

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

January 15, 2019 – 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. Recognitions

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.

6. Board Appointments and Assignments for the 2019 Calendar year.

- Officers of the Board
- Board of Trustees Assignments
- Representatives to College Committees
- Delegates

*2019 Assignments attached for reference.

7. Board Committee Reports

8. Consent Agenda:

- (Item A) Approval of Minutes of the December 18, 2018 Meeting
- (Item B) Approval of Recommendations for payment
- (Item C) Item(s) for Ratification
- (Item D) Approval of Personnel Items (H.R.)
- Approval of new Mileage rate (per IRS), effective January 1, 2019, .58/mile.
- Approval of the 2020-2021 Academic Calendar (**attached**)

9. Student Senate – Aliyah Shaw, President

10. **President's Report** – Dr. Greg Mosier
 - Resolution – Catholic Students' Celebration of Mass - dates for Spring Semester
11. **Marketing & Community Outreach Officer Report** – Ms. Tami Bartunek
12. **VP-Academic Affairs Report** – Interim VP, Dr. Ed Kremer
13. **VP-Student Affairs Report** – Dr. Delfi Wilson
14. **Information Services Report** – Interim CIO, Mr. Peter Gabriel
15. **Human Resources Officer Report** – Ms. Christina McGee
16. **Finance & Administrative Services CFO Report** – Mr. Mike Beach
17. **Unfinished Business** –
18. **New Business** –
19. **Executive Session** – To discuss non-elected personnel matters with College attorney to protect the privacy interests of the individual(s) to be discussed.
20. **Adjournment**

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

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
December 18, 2018**

CONSENT AGENDA - A.
Meeting Minutes

Upper Jewell

- 1) **Call to Order and Pledge of Allegiance:** The October meeting of the Board of Trustees was called to order by Chair, Rosalyn Brown. The Pledge of Allegiance was led by Christina McGee, Human Resources Officer.
- 2) **Roll Call:** Indicated the following present, Trustees: Donald Ash, Rosalyn Brown, Ray Daniels, Tyrone Garner, Linda H. Sutton and Janice McIntyre. Trustee Criswell attended via conference call.
- 3) **Approval of Agenda:** Chair Brown called for approval of the Agenda. Trustee McIntyre moved to approve. Trustee Criswell interjected that the language, for non-disclosure on the AOS Contract, be included under Unfinished Business as it was discussed at the November Board meeting. Trustee Garner seconded with stipulation of discussion of the AOS Contract be included under Unfinished Business. The **Motion Carried.**
- 4) **Audience to Patrons and Petitioners:**
Student Robert Myers, addressed the Board with concern about class/grade of 30 years plus and the statute of limitations and why is it necessary. Dr. Mosier stated that in cases, such as the field of health care, there needed to be a statute of limitations as fresh knowledge is necessary.
- 5) **Board Committee Reports:** Trustee Tyrone Garner reported on the following:
 - The Summer Youth Program is making adjustments for funding.
 - Discussion as to how to utilize the donated bus.
 - Assessing exact usage of the barn facility at TEC.
 - Positive improvements to the Campus, i.e. paint, signage, beautification, etc.
 - Looking at front entrance and any changes
 - Cost benefit analysis regarding tuition – right where we need to be. Would like to see impact of early enrollment.Trustee Ash reported on the following:
 - KACCT/COP meeting – preparing for state legislative session.
 - January 7th Wyandotte Legislative Delegation meeting. Will be discussing the Argentine area.
 - January 11th is the joint meeting of KCKCC and KCKPS at the USD 500 Offices.
 - ACCT Legislative Summit is February 10-13, 2019 in Washington D.C. There is opportunity to meet two of the newest representatives – Sharice Davids and Steve Watkins. There will be a reception, hosted by KACCT, to meet with representatives that Tuesday, February 12, 2019.
- 6) **Consent Agenda:** Chair Brown called for approval of the Consent Agenda with the removal of #5 of Item B. – Recommendations for Payment and to be voted on separately. Trustee Criswell moved to approve

the Consent Agenda without #5 of Item B. Trustee McIntyre seconded and the Motion Carried. Trustee Sutton asked to recuse herself from voting on #5 of Item B. Trustee McIntyre moved to approve #5 of Item B. Trustee Ash seconded and the Motion Carried.

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

- November 28, 2018 was the Presidential Swap. Ms. Shaw sat in for Dr. Mosier and vice-versa. Ms. Shaw reported that she “felt included” in all of the meetings regularly scheduled for Dr. Mosier.
- Candle Lighting Ceremony was held December 5th. This is the first year that donations were accepted for student scholarships. A \$600.00 check was presented to the Foundation on behalf of Student Senate.
- Student Senate is currently running the election for Student Senate President at Pioneer Career Center.
- Five clubs participated in College Senate meetings.
- 250 students participated in the Finals Breakfast.
- 330 people attended Breakfast with Santa.
- Student Senate will be participating, along with the Drama Club/Theatre Dept., on a spring trip to K-State.
- Will be attending a conference in November of 2019 that will be very informative and helpful to new Student Senate members.

Chair Brown called for a motion approving the Student Senate Report. Trustee McIntyre moved to approve and Trustee Sutton seconded. The Motion Carried.

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

- The Presidential Swap and how much he enjoyed following Aliyah Shaw’s schedule.
- Looking for ways to increase communication. Board meetings are now streamed to everyone in the community at large. 353 visitors have visited the KCKCC Website
- Working on a partnership with Wyandotte and Leavenworth Counties
- The final full Pell draw-down has taken place
- Due to the closing of the Vatterott College campuses, KCKCC rapidly reached out to those students, closed out of their classes, and with Board approval, will offer in-state tuition.
- Information about the Strategic Plan will be deferred until later in the meeting.

Chair Brown called for a motion approving the President’s Report. Trustee Sutton moved to approve and Trustee McIntyre seconded. The Motion Carried.

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

- The Family Fund giving is up 20%
- \$1800 generated from the sale of the Chiefs’ Tickets
- A little over \$1,000 generated from Giving Tuesday Competition

- April 27th is the Hall of Fame

Hearing no further questions or comments, Chair Brown called for approval of the Community Outreach and Marketing Report. Trustee Ash moved to approve the report and Trustee Sutton seconded. The **Motion Carried.**

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

Dr. Kremer introduced Mr. Jerry Pope, Dean of Humanities, Arts, and Business, who introduced a few members of the KCKCC Jazz group, The Standard. As the students approached the podium, Mr. Pope reported that The Standard had recorded a CD of their music. The group was comprised of current students, former KCKCC graduates and community members. Student Hope Medis and community member, Patty Freeman both spoke of the honor of performing at Carnegie Hall. The piece The Standard performed was written in honor of the 100 year Armistice of WWI and was directed by Paul Mueller. Hearing no further questions or comments, Chair Brown called for a motion to approve the VP-AA Report. Trustee Sutton moved to approve and Trustee McIntyre seconded. The **Motion Carried.**

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

- Dr. Wilson thanked Aliyah Shaw
- Reported on the many student opportunities available at KCKCC
- Student Affairs hosted the December Graduation Dinner. 90 graduates participated. Marquis Harris, Coordinator of the Intercultural Center, was the guest speaker.
- Members of the Veterans' Center participated in the December 15th Wreaths Across America in Leavenworth County.
- The upcoming spring semester will see a decrease in the number of credit hours as well as student count.
- Trustee Ash noted that over four-hundred veteran students have signed up for assistance since the opening of the Veterans' Military Center
- Trustee Sutton asked why, according to the VP-SA report, over 1000 students have withdrawn and is there an early alert indicating why these students are withdrawing.

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

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

- Office 365 will be in effect upon College opening January 7th. Once someone is logged into Office 365 for e-mail, they will also be able to access Word, Excel, etc.
- Trustee Sutton thanked media services for including the live stream of the Board of Trustees Meetings.
- Trustee Criswell asked about the number of tickets being turned in and resolved for computer and/or e-mail problems.

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

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

There are no new H.R. updates and asked if anyone had questions regarding H.R.

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

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

- Biggest thing is facilities services –
 - Concrete work is 100% complete
 - South bridge project is being fabricated indoors and should be in place by spring
 - Student Success Center is projected to be ready by the spring/summer semester
 - Marquee signs will be installed by the end of the week

Trustee Garner stated he applauded the improvement to the grounds and the progress being made.

Trustee Criswell commended the fact that the marquees are being built in-house

Mr. Beach stated that KCKCC is financially in “good shape” and that Finance is tracking both revenue and expenses. Checks and balances will help certain departments/division from over spending or going over their budgets. Mr. Beach stated that a mid-year department review will take place in January.

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:**

- Dr. Mosier discussed the Child Care Facility project and “how can we re-open and not be cash strapped.” Dr. Mosier will be working on this project. As part of the discussion included was to, hopefully, have a fall 2019 start. There will be requests for proposals that will include looking at what the opening will do but be fiscally sound. The proposals will be submitted by the end of February. There will be bench marks for scoring as well as a process for the request for purchase, evaluation, and commitment by the service provider. The final commitment will take place by the end of May and, hopefully, a July 2019 opening. “We want to be fiscally conservative,” stated Dr. Mosier. Trustee Garner complimented Dr. Mosier for “taking the lead on the Child Care Center.”
- The AOS Contract with Cisco Products, regarding the language was discussed. There was a question as to whether to move forward depending on agreed upon language. Trustee Criswell stated that the non-disclosure clause should not be waived. Per Greg Goheen, College attorney, the contract has already been modified by McAnany VanCleave and Phillips (MVP Law).
- Trustee Garner asked Dr. Mosier if there was any thought about a diversity/inclusion manager in Human Resources.

16) **New Business:**

- Dr. Mosier discussed KCKCC's Centennial Path guideline regarding Mission, Vision and Strategic Priorities. Dr. Mosier stated that there are five strategic priorities that will, eventually, be built in as action steps. Trustee Daniels asked what the process was that "got us to this point?" Dr. Mosier stated that there was discussion, at the Fall Convocation, about the Strategic Plan. It was also discussed at the Listening Session three different times with ideas brought to the Strategic Plan Committee. Trustee Daniels asked if there is a timeline on the Centennial path. Dr. Mosier responded that ideas and work will begin at the all-College Spring Convocation in January. It is expected that a full draft will be presented in May, 2019 and the final copy presented to the Board in June, 2019.
- There was discussion about the closing of all Vatterot College campuses. KCKCC would like to offer in-state tuition to any of those students wishing to enroll. Chair Brown asked for a motion to approve. Trustee Daniels moved to approve the in-state tuition fee and Trustee McIntyre seconded. The Motion Carried.

17) **Executive Session:** There were three Executive Sessions –

- I. Consultation with College attorney which would be deemed privileged in the attorney-client relationship. A time of 10 minutes was designated with "no action" to follow. Trustee Daniels moved to enter into Executive Session at 6:50 p.m. with a five minute transition (6:55) and to return by 7:05 p.m. Trustee McIntyre seconded and the Motion Carried.
- II. Consultation with College attorney which would be deemed privileged in the attorney-client relationship. A time of 10 minutes was designated and session will include Christina McGee, Human Resources Officer. Trustee Daniels moved to enter into Executive Session at 7:09 p.m. to return at 7:25. Trustee McIntyre seconded and the Motion Carried.
- III. Consultation with College attorney regarding personnel matters of non-elected personnel. A time of 45 minutes was designated with "no action" to follow. Trustee McIntyre moved to enter into Executive Session at 7:20 p.m. to return by 8:15 p.m. Trustee Sutton seconded and the Motion Carried.

18) **Adjournment:** Seeing no further business, Chair Brown called for motion to adjourn. Trustee Daniels moved to adjourn and Trustee Sutton seconded. The Motion Carried.

The meeting of the Board of Trustees adjourned at: 8:25 p.m.

ATTEST:

Chairperson, Rosalyn Brown

Secretary, Dr. Greg Mosier

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Recommendations for Payment January 15, 2019

CONSENT AGENDA – Item # B.

1. Approval in the amount of \$47,279.49 to **Pearson Education** – Purchasing of books for Campus Bookstore. Requested by Kasey Mayer, Bookstore Director and Mike Beach, CFO
2. Approval in the amount of \$61,465.48 to **MBS Textbook Exchange, Inc.** – Purchasing of books for Campus Bookstore. Requested by Kasey Mayer, Bookstore Director and Mike Beach, CFO.
3. Approval in the amount of \$74,800.95 to **MBS Textbook Exchange, Inc.** – Purchasing of books for Campus Bookstore. Requested by Kasey Mayer, Bookstore Director and Mike Beach, CFO.
4. Approval in the amount of \$46,447.30 to **Martz Bros.** – November 24-27, 2018 Main Campus de-ice, clear snow from doorways, and apply Ice Melt. Requested by Jeff Sixta, Mike Beach, CFO
5. Approval in the amount of \$37,512.12 to **Cengage Learning** – Purchasing of books for Campus Bookstore. Requested by Kasey Mayer, Bookstore Director and Mike Beach, CFO.
6. Approval in the amount of \$31,664.14 to **Dell, Inc.** – Purchase of 46 computers for Adult Education classes. This is paid out of grant money. Requested by Dr. Marisa Gray/Jackie Batliner.
7. **December bills totaling \$2,094,700.51 includes November VISA bills of \$230,463.21.**

KANSAS CITY KANSAS COMMUNITY COLLEGE



Item for Ratification

Consent Agenda Item C

January 15, 2019

1. **\$16,608.00** to **Rittenhouse** for purchase of books for the Campus Bookstore. Requested by Casey Mayer, Bookstore Director and Mike Beach, CFO.
2. **\$9,184.16** to **MVP** for services and expenses (1/12 yearly fee) \$8,666.66 plus miscellaneous fees of \$517.50. Requested by Mike Beach, CFO.
3. **\$20,377.69** to **Pay-Less Office Products, Inc.** - furniture for Susan Stuart, Director of Online Education, as her office is being moved to the Learning Commons.
4. **\$16,100.00** to **Ellucian, Inc.** – Career contractual expense, Unlimited Users License. Requested by Peter Gabriel, IT.



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

HUMAN RESOURCES/PERSONNEL REPORT

January 15, 2019

CONSENT AGENDA – Item D

SEPARATION/ RETIREMENT INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Separation	Butera, Christina	Adjunct Faculty- Audio Engineer	Audio Engineering	Arts, Communications and Humanities	12/19/18
Separation	Eickhoff, Michelle	Nursing Instructor	Nursing	Health Professions	12/19/18
Separation	Haile, Larry	Adjunct Faculty- Automotive	Automotive	Technology and Workforce Development	12/19/18
Separation	Hoehn, Regina	Technical Assistant	Entrepreneurship & Workforce Development	Technology and Workforce Development	12/19/18
Separation	Kraemer, Scott	Student Retention Coordinator	Admissions	Vice President of Student Affairs	01/07/19
Separation	Mzee, Martha W.	Transfer Technical Assistant	Registrar	Vice President of Student Affairs	01/07/19
Separation	Nguyen, Jimmy	Maintenance Worker	Buildings and Grounds	Chief Financial Officer	12/20/18

RECOMMENDATIONS/APPROVALS

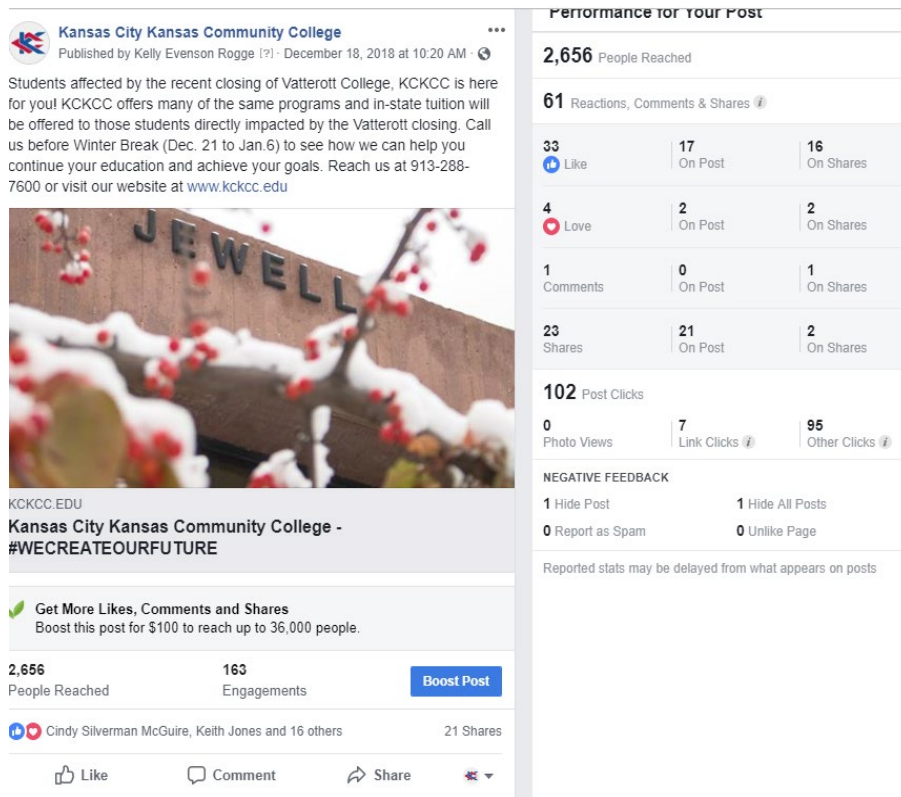
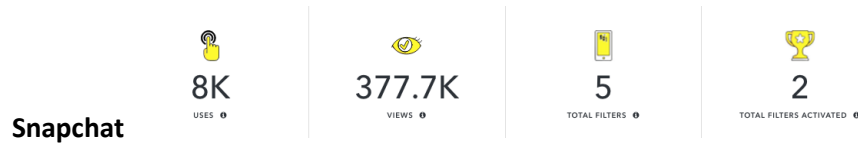
ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
Temporary Adjustment to Salary for additional job responsibilities	Scott, Samantha B.	Professional Assistant-Information Services	Information Services	Chief Information Officer	07/23/18	\$47,239.62 annually
New Hire	Brunner, Michael	Pt Lab Assistant-Welding	Welding	Technology and Workforce Development	07/01/2018	\$39,015 annually
New Hire	Harrison, Dana C.	Adjunct Faculty-Criminal Justice	Criminal Justice	Social and Behavioral Sciences and Public Services	01/07/19	\$783.00 per credit hr.
New Hire	Krueger, Beth Ann	Vice President of Academic Affairs	Vice President of Academic Affairs	President	01/31/19	\$126,500 annually
New Hire	Pedroza, Susan M.	Part-Time Technical Assistant-Registrar's Office	Registrar	Vice President of Student Affairs	01/09/19	\$11.57 per hour
New Hire	Brunner, Michael T.	Part-Time Lab Assistant (Evening) Welding Technology	Automotive	Technology and Workforce Development	01/07/19	\$22.67 per hour
New Hire	Turvey, Martha C.	Pt Lab Assistant-Cosmetology	Cosmetology	Technology and Workforce Development	01/07/19	\$22.96 per hour
New Hire	McFarlane, Matthew	Adjunct Faculty-Computer Aided Drafting	Computer Aided Drafting (CAD)	Technology and Workforce Development	01/07/19	\$22.67 per hour
New Hire	Newton, Burlone	Part-Time Bus Driver	Athletics	Vice President of Student Affairs	01/09/19	\$15.00 per hour
New Hire	Personett, Donald J.	Part-Time Bus Driver	Athletics	Vice President of Student Affairs	01/09/19	\$15.00 per hour


Promotion	Maxwell, Tyra	Adult Education Transition Instructor	Continuing Education	Continuing Education	12/17/18	\$40,000 annually
Promotion	Fox, Melissa	TEC Bookstore Coordinator	TEC Bookstore	Chief Financial Officer	01/07/19	\$42,000 annually

December Board of Trustee update

Marketing, Outreach and Foundation


Social Media data





Kansas City Kansas Community College
 Published by Kelly Evenson Rogge [?] · December 14, 2018 at 11:21 AM ·

Look who is getting new signage for Christmas! What do you think of KCKCC's new signs Blue Devils? #KCKCCProud



Performance for Your Post

2,246 People Reached

218 Reactions, Comments & Shares ⓘ

169 Like	167 On Post	2 On Shares
29 Love	29 On Post	0 On Shares
2 Haha	2 On Post	0 On Shares
1 Wow	1 On Post	0 On Shares
16 Comments	16 On Post	0 On Shares
2 Shares	2 On Post	0 On Shares

224 Post Clicks

29 Photo Views	1 Link Clicks ⓘ	194 Other Clicks ⓘ
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NEGATIVE FEEDBACK

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


Reported stats may be delayed from what appears on posts

Video

Post

Shares

See metrics for all videos



Kansas City Kansas Community College: KCKCC Nursing Pinning 2018...
 KCKCC Nursing Pinning 2018
 01:07:16 · Uploaded on 12/19/2018 · View Permalink · Copy Video ID

Performance for Your Post ⓘ

Peak Live Viewers	18	>
Minutes Viewed	1,491	>
3-Second Video Views	1,245	>
10-Second Video Views	506	>
Average Video Watch Time	0:33	>
Audience Retention		>
Audience and Engagement		>

Create Post With Video

Edit Post

Boost Post

Insights are recorded in the Pacific Time Zone and may not reflect the most recent data.



kansascityksc • Follow

kansascityksc KCKCC was excited to celebrate the 94th-annual Candle Lighting Ceremony Thursday. Thank you to everyone who attended! #KCKCCProud #CandleLighting #tradition #kckcc #bluedevels #communitycollege #community #students #scholarship #holidaytradition #christmas



27 likes

DECEMBER 6, 2018

Log in to like or comment.

...



kansascityksc • Follow

kansascityksc Congratulations to Staff Sergeant Josh Doughty who is the first graduate of KCKCC's "Filling the USA Skills Gap One Warrior at a Time" program. This innovative partnership between the United States Army and KCKCC allows enlisted service members to spend their final 16 weeks of active duty getting trained in a technical program in which there is a huge shortage of skilled labor. These programs include Welding Technology, Commercial and Residential



16 likes

DECEMBER 14, 2018

Log in to like or comment.

...

Tweet activity



KCKCC @KansasCityKSCC

The KCKCC Foundation is hosting an online auction featuring 3 autographed Chiefs items, including a @PatrickMahomes5 jersey! These items would make great holiday gifts. Proceeds benefit student scholarships. Visit <https://bit.ly/2Py9O1S> to bid today! #KCKCCProud #ChiefsKingdom pic.twitter.com/Qa6DjWCV9



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	3,521
Total engagements	112
Media engagements	41
Link clicks	22
Likes	21
Detail expands	18
Profile clicks	7
Replies	1
Retweets	1
Hashtag clicks	1

Tweet activity



KCKCC @KansasCityKSCC
Check out KCKCC on Leavenworth's new electronic billboard on K-7!! What a great way to encourage students to enroll for the Spring 2019 semester! #KCKCCProud #EnrollNow
pic.twitter.com/5iJGr6A8X2

Reach a bigger audience
Get more engagements by promoting this Tweet!

Get started

Impressions	1,443
Total engagements	55
Media engagements	35
Likes	8
Detail expands	6
Profile clicks	4
Retweets	2

Tweet activity



KCKCC @KansasCityKSCC
Medical Assistant students did it once again - 100% pass rate again on the CCMA certification exam. All your hard work has paid off! Great job!! #KCKCCproud #BlueDevils
pic.twitter.com/8IfgWf2aCP

Reach a bigger audience
Get more engagements by promoting this Tweet!

Get started

Impressions	935
Total engagements	40
Media engagements	22
Likes	6
Detail expands	6
Retweets	2
Link clicks	2
Profile clicks	2

Social Media Traffic to Website – December 2018

Source	December 2018 Sessions	December 2017 Sessions	December 2017 vs 2018 Difference	November 2018 Sessions
Total	919	398	130%	864
Facebook	660	395	67%	693
YouTube	203	0	100%	68
Twitter	35	1	3,400%	57
Instagram	11	0	100%	34
LinkedIn	5	1	400%	1

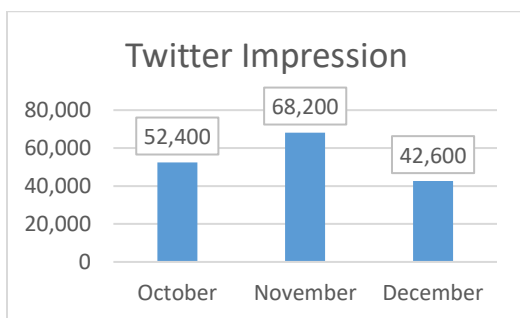
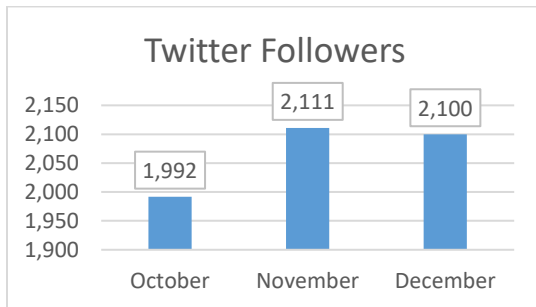
Notes: A user is based on a unique identifying number Google assigns a visitor to our website. A session is a length of time the user interacts with the website.

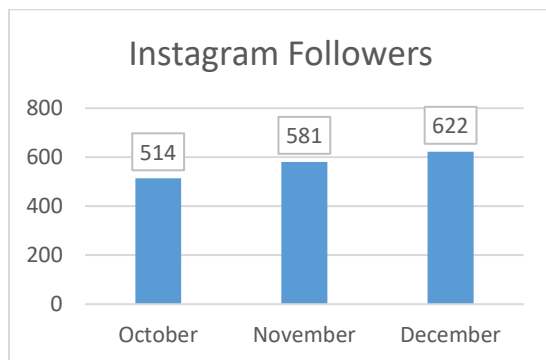
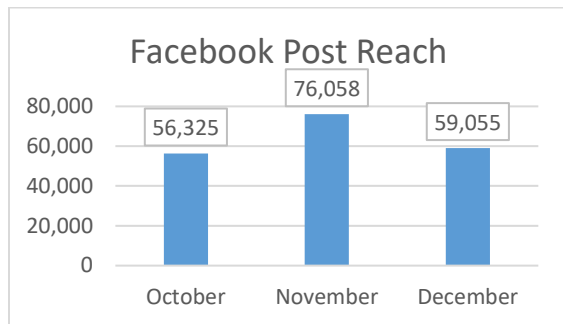
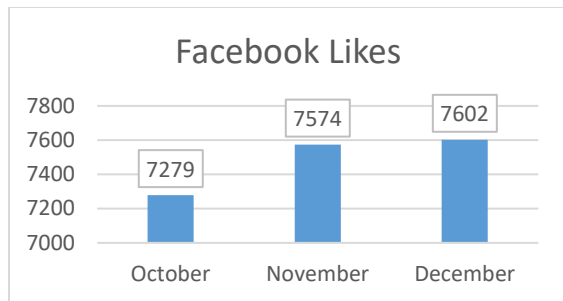
- We saw an increase in referrals from Facebook likely from our announcement to help support students affected by the Vatterott College closing.
- Twitter saw a spike in referrals because of several different posts including VPAA forums announcements and KC Live's 'President Swap' video.

Top Landing Pages from Social Media

Landing Pages	Sessions
Directory	21
Technology / Workforce Division	10
Degrees and Certificates	9
Catalog	5

Notes: The college website homepage saw 273 sessions.





Foundation

Mrs. Mary Ricketts is the new KCKCC Foundation Chair for 2019-2020!!

We awarded **181 scholarships totaling \$174,418.72** for the 2018-2019 academic year.

We have 2 new scholarships for 2019-2020

1. Heart of America Patriot Foundation Scholarship for veterans/active duty/military affiliated students; and
2. Wyandotte Lions Club/Bill Gregg Honorarium Scholarship for Wyandotte County students.

Family Fund is getting close to 20% (95 individuals) - this is a long way from where we started with 2%, but we need more members. There is a great competition going on between Tiffany Bohm leading the health professions verses Jerry Pope leading the arts & humanities department, it has gone back and forth – but Tiffany and the health professions are currently in the lead. They are having a lot of fun with this so please think about your department challenging another department to see who can get the most members. It's all for student scholarships! Thanks to all our Family Fund members!

The Mid-America Education Hall of Fame Awards & Scholarship Event is April 27th. Please mark your calendar and purchase your table!

With the Family Fund Campaign, Giving Tuesday and Candle Lighting donations, and private contributions, our Foundation Scholarship fund has increased by **\$130,500.00** since July 1, 2018.

We have a Scholarship Review Committee with 12 members from administration, faculty and staff. They meet three times a year to review scholarship applications, discuss marketing strategies and improve processes.

In December, Foundation introduced the new on-line form that combines the Foundation and Technical Education paper forms previously used. The form is completed on-line and submitted directly to the Foundation with no need to send an email with attachments.

Two Scholarship Award Socials were held in 2018 to honor the student recipients and donors who provide the generous funding for the scholarships. A special Faces of Foundation t-shirt was created for donors, students, staff, and other contributors involved with the Foundation scholarship process.

Foundation staff participated in events to promote scholarships such as 12 days at KCKCC, Back to School Bash, SOAR student orientation, SAAL (Scholarship Application Assistance Labs), Student Senate meetings, classroom visit and student group presentations. Posters, flyers, business cards and table tents were created to help market the Foundation Scholarships.

Ft. Leavenworth Military Disciplinary Barrack inmates were awarded scholarships for the first time this academic year.

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
January 2019**

STUDENT AFFAIRS

DR. DELFINA WILSON, VICE PRESIDENT OF STUDENT AFFAIRS

RETENTION:

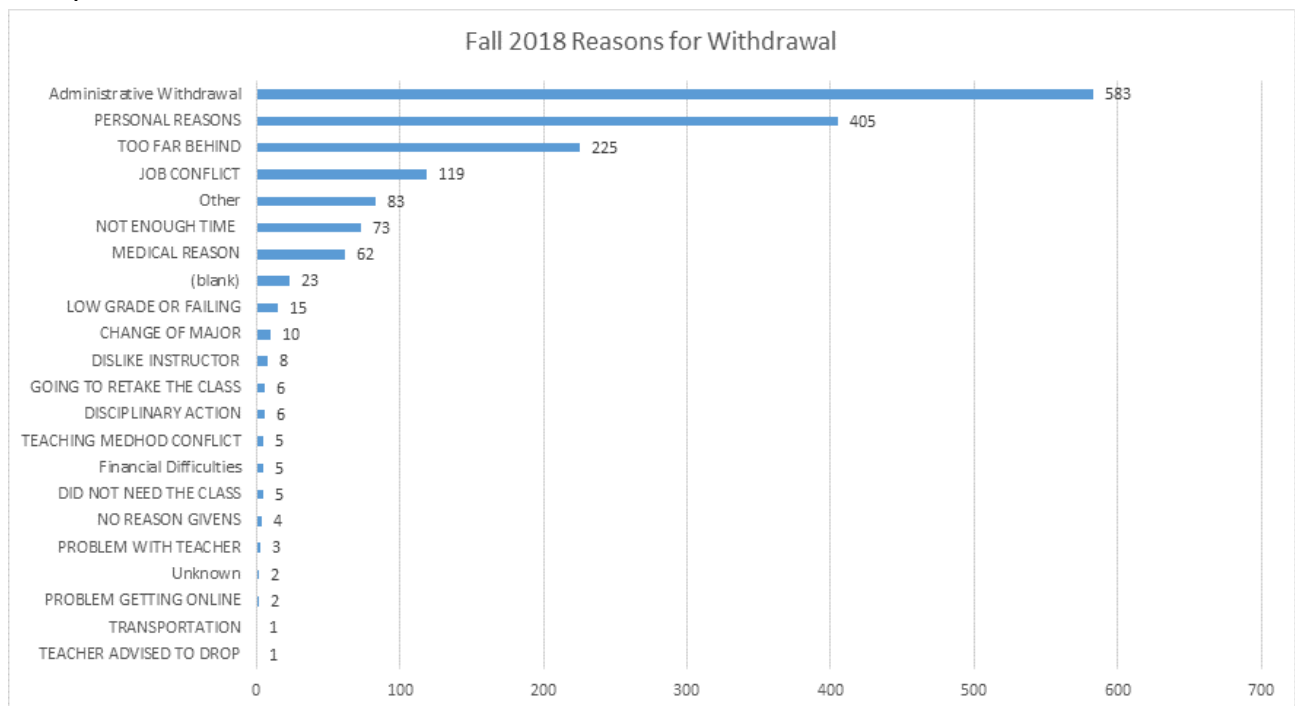
Early Alert System: The KCKCC Early Alert system is an online database used to report if a student is struggling with academic or personal difficulties and may be in need of assistance or counseling.

- Faculty and staff have the ability to fill out a simple electronic form regarding the student. The student may be referred at any time during the semester. The notification goes to the Retention Coordinator.
- When a Student Early Alert Notice is received, the Retention Coordinator partners with other campus professionals to reach out to a student. They discuss possible options and the best course of action to assist the student with his/her issue.

The Retention Coordinator position is unstaffed due to the departure of Scott Kremer. We will review the position, making changes as needing, and repost for the fall semester. In the absence of a Retention Coordinator, we will continue to monitor the Early Alert System and meet with students as necessary with the assistance of the Student Success Advisors and Dr. Terry.

Fall 2018 Reasons for Withdrawal:

The chart below illustrates the top 20 reasons identified by the students for withdrawing from a course or courses during the fall 2018 semester. Total class withdrawals 1,646. 1,005 unduplicated students



As members of our campus community, we all share the goals of encouraging each student's academic success and assisting them in achieving graduation or goal completion. We will continue to review and revise our retention efforts by working with Academics and the Student Affairs team on implementing institution-wide improvement of classroom practices and services that can be essential for driving up retention among all students. Such as evaluating the need of

additional resources for Academic support, student engagement, and faculty interaction in the classroom. These strategies are known to help keep students on track to graduate.

SOAR Orientation: We will continue to provide the SOAR Orientation for new incoming students. SOAR Orientation, provides an opportunity for the student to understand the colleges mission, goals, purpose, structure, ect. It is also a valuable opportunity for them to learn about various out of class experiences. The purpose is to cover topics that address academic integration, personal development, and social/campus integration. Retention research has emphasized the importance of orientation programs as *one way* to maintain or increase student persistence by helping students integrate into the institution (Braxton et al., 2006; Hossler, 2006; Patton, Morelon, Whitehead, & Hossler, 2006).

ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN

- Enrollment numbers were provided by Intuitional Effectiveness on January 9, 2019.
- **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**
 - 13 Days before the start of the term compared to Spring 2018 13 days before the start of the term is up 2.14% in head count (88 Students) and up .37% in credit hours (148 credit hours)
 - Currently for Spring 2019 20th Day, we need 1,141 more students to make the Spring 2018 20th Day enrollment.
 - Admissions staff have contacted students eligible for enrolment and encouraged them to enroll.

Spring 2019

1/9/2019 Wednesday
13 days prior to start of term

Campus	Head Count	Credit Hours
BL	1	5
FRSC	29	207
HS	728	4,324
MC	2,076	16,176
OC	241	725
OL	1,457	8,540

Spring 2018

1/3/2018 Wednesday
13 days prior to start of term

Campus	Head Count	Credit Hours
BL		
FRSC	29	204
HS	758	4,173
MC	2,066	16,743
OC	322	678
OL	1,453	7,991

Head Count Percentage Difference	Credit Hours Percentage Difference
0.00	1.47
-3.96	3.62
0.48	-3.39
-25.16	6.93
0.28	6.87

PION	211	1,633	PION	228	1,688	-7.46	-3.26
TEC	647	7,817	TEC	621	7,511	4.19	4.07
USDB	32	230	USDB	59	519	-45.76	-55.68
Total	4,206	39,657	Total	4,118	39,509	2.14	0.37

OFFICE OF ADMISSIONS - TINA CHURCH-LEWANDOWSKI, DIRECTOR

High School Dual and Concurrent Partnership Program

- The Admissions Staff continue to enroll high school dual/concurrent students. They anticipate having enrollments completed by Friday, January 11.

Spring 2019 SOAR Orientation will be held on January 10, 2019 for first-time freshmen and their supporters. We anticipate approximately 40 students.

STUDENT FINANCIAL AID OFFICE - MARY DORR, DIRECTOR

Financial Aid Applications Received as of January 9

Academic Year	Number of Records
2018-19	11,819
2017-18	11,916
2016-17	10,622

Financial Aid Disbursed to Student Accounts as of January 9

	FALL
2018-2019	\$6,868,281
2017-2018	\$7,312,231
2016-2017	\$7,797,875

Fall 2018 Satisfactory Progress Calculated

Academic progress was reviewed for students who received federal financial aid for the FALL 2018 semester resulting in the following:

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

Students were notified by U.S. Mail and through their student e-mail and given the information on how to appeal.

Financial Aid Processing Effectuated by Government Shutdown

Due to the recent government shut down students who are selected for verification cannot obtain a copy of an IRS Transcript, W-2s or letter indicating they did not file from the IRS. The National Association of Student Financial Aid Administrators (NASFAA) meet with the Department of Education and it is NASFAA's understanding that ED is working to release verification guidance on alternative forms of documentation imminently. The IRS has said that online processes to obtain transcripts should be back online on January 14, although it is unclear what functionality will be restored due to the shutdown. NASFAA has responded to multiple media requests and Congressional inquiries on the matter as we continue to work with our federal colleagues. NASFAA will share information with schools as soon as it becomes available.

On January 9th, the Department of Education released new guidance that will allow the Student Financial Aid Office to accept a signed copy of IRS Tax forms, in lieu of the IRS tax transcript, which will give some regulatory relief to the verification process. Schools may also accept a signed statement from a student or parent indicating that they did not file a tax form.

Additionally, the shutdown has prevented the student's FAFSA information to be checked through the Selective Service Database and the Homeland Security Database. The FAFSA application is still being processed. Once the government is back up and running the applications will be sent through the databases and, if there is a problem, the school will be notified.

STUDENT SUCCESS CENTER - SHAY DODSON, LEAD STUDENT SUCCESS ADVISOR December 1st - 20th Activity

Advisement	152
Degree Check	26
Degree Plan	1
Dismissal	0
Schedule Adjustment	74
Return Std. Enrollment	359
New Std. Enrollment	98
Financial Aid Exclusion	1
Withdrawal	1
Personal	0
Business	0
Total	712
Walk Ins	100
Appointments	612

PLACEMENT TESTING - FAITH MOODY, PLACEMENT COORDINATOR

Total Placement Tests This Semester

Fall 2018	Fall 2017	Fall 2016
1822	1580	1553

December Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
December 2018	145	20	25	60	0	250
December 2017	172	19	35	41	3	270
December 2016	170	36	21	6	1	234

December Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
December 2018	# Administered	177	191	124	250
	Developmental	109	116	90	178
	% Developmental	62%	61%	73%	71%
December 2017	# Administered	194	208	159	270
	Developmental	119	134	124	216
	% Developmental	61%	64%	78%	80%
December 2016	# Administered	164	176	141	234
	Developmental	93	109	106	182
	% Developmental	57%	62%	75%	78%

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

The Veteran Center has now had over 485 military and veteran students sign into the Center to utilize services and resources.

December 15, 2018 the Veterans Center and KCKCC students, faculty, and staff supported the Wreaths across America event at Ft. Leavenworth Veteran Cemetery. The mission of Wreaths Across America is to remember, honor and teach by conducting wreath-laying ceremonies at Arlington National Cemetery as well as at over 1400 other Veteran cemeteries across the nation. Thirty-one Volunteers from KCKCC supported the mission at the Leavenworth Veteran Cemetery in Leavenworth KS. The Veterans Center will also be supporting this great organization on the 19th of January to recover the wreaths.





During the month of January, the Veterans Center will host a luncheon to allow our Military, Veteran, and Military Dependents to come into the center and meet not only the Veterans Center staff but the faculty and staff members of all of KCKCC.

January 15, 2019 the Veteran Center will host an open house for all Faculty and Staff to stop by for coffee and bagels to allow them to become better acquainted with the Centers staff and to ask any questions they may have.

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

The Construction students under Robert Jenkins completed the carpeting and painting remodel for rooms 164,165,166,168 and the carpet remodel for the computer lab 182



PION Staff delivered gifts for the family we adopted through Catholic Charities. A grandmother caring for 5 grandchildren. Each child had approximately 10 gifts, all their special requests were met. The culinary class held a bake sale and raised \$150.00 to purchase a Dillon's gift certificate for the family. We also donated about \$100 worth of cleaning supplies and food.



STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

Counseling & Direct Contact Services

- Provided 30 counseling sessions:
79% Personal Issues, 7% Crisis Intervention, 7% Academic, 7% Career,

BOARD OF TRUSTEES REPORT

STUDENT AFFAIRS

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Provided 43 consultation contacts with KCKCC employees

- Provided 5 persons support through the KCKCC Food Pantry

Educational & Advocacy Services

- Cohosted with OQS Diversity Club with World Aids Day Film Fest Presentation “The Ryan White Story” and “Normal Heart”

STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

Disability	December 2018	December 2017	December 2016
Autism Spectrum Disorder	11	4	2
Attention Deficit Disorder	28	15	19
Blind/Visual Impairment	8	2	5
Deaf/Hard of Hearing	3	3	3
Head Injury	4	2	3
Intellectual Disability	3	3	4
Learning Disability	88	25	18
Medical	5	5	2
Physical	9	2	9
Psychiatric	24	24	21
Total	183	85	86

Testing Accommodations:

	December 2018	December 2017	December 2016
Classroom Tests	11	85	N/A
Classroom Tests TEC	28	N/A	N/A
Placement Tests	1	0	N/A

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

- Preparing to launch partnerships with the 13 high schools to host KCKCC Clubs for our Dual Enrolled/Concurrent Students. (More information to follow)
- KCKCC Nature Trail
 - Continued planning for the spring
- KCKCC History Book
 - Continued Partnership with the Foundation and Jerry Pope to start the second KCKCC History Book

BOARD OF TRUSTEES REPORT

STUDENT AFFAIRS

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- 2018-19 Graduation
 - Preparing for Graduation
 - Working on 2019 Commencement speaker and theme
 - To hosted three Graduation Picture Days in April at the PCC, Main Campus, and TEC
- Reality U event
 - Preparing for the Main Campus Reality U (financial literacy) event for the spring
 - Partnering with community supporters, 13 school districts, and community organizations
- Blue Devil LIVE
 - Preparation for KCKCC Clubs to host the first Club Hub LIVE showcase of “what they do best” for club recruitment
 - 5 clubs each day in the Lower Jewell Student Center
 - January 25th - February 1st
- Black History Month events
 - Preparing to host 4 black history month events during the month of February

FBOE

- Preparing for 2019 activities and events
 - Monthly FBOE meetings 20 total
 - Soft skill training for job placement

STUDENT HOUSING-LAKEISHIA RICHARDSON, HOUSING SUPERVISOR

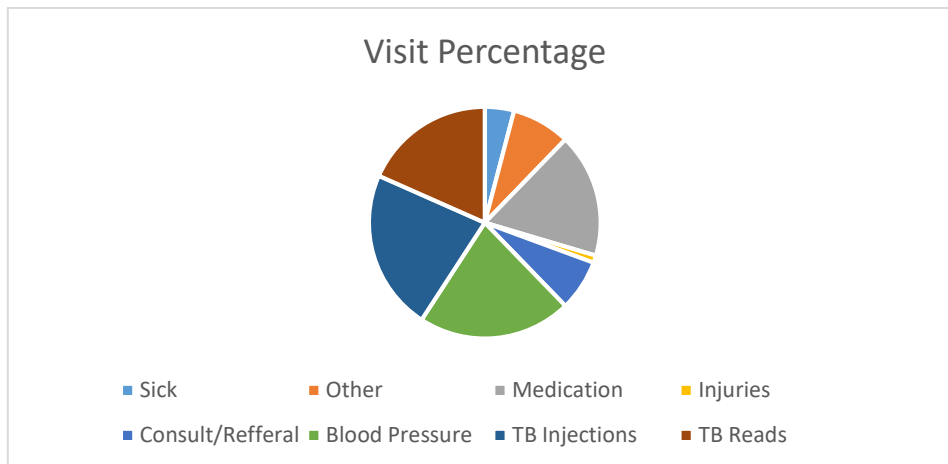
- All Students moved out of house for the break by December 19th
- Women’s and Men’s Basketball teams returned on January 2nd due to scheduled games
- All Student return back to housing for the Spring 2019 semester between Jan 19th -20th.
- Royal Ridge has completed several repairs on the following buildings:
 - Bldg. 7 wood patches
 - Bldg. 8 wood patches
 - Broken window in 714, 814 and 105 have been replaced
 - Screens have been made for all of bldg. 7

More projects will continue to take place during the next month.

STUDENT HEALTH CENTER-KIM LELAND, NURSE

VISITS for December

Visit Reason	%
Sick	4%



Other/Vision	8%
Medication	17%
Injuries	1%
Consult/Ref	7%
BP check	21%
TB Inject	22%
TB Read	18%

The above information represents percentages of visits for November. This month brought in 95 visits. Visits taken from a wide array of needs for staff/faculty, students and the community.

Accomplishments for December

- Student Health Services collaborated groups on campus. Meeting attended with Behavior Intervention Team (BIT), and Student Services Director meeting.
- December 6th and 7th Celebrating World AIDS Day with Counseling and Advocacy. Two films were shown in the Intercultural Center to give insight into the lives of those with AIDS.
- Participated in the President Open House as well as the Staff Lunch.

Plans for January

- Blood Drive with the Community Blood Center at the Pioneer Center on January 30th from 10am to 2pm.

TRIO SSS-MICHAEL COZART, DIRECTOR

- 107 are active, with a list of 12 to be added once they have successfully completed their application.
- Six (6) TRIO student who graduated in December.
- TRIO received a \$2800 startup grant for the National Society of Leadership and Success, on December 3.
- Received a \$1,000 scholarship donation from Ken Selzer, Kansas State Insurance Commissioner on December 19 for the First 2 Finish Club.
- The Director of TRIO Michael Cozart installed as the Kansas State Rep, November 13, 2018 at EOA
- Dr. Mosier signed the MOU for the partnership of KCKCC and KU's Heartland CAMP Grant, which I will be overseen by KCKCC TRIO.

ATHLETICS - TONY TOMPKINS, DIRECTOR OF ATHLETICS

WOMENS BASKETBALL: Moved up to #5 in the latest NJCAA National Poll!! They will begin conference play Wednesday at Home on January 23, 2019

ACADEMIC SUCCESS NIGHT: Please mark your calendars for the Academic Success Night for our student-athletes. We will be recognizing our student-athletes who earned a 3.0 GPA or higher. The recognition will be on Wednesday, February 13th and will start shortly after the conclusion of the Women's Basketball Game (Game Time is 5:30). Some grades are still being processed, but close to 50% of our student-athletes earned a 3.0 or above this past semester.

MARKETING/EVENTS: The KCKCC Athletic Website receives 25,000-30,000 views per month on average while school is in session. The KCKCC Athletics Twitter page has 1,024 followers. We are also looking to live stream some of our home competitions this year. Also, our Athletic Facilities play a large role in recruitment and marketing of KCKCC. Below is a breakdown of how many events our Athletic Facilities host at KCKCC on an annual basis:

- **FIELDHOUSE:** 160 different events throughout the year.
- **BASEBALL FIELD:** 40 events at the Baseball Field in addition to the 20-30 Home games per year.
- **SOFTBALL FIELD:** 30 Events at the Softball Field in addition to the 20-30 Home games per year.
- **SOCCER FIELD:** Host multiple Midwest Regional Youth Games and is also the Home Practice Site for Piper Soccer Club along with 12-15 College Soccer games.

BOARD OF TRUSTEES REPORT

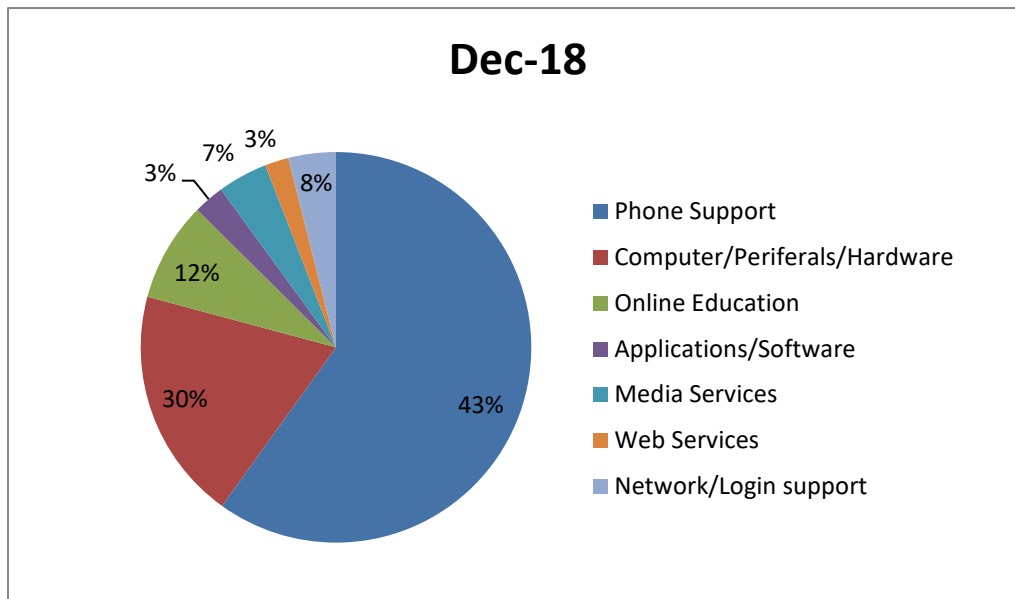
Peter Gabriel, Interim Chief Information Officer

ACADEMIC SUPPORT

- Developed and delivered Microsoft Office Trainings to faculty and staff
- Delivered training to TEC staff on E-Purchasing
- Delivered training on Skype for Business to Continuing Education staff and faculty
- Met with multiple staff and faculty for one on one trainings including Styles for accessibility Pivot tables and Excel sheets
- Developed online documentation documents and processes for Physical Therapy Assistant program
- Created and deployed tech tips, including custom ordered tips for setting up automated Out of Office email and phone messages on request of the President's office

COMPUTING SERVICES

- 120 tickets were issued during the month of December - 190 tickets were resolved.
- The average time spent on each ticket was 1.175 days
- 252 helpdesk calls were taken December average time per call was 2.51 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 70 views with an average view time of 27 minutes.

- Cooking with Carolyn: a show produced by the Media Services department has four episodes airing on the college's YouTube and Cable channels. From December 10, 2018 to January 6, 2019 the four episodes had a 107 views with an average view time of 4 minutes.
- Setup, recorded, and live streamed the finalists for the Vice President of Academic Affairs. Analytics from YouTube had Melanie Thorton with 72 views and an average view time of 15 minutes and 50 seconds. Beth Ann Krueger had 58 views with an average time of 17 minutes and 13 seconds. Brock Fisher had 43 views with an average time of 16 minutes and 49 seconds.
- Recorded the Jazz by the Lake Series. The monthly recording airs on the college's cable and YouTube Channel.
- Setup, recorded, and live streamed the Nursing Pinning. The Graduation had 292 views with an average view time of 7 minutes 50 seconds.

NETWORK SERVICES

- Student Recruiter Web App Availability - 99.98%
- MyDotte Web App Availability - 99.98%
- Email Availability for employees and students - 99.96%
- WebAdvisor Web App Availability - 99.98%
- Skype for Business Availability - 99.98%
- Network Switch and Phone and Availability - 99.96%
- All exchange email boxes were migrated to exchange online over the winter break

WEB SERVICES

- For December 2018, Web Services continued focusing on the new website and continuing making enhancements and improvements.
- We are testing out a new technique using animated graphics as well. Graphic Designer Taylor Boll created an animated graphic for the KCKCC Foundation's scholarship application announcement and we have repurposed that graphic for the foundation's homepage's banner. This is a relatively new technique but we may see more use of it in the future.

December Website Traffic Information

Info	Data	Percentage Change from December 2017
Users	39, 278	+11.44%
Sessions	96,238	+13.03%
Pageviews	211,144	+8.61%

Landing Page	Sessions
Academics	2,101
Steps to Enrollment	1,398
Degrees and Certificates	1,024

Google Search Performance

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

Info	Data
Impressions	155,000
Total Clicks	16,300
Click Through Rate	10.5%

BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

JANUARY 2019

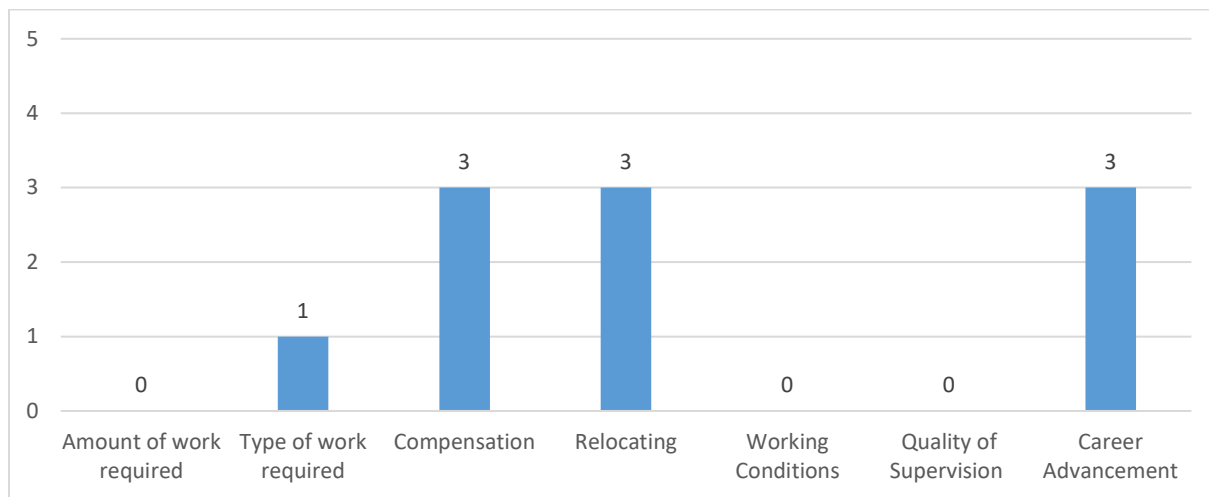
Training and Development

- Human Resources (HR) is preparing a two-day training session on a wide range of topics. The topics will include recruitment process, performance management, communication and compliance. The first session will be scheduled for the week of February 25th with additional sessions to follow throughout the year. All supervisor will be required to attend the training opportunity.
- Human Resources sent a training and development assessment on December 14, 2018 to all employees in our efforts to evaluate the training needs campus-wide. The assessment will be used to assist HR in developing relevant training programs for all employees throughout the year. We had total participation of 127 employees.

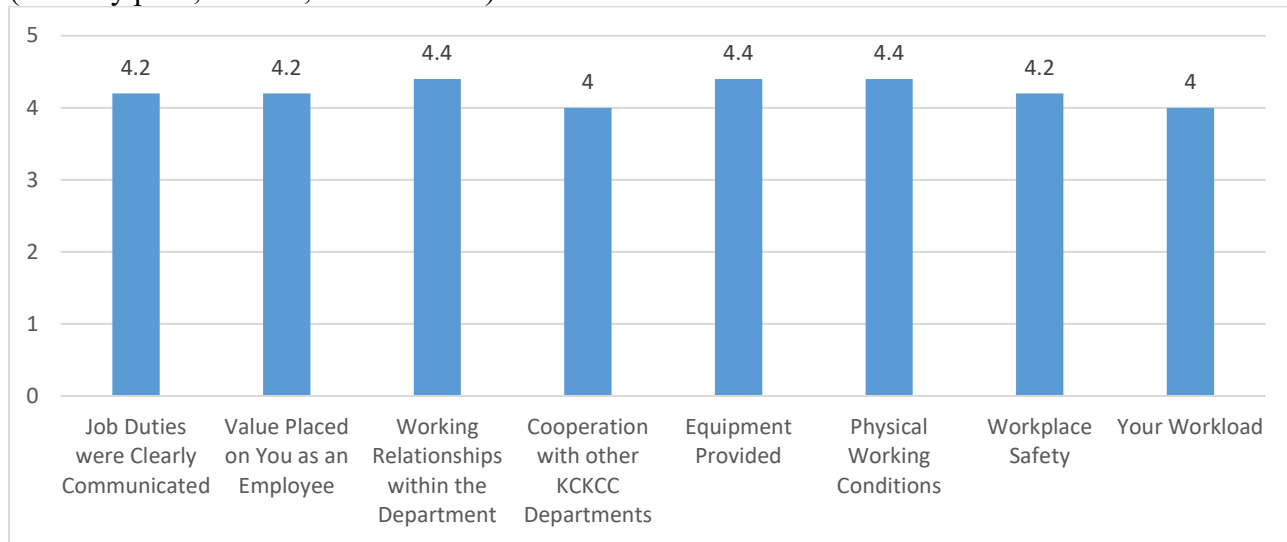
Employee Relations

- In October 2018, HR began to conduct exit and staff interviews to identify areas where the College is doing well and opportunities for growth. The response rate for the fourth quarter was 50%. Here are a few highlights from the survey.

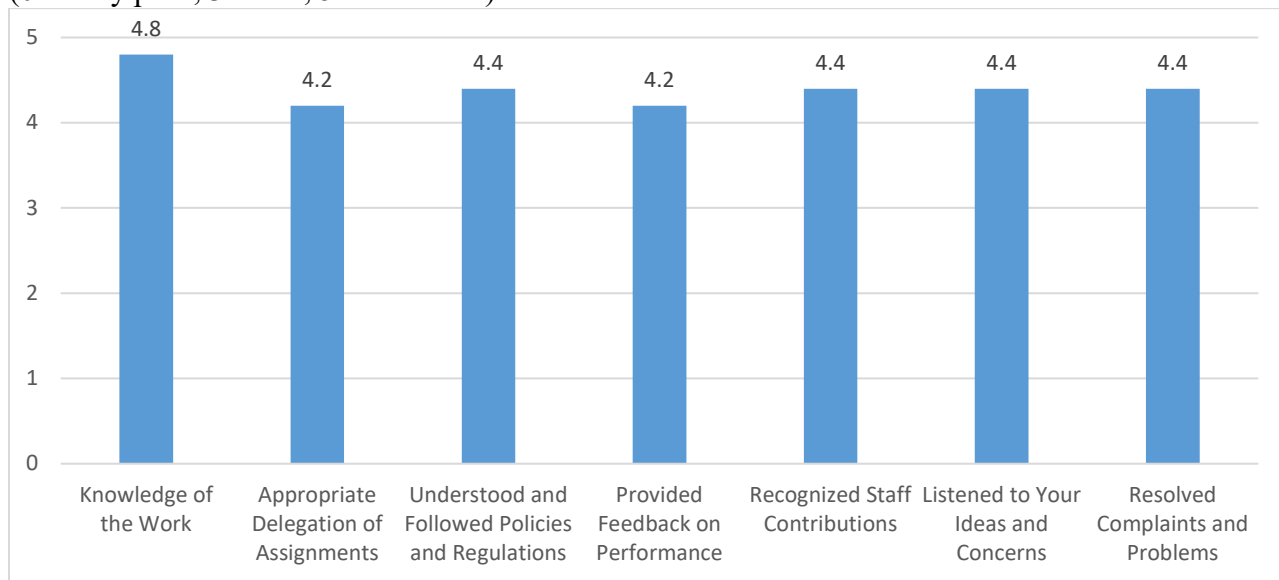
Reasons for Leaving (one or more):



Please rate the following regarding your position and department:
(0 = very poor, 3 = fair, 5 = excellent)



Please rate your immediate supervisor in the following areas:
(0 = very poor, 3 = fair, 5 = excellent)



Upcoming HR projects

- Audit and updated faculty job titles that are not current
- Finalize the changes to staff job titles to ensure we have standard job titles campus-wide
- 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 2018**

BOOKSTORE - KASEY MAYER, DIRECTOR

- We have received most of our orders and have the books on the shelves.
- Our next buyback will be January 23rd & 24th. We offer this as an attempt for students to sell their books back that missed the last opportunity.
- Returns:
 - We have a total of \$18,951.26 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 the inventory in check.

BUILDINGS & GROUNDS - JEFF SIXTA, DIRECTOR

Accomplishments:

- Installed electrical panel and transformer in Student Success
- Wired new Jewell Bldg. sign
- Replaced electrical panel and transformer in Business Office
- Continuing with remodel of Student Success
- Set up stage at Athletics and Leavenworth
- Continuing with Learning Commons remodel
- Marquee Signs 90% complete

January 2019:

- Continue with Student Success remodel
- Install “Admissions” signs at Jewell entrance
- Install lighting in upper Jewell

CAMPUS POLICE - GREG SCHNEIDER, DIRECTOR

- Provided coverage and directions for Nurse's Pinning December 19 at the Fieldhouse
- Provided coverage, directions and parking lot coverage for Breakfast With Santa December 8
- Provided coverage for Physical Therapy Pinning December 12
- Provided patrol coverage for all campus' during the Holiday break closure
- Provided coverage for Multiple Women's and Men's KCKCC Basketball games
- Working with IT on getting the existing camera system at Pioneer Center up and running (approximately 30 cameras)

FACILITIES SERVICES - CLIFF SMITH, ASSOCIATE CHIEF

TOP 4:

- Ingersoll Rand - Worked with Ingersoll Rand to finalize the installation of the compressor in the Welding Technology area at TEC 1.
- PCC Remodel - Met with contractors for bids on remodel of the GED room.
- Day Care - Met with the Day Care Task Force on the possibility of reopening the day care center. Talked with the State of Kansas Licensing Board on the requirements to reopen. Next step is to set up appointment with the Fire Marshall for fire code information and requirements.
- Boulders and Trees- Toured campus to see where the new boulders and trees should be placed for optimal functionality and enhancement to the College.