

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

February 19, 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 –
 - Pam Louis-Walden, Chair of the Board of Directors for the Henry Louis Center for Global Transitional Justice, to recognize Dr. Ewa Unoke, Associate Professor of Political Science, for establishing the Freedom High School in Liberia, Africa in 2011, the Ntsokara High School in 2017, and the Virginia Community College scheduled to open in Liberia in October, 2019.
 - Jose Manuel Paredes “Manny” will report on the ACCT Legislative Summit trip to Washington, D.C. as a Student Ambassador.
 - Dr. Shawn Derriitt, Dean of Student Services - overview of his dissertation.
6. Board Committee Reports
 - Trustee McIntyre - Community Engagement update
7. Consent Agenda:
 - (Item A) Approval of Minutes of the January 15, 2019 Meeting
 - (Item B) Approval of Recommendations for Payment
 - (Item C) Items for Ratification
 - (Item D) Approval of Personnel Items (H.R.)
8. Student Senate – Ms. Aliyah Shaw, President
9. President’s Report – Dr. Greg Mosier

10. **Marketing & Community Outreach Officer Report** – Ms. Tami Bartunek
11. **VP-Academic Affairs Report** – Dr. Beth Krueger
 - Explanation of FY 2020 Course Fees
12. **VP-Student Affairs Report** – Dr. Delfi Wilson
13. **Information Services Report** – Mr. Peter Gabriel
14. **Human Resources Officer Report** – Ms. Christina McGee
15. **Finance & Administrative Services CFO Report** – Mr. Mike Beach
16. **Unfinished Business** –
17. **New Business** –
 - RESOLUTION – Alcoholic Liquor Approval - Art Gallery Reception, February 21, 2019)
18. **Executive Session** – To discuss non-elected personnel matters with College attorney to protect the privacy interests of the individual(s) to be discussed.
19. **Adjournment**

Next Meeting of the Board of Trustees - Tuesday, March 19, 2019 at 5:00 p.m. - UJ

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
January 15, 2019**

CONSENT AGENDA - A.
Meeting Minutes

Upper Jewell

- 1) **Call to Order and Pledge of Allegiance:** The January meeting of the Board of Trustees was called to order by Chair, Rosalyn Brown. The Pledge of Allegiance was led by Student Senate President, Aliyah Shaw.
- 2) **Roll Call:** Indicated the following present - Trustees: Donald Ash, Rosalyn Brown, Ray Daniels, Tyrone Garner, Janice McIntyre, and Linda H. Sutton. Trustee Criswell attended via conference call.
- 3) **Approval of Agenda:** Chair Brown called for approval of the Amended Agenda that indicated the rescheduling of the presentation to Dr. Ewa Unoke and the addition of approval of the Strategic Plan, as presented at the December meeting, under Unfinished Business. Trustee Sutton moved to approve the Amended Agenda and Trustee McIntyre seconded. The Motion Carried.
- 4) **Audience to Patrons and Petitioners:** Chair Brown called for anyone wishing to address the Board. Seeing none, Chair Brown announced that the presentation of Dr. Unoke by Ms. Pam Louis-Weldon, will take place at the February meeting. Dr. Mosier introduced the new Vice President for Academic Affairs, Dr. Beth Ann Krueger. Dr. Krueger will assume her duties effective January 31, 2019.
- 5) **Board Appointments and Assignments for the 2019 Calendar year.**
 - Chair Brown handed the gavel to Dr. Mosier who called for nominations for Chairman of the Board of Trustees. Trustee Daniels moved to approve Trustee Brown to continue as Chair of the Board and stated that the Board was “behind Trustee Brown 100%.” Trustee Ash seconded and stated that he thought Trustee Brown had been doing “an outstanding job.” The Motion Carried. Dr. Mosier handed the gavel back to Chair Brown.
 - Chair Brown asked those, already assigned a position on the Board Committees, if they wanted to continue in those positions. Hearing no objections, Chair Brown stated the Committee members, for 2019, would continue in their roles. Confirmed 2019 Board Assignments, attached.
 - Chair Brown called for nominations for Vice-Chairman of the Board and nominated Trustee Ray Daniels to continue in his role. Trustee Sutton seconded and the Motion Carried.
 - Chair Brown called for nominations for Secretary and nominated Dr. Mosier to continue in his role. Trustee Daniels seconded and the Motion Carried.
 - Chair Brown called for nominations for Treasurer. Trustee Ash nominated Mr. Mike Beach to continue in his role and Trustee Daniels seconded. The Motion Carried.

- Chair Brown called for a motion for MVP (McAnany, Van Cleave & Phillips) to continue as the legal representation for the College. Trustee Sutton moved to approve and Trustee McIntyre seconded. The Motion Carried.
- Chair Brown called for a motion to approve Peter Gabriel continue his role as Freedom of Information Officer. Trustee Sutton moved to approve and Trustee McIntyre seconded. The Motion Carried.
- Chair Brown called for a motion to approve Wyandotte Echo continue to be the official College newspaper. Trustee Sutton moved to approve and Trustee McIntyre seconded. The Motion Carried.

6) **Board Committee Reports:**

- Trustee Ash reported on the upcoming ACCT Legislative Summit in Washington, D.C., February 10-13, 2019. Attendees include Dr. Mosier, Trustees Ash, Daniels, and McIntyre and Student Senate Officer, Jose Manuel Paredes (Manny).
 - Trustee Daniels reported on the Finance Committee and stated that he appreciated the agenda, specifically Item B, Recommendations for Payment and reviewing the Budget.
 - Trustee McIntyre reported the Engagement Committee will meet soon and will report out following the meeting.
- **Consent Agenda:** Chair Brown called for approval of the Consent Agenda. Trustee Sutton moved to approve and Trustee McIntyre seconded. Trustee Daniels asked Dr. Kremer if there were any major changes to the 2020-2021 Academic Calendar. Dr. Kremer stated there were none. Trustee Sutton questioned Item D, the Personnel Items, specifically the new hire of Michel Brunner, PT lab assistant and why, as a part-time employee, his pay would be salaried in lieu of hourly pay. H.R. Officer, Christina McGee, stated she would look into the issue and report back to Trustee Sutton. Trustee Daniels moved to approve the Consent Agenda but to pull Item D until later. Trustee Criswell seconded, approving the Consent Agenda minus Item D, and the Motion Carried.

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

- Presented a revised Spring 2019 Student Activities Calendar for the Board
 - Fifty workshops, for the benefit of students, have been scheduled many of which are student led
 - Referenced the SLI brochure (Student Leadership Institute Workshops) handed out to the Board and the information included
 - Student Senate, working through Leadership, is creating a budget rubric to assist the student groups in learning to work within a budget
 - Upcoming elections – Student Leadership will be presenting in Dr. Stacy Tucker's Honors' Classes.
- Hearing no further questions or comments, Chair Brown called for a motion to approve the Student Senate Report. Trustee Sutton moved to approve and Trustee McIntyre seconded. The Motion Carried.

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

- Read the Alcoholic Liquor Resolution regarding the Catholic Students' Celebration of Mass and the dates for the Spring Semester. Chair Brown called for a motion to approve the Resolution. Trustee Sutton moved to approve and Trustee Criswell seconded. The **Motion Carried.**
- Talked about the success of the Welcome Back and Convocation on Monday, January 14th.
- KCKCC has been named one of the best places to work in Kansas City, KS.
- The Black Achievers' Banquet is Thursday, January 17th and will honor three KCKCC employees – Dr. Shawn Derritt, Mr. Michael Cozart, and Ms. D.C. Broil.
- 485 Students have visited and/or utilized the services offered by the new Military and Veterans Center.
- The marquees have been installed. The marquee on the College Parkway entrance is up and working. The marquee at the State Ave. entrance is installed and will soon be working.
- Discussion from the Convocation – “How to drive to innovate.” “Okay to fail.”
- Cabinet is working on ideas of Shared Governance – will review and bring back to a future Cabinet meeting.
- Working with Dr. Foust, Superintendent of USD 500, and the district to try to understand the “underserved” in the community. Together, they are working on a plan to begin, in the fall of 2019, to offer college level classes to the community at Wyandotte High School in the evenings and on weekends.
- New Suggestion Box on the KCKCC website. May be used by staff, faculty, students, community
- Legislative season – Thursday, January 17 is Education Day at the Capitol
- Will be discussing and approving the Strategic Plan draft later in the meeting
- Twenty-four students, from the closed Vatterot College, have taken advantage of the in-state tuition offered by KCKCC and enrolled.

Trustee Garner asked Dr. Mosier to expound on the information that was presented at the breakfast with the Wyandotte Delegation. Dr. Mosier discussed the disparity in income and education between the east and west side of Wyandotte County. Dr. Mosier stated that 55% of the jobs in Wyandotte County are in the low to middle range income and less than 83% of the population has less than a two-year education. Dr. Mosier stated that there needs to be action to put an end to generational poverty

Trustee Garner asked Dr. Mosier to give an update on the Child Care facility...Early Childhood Education center. Dr. Mosier stated that the committee is working to open the facility in fall 2019. The Committee hopes to publish requests for purchase (rfp) to begin working with agencies who may have access to Grant monies then begin with the agency who will be able to fund the facility. April-May is the preliminary date for the selection with a contract between the College and the service provider by the end of May. Opening of the facility is hopeful for August 2019. Dr. Mosier stated that it will take approximately \$130,000 to make the remodel available with much of the work being done internally.

Trustee Garner, in addressing his comment to the community on enhancing education, suggested reaching out to the legislators about the importance of education. Trustee Daniels stated that, from his perspective, most of the Wyandotte County legislators are positive and supportive of education.

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

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

- The success of Snapchat
- As a result of the KCKCC social media announcement, regarding the offering of in-state tuition to those who had been students at the recently closed Vatterott College, there were 2600 views and the enrollment of 24 students.
- Announced that all social media is up from this time last year.
- Hall of Fame is April 27, 2019.
- In 2018 - \$174,000 in scholarships. Increase from last year of \$130,000.

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

10) **Vice-President for Academic Affairs:** Dr. Ed Kremer reported on the following:

- Eighty-five adjuncts met last night for dinner and discussion following the earlier Convocation
- Has been working on assessment

Trustee Sutton thanked Dr. Kremer for “carrying the torch” until a permanent VP-AA was hired.

Hearing no further questions or comments, Chair Brown called for approval of the VP-AA’s report which also includes approval of the curriculum calendar. Trustee Daniels moved to approve and Trustee Sutton seconded. The **Motion Carried.**

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

- Regarding December data and discussed the early alert electronic system. Dr. Wilson explained that should a faculty member have a concern about one of their students, they will fill out a referral, which can be done anytime during the semester, and this form is referred to the Retention Coordinator, Dr. Stephen Terry and the student advisers. One of the Retention Coordinators will contact that student and work with them to see what their needs may be to help them be successful. Dr. Wilson stated that, during the fall semester, there were close to one hundred referrals. Trustee Sutton questioned the number of early withdrawals and wondered if there was a way to retain students or to catch those with difficulties and in danger of withdrawing. Dr. Mosier explained that one of the reasons for the high number of withdrawals, on behalf of the faculty, is that students stop coming to class and, as a way to save the student from receiving a failing grade, they’re record indicates a withdrawal. Trustee Daniels thanked Dr. Wilson for the orientation work of SOAR.

Trustee Sutton asked about the nature trail. Andrica Wilcoxon, Director of Student Activities, approached the podium and explained that she discovered the “historic” nature trail quite by accident and was now seeking assistance from other faculty, staff or student volunteers to continue to clear the trail and make it useful as an outdoor classroom or for the community, faculty, and staff to enjoy. Hearing no further questions or comments, Chair Brown called for a motion to approve the VP of Student Affairs’ report. Trustee Daniel moved to approve and Trustee Sutton seconded. The **Motion Carried.**

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

- Media Services will begin live streaming several of the KCKCC basketball games.
- The next IT project for the College is to install a phone in every classroom. Mr. Gabriel explained that, ultimately, this will save the College money.
- Explained that all e-mails are now on “the cloud.”

Seeing no further questions or comments, Chair Brown called for a motion to approve the CIO’s report. Trustee McIntyre moved to approve and Trustee Criswell seconded. The **Motion Carried.**

13) **Human Resources Report:** Christina McGee reported:

- Training for supervisors has begun and that the next two sessions will be February 25 and March 18. Ms. McGee explained the training is required of all supervisors and that twenty-eight have already completed the session.
- Human Resources will begin a survey to assess employee engagement
- Exit interviews will be conducted with employees, upon their resignation/retirement

Trustee Ash stated that he will be interested to hear the results of the survey.

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

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

- Presented an overview of the Financial Statement regarding revenue with in-depth information about property taxes.
- Reported the tracking of the total operating expenses is at 44%

Trustee Criswell stated that she appreciates the information that Mr. Beach shares especially for the benefit of the Wyandotte County taxpayers.

Hearing no further questions or comments, Chair Brown called for a motion to approve the Finance & Administrative Services Report. Trustee Daniels moved to approve and Trustee Garner seconded. The **Motion Carried.**

15) **Unfinished Business:** Chair Brown called for a motion to approve the Strategic Plan, as presented at the December Board of Trustees meeting. Trustee Daniels moved to approve the Strategic Plan but also congratulated the faculty and staff on a job well done. Trustee Criswell seconded and the **Motion Carried.** Trustee Daniels asked if there was intent to share the Strategic Plan with the community. Dr. Mosier responded in the affirmative stating he would like to have feedback, regarding the Strategic Plan, from the community.

16) **New Business:** There was no new business for discussion

- 17) **Executive Session:** Chair Brown called for a motion to enter into Executive Session for the purpose of discussion of non-elected personnel matters with the College attorney to protect the privacy interests of the individual to be discussed. Attorney Greg Goheen stated that a time of 10 minutes, with action to follow, would be needed and it was to include H.R. Officer, Christina McGee. Trustee Daniels moved to enter into Executive Session and Trustee McIntyre seconded. The **Motion Carried.** Executive Session began at 6:36 p.m. At 6:56 p.m., the Trustees returned from Executive Session. Trustee Daniels read a Resolution regarding intent to terminate employment of a KCKCC staff member which needed a motion of approval. Trustee McIntyre moved to approve the Termination Resolution and Trustee Sutton seconded. The **Motion Carried.**
- 18) **Adjournment:** Hearing no further business, Chair Brown called for a motion to adjourn. Trustee Garner moved to adjourn and Trustee McIntyre seconded. The **Motion Carried.**

The meeting of the Board of Trustees adjourned at: 6:57 p.m.

ATTEST:

Chairperson, Rosalyn Brown

Secretary, Dr. Greg Mosier

KANSAS CITY KANSAS COMMUNITY COLLEGE



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

Recommendations for Payment

CONSENT AGENDA Item B

February 19, 2019

1. Approval in the amount of **\$120,888.80** to **Redshelf, Inc.** – Digital access fee ECED- \$1,851.80, Digital access fee Math- \$108,120.00, Digital access fee Psychology- \$10,917.00 (Total-\$120,888.80) for Campus Bookstore. Requested by Director of Campus Bookstore, Kasey Mayer and Mike Beach.
2. Approval in the amount of **\$101,020.25** to **Pay-Less Office Products, Inc.** – Student Success Center Furniture. Part of the remodel process. Requested by Dr. Stephen Terry, Dean of Enrollment Management and Mike Beach.
3. Approval in the amount of **\$57,400.00** to **Gage Machine Tool** - 5 Axis CNC Machining Center for the Machine Tech Program at TEC. Total cost of machine is \$119,900; however, Honeywell is donating \$62,500.00 toward purchase for a final total of \$57,400.00 (funds to be sourced from 100% State Block Funds, Grant approval from KBOR). Requested by Dean Cheryl Runnebaum, Technology and Workforce Development.
4. Approval in the amount of **\$38,950.00** to **US Fleet Lease & Sales** – Chevrolet Silverado 2500 Crew Cab for construction at Tech & Building Engineering and Maintenance Technology (funds to be sourced from: 25% - Construction Tech Supplies / 25% - BEMT Supplies / 50% - TEC equipment). Requested by Dean Cheryl Runnebaum, Technology and Workforce Development. Best of four quotes.
5. Approval in the amount of **\$55,194.00** to **Martz Bros.** – Snow removal January 19, de-ice lots January 18/19, clear sidewalks January 19 and apply ice melt. Requested by Mike Beach.
6. Approval in the amount of **\$29,950.00** to **C & C Group** – Annual billing for the Controls Maintenance Agreement (Jan., March, May, July, Sept., Nov. – bi-monthly payment). Requested by Mike Beach.
7. **January bills totaling \$223,186.63 includes December VISA bills of \$2,862,340.90.**

HUMAN RESOURCES – PERSONNEL ITEMS

SEPARATION/ RETIREMENT INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Noguera, Ruben	Database Administrator	Information Services	Chief Information Officer	01/18/19
Separation	Smith, Cliff	Associate Chief of Facilities Services	Facilities Services	Chief Financial Officer	02/05/19
Resignation	Harris, Jane E.	Instructor Nursing	Nursing	Health Professions	02/01/19
Separation	Pham, Truong	Adj Fac/Math & Science Technology	Math	Math, Science, Business and Technology	02/13/19
Resignation	Wells, Brian	Part-Time Lab Assistant-Paramedic	EMT & Paramedic	Health Professions	02/12/19

RECOMMENDATIONS/APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
Change in Class due degree obtainment	Ball, Kristen	Assistant Professor/Accounting	Accounting	Math, Science, Business and Technology	02/11/19	\$64,597.46 annually
Change in Class due degree obtainment	McFadden, Bronyal D.	Associate Professor/Nursing	Nursing	Health Professions	02/11/19	\$70,553.25 annually
Additional Position	Eustice, Kurt K.	Adjunct Faculty-Automotive Technology (Evening)	Automotive Technology	Technology and Workforce Development	01/14/19	\$783 per credit hour
Additional Position	Goode, Deany	Part-Time Adult Education ESL	Adult Education	Health Profession	01/22/19	\$20.00 per hours
Additional Position	Stallbaumer, Lynne M.	Adjunct Faculty-Nursing Lab	Certified Nursing Assistant	Health Professions	01/22/19	\$783/credit hour
Additional Position	Terry, Stephen W.	Adjunct Faculty-Business	Business	Math, Science, Business and Technology	01/22/19	\$783 per credit hour
New Hire	Barker, Bobby G.	Part-Time Bus Driver	Athletics	Vice President of Student Affairs	01/25/19	\$15.00 per hour
New Hire	Bettendorf Bowman, Elizabeth E.	Adjunct Faculty-Theatre	Theatre	Arts, Humanities and Social Sciences	02/05/19	\$783 per credit hour

New Hire	Brunner, Michael	PT Lab Assistant-Welding	Welding	Technology and Workforce Development	07/01/19	\$22.67 per hour
New Hire	Carson, Daniella C.	Adult Education Instructor	Continuing Education	Health Professions	01/15/19	\$20.00 per hour
New Hire	Crawford, Aaron P.	Adjunct Faculty-Audio Engineering	Audio Engineering	Arts, Humanities and Social Sciences	01/17/19	\$783 per credit hour
New Hire	Crum, Jenna M.	Adjunct Faculty-Culinary	Culinary	Technology and Workforce Development	01/15/19	\$783 per credit hour
Promotion	Flory, Bekon	Accounts Payable Associate	Bookstore	Chief Financial Officer	02/18/19	\$32,600 annually
Rehire	Herr, Shure V.	Senior Database Administrator	Information Services	Chief Information Officer	02/11/19	\$97,000 annually
New Hire	Harp, Nicholas J.	Adjunct Faculty-Automotive Technology- Evening	Automotive Technology	Technology and Workforce Development	01/15/19	\$783 per credit hour
New Hire	Jackson, Travis E.	PT Lab Assistant-Welding Technology	Welding Technology	Technology and Workforce Development	02/18/19	\$22.96 per hour
New Hire	Lanker, Todd C.	Adjunct Faculty-Theatre	Theatre	Arts, Humanities and Social Sciences	02/05/19	\$783 per credit hour
New Hire	Livingston, Zachary	Adjunct Faculty/Medical Terminology	Nursing	Health Profession	01/25/19	\$783 per credit hour
New Hire	McClanahan, Samantha J.	Adjunct Faculty-English	English	Arts, Humanities and Social Sciences	01/17/19	\$783 per credit hour
New Hire	McLouth, Rusty	Director of Institutional Effectiveness	Institutional Effectiveness	President	02/18/19	\$83,500 annually
New Hire	Puletapau, Cassandra	PT Instr/Upholstering TEC	TEC	Technology and Workforce Development	02/12/19	\$30.00 per hour
New Hire	Reichart, Tammy L.	Adjunct Faculty-Certified Nursing Assistant (C N A)	Certified Nursing Assistant (C N A)	Health Professions	01/28/19	\$783/credit hour
New Hire	Shields, Thomas J.	Part-Time Drivers Education Instructor	CEB	Health Professions	01/14/19	\$25.00 per hour
New Hire	Smith, Selina K.	PT Adult Education Substitute Instructor	Adult Education	Health Professions	01/14/19	\$20.00 per hour

New Hire	Spangler, Mary C.	Foundations Director	Marketing	President	02/25/19	\$92,300 annually
New Hire	Stamper, Ruth M.	Adjunct Faculty- Sociology	Sociology	Social & Behavioral Sciences & Public Svc	01/14/19	\$783 per credit hour

February 2019 Board Report
Academic Affairs

Academic Support and Assessment – Dean Cecelia Brewer

Phi Theta Kappa co-hosted the annual Electronic Recycle Drive for Wyandotte County on October 27, 2018. Please see photos and more details at the end of this report.

On January 15th, Assessment Day, Dean Brewer and Dr. Jelena Ozegovic (Psychology) presented a Curriculum Mapping training for 113 coordinators/lead faculty and Deans.

Online Education Services has a new instructional designer, Mr. Shaun Pate, who is working closely with Center for Teaching Excellence staff and KCKCC faculty to design quality, outcome driven, and engaging courses. Mr. Pate has an MS in Educational Technology from Pittsburg State University. Prior to arriving at KCKCC, he worked at Cleveland University with faculty on assistive technologies and curriculum mapping. He is also a former KCKCC employee, having worked as the Coordinator of Student Financial Aid.

Online Education Services participates in the Instructional Technology Council (ITC) Taskforce on Web Accessibility. The ITC is a part of the American Association of Community Colleges. This is an ongoing monthly commitment.

Library Services presented a faculty training sessions during Welcome Back Week: “What is a LibGuide and How Do I Get One?” Two sessions were available. The purpose was to introduce faculty to the various options and ways that Library Services can support course curriculum and help faculty support student success.

On January 23, Ms. Penny Mahon, Media Librarian, visited the Linda Hall Library to view rare books by Alexander von Humboldt. Humboldt was a prolific explorer, author, speaker, and scientist.

The Center for Teaching Excellence (CTE) has many opportunities for professional development including six “Monday Morning Mentors” online webinars and NISOD webinars. Topics of these webinars cover teaching and learning excellence and student success. In addition, on the evening of January 14, The CTE offered professional development sessions for adjunct faculty.

Last Saturday, February 9, the Kansas City Professional Development Council (KCPDC) Faculty Teaching Academy was held. In attendance were Mr. Tom Grady (Faculty Assistant Director, CTE), Assistant Professor Mary Bautista, Assistant Professor Teri Huggins, Mr. Roger Villanueva (Campus Police Officer), and Instructor Said Shehab. Mr. Grady was also the presenter for the “Building A Learner-Centered Syllabus” session. He also serves as Chair of the KCPCCK Board.

February 2019 Board Report Academic Affairs

Arts, Communication and Humanities – Dean Jerry Pope

Three KCKCC Theatre students competed in the Irene Ryan Acting Scholarship regional competition from January 21-25, at the Kennedy Center American College Theatre Festival: Venus Irias, freshman; Kaleb Anderson, freshman; and Sheridan Smith, sophomore. There were 360 nominees from the region, and Ms. Sheridan Smith advanced to be one of 36 semi-finalists. More information about the scholarship: <http://web.kennedy-center.org/education/kcactf/awards/IreneRyan>

Five KCKCC vocal students, all studying with Adjunct Professor of Music Sarah LaBarr, participated in the National Association of Teachers of Singing regional competition on February 9: Juan Vela, Noah Haskin, Trevor Thoele (who tied for second place in his category), Eli Panek, and Ann Keeling. The competition had around 120 participants from the region and was held on KCKCC's campus. Thanks to all who helped make this a great success!

Ms. Rochella Bickford, Coordinator of Reading at KCKCC, will be presenting at the Great Plains Butler Community College Conference on Acceleration later in February. Her presentation will address the developmental reading course redesigns she has implemented.

Dr. Justin Binek, Assistant Professor of Music, served as the guest director of the Oklahoma Choral Directors' Association All-State Jazz Choir in January. Dr. Binek worked with a 24-voice ensemble selected from nearly 400 auditioning students. The performance was extremely well-received, and the group's set included three of Dr. Binek's arrangements.

Dr. Binek will be performing as a guest artist with Hutchinson Community College's (HCC) award-winning vocal jazz ensemble, Badinage, at the Kansas Music Educators Association conference in late February. Badinage will also be premiering Dr. Binek's new vocal arrangement of Grammy-winning jazz guitarist Pat Metheny's "Always and Forever," which HCC commissioned.

On January 22 and 23, KCKCC hosted the Grammy-winning vocal jazz ensemble New York Voices (NYV) in residency. KCKCC's The Standard vocal jazz ensemble, directed by Prof. John Stafford, opened for NYV at a regional concert on the 22nd. During that concert, Dr. Binek was invited by the New York Voices to join them on one of their selections.

Prof. Stafford and Dr. Binek will be serving as guest clinicians at the Solon (Iowa) Invitational Vocal Jazz Festival in mid-February. They will join former Count Basie Big Band vocalist Carmen Bradford as

**February 2019 Board Report
Academic Affairs**

clinicians for the festival. KCKCC's The Standard vocal jazz ensemble will also be performing at the festival.

Health Professions – Dean Dr. Tiffany Bohm

The EMT/Paramedic Program has been selected by the National Registry of EMT's (National EMS certification agency) to participate in a pilot project to validate a new paramedic practical exam scoring rubric and new examination scenarios that could be used in future national paramedic examinations.

Physical Therapy Assistant (PTA) Program & Clinical Coordinator Michele Avery is part of a national task force investigating issues regarding the future of PTA education. She has been elected to serve on the board of the Central Academic Coordinators of Clinical Education Consortium for a 2-year term.

Registered Nurse Program: The KCKCC graduates' first time NCLEX pass rates have increased 4% to 77.5% for 2018 (these rates have been stagnant at about 73% for past two years. This meets the Kansas State Board of Nursing (KSBN) benchmark of 75%; it does not meet the benchmark for Accreditation Commission for Education in Nursing (ACEN), which is 80%. The Nursing Department continues to work with Ms. Donna Ignatavicius, a consultant, to review/redesign/develop new curriculum, develop teaching skills, and assist with assessment measures, all of which are designed to improve the program and the NCLEX pass rates. The program recently received KSBN approval of the new curriculum, which had very positive feedback from KSBN board members.

Licensed Practical Nurse Program: The first time pass rate for 2018 has been reported as 90.38%. This exceeds the national rate which is 85.91%.

Respiratory Therapy (RT) Program: RT had 11 December graduates, three (so far) have taken board exams and passed at the high level (the best you can do). RT December graduates have accepted jobs (so far) at Children's Mercy Hospital, St. Luke's on the Plaza, and North Kansas City Hospital.

Mortuary Science (MTSC) Program: Graduates had 90% passage on the National Board exam, both sciences and arts. The job placement of graduates from the Fall group is 100%. In addition, the Sigma Phi Sigma (National MTSC Fraternity) continues to be an active organization for facilitating student engagement.

February 2019 Board Report Academic Affairs

Medical Assistant Program: The Medical Assistant Program has 16 returning students and 11 new students of which five are non-traditional students. The current Certified Clinical Medical Assistant (CCMA) pass rate for KCKCC graduates from this program is 96%. A new externship site within Leavenworth County recently obtained. This will better serve students located in that area.

Fire Science Program: New training props have been built and equipment obtained in the last year to provide students with realistic training opportunities. These include a vertical roof prop where students cut a 4X4 hole in the roof for vertical ventilation. Another training prop is called a dollhouse in which fire behavior and fire flow paths can be demonstrated. A third new prop demonstrates fire flow path in a balloon frame home (this creates a chimney effect). In addition, students used new extrication equipment to cut through doors and roofs of vehicles, simulating a rescue at an automobile accident. Please see attached photos of students training with these new props and equipment.

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

The Saturday Academy hosted their Parent Breakfast on February 9th. The event showcased the work of the middle school and high school students in the program. Attendees included: Wyandotte County Mayor David Alvey; US Congresswoman Sharice Davids; and Kansas Representative and KCKCC faculty member Dr. Valdenia Winn. KCKCC Board of Trustees members in attendance: Mr. Don Ash, Dr. Janice McIntyre, Ms. Linda Sutton. Representatives of the USD500 Board of Trustees members in attendance: Ms. Brenda Jones, Dr. Valdenia Winn, Ms. Maxine Drew, and Ms. Janey Humphries. KCKCC President Dr. Greg Mosier, VPAA Dr. Beth Ann Krueger, and Dr. Ed Kremer also attended.

The National Strength and Conditioning Association (NSCA) Education Recognition Program recently approved the KCKCC Health and Fitness Degree Program as an Undergraduate Strength and Conditioning Program. Students that complete this degree are now eligible to sit for the NSCA Certified Personal Trainer exam.

Assistant Professor Gena Ross (Business) was inducted into The National Society of Leadership & Success, Sigma Alpha Pi, in January 2019. Ms. Ross is a Platte County R-3 School District, School Board Candidate.

Instructor of Developmental Math Deborah Detrick has been invited to attend the Pearson Corequisite Conference, February 28 - March 2. The conference will discuss the implementation and dynamics of a

February 2019 Board Report
Academic Affairs

paired-course model where designated sections of a transfer-level math course, such as statistics or college algebra, are linked to a support course taught by the same instructor. The course will include just-in-time remediation blended into the higher-level work. The purpose of this model is to reduce the time required for a student to complete a degree. The conference is by invitation only and all expenses are paid by Pearson publishing company.

Ms. Angela Consani (Biology), Ms. Zulma Perez Estrella (Concurrent High School Instructor) and Dr. Ed Kremer will attend the Bioscience Summit at Kansas University-Edwards on February 27th, 2019.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Mr. Kevin Steele, the Coordinator of KCKCC Criminal Justice Program, was elected Chair of the Public Safety Committee of Wyandotte High School (WHS). The high schools in USD 500 have different pathway programs and Wyandotte is the school that has been identified for students who want to pursue a degree/career in the public services arena, specifically criminal justice and fire science. Mr. Steele is will be working hand-in-hand with the WHS College & Career Academy Facilitator, Mr. Robert Hoffman, to help grow programs at WHS. Criminal Justice courses are currently offered at WHC. In addition, last week Mr. Steele, Mr. Hoffman and Director D.C. Broil (KCKCC Forensic Lab), met briefly with Dr. Lori Sexton (University of Missouri at Kansas City Department of Criminal Justice and Criminology) to discuss the possibility of an articulation agreement between UMKC and KCKCC, specifically around the criminal justice program.

Dr. Ewa Unoke, Associate Professor Political Science is the faculty advisor for a couple of student clubs, one of which he has taken to New York, to Washington D.C. and to UCLA (last year) to participate in mock United Nations events. He is hosting one of these events here at KCKCC this spring. Dr. Unoke will be recognized for his work in global education at another point in the Board Meeting this evening.

Technology and Workforce Development – Dean Chef Cheryl Runnebaum

Mr. Rich Piper, Director of Night Programs, Customized Training, reports that KCKCC is partnering with Honeywell to purchase a 5 Axis CNC Milling Center, a piece of equipment. Honeywell is donating

February 2019 Board Report Academic Affairs

\$62,500 and the college is matching the donation. Technology advances at a rapid pace in the manufacturing sector (the manufacturing sector is 25 percent of the United States \$19 trillion Gross Domestic Product); the 5 Axis CNC Milling Center will allow KCKCC students to learn and train on a piece of equipment that can create parts on 5 axes: X, Y, Z, A and B axis. KCKCC will be the only place in the city where students can train with this piece of equipment, allowing KCKCC students to be more career ready. In addition, the college received \$1,000 from Kansas City National Tooling and Machining Association (KC-NTMA) to help purchase equipment for this program.

Culinary Arts: Chef Justin Mitchell and Chef Richard McPeake report that the first all-female High School Culinary Team won a Silver Medal against 10 other high schools at the ACF High School Culinary Arts Team Competition. Also, a meal to be prepared by the team was auctioned off for the KCMO Lyric Opera Auction Dinner fundraising event. The meal was donated by Mary Beth Gentry from Young Women on the MOVE. The meal sold for approximately \$1,000 and helps raise money for the Lyric Opera!! In March, the team will travel to the auction winner's house and prepare their award-winning meal for 8 guests.

Drafting/CAD Program: Coordinator Larry Schmittendorf reports that four KCKCC WHS students presented a project they are working on to redesign the dugouts for their baseball field to their Wyandotte High School Advisory Board. The students started with a 15-minute presentation and then spent about 20 minutes talking with Advisory board members about the project and getting feedback. The students will continue working on the project in class, collaborating with an Architect on their advisory board for input, and working with a Wyandotte Advisory member from McCown Gordon Construction on estimating and constructability for the project. We also had an offer from an advisory board member to bring out a total station and layout the proposed changes on the existing site.

Entrepreneurship, Workforce, & Career Center (EWCC): The Entrepreneurial Innovation Center (EIC), a department of the EWCC, has as its mission "to organically grow the entrepreneurial ecosystem". As a part of that, we serve community clients as well as students of the college. In December and January, 12 new entrepreneurial clients and 9 student entrepreneurs were added. It is notable that the National Association for Community College Entrepreneurship office chose the Director Dr. Alicia Hooks to be featured in a recent issue of their magazine. A copy of the article is at the end of this report.

February 2019 Board Report Academic Affairs

The American Association of Community Colleges Workforce Development Institute (WDI) is an annual conference which focuses on promising practices, innovations in workforce, what community colleges are doing nationally in the area of workforce. Workforce department leaders attend to learn best practices from each other and then return to apply best fits at their community colleges. This year, the WDI dates were January 30th through February 2nd. Attendees were Dr. Alicia Hooks and Mr. Mark Turner.

On January 8th, Dr. Hooks also attended the Leavenworth Mayoral inauguration of Mr. Jermaine Wilson.

Multiple Academic Division Event

The 2nd Ninth Graders First Responder Event is for will be started and ended in Lower Jewell, Tuesday 26 February 2019, from 8:00PM to 1:00PM. Mr. Jeff Smith (EMT/Paramedic Program Director), Mr. Todd Miles (Fire Science Program Coordinator), Associate Professor Kevin Steele (Criminal Justice), and Ms. DC Broil (Director, Forensic Lab) make up the KCKCC team. This year Gary Mosby of our Theater Department will provide the expertise of KCKCC students playing the role of victim during scenes. Dr. Eugene Matthews, Coordinator of Criminal Justice at Park University, again, is contributing the fingerprint experience for students.

The EMS activities will be in Mr. Jeff Smith's classroom area, where he has scenarios prepared for 9th graders. His team and KCKCC students will assist. Fire Science will use the Burn House and department mannequins for rescues. Police/CSI/Police Investigation will have scenes set up in 2325/2326 and a corner of Lower Jewell, which will involve a domestic scene, a crisis scene, and one other. These scene victims will be performed by KCKCC theater students as recommended by Mr. Gary Mosby, Theatre Technology Instructor. KCKCC Board of Trustees members and KCKCC administration are welcome to attend and also provide comments during lunch and the closing.

Spring 2019

15th Day of Classes

2/11/2019 Monday
As of 12:30 AM for Spring 2019

Campus	Head Count	Credit Hours
BL		
FRSC	32	228
HS	946	5,420
MC	2,580	18,819
OC	247	794
OL	1,861	10,587
PION	276	2,120
TEC	793	9,461
USDB	54	367
Total	5,352	47,796

2/5/2018 Monday
As of 12:30 AM for Spring 2018

Campus	Head Count	Credit Hours
BL		
FRSC	42	315
HS	910	5,044
MC	2,661	19,788
OC	346	804
OL	1,862	10,138
PION	320	2,372
TEC	732	8,651
USDB	79	679
Total	5,320	47,791

Head Count Percentage Difference	Credit Hours Percentage Difference
-23.81	-27.62
3.96	7.45
-3.04	-4.90
-28.61	-1.24
-0.05	4.43
-13.75	-10.62
8.33	9.36
-31.65	-45.95
0.60	0.01

Head Count Difference	Credit Hours Difference
0	0
-10	-87
36	376
-81	-969
-99	-10
-1	449
-44	-252
61	810
-25	-312
32	5

Student	Head Count
First-time	Not available, because of no database refresh.
Returning	Not available, because of no database refresh.

2/11/2019 Monday
As of 12:30 AM for Spring 2019

Campus	Head Count	Credit Hours
BL		
FRSC	32	228
HS	946	5,420
MC	2,580	18,819
OC	247	794
OL	1,861	10,587
PION	276	2,120
TEC	793	9,461
USDB	54	367
Total	5,352	47,796

2/12/2018 Monday
As of 12:30 AM for Spring 2018

Campus	Head Count	Credit Hours
BL		
FRSC	42	303
HS	914	5,062
MC	2,665	19,809
OC	347	805
OL	1,878	10,238
PION	319	2,366
TEC	731	8,641
USDB	79	679
Total	5,342	47,903

Head Count Percentage Difference	Credit Hours Percentage Difference
-23.81	-24.75
3.50	7.07
-3.19	-5.00
-28.82	-1.37
-0.91	3.41
-13.48	-10.40
8.48	9.49
-31.65	-45.95
0.19	-0.22

Head Count Difference	Credit Hours Difference
0	0
-10	-75
32	358
-85	-990
-100	-11
-17	349
-43	-246
62	820
-25	-312
10	-107

Student	Head Count
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First-time	Not available, because of no database refresh.
Returning	Not available, because of no database refresh.

2/11/2019 Monday
As of 12:30 AM for Spring 2019

Campus	Head Count	Credit Hours
BL		
FRSC	32	228
HS	946	5,420
MC	2,580	18,819
OC	247	794
OL	1,861	10,587
PION	276	2,120
TEC	793	9,461
USDB	54	367
Total	5,352	47,796

Student	Head Count
First-time	Not available, because of no database refresh.
Returning	Not available, because of no database refresh.

2/11/2019 Monday
As of 12:30 AM for Spring 2019

Campus	Head Count	Credit Hours
BL		
FRSC	32	228
HS	946	5,420
MC	2,580	18,819
OC	247	794
OL	1,861	10,587
PION	276	2,120
TEC	793	9,461
USDB	54	367
Total	5,352	47,796

2/12/2018 Monday **The 11th was on a Sunday in 2018.**
As of 12:30 AM for Spring 2018

Campus	Head Count	Credit Hours
BL		
FRSC	42	303
HS	914	5,062
MC	2,665	19,809
OC	347	805
OL	1,878	10,238
PION	319	2,366
TEC	731	8,641
USDB	79	679
Total	5,342	47,903

Head Count Percentage Difference	Credit Hours Percentage Difference
-23.81	-24.75
3.50	7.07
-3.19	-5.00
-28.82	-1.37
-0.91	3.41
-13.48	-10.40
8.48	9.49
-31.65	-45.95
0.19	-0.22

Head Count Difference	Credit Hours Difference
0	0
-10	-75
32	358
-85	-990
-100	-11
-17	349
-43	-246
62	820
-25	-312
10	-107

2/13/2018 Tuesday 20th Day
As of 12:30 AM for Spring 2018

Campus	Head Count	Credit Hours
BL		
FRSC	42	303
HS	914	5,062
MC	2,666	19,812
OC	347	805
OL	1,882	10,254
PION	319	2,366
TEC	732	8,642
USDB	79	679
Total	5,347	47,923

Head Count Percentage Difference	Credit Hours Percentage Difference
-23.81	-24.75
3.50	7.07
-3.23	-5.01
-28.82	-1.37
-1.12	3.25
-13.48	-10.40
8.33	9.48
-31.65	-45.95
0.09	-0.27

Head Count Difference	Credit Hours Difference
0	0
-10	-75
32	358
-86	-993
-100	-11
-21	333
-43	-246
61	819
-25	-312
5	-127

Student	Head Count
First-time	Not available, because of no database refresh.
Returning	Not available, because of no database refresh.

Student	Head Count
First-time	738
Returning	4,609

2/11/2019 Monday
As of 12:30 AM for Spring 2019

Campus	Head Count	Credit Hours
BL		
FRSC	32	228
HS	946	5,420
MC	2,580	18,819
OC	247	794
OL	1,861	10,587
PION	276	2,120
TEC	793	9,461
USDB	54	367
Total	5,352	47,796

8/3/2018 Friday End
As of 12:30 AM for Spring 2018

Campus	Head Count	Credit Hours
BL		
FRSC	41	300
HS	931	5,123
MC	2,671	19,571
OC	546	1,433
OL	1,919	10,439
PION	316	2,344
TEC	734	8,454
USDB	87	672
Total	5,598	48,336

Head Count Percentage Difference	Credit Hours Percentage Difference
-21.95	-24.00
1.61	5.80
-3.41	-3.84
-54.76	-44.59
-3.02	1.42
-12.66	-9.56
8.04	11.91
-37.93	-45.39
-4.39	-1.12

Head Count Difference	Credit Hours Difference
0	0
-9	-72
15	297
-91	-752
-299	-639
-58	148
-40	-224
59	1,007
-33	-305
-246	-540

Student	Head Count
First-time	Not available, because of no database refresh.
Returning	Not available, because of no database refresh.

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

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.

STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

Disability	January 2019	January 2018	January 2017
Autism Spectrum Disorder	11	4	1
Attention Deficit Disorder	13	20	14
Blind/Visual Impairment	6	2	5
Deaf/Hard of Hearing	3	1	1
Head Injury	1	4	1
Intellectual Disability	3	0	3
Learning Disability	64	19	10
Medical	8	5	3
Physical	4	4	7
Psychiatric	12	15	13
Other Health Impaired	1	N/A	N/A
Total	126	74	58

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

- Hosted 12 of 55 Student Leadership Institute Workshops: 6 afternoon and 2 evening workshops
 - Approximately 10 students have attended each SLI workshop
- Athletic Awards Night
 - Partnering with Athletics to celebrate our KCKCC Student Athletes with 3.0 GPA's or higher to be held on Wednesday, February 13th in the Fieldhouse.
- Voter Registration Campaign
 - Partnering with the local organizations to host booths on campus to assist students to register to vote and education about voting
- Blue Devil LIVE

***Incorrectly listed as 252 on original report. This is the correct total.**

BOARD OF TRUSTEES REPORT

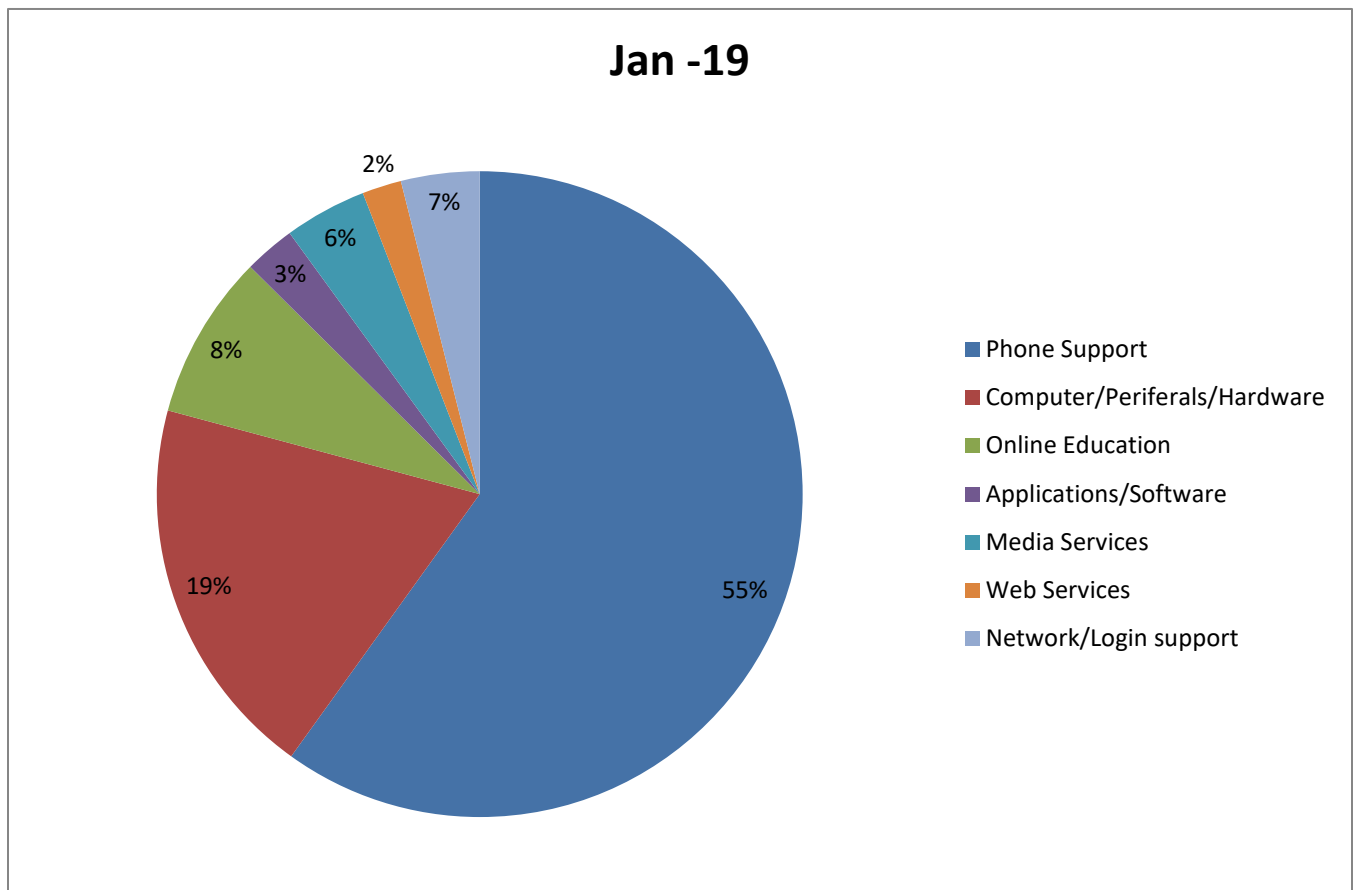
Peter Gabriel, Interim Chief Information Officer

ACADEMIC SUPPORT

- Delivered 12 Training Sessions for Back to School Week both faculty and staff
- Created and delivered training on using Microsoft Teams
- Worked with several faculty members to successfully deploy Teams for staff and student use
- Responded to and completed multiple requests from Helpdesk
- Created fillable forms for PTA program
- Assisted Faculty in displaying iPad on classroom projector

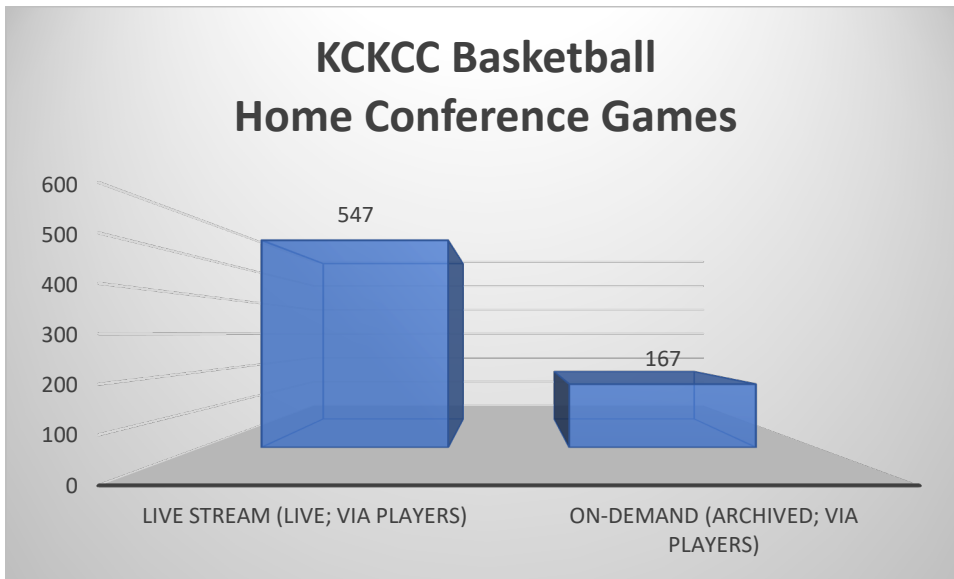
COMPUTING SERVICES

- 323 tickets were issued during the month of January - 388 tickets were resolved.
- The average time spent on each ticket was 1.235 days
- 1161 helpdesk calls were taken December average time per call was 3.07 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 53 views with an average view time of 12 minutes.
- Setup and recorded the 2019 Convocation at the TEC Center.
- Setup, recorded, and live streamed the Men's and Women's home basketball games. The home conference games were live streamed and achieved for on-demand purposes. The combined live views of both Men's and Women's games was 547 views, while a combined on-demand view was 167.



- Setup audio and video reinforcement for Saturday Academy Parent Breakfast on February 9, 2019.
- Took portrait photos for the Social Science Division. The photos of instructors will be used as a display outside the division office.

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 - 99.98%

WEB SERVICES

- **January Website Traffic Information**

Info	Data	Percentage Change from December 2017
Users	47,140	-0.32%
Sessions	125,035	+1.14%



Pageviews	303,481	+5.26%
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One of the key factors for the lower users this month is the longer winter break we had versus January 2017.

Top Landing Pages	Sessions
Academics	2,300
Steps to Enrollment	2,038
KCKCC Email	1,782

- **Google Search Performance**

Info	Data
Impressions	213,000
Total Clicks	24,500
Click Through Rate	11.5%

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

BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

FEBRUARY 2019

Benefits

The health and benefits committee meeting will meet this month on February 26th to discuss the upcoming renewal and benefit plan options for the 2019-2020 plan year.

Update – HR Projects

- Audit and updated faculty job titles that are not current
Update – All files have been audit based on information submitted by the faculty member to HR. The next step in our process is to cross verify submitted information with employee records.
- Finalize the changes to staff job titles to ensure we have standard job titles campus-wide
Update – All titles for grades 8-15 have been finalized. HR will begin updating each position title in the HRIS system and work with IT to update the directory.
- Update and standardize all staff job descriptions (This project will follow the completion of the job title project)



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

FINANCE - MICHAEL BEACH, CFO

- Mid-Year Budget Review nearly complete. There will be a report available upon completion.
- The Mid-Year Budget Review has also kicked off the Zero-Based Budgeting (ZBB) process for next year.

BOOKSTORE - KASEY MAYER, DIRECTOR

- Spring Rush went great.
 - We rented 522 books to our students, saving them \$25,522.59 this semester. This equates to \$48.89 per student, per rental book.
- We increased TEC Bookstore food sales from last year.
 - 2018: January 7th - February 2nd sales were: \$4,399.72 with 3,637 items being sold.
 - 2019: January 7th - February 2nd sales were: \$5,474.85 with 3,991 items being sold.
 - Increase of \$1,075.13 year over year
- We are in the fine-tune adjustment stage at the TEC bookstore.
 - Inventory is about 95% complete.
 - We put up new displays and shelving to make the store more appealing.
 - Margins are fixed and we are now looking to improve on that stores' sales revenue.
- We had 9 violations with Kansas Department of Agriculture at the TEC Cafeteria.
 - My team and I are taking the necessary steps to correct these issues, so that we can get back into compliance with federal regulations. The TEC Cafeteria is still operating and there are no direct health issues.

BUILDINGS & GROUNDS - JEFF SIXTA, DIRECTOR

Accomplishments:

- Continue with Student Success remodel
- Install lighting in upper Jewell - 50% complete
- Demoed and installed lighting at PCC
- Installed handicap parking at Wellness Center
- Installed new data drops at Pioneer Career Center
- Started cleaning out the Child Care Center

Goals for February - 2019

- Continue with Student Success Remodel
- Remodel office in Business office - new door and window
- Continue with Child Care Remodel

CAMPUS POLICE - GREG SCHNEIDER, DIRECTOR

Summary Report -

- Officers Dan Winterringer, Peter Gregory, Bob Tesch, Robert Baumli, Mel Casson and Steve Phipps attended In Service Training in January at the Kansas City Kansas Police Academy to fulfill their state requirements
- Cameras were installed in the parking lots on Main Campus in mid-January (soon to be operational)
- Hosted Managing Police Records in Kansas seminar January 11 at TEC
- Provided swipe card access for Auto TEC students for the breakroom January 28

FACILITIES MANAGEMENT - CLIFF SMITH, ASSOCIATE CHIEF

TOP 4:

- **Water Main Breaks** - Three water main breaks on Main Campus and one at TEC. The first water main break was in the courtyard and was repaired without disruption to classes and offices. The second break was in Dean Cleon Wiggins' area and affected his offices as well as Veronica Shipley's office. Cliff Smith and Campus Police worked to shut the water off and clean it up and then Buildings and Grounds staff repaired the break. The third break was in the men's restroom at the Field House. The break at TEC happened in the Building Engineering Maintenance Technology classroom and lab. Cliff Smith and Campus Police responded to shut off the water and clean up the water. These breaks happened over the Winter Break and did not affect students and classes.
- **PCC Electrical** - Met with contractors for bids on electrical work to be completed at Pioneer. Bids have been received and a contractor chosen. The work should be completed in the Culinary Arts area by mid-February.
- **Child Care Facility** - Met with KCK Fire Marshall and the licensing agent from Wyandotte County on the requirements for fire safety and licensing to re-open the Child Care Facility. Cliff Smith, Jeff Sixta and Campus Police were involved in the walk through of the existing facility and learned what would be needed to bring the building up to fire code and licensing standards for a Fall 2019 opening. Cliff and Jeff researched cost of materials and equipment and presented a cost estimate of the project.
- **Safety Audit** - Toured Main Campus with the Kansas Department of Labor inspector for safety violations. Offices, chemistry classrooms, maintenance closets, mechanical rooms and the Field House were the primary focus of the audit. Most of the violations were minor in nature and could be easily fixed at the time of the audit. The majority of the violations were space heaters, refrigerators and coffee pots not being plugged directly into the wall and daisy chaining, which means extension cords and power strips are plugged into one another and then plugged into the wall. There are several areas where additional electrical outlets will need to be added but most of the violations were solved by rearranging how equipment was plugged in. Buildings and Grounds is still awaiting the written report to prioritize the solutions for the remainder of the violations.

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

Summary Statement of Net Position

	YTD FY2019	AUDITED Year-End FY2018
Assets		
Current Assets	\$ 37,917,878	\$ 30,695,612
Noncurrent Assets	54,393,418	57,446,973
Total Assets	<u>\$ 92,311,296</u>	<u>\$ 88,142,585</u>
Liabilities		
Current Liabilities	\$ 9,233,291	\$ 13,268,162
Noncurrent Liabilities	25,046,886	25,046,886
Total Liabilities	34,280,177	38,315,048
Net Position	<u>58,031,119</u>	<u>49,827,537</u>
Total Liabilities and Net Position	<u>\$ 92,311,296</u>	<u>\$ 88,142,585</u>

Summary Statement of Revenue Expenses and Changes in Net Position

	YTD FY2019	Annual	Annual	YTD FY2018	Percent Used Actual to
	Actual	Budget	Variance	Actual	Budget
Operating Revenues	\$ 19,228,700	\$ 29,246,544	\$ (10,017,844)	\$ 20,043,340	65.75%
Non-Operating Revenues, Net	29,218,868	53,604,198	(24,385,330)	28,028,725	54.51%
Total Revenues	48,447,568	82,850,742	(34,403,174)	48,072,065	58.48%
Operating Expenses	40,084,479	79,979,223	39,894,744	39,432,044	50.12%
Increase/(Decrease) in Net Positions	<u>\$ 8,363,089</u>	<u>\$ 2,871,519</u>	<u>\$ 5,491,570</u>	<u>\$ 8,640,021</u>	

Notes

New prior year YTD 2018 comparison added