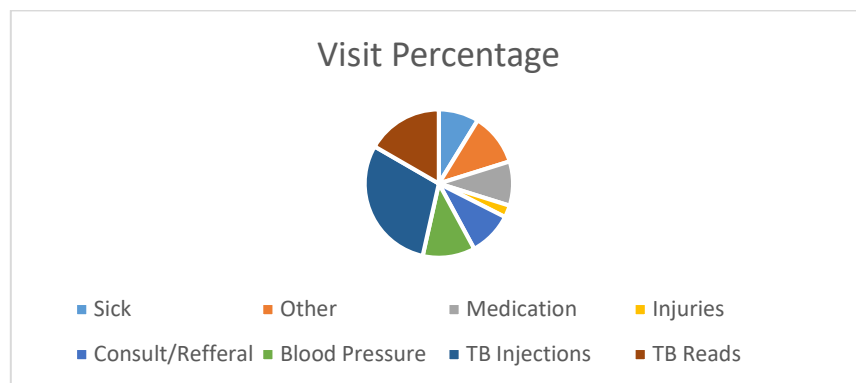
136 Students are currently in Student Housing

- 111: Student Athletes
- 25: Non-Athletes

Hosted a Student Housing Thanksgiving Dinner

- 42 students attended

STUDENT HEALTH CENTER-KIM LELAND, NURSE



Visit Reason	%
Sick	10%
Other/Vision	13%
Medication	11%
Injuries	3%
Consult/Ref	11%
BP check	13%
TB Inject	34%
TB Read	19%

The above information represents percentages of visits for November. This month brought in 167 visits. Visits taken from a wide array of needs for staff/faculty, students and the community. Looking at the chart there is an increase in sickness. An 87.5% of illnesses have come from housing causing increase of referrals to local physicians and urgent cares.

Accomplishments for November

- Student Health Services collaborated groups on campus. Meeting attended with Behavior Intervention Team (BIT), Risk Management and Student Services Director meeting.
- November 9th met with the Unified Government for city emergency dispensing.

Plans for December

- December 6th and 7th Celebrating World AIDS Day with Counseling and Advocacy.

TRIO SSS-MICHAEL COZART, DIRECTOR

- 114 active students, with a list of 14 to be added once they have successfully completed their application.

Meetings/Events

- We hosted the 2nd Annual National First Generation College Student Day, November 7.
- Attended the KC Scholars Network Quarterly Convening at Kauffman Center, November 8.
- Attended the 44th Annual EOA Regional TRIO Conference November 11-14, in Milwaukee, WS.
- Attended a TRIO SSS Grant Writing Webinar, November 15.
- Attended the AEI Meeting at the Federal Reserve Bank, November 28.
- Director of TRIO installed as the Kansas State Rep, November 13, 2018 at EOA

ATHLETICS - TONY TOMPKINS, DIRECTOR OF ATHLETICS

VOLLEYBALL: Finished 19-16 overall and 7th in the most competitive conference in the nation. Our ladies represented KCKCC well in the Region Tournament as they defeated the #1 overall seed Highland in the District Tournament. They fell short in the finals of the District Tournament against Johnson County. Coffeyville won the NJCAA National Championship for the 2nd year in a row. The recruiting class is looking strong for next year and our team should be very competitive next season.

M. SOCCER: Finished the season with a 5-5-1 record and the third in the East side of the conference. They lost 1-0 in the first round of the Region Tournament to Cloud County in a tough fought contest.

- Reed Axthelm and Stylianos Papadimitriou (Cyprus) have been named to the NJCAA All-Region VI soccer team for 2018. Four Blue Devils were also named to the first team All-Conference headed by the lone sophomore, forward Reed Axthelm of Riverton, Wy. He was joined on the first unit by midfielder Alejandro Maillet of Allerød, Denmark; and defenders Stylianos Papadimitriou of Nicosia, Cyprus, and Ignacio Sarasol of Valencia, Spain. Named to the second team were goalkeeper Fabian Keiblinger of Sitzenberg-Reidling, Austria, and defender Justin Hynes of Villingen, Germany.

M. BASKETBALL: Currently 3-9 on the season. They have played a tough schedule so far, and trying to figure out how to win. Hoping they can figure things out by Conference play.

W. BASKETBALL: Currently 12-2 on season and #6 in the Nation! This team is very competitive and has a chance to be extremely good. Just like the volleyball situation, the ladies play in the toughest conference in the nation as there are two teams ranked ahead of them (Johnson County #1, and Highland #2).

- Kansas City Kansas Community College sophomore Nija Collier is the Kansas Jayhawk Community College Conference (KJCCC) Division II Player-of-the-Week for the second time this season.

BOARD OF TRUSTEES REPORT

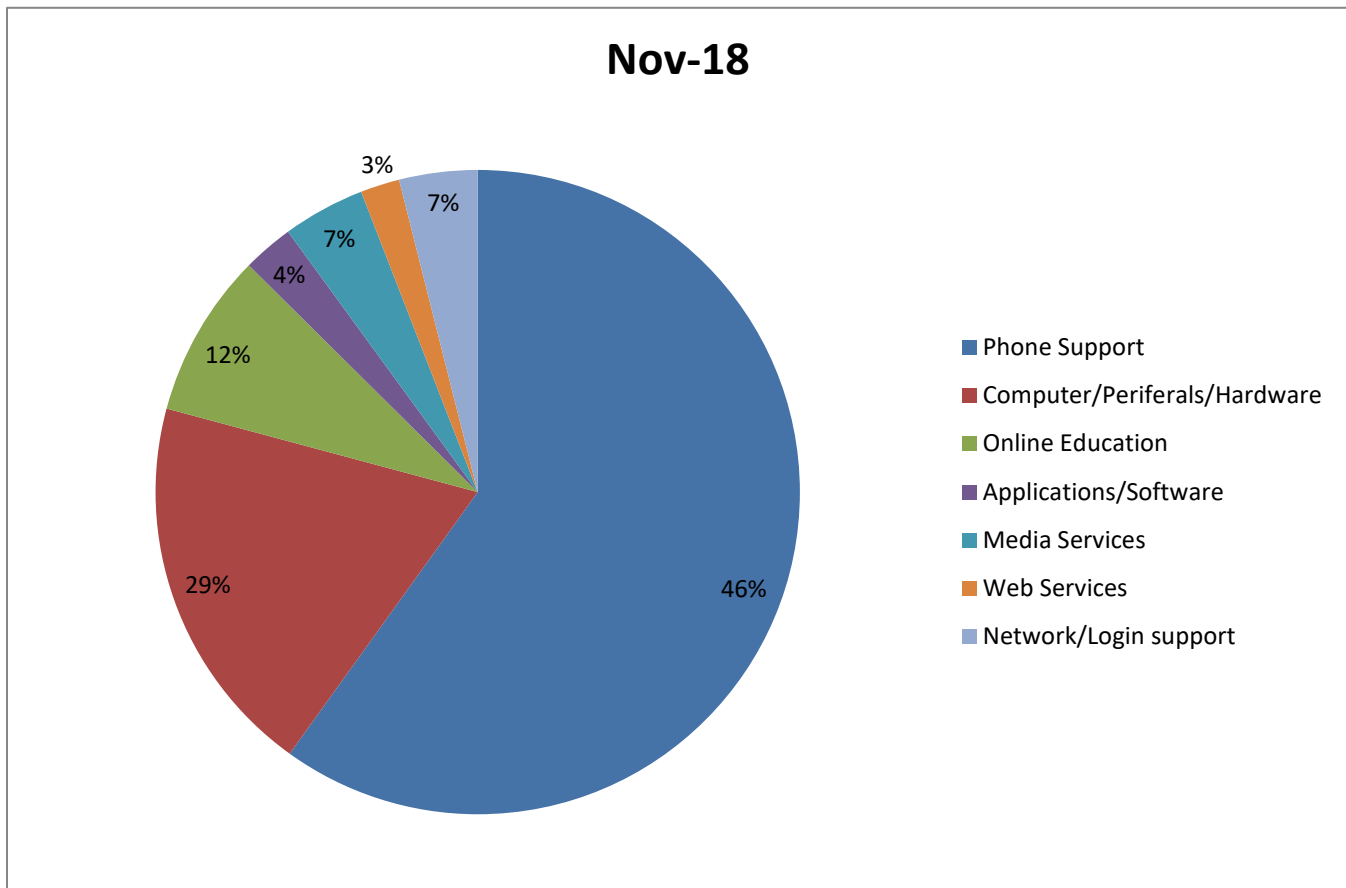
Peter Gabriel, Interim Chief Information Officer

ACADEMIC SUPPORT

- Held training sessions on Skype for Business for Continuing Education
- Finished the installation of the new One Button Studio in the Learning Commons
- Created Online Student Athlete Survey for Athletic Department
- Developed and deployed two student surveys for Nursing Department
- Developed and deployed Tech Tip on Outlook template
- Developed new system for sending weekly Tech Tips to Faculty and Staff

COMPUTING SERVICES

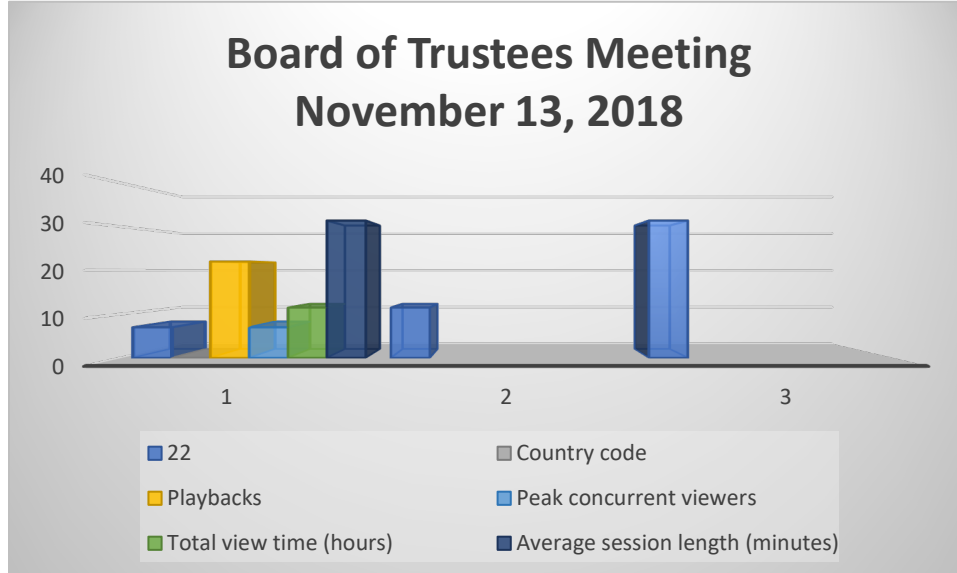
- 259 tickets were issued during the month of August - 262 tickets were resolved.
- The average time spent on each ticket was 1.325 days
- 222 helpdesk calls were taken September average time per call was 2.39 minutes.



MEDIA SERVICES

- Setup, Recorded, and live streamed 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.

The live stream had 50 views with an average view time of 31 minutes.



- Recorded a cooking show to air on the college's cable channel. Currently three episodes have aired on the college's cable channel.
- Setup a zoom video conference. The video conference was used for interview purposes for the position of Vice-President of Academic Affairs.
- Recorded the Jazz by the Lake Series. The monthly recording airs on the college's cable and YouTube Channel.
- Produced two videos for the giving Tuesday campaign that aired on the college's YouTube and Facebook channels. The two videos had a combined total of a 135 views. The campaign helps fund student tuition via scholarships.

NETWORK SERVICES

- Student Recruiter Web App Availability - 99.97%
- MyDotte Web App Availability - 99.98%
- Email Availability for employees and students - 99.97%
- WebAdvisor Web App Availability - 99.98%
- Skype for Business Availability - 99.98%
- Network Switch and Phone and Availability - 99.96%

WEB SERVICES

- For November, Web Services has focused on the new website and continuing making enhancements and improvements.
 - We have added the course syllabi back to the website at the request of Interim VPAA Ed Kremer.
 - We have added a cookie and data information banner to the website. This type of banner is becoming standard for websites in the United States. This banner is to inform the user that we collect information on how they use the website, i.e. what webpages they visit, how long they on the webpage and what type of devices they use.

- We have a link to our website privacy policy to provide additional information.
- We use Google Analytics to collect this information.
- We now have data from Google's Search Console, which shows us how we are performing on Google's search engine. The key data points is the impressions, when a user sees a link to our webpage, and clicks, when a user clicks on that link, and CTR (click through rates) which is the percentage of impressions that turn into clicks.
 - For November, we has 128,000 impressions with 11,800 clicks, resulting in an average CTR of 9.2%. We are still determining what a good CTR for a higher education institution is.
- November Website Traffic Information

Info	Data	Percentage Change from October
Users	45,987	+14.58
Sessions	118,004	+20.96
Page views	262,588	+22.8%

Landing Page	Sessions
Academics	3,310
About KCKCC	1,234
Steps to Enrollment	876



**BOARD OF TRUSTEES REPORT
FINANCE & ADMINISTRATIVE SERVICES
MICHAEL BEACH, CHIEF FINANCIAL OFFICER
NOVEMBER 2018 REPORT**

FINANCE - MICHAEL BEACH, CFO

- Continue making changes and adding to the Financial Dashboards

BOOKSTORE - KASEY MAYER, DIRECTOR

- Adoptions are 100% completed.
- All spring orders are placed.
- We increased TEC Bookstore food sales from last year.
 - 2017: October 2nd - December 1st sales were: \$16,356.66
 - 2018: October 1st - November 30th sales were: \$21,571.38
 - Increase of \$5,214.72 year over year, in food alone.
- Returns:
 - We have a total of \$54,942.48 in credits that are ready to apply to future invoices.
 - There is \$50,761.04 in credits outstanding that we have not yet received from returned books.
- We are still making improvements at the TEC Bookstore.
 - We are still getting TEC Bookstore inventory in check.
 - We are putting up new displays to make the store more attractive.
- We are taking steps to improve the operations of the TEC cafeteria.

BUILDINGS & GROUNDS - JEFF SIXTA, DIRECTOR

Accomplishments:

- Concrete work 90% complete
- Finished electrical and lights in Studio Learning Commons
- Winterized irrigation systems
- Small bridge is being fabricated and will be installed by spring 2019

BUILDINGS & GROUNDS - JEFF SIXTA, DIRECTOR

December 2018:

- Continue with Student Success remodel
- Continue with upper Learning Commons remodel
- Marquee signs 70% complete, should be operational by January 7

CAMPUS POLICE - GREG SCHNEIDER, DIRECTOR

- Provided Fingerprinting services to KCKCC Nursing students (LPN and RN programs) November 5 thru 8.
- Sgt. Ken Swearingen attended In Service Training October 29 thru November 2 at the Kansas City Kansas Police Academy to fulfill his state requirements.
- Provided coverage, directions and unlocks for High School Debate tournament November 2 thru 4. There were over 30 schools with 110 teams.
- Conducted Annual Fire Alarm drills for Day and Evening classes on Main Campus, TEC 1, 2 & 3, Pioneer Center, Housing and Fire Science November 7 & 8.
- New hires Robert Baumli and Joe Pate started with the department November 26 and 27 respectively.
- Working with IT on getting the existing camera system at Pioneer Center up and running (approximately 30 cameras).

FACILITIES MANAGEMENT - CLIFF SMITH, ASSOCIATE CHIEF

TOP 4:

- ATEA Region 1 Conference - Attended the National Board of Trustees meeting and the Region 5 Council meeting.
- PCC PA System - Receiving bids on replacing the PA system at Pioneer. Looking at a wireless system that can be moved, if needed.
- Stand Down - Volunteered at the Stand Down event at Memorial Hall targeting homeless veterans in the metro area.
- Enterprise Leasing - Met with sales representative to discuss ways to lease or rent fleet and commercial vehicles. Waiting on proposal to be returned.