



Mission Statement: Inspire individuals & enrich our community one student at a time.



Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.

KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting
December 17, 2019 – 5:00 P.M.

Upper Level Jewell Lounge
Kansas City Kansas Community College – Main Campus

1. **Call to Order & Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda**
4. **Audience to Patrons and Petitioners (5-minute limit)**
5. **Recognitions/Presentations**
 - Oath of Office Presentation for newly elected KCKCC Trustee, Ms. Pat Brune, and re-elected KCKCC Trustees, Mr. Don Ash, Ms. Rosalyn Brown, and Dr. Ray Daniels. Presented by Dr. Greg Mosier.
6. **Communications – None schedule.**
7. **Board Committee Reports**
8. **Consent Agenda:**
 - (Item A) - Approval of Minutes of the November 19, 2019 Meeting
 - (Item A1) - Approval of Minutes of the November 19, 2019 Special Meeting
 - (Item A2) – Approval of Amended Minutes of the November 4, 2019 Special Meeting
 - (Item B) - Approval of Recommendations for Payment
 - (Item C) - Ratification Items
 - (Item D) - Approval of Personnel Items (H.R.)
9. **Student Senate Report – Mr. Jose Manuel “Manny” Paredes, Student President**

10. **President's Report** – Dr. Greg Mosier
11. **Vice President Academic Affairs Report** – Dr. Beth Ann Krueger
12. **Vice President Student Affairs Report** – Dr. Delfina Wilson
13. **Vice President Strategic Initiatives & Outreach Report** – Ms. Tami Bartunek
14. **Chief Financial Officer Report** – Mr. Michael Beach
15. **Chief Human Resources Officer Report** – Ms. Christina McGee
16. **Chief Information Officer Report** – Mr. Peter Gabriel
17. **Unfinished Business:**
 - Student enrollment and withdrawal Data. Presented by Dr. Beth Ann Krueger and Dr. Delfina Wilson.
18. **New Business:**
 - Academic Calendars for FY 2021 – 2022 and FY 2022 – 2023. Presented by Dr. Beth Ann Krueger.
 - New Academic Program – Health Professions. Presented by Dr. Beth Ann Krueger.
 - New Academic Program – TEC. Presented by Dr. Beth Ann Krueger.
 - Artist's Gift to KCKCC – Ms. Rita Blitt Art Donation
 - New Policy for Approval – Academic Nepotism. Presented by Vice Chair Ray Daniels.
19. **Executive Session(s):**
 1. Executive session will be for attorney client communications with possible action to follow in open session (5-minute duration). Open session will take place in the Executive Board Room, Room 3252.
20. **Adjournment**

Next Meeting of the Board of Trustees:

Tuesday, January 21, 2020 - 5:00 p.m. – KCKCC Main Campus

Oath of Office

STATE OF KANSAS)
)
COUNTY OF WYANDOTTE) ss:

I, _____, do solemnly swear that I will support the

 Print Name
 Constitution of the United States, the Constitution of the State of Kansas, and faithfully and
 honestly perform the duties of my office as **Member of the Kansas City Kansas Community
 College Board of Trustees**, Wyandotte County, State of Kansas. So help me God.

Signature

Subscribed and sworn to before me this _____ day of _____ 2019.

Person authorized to administer oath



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**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
November 19, 2019 – 5:00 P.M.**

**Upper Level Jewell Lounge
Kansas City Kansas Community College – Main Campus**

1. **Call to Order:** Chairwoman Brown called the meeting to order at 9:00 a.m. The Pledge of Allegiance was led by Chef Richard McPeake.
2. **Roll Call:** Indicated the following present – Trustees: Brown, Criswell, Daniels, Garner, McIntyre, and Sutton. Trustee Ash was not present.
3. **Approval of Agenda:** Chair Brown called for a motion to accept the Agenda. Trustee McIntyre made the motion and Trustee Sutton seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Brown extended the opportunity for anyone wishing to address the Board and asked that each person honor the five-minute time limit. Mr. Jeff Boddy of Edwardsville, KS, addressed the Board regarding the tax increase in Wyandotte County. Mr. Boddy shared that his tax evaluation went up 140% compared to the college's only 130% over the last 10 years. Dr. Mosier shared that mill levy rate has not been raised in the last 3 years and the College is making a commitment to the community not to increase mill levy taxes and keep education affordable for our students and the community. Mr. Boddy thanked Dr. Mosier and the Board for addressing his concerns.
Mr. Hershel Marshall, Adjunct Math Instructor and Wyandotte County resident, shared that his taxes increased 6% and noted the community members pay for the taxes. Trustee Garner shared that the current KCKCC Board of Trustees have committed not to raise the mill levy and to operate in a fiscally responsible manner. He added that the Board does not have the authority to impact the property evaluations.
Chair Brown asked if there were any others who would like to address the Board. Hearing none, moved to the next item on the agenda, Representations/Presentations.

5. **Recognitions/Presentations:** Chair Brown recognized KCKCC Trustee-Elect, Ms. Pat Brune, and thanked her for attending. She, then, invited Ms. Andrica Wilcoxon, Director of Student Activities, to the podium to recognize Mr. Destin Williams and the KCKCC Esports Team for winning the Student League for Intercollegiate Esports (SLICE) Midwest Regional Tournament on Saturday, November 9, 2019. Ms. Wilcoxon read the press release included in the Board packet and shared about the trends for community colleges that have Esports teams, to include scholarships. Mr. Destin Williams, audio engineering major and Student Senate Vice President at KCKCC, shared his experience at KCKCC beginning when he was a member of NYSP group at 12 years old and coming to KCKCC on vocal music scholarship. Several of the Esports Team members shared their experiences while attending the conference. Ms. Wilcoxon is seeking the Board's support in bringing an Esports Rec-Level Team to KCKCC. Mr. Williams has advanced to the National Esports Championship in Orlando, FL.
6. **Communications:** Chair Brown acknowledged that there were no communications to address, so the Board moved forward with the next agenda item, Board Committee Reports.
7. **Board Committee Reports:** Chair Brown asked if there were any Board Committee Reports.
 - Vice Chair Daniels shared that the Finance Committee met to review and ratify the monthly bills for the College as well as the annual audit report that will be presented later to the full Board for approval.
 - Vice Chair Daniels continued with the report from the Board Policy Committee sharing that they met and will have a policy to present to the full Board for approval later in the meeting. Trustee Sutton added, regarding information she learned while at the Association of Community College Trustees (ACCT) Leadership Congress, that Trustee Dick Klassen, a Community College Trustee from Hutchinson, KS, was the author of the first bylaws for ACCT. She added that the Board will be attending the KACCT Quarterly Meeting, hosted at Johnson County Community College, on Dec. 6th and 7th.
8. **Consent Agenda:** Chair Brown called for a motion to accept the Consent Agenda. Trustee McIntyre moved to accept the Consent Agenda. Trustee Criswell seconded the motion.
The Motion Carried.
9. **Student Senate Report:** Chair Brown called for the report from Student Senate. Mr. Jose Manuel "Manny" Paredes reported the following –
 - Acknowledged the KCKCC Gaming Club for their triumph at the SLICE Conference.

- Shared the upcoming Breakfast with Santa event on Thursday, Dec. 14th from 9:00 a.m. – 11:00 a.m. in Lower Jewell Lounge. Mr. Paredes invited the Board to attend.
- Shared that the Student Senate Judiciary, Finance, and other committees are intact.
- Campus Wonderland event, cosponsored by Phi Theta Kappa and Student Senate, is collecting donations for first 100 families who sign up. Student Senate asked for the support of the Board and KCKCC to help with assisting in providing donations (toys, blankets and other similar items). All donations may be made in the Student Activities and Phi Theta Kappa Honors Offices.
- APCA meeting (Association for Promotion Campus Activities) to gain ideas to bring back to KCKCC for student engagement.
- Student Senate members expressed gratitude to the Board of Trustees and Administration for creating the opportunities for students to have these experiences of traveling and building relationships with people all over the country.
- Shared that student engagement on campus is growing steadily.

Mr. Paredes asked for questions of the Board. Hearing none, Chair Brown asked for a motion to accept the Student Senate report. Trustee Daniels moved to accept the Student Senate report. Trustee Criswell seconded the motion. **The Motion Carried.**

10. President's Report: Chair Brown called for the President's Report. Dr. Greg Mosier reported the following –

- Thanked everyone for their generous donations to the KCKCC Food Pantry – from the KCKCC Board of Trustees, President's Cabinet, and Deans' Council and MVP Law.
- Dr. Mosier serves as a commissioner on the American Association of Community Colleges (AACC) Economic and Workforce Development Committee. He attended the Fall Commission Meeting in Arlington, VA last week. At the meeting, the commission discussed the College Affordability Act (CAA) to lower the cost of college for students and to close the 50% gap between low- and high-income citizens. CAA covers increase the benefit to Pell Grant, and improving assistance and opportunities for early college and dual enrollment and financial aid repayment plans. Food and housing insecurity – the New Hope Center report 48% of community college students experience food insecurities and 60% housing insecurities in community college. Presidents from across the country shared solutions they are implementing to meet these needs. An example at one college is when outside groups are hosted on campus, the organizations bring nonperishable food for their food pantries. One community college is looking to have construction programs build a Tiny Home Community on campus.

- AACC expects the second round of Metallica Grant from their foundation. They donated \$1million dollars to ten community colleges. The Lumina Foundation is preparing for a second round of grant funding as well to support credentialing across the country.
- This morning, KCKCC held the first ever President's Leadership Circle Breakfast to thank current donors and invite new donors for the KCKCC Foundation. The focus was on the development of the Downtown KCKCC location and plans to partner with other organizations to meet students' needs. Thank you to Ms. Mary Spangler and Mr. John Stafford for Male Chorus.
- KCKCC will host a Legislative Breakfast on Dec. 3rd. At this meeting Dr. Mosier will share what KCKCC is doing and the needs KCKCC has as a college. Will ask for the support of the legislators to financially support the work that KCKCC is doing.
- "Behind the Scenes with Laurence Fisher" identified about 16 community colleges and universities for who is doing innovative things and really expressing the future of community college, through social media, KCKCC was chosen as the community college in the U.S. that will be featured in a PBS special. In about 70 days, there will be a film crew here at KCKCC and in 120 days will have a few media items. Fabulous tool as we approach our Capital Campaign. Shows the great work everyone has been doing.

Trustee Daniels commented about the breakfast was more than pleasantly surprised by the number of people and the scope and breadth of the people that came. Well done to all the people who did the planning.

Chair Brown agreed and asked for additional comments. Hearing none, Chair Brown requested a motion to accept the President's report. Trustee McIntyre moved to accept the President's report. Trustee Sutton seconded the motion. **The Motion Carried.**

11. Vice President Academic Affairs Report: Chair Brown called for the Vice President of Academic Affairs (VPAA) report. Dr. Beth Ann Krueger reported the following –

- Chose to highlight students in student presentation by Mr. Elijah Gibson and Ms. Bryana Najera of their experience at the Advanced Technical Education Conference in Washington, D.C. on Oct. 23-25, 2019. Accompanied by Dr. Ed Kremer, Dean of Math, Science, and Computer Technology, and Ms. Angela Consani, Associate Professor of Biology. National Science Foundation and AACC collaboration for schools with grants in different tech fields. This is the 4th grant and the 1st for the college for biomanufacturing – joint between KCKCC and USD 500. Mr. Gibson shared about the BTL and BioPLUS programs. Ms. Najera was excited for having had her first plane ride! Grateful for the opportunity to learn about the different avenues in science and how other students across the country engage with science.

- Trustee Sutton congratulated Beth Ann for being HLC and TEA representative for KCKCC.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Academic Affairs' report. Trustee Criswell moved to accept the Vice President of Academic Affairs' report. Trustee McIntyre seconded the motion. **The Motion Carried.**

12. Vice President Student Affairs Report: Chair Brown called for the Vice President of Student Affairs (VPSA) report. Dr. Shawn Derritt reported the following on behalf of Dr. Wilson –

- Spring 2020 enrollment currently is up. Increase of 133 students.
- Recently celebrated Veterans day, our Veterans Center had an increase of 313 student to visit the veteran students to the Veterans Center.
- Pioneer Career Center had the first Halloween Party there. Thanked Ms. Andrica Wilcoxon in expanded student activities to other campuses. Three hundred and fifty students attended to party.
- Inaugural Men of Color Leadership Conference was held this month. This conference was a collaborative effort between Student Services and the Intercultural Center and other departments on campus. More than 80 students attended from local high schools as well as colleges. Nov. 6th, 2020 is the date for the conference next year. A lot of great feedback from those who attended. Students will continue to receive connection opportunities with KCKCC and will be reached out to invite them to attend KCKCC.

Trustee Criswell requested additional explanation in the Student Affairs report regarding the decrease in enrollment in select locations.

Trustee Sutton applauded Mary Dorr and Financial Aid department for their recent community outreach event for filling out the FASFA.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Student Affairs' report. Trustee Daniels moved to accept the Vice President of Student Affairs' report. Trustee Criswell seconded the motion. **The Motion Carried.**

13. Vice President Strategic Initiatives & Outreach Report: Chair Brown called for the Vice President of Strategic Initiatives & Outreach report. Ms. Tami Bartunek reported the following —

- Reiterated that the “Behind the Scenes” opportunity was based off social media footprint. Ms. Bartunek encouraged everyone to please like, share, comment, and help encourage participation in social media.
- “Best of KC” event last month was well attended. KCKCC had a booth there with Admissions Team.

- KCKCC GED program was mentioned by Ms. Tammy Peterman, the executive vice president of the The University of Kansas Hospital, during her acceptance speech for being recognized as a top executive in KCKS extended shout out from Ms. Bartunek, recognized as a top executive. Was covered by the news and submitted AACC for publication.
- “Self Defense with the Prez” received lots of buzz on social media.
- Shared videos of a KCKCC commercial in Spanish and a KCKCC program highlight with Dr. Mosier- Business Law.
- Medical Assistance program highlight with Dr. Mosier is to come. Highlights will serve as recruiting tools.
- Today, Legends Racetrack has merged with Nascar, so stay tuned for what this could mean for KCKCC.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Criswell move to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Sutton seconded the motion. **The Motion Carried.**

14. Chief Financial Officer Report: Chair Brown called for the Chief Financial Officer’s report. Mr. Michael Beach reported the following —

- Great shout out to Financial Team for all their hard work and promptness.
- Trees have been planted! Boulders will go in place to provide safety barriers.
- Cash dropped by \$4.5 million dollars – about \$1.5 million dollars in revenues. This is typical of the time of year. KCKCC is ahead compared to last year.
- There are no red flags, the College is moving in a great direction.
- The Board appreciated the hard work for Mr. Beach. Appreciation for being open to keeping them informed so that they can make informed decisions on behalf of the citizens of community.
- Parking is being updated with new space allotments and relocations.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Financial Officer’s report. Trustee Sutton moved to accept the Chief Financial Officer’s report. Trustee Criswell seconded the motion. **The Motion Carried.**

Trustee Garner commended on the work that the Board and the College to be good stewards of the tax payer’s money and identifying things to improve peoples’ lives in a financially equitable and fiscally responsible way.

15. Chief Human Resources Officer Report: Chair Brown called for the Chief Human Resources Officer’s report. Ms. Christina McGee reported the following –

- Highlighted the College is currently in benefit enrollment process.

- Health and Benefits Committee meeting – health initiatives program to reduce premium costs for insurance and improve health of employees. A task force is working to create a plan for the College and something to launch in early to mid - 2020. Led by Mr. Rob Bell, and the College Nurse, Ms. Kim Leland.
- Measuring and improving excellence here at the College – identify a small task force to launch a program for a merit system with a full program in 2021.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Human Resources Officer's report. Trustee Criswell moved to accept the Chief Human Resources Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

16. Chief Information Officer Report: Chair Brown called for the Chief Information Officer's report. Mr. Peter Gabriel reported the following —

- Acknowledged Media Services and Facilities Services for set up for making the change to prepare the office.
- He attended the Microsoft Conference last week and there will be new security initiatives to come to KCKCC, for instance, a zero-trust model. Improving security and streamlining the way we log into the computers.
- New phone system continuing to the installed.
- Trustee Criswell expressed gratitude for leaning into security for the college. Appreciated the initiative and really making sure that KCKC is a success story when it comes to infrastructure and security.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Information Officer's report. Trustee McIntyre moved to accept the Chief Information Officer's report. Trustee Criswell seconded the motion. **The Motion Carried.**

17. Unfinished Business – None scheduled.

Dr. Mosier commented about his gratitude for his team for all their great work.

18. New Business:

- Chair Brown invited Vice Chair Daniels to present on the new Marketing and Communications Policy. Vice Chair Daniels presented the Marketing and Communications Policy on page 80 of the Board Packet for approval by the Board. Vice Chair Daniels moved for the approval of Marketing and Communications policy. Trustee Criswell seconded. **The Motion Carried.**
- Chair Brown invited Mr. Michael Beach and Novak & Birks to present on the KCKCC Audit report. Mr. Beach introduced Mr. Bill Miller and Mr. Rick Swearingen. Each conducted a high-level review of the report.

Trustee Daniels shared that the Board Finance Committee were able to visit the Novak & Birks to ask questions. The Board Finance Committee felt confident to present the report for the

Novak & Birks commended the Financial Team for not missing a beat with the retirement of the comptroller. Commended Lesley Strohschein and team during the changes.

Trustee Garner acknowledged the hard work of Dr. Mosier and Mr. Beach in navigating the challenges of the shift in enrollments and supporting the Board and college in being good fiduciaries.

The report will be submitted 30 days after this is issued and an electronic filing.

Chair Brown asked for a motion to approve the KCKCC Audit Report. Vice Chair

Daniels moved to approve the update on the College Audit. Trustee Criswell seconded the motion. **The Motion Carried.**

19. **Executive Session(s):** Chair Brown announced that there would be 4 Executive Sessions instead of 3. Chair Brown asked for a motion to amend the agenda to reflect there will be 4 executive sessions. Trustee Sutton made the motion to approve of the amended agenda. Trustee Criswell seconded the motion. **The Motion Carried.**

Motion to 1st executive session – Criswell, Sutton... Daniels, Garner at

1. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 10 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The first Executive Session would begin at 7:12 p.m. and return at 7:22 p.m. Trustee Criswell made a motion to accept. Trustee Sutton seconded the motion. **The Motion Carried.**

At 7:22 p.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to go into a second Executive Session.

2. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 3 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with action to follow. The second Executive Session would begin at 7:23 p.m. and return at 7:26 p.m. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

At 7:26 p.m., Chair Brown called the open session to order. She, then, shared that there would be action to follow the Executive Session. Chair Brown called for a motion to go into a third Executive Session.

3. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 2 minutes for the purpose of consultation with legal

counsel which would be deemed privileged pursuant of the attorney client relationship with action to follow. The third Executive Session would begin at 7:27 p.m. and return at 7:29 p.m. Trustee Criswell made a motion to accept. Trustee Sutton seconded the motion. The Motion Carried.

At 7:29 p.m., Chair Brown called the open session to order. She, then, shared that there would be action to follow the Executive Session. Chair Brown called for a motion to go into a final Executive Session.

4. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 3 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The final Executive Session would begin at 7:30 p.m. and return at 7:33 a.m. Trustee Criswell made a motion to accept. Trustee Sutton seconded the motion. The Motion Carried.

At 7:33 p.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session.

At 7:33p.m., Chair Brown called the meeting to order in open session and asked for a motion to rescind notice of intent of terminate and accept the resignation from Diane Plunkett. Vice Chair Daniels made the motion to approve. Trustee Sutton seconded.

The Motion Carried.

Chair Brown followed with another request for a motion to release Faculty Member Debra Curtis from her contract. Trustee Criswell made the motion to approve.

Trustee McIntyre seconded the motion. The Motion Carried.

20. **Adjournment:** Chair Brown called for a motion to adjourn. Trustee Garner made a motion and Trustee Criswell seconded the motion. The Motion Carried.

Next Meeting of the Board of Trustees:

Tuesday, December 17, 2019 - 5:00 p.m. – KCKCC Main Campus

Kansas City Kansas Community College
Board of Trustees Special Board Meeting Minutes
November 19, 2019

CONSENT AGENDA – Item A2

Meeting Minutes

The Board of Trustees met on Tuesday, November 19, 2019 in the Executive Board Room at Kansas City Kansas Community College – Main Campus. Trustees Brown, Criswell, Daniels, Garner, McIntyre, and Sutton were present. Trustee Ash was not present.

The meeting was called to order by Board Chair, Ms. Rosalyn Brown at 4:13 p.m. The special meeting was called to discuss current College topics and other pertinent items.

Dr. Mosier shared the following:

- History of the Lustron House located just west of the church on State Avenue at KCKCC – Main Campus. The home was originally purchased by Mr. Leonard D. and Mrs. Lelah Santurro in 1948. There are approximately 1,500 of these homes remaining and they are listed with the National Register of Historic Places List.
- Congratulations extended to Ms. Brown, Dr. Daniels, and Sheriff Ash on being re-elected to the KCKCC Board of Trustees.
- Discussed the length of the Board Packet information. The Board agreed that the information is useful and the length acceptable.
- A new report has been added to the Board Packet in the Vice President of Student Affairs report, the Registrar's Report. The Registrar's Report identifies organizations and individuals requesting information from the Registrar's Office; tracks student attendance, drops, and withdrawals; and provides an overview of the activities of the Registrar's Office.
- Johnson County Community College Community Education catalogues are being mailed to people in Wyandotte County. Dr. Mosier will address this with Dr. Sopcich again regarding these efforts.
- Update on "Behind the Scenes" – all efforts are on track per the timeline. The research questions will be submitted tomorrow, November 20th, to the Behind the Scenes team. The story to be developed is designed to tell the KCKCC story and what the college is doing. The resulting videos and promotional materials support with the College's capital campaign efforts.
- Meeting with Dr. Charles Foust and USD 500 to discuss becoming a financial supporter in the Downtown KCKCC Project as well as the development of an Early/Middle College location at KCKCC-Main Campus. The tentative Early/Middle College start date is fall 2021.
- Discussed details in the Annual KCKCC Performance Indicator Report from KBOR.

The meeting ended at 4:55 a.m. prior to the Regular Monthly Meeting of the Board of Trustees.

ATTEST:

Chairperson, Rosalyn Brown

Secretary, Dr. Greg Mosier

Kansas City Kansas Community College
Board of Trustees Special Board Meeting Minutes - AMENDED
November 4, 2019

CONSENT AGENDA – Item A2
Meeting Minutes

The Board of Trustees met on in a phone conference Monday, November 4, 2019 at 5:33 p.m. in the Executive Board Room at Kansas City Kansas Community College - Main Campus. Trustees Ash, Brown, Criswell, Daniels, McIntyre, and Sutton were present via phone. Trustee Garner was absent.

The meeting was called to order by Board Chair, Ms. Rosalyn Brown. The special meeting was called to discuss PBS Publicity Opportunity with Behind the Scenes with Laurence Fishburne.

Dr. Mosier shared the following:

- KCKCC highlighted in a public television documentary with a focus on Leaders in the Future of Higher Education. One 2-year and one 4-year college institutions.
- Dr. Mosier spoke in an interview with the executive producer about the growing needs of the community college and the P3 environmental approach, local government initiatives, and partnerships with organizations
- Underwriting fee of \$27,500 dollars covers a 4 to 5-minute Corporate profile, 3 to 5-minute Public television documentary played multiple time per year, and a commercial to be played on PBS. The college would have access to all these promotional materials.
- Mr. Jeff Novorr, University Kansas Health Systems (UKHS) and GED program will also be highlighted. UKHS has agreed to splitting the fee with KCKCC with the understanding that the focus would be focused on KCKCC. KCKCC would pay \$13,500 dollars.

Trustee Criswell expressed enthusiasm about the opportunity to place KCKCC in front of a national audience and shared that it would be great to have a cameo of the KCKCC Board of Trustees in the documentary. Trustee Sutton agreed.

Trustee Daniels commented that this is a great opportunity for the College and made the motion to approve moving forward with the proposal from Behind the Scenes with Laurence Fishburne. Trustee McIntyre seconded the motion. **The Motion Carried.**

Chair Brown called for a motion to adjourn the meeting. Trustee Criswell made the motion to adjourn the meeting. Trustee Sutton seconded the motion.

The meeting adjourned at 5:46 p.m.

ATTEST:

Chairperson, Rosalyn Brown

Secretary, Dr. Greg Mosier

KANSAS CITY KANSAS COMMUNITY COLLEGE



Recommendations for Payment

CONSENT AGENDA – Item B

December 17, 2019

- 1) Approval in the amount of \$134,839.00 to **Thyssenkrupp Elevator Corporation** for remaining balance for Nursing elevator in Flint/Math Buildings. Requested by Michael Beach.
- 2) Approval in the amount of \$27,225.00 to **Ellucian Inc** for TouchNet Information Systems OneCard VIP services. Requested by Peter Gabriel.
- 3) Approval in the amount of \$33,303.39 to **MBS Textbook Exchange, Inc.** for textbooks. Requested by Michael Beach.
- 4) Approval in the amount of \$62,786.27 to **Elsevier Health Science** for textbooks. Requested by Michael Beach.
- 5) Approval in the amount of \$57,882.22 to **Redshelf, Inc.** for textbooks. Requested by Michael Beach.

November bills totaling \$2,611,282.72 includes October VISA bills of \$286,954.10.

KANSAS CITY KANSAS COMMUNITY COLLEGE



Items for Ratification

CONSENT AGENDA - Item C

December 17, 2019

1. \$10,115.66 to MVP (McAnany, Van Cleave & Phillips) for 1/12th annual flat fee payment of \$8,666.66 plus \$1,449.00 total of itemized services. Requested by Michael Beach.
2. \$17,237.00 to Continental Equipment Co for sterilizer delivery and installation. Requested by Michael Beach.
3. \$21,741.84 to Dell Marketing for Optiplex Microcomputer. Requested by Peter Gabriel.
4. \$11,127.31 to Design Mechanical for refrigerated monitor for Print Shop. Requested by Tami Bartunek.
5. \$20,097.00 to KJCCC for men's and women's basketball officials' fees. Requested by Delfina Wilson.
6. \$11,473.50 to Turnitin LLC for computer software and maintenance. Requested by Peter Gabriel.
7. \$11,155.00 to Rodina Company Inc for Main Campus water main repair. Requested by Michael Beach.
8. \$11,314.16 to Kansas Lawn & Garden for grounds services for November. Requested by Michael Beach.
9. \$22,963.00 to Novak Birks PC for audit services. Requested by Michael Beach.
10. \$15,150.00 to Ellucian Inc for TouchNet implementation. Requested by Peter Gabriel.
11. \$23,500.00 to Engie Services U.S. Inc for Year 5 energy measures/savings reports. Requested by Michael Beach.
12. \$17,670.00 to Martz Bros for Main Campus de-ice services (10/30, 10/31). Requested by Michael Beach.
13. \$19,197.75 to Martz Bros for Main Campus de-ice services (11/11). Requested by Michael Beach.
14. \$23,500.00 to Cornerstone Media, LLC for Behind the Scenes. Requested by Tami Bartunek.

15. \$3,500.00 to **Cornerstone Media, LLC** for Behind the Scenes location fee. Requested by Tami Bartunek
16. \$24,259.34 to **Nebraska Book Company** for textbooks. Requested by Michael Beach.
17. \$11,392.00 to **Sage Publications Inc** for textbooks. Requested by Michael Beach.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

December 17, 2019

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Gravelle, Richard	Professor- Auto Collision	Career and Technical Education	Academic Affairs	12/31/19
Retirement	Hemmerla, Paul	Associate Professor- Art	Arts	Academic Affairs	01/01/20
Separation	King, Treselle L.	Custodian I	Facility Services	Finance & Facilities Services	11/22/19
Retirement	Kobe Peterson, Mary	High School Partnership Coordinator	Admissions	Student Affairs	01/01/20

****The Board of Trustees approved Deborah Curtis, instructor, to be released from her contract. The Board of Trustees did not waive the \$1,500 fee based on stipulations identified in Article IX (Contract Release and Liquidated Damages) in the Master Contract.**

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
New Hire	Bergman, Amanda	Simulation Lab Specialist II	Simulation Lab Specialist II	Academic Affairs	12/02/19	\$42,500 annually
New Hire	Bigby, Anthony	Part-Time Lab Assistant – Paramedic	Emergency Medical Education	Academic Affairs	12/02/19	\$23.07 per hour
New Hire	Chen, Yan	Part-Time Student Success Advisor- KSTEP	Student Success Advisor	Academic Affairs	12/02/19	\$25.54 per hour
New Hire	Fagan, Ryan	Adjunct- History	History	Academic Affairs	12/02/19	\$833 per credit hour

New Hire	Ivers, Michael	Adjunct-Biology	Biology	Academic Affairs	11/14/19	\$833 per credit hour
New Hire	Messer-Sams, Jill	Part-Time Lab Assistant – Paramedic	Emergency Medical Education	Academic Affairs	11/18/19	\$23.07 per hour
New Hire	Moeschler, Michael	Part-Time Lab Assistant – Paramedic	Emergency Medical Education	Academic Affairs	11/18/19	\$23.07 per hour
New Hire	Sparks, Angela	Assistant College Nurse	College Nurse	Student Affairs	01/06/20	\$41,600 annually
New Hire	Tope, Jennifer	Adjunct- History	History	Academic Affairs	12/02/19	\$833 per credit hour
New Hire	Walters, Tyler	Part-Time Lab Assistant – Paramedic	Emergency Medical Education	Academic Affairs	11/20/19	\$23.07 per hour
Promotion	Cantu, Jose M.	Lead Maintenance	Facility Services	Finance & Facilities Services	11/16/19	\$51,0000 annually
Promotion	Jones, Melissa	Bursar	Business	Finance & Facilities Services	12/02/19	\$59,910 annually
Rehire	Yannitelli, Christine	Adjunct- ESOL	Humanities	Academic Affairs	11/18/19	\$833 per credit hour

**December 2019 Board Report
KCKCC Academic Affairs**

Academic Support and Assessment – Dean Cecelia Brewer

Dr. Jelena Ozegovic, Associate Professor of Psychology and Mr. Jerry Pope, Dean of Arts, Communication and Humanities, have been notified that their conference presentation proposal has been accepted by the AAC&U (American Association of Colleges and Universities) General Education, Pedagogy, and Assessment conference in Jacksonville, Florida in February 2020.

Academic Assessment

The Office of Assessment is continuing to work with the academic deans and coordinators to update Program Learning Outcomes (PLOs) and yearly Assessment Plans for all degree and certificate programs. As a part of this effort, a series of afternoon assessment workshops were held at the TEC to assist those faculty with their assessment efforts. The workshops were held on October 28, November 13, 14, and 15.

Co-curricular maps have been created and approved for each area represented on the Co-Curricular Assessment Committee. The maps include program outcomes/initiatives, which are mapped to the new KCKCC Strategic Plan, and student learning outcomes, which are mapped to the domains outlined by the Council for the Advancement of Standards in Higher Education (CAS). The committee determining which programs outcomes will be assessed first and how that assessment will occur over the upcoming academic year.

The Academic Assessment Council (AAC), along with Ms. Rio Sloan (Online Education Services), updated the form for course-level assessment. All faculty are required to complete this information at the end of each fall and spring semesters. The council is also developing assessment workshops for faculty in spring 2020.

The Program Review Committee approved an updated program review document, calendar, and process that will be shared with faculty on Assessment Day, spring 2020.

The KCKCC HLC Assessment Academy team is drafting the first version of an Institutional Assessment Handbook. The final document will be complete May 2020.

Learning & Library Services

During October the [Learning Commons LibGuide](#) had a total of 5,229 hits (number of visits to a web page); the breakdown of hits per page is below:

Page Name	Total Views
Library Services (landing page)	2175
Databases	1380
Online Video & Music Databases	368
Learning Commons	203
Learning Services	170
Research Guides	147
Writing Center	101
BLUE 0101	97
Academic Symposium Series	64

**December 2019 Board Report
KCKCC Academic Affairs**

How do I...?	61
For Faculty	50
Math and Science Center	48
Death Cafe	40

The integration between LibGuides and Blackboard has been completed and will be available to all faculty for the spring 2020 semester. This will allow faculty to embed a LibGuide directly into courses and students will be able to navigate to these resources within the online classroom.

Writing Center-Learning Services

For National Novel Writing Month, the Writing Center created multiple workshops, presented readings from original writings, collaborated on a novel with tutors, and created a cozy writing nook for students to enjoy. Activities took place November 4-15, 2019.

Writing Center Faculty Tutor and Instructor of English, Ms. Angie Biondo, won the TEACH award for adjunct instructors.

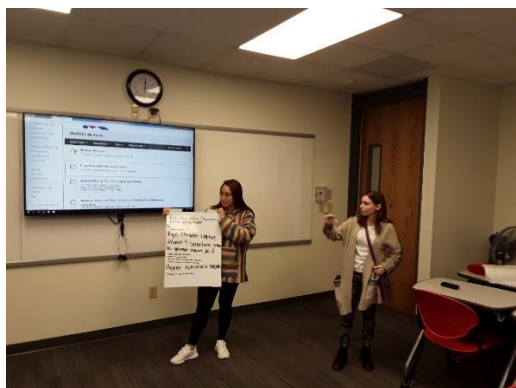
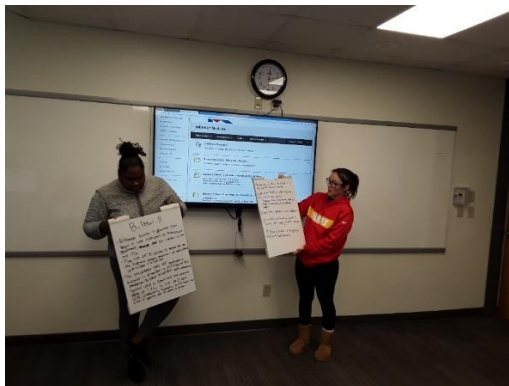
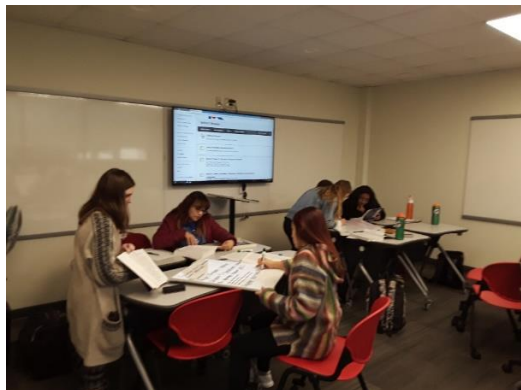
Center of Teaching of Excellence

Dr. Aaron Margolis, Associate Professor of History, presented an Academic Symposium on 12/3. The title for the topic: “Enforcing an Imaginary Line: A History of Racism, Exclusion, and the Development of the Modern United States-Mexico Border. The Symposium was based on his research project called “Negotiating Boundaries: Resistance, Cooperation, and State-Building in the Guatemalan-Mexico Borderlands for which he won the Mellon/ACLS (American Council on Learned Societies) Community College Faculty Fellow award. Photo below is from his presentation.



December 2019 Board Report KCKCC Academic Affairs

Below are some photos showing active learning in the newly remodeled classrooms on Main Campus. Specifically, the students use the individual white boards in small groups and then present information to classmates for group discussion.



Arts, Communication and Humanities – Dean Jerry Pope

Dr. Ian Corbett, Coordinator and Professor of Audio Engineering, presented “Mixing Made Easier and More Predictable” at the Parsons Audio Expo in Boston, MA, on November 15, 2019.

The Music Department, under the direction of Mr. John Stafford, Associate Professor of Music, Mr. Jim Mair, Professor of Music, and Dr. Justin Binek, Assistant Professor of Music, has two December concerts:

- a. The Struggle Between Darkness and Light: KCKCC Winter Choral Concert with Lawrence High School’s A Cappella Choir as the special guests on Sunday, December 8, at 7:00 pm at St. Patrick’s Catholic Church in Kansas City, KS
- b. The KCKCC Winter Jazz Recital at the Black Dolphin Jazz Lounge in Kansas City, MO on Monday, December 16, from 6:00 – 10:00 pm, featuring all the instrumental and vocal jazz ensembles at the college.

**December 2019 Board Report
KCKCC Academic Affairs**

The Standard Vocal Jazz Ensemble, KCKCC's top audition choir, was recently selected to participate in two conferences during the spring semester:

- c. The Kansas Music Educators Association (KMEA) In-Service Workshop in Wichita, KS, during February.
- d. The Southwestern Divisional Conference of the American Choral Directors Association (ACDA) in Little Rock, AR, in March.

The Standard Vocal Jazz Ensemble is hard at work on their second studio recording, "Reparations by Justin Binek," which will be released during the first months of 2020. The recording was tracked and mixed at the college's recording studio by current Audio Engineering student Stephanie Wills (mentored and advised by Dr. Ian Corbett, Coordinator and Professor of Audio Engineering).

Professor Stafford has been selected as the Iowa All-State Jazz Choir Director at Iowa State University in July 2020.

Freshman trombone student, Mr. Henry Fears, received a KC Jazz Ambassadors scholarship and performed at the Kansas City Jazz Ambassadors Awards reception at the Ambassador Hotel in Kansas City, MO.

Mr. Jim Mair, Professor of Music, will be directing the Southwest Missouri High School All-district Jazz Band in January 2020.

Dr. Justin Binek is serving as a research advisor for Belgian jazz singer and scholar Katrien Van Opstal's groundbreaking project, "Clarifying Vocal Jazz: From Insight to Practice." Her research plans to build on Jo Estill's research on vocal tract configuration across styles, and use a "Mixing Table Model" (MTM) to codify an anatomically-driven perspective on singing swing, bebop, and bossa nova jazz styles. Dr. Binek and Ms. Van Opstal are longtime friends and collaborators, both as jazz performers (working as a duo and in assorted small group configurations) and pedagogues (Ms. Van Opstal studied with Dr. Binek at the Halewynstichting Jazz Workshop in Belgium and at the University of North Texas, and Dr. Binek has served as an advisor for some Ms. Van Opstal's previous studies and professional writings).

Mr. Jerry Pope, Dean of Arts, Communications and Humanities, was awarded a scholarship by the Kansas Community College Leadership Institute to attend the Your Leadership Edge Conference in October 2019 hosted by the Kansas Leadership Center and held at KCKCC's Technical Education Center.

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

Students Elijah Gibson and Bryana Najera spoke about the Biomanufacturing Program at KCKCC Legislative Forum in Upper Level Jewell on December 3rd.

December 2019 Board Report KCKCC Academic Affairs

Dr. Edward Kremer, Dean of Math, Science, Business and Technology, attended the Greater KC Workforce and Education Summit at the Kauffman Foundation on December 4th. The Summit focused on advancing education and workforce development strategies to achieve inclusive regional prosperity.

Math Professor, Dr. Rochelle Beatty attended the American Mathematical Association of Two-year Colleges (AMATYC) annual conference in Milwaukee, WI November 14-17, 2019. Prior to the conference, she also attended the AMATYC Executive Board Meeting on November 9 – 13, 2019. Dr. Beatty serves as the Central Vice President for AMATYC.

Business Associate Professor, Dr. Teri Huggins' Business Law class participated in the International Day of the Girl Conference. They drafted a volunteer agreement for the AAUW to use for all the event volunteers and they also participated in the event as Table Leaders and Staff Members. They also participated in a co-curricular activity with the Art Gallery. They went to a showing of the documentary "An American Story" and had a Q&A with the film director and video director after the showing.

Chemistry Adjunct, Alicia Tolbert brought her Wyandotte High School Chemistry I class to the college for a field trip on December 6th. Students completed their last laboratory experiment at the campus and participated in several chemical demonstrations. Dr. Kremer carried out three demonstrations for the students as well.

The Accounting Program held their advisory board meeting on November 22nd. The board discussed changes to the accounting program and the development of two new courses for the program.

The Business and Administrative Office Professional Programs held their advisory board meetings on December 6th. The group discussed ways to engage industry partners, apprenticeship ideas, and course changes to the Administrative Office Professional program.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

On December 4th, Mr. Marquis Harris of the Intercultural Center was the Master of Ceremonies for the 95th Annual Kansas City Kansas Community College Candle Lighting Ceremony. The event featured performances from the KCKCC vocal jazz ensemble "The Strand", the KCKCC theatre department and the KCKCC Funk Band. The keynote speaker was Ms. Jessica Rodas, Program Manager for the Office of Diversity and Inclusion at the University of Kansas School of Medicine where she manages the K-12 Initiative Programs.

Professor Victor Ammons of the Psychology Department was appointed by the Catholic Bishop of Kansas City – St. Joseph, his Excellency James V. Johnston Jr., as the Chair of the Search Committee for the next CEO/President of Catholic Charities of Kansas City – St. Joseph. Professor Ammons is the Immediate Past Chair of the Board of Directors of Catholic Charities of Kansas City – St. Joseph and the current Chair of its By-Laws and Governance Committee.

December 2019 Board Report KCKCC Academic Affairs

Once each semester, Missouri in the fall and Kansas in the spring, Professor Ammons, faculty sponsor of the Catholic Student Club, leads a group of students on a mission to feed some of the homeless in the community. On November 23rd, Professor Victor Ammons took a group of students to feed the homeless at Morning Glory of the Cathedral of the Immaculate Conception, located at 416 W. 12th Street in Kansas City, Missouri. The students fed over 120 men, women and children (see photos, below).



**December 2019 Board Report
KCKCC Academic Affairs**

Career and Technical Education – Dean Chef Cheryl Runnebaum

The two-day HOT Careers event was held November 6-7. More than 530 high school students from 12 local high schools (including DeSoto High School) attended the event at KCKCC-TEC. Students could attend and participate in four different programs. Each participating program had a hands-on activity for the students to experience alongside current students. The event is held to highlight the programs offered at KCKCC-TEC to local high schools.

KCKCC-TEC hosted an Advisory Committee Day event on November 21. Many KCKCC-TEC programs held Advisory Committee meetings that day either during a morning session or evening session. New this year was a short program with Dr. Greg Mosier, KCKCC President; and Dr. Beth Ann Krueger, VP for Academic Affairs; welcoming Advisory Committee members and providing college updates.

Construction of the KCKCC-TEC Multimedia/Video Production (MMVP) Lab Cyclorama (see below) wall was finished before the start of classes in August. Mr. Shawn McGivern, Building Engineering & Maintenance Technology (BEMT) Instructor, and BEMT students worked on the project along with Mr. John Brandt, MMVP Instructor, and Mr. Mike Rollen, MMVP Adjunct Instructor.



Photos from the MMVP updated program:



Mr. Charlie Brown, MMVP student, works on the tricaster.

**December 2019 Board Report
KCKCC Academic Affairs**



Levels are set on the U87 while audio tech Mr. Sabian Birmingham, MMVP student, listens to student voice overs.



Ms. Lynesha Martin, MMVP student, records a camera demonstration with the Canon 6D.

The KCKCC-TEC MMVP YouTube Channel went online in October and will be updated as student content is created.

The MMVP students completed video interviews for the following Cosmetology students who were graduating: Ms. Jennifer Heuey, Ms. Lindsey Khun, Ms. Coleen Carroll, Ms. Janee Taylor, and Ms. Susan Watitu. The videos and other MMVP student work can be seen on the MMVP YouTube Channel at <https://www.youtube.com/channel/UCbPv0kylaO3Db7M8WsPdQUg>.

KCKCC-TEC's Preventative Maintenance Inspection (PMI) program graduated seven students on November 19. This is the fifth cohort of PMI graduates sponsored by the Kansas Department of Commerce. The two sponsoring companies of the graduates were TransAm Trucking and Geiger Ready Mix.

Mrs. Cheryl Runnebaum, Dean of Career and Technical Education; Mr. Rich Piper, Director of Technical Programs; and Mr. Marshall Dominguez, Business & Industry Services Manager; have been meeting with BPU and Evergy to discuss a pre-apprenticeship lineman program at KCKCC.

December 2019 Board Report KCKCC Academic Affairs

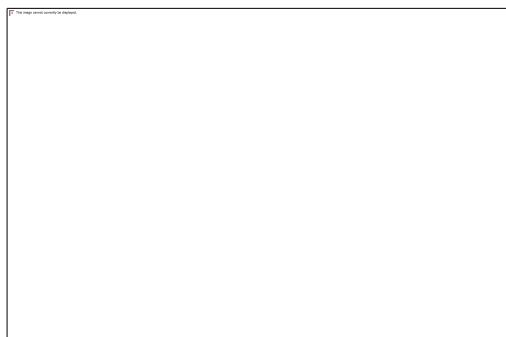
The KCKCC-PCC Electrical Technology Program has been working on the following projects at the center:

- a. Installing and wiring communication CAT5 cables and metal boxes in computer lab.
- b. Installing and wiring communication CAT5 cables and metal boxes for emergency phones in the Construction Technology and Electrical Technology classrooms.
- c. Installing, wiring, and mounting television on the main entrance wall

Mr. Dave Wheatman, Heating and Refrigeration (HVAC) Program at PCC, secured and received seven rooftop units that were donated by the Trane Corporation. These will be utilized at both HVAC program locations (see photo below).



Dr. Alicia Hooks, Director of Technology & Workforce, received a “Tribute to Success” award presented by Connections to Success at its annual award luncheon on November 7. Ms. USA presented the awards at the VIP event. Also in attendance were Mr. Marshall Dominguez, Business & Industry Services Manager; Dr. Greg Mosier, KCKCC President; Mrs. Tami Bartunek, Vice President of Strategic Initiatives and Outreach; Mrs. Cheryl Runnebaum, Dean, Career & Technical Education; Dr. Ray Daniels, Board of Trustees, Kansas City Kansas Community College; and Ms. Linda Hoskins-Sutton, Board of Trustees, Kansas City Kansas Community College (see photo below).



**December 2019 Board Report
KCKCC Academic Affairs**

Dr. Alicia Hooks, Director of Technology & Workforce; attended the Mayor's Prayer Breakfast as guest of Wyandotte Behavioral Health's Envision Homes on November 8th.

Mr. Marshall Dominguez, Business & Industry Services Manager; participated in KCKCC's Men of Color Leadership Conference with an estimated attendance of more than 100.

Mr. David Beach, Director of Adult and Continuing Education; and Ms. Janice Blansit, Director of Adult Education at Johnson County Community College (JCCC), jointly presented on Adult Education in Wyandotte, Leavenworth and Johnson Counties to the Workforce Board on November 21st. The two presenters have been asked to make the same presentation to the Kansas Department of Children and Families at a later date.

The Entrepreneurship & Workforce Center (EWC) recorded more than 147 individuals utilizing the center in November.

EWC held a Thirsty Thursday event on November 7 with 27 people in attendance. Ms. Talena Alcon, Presenter, spoke on Royalties and Intellectual Property to Nascent Entrepreneurs.



On November 12, the EWC hosted a Global Entrepreneurship Week (GEW) event, the largest showing for this event in Kansas City, KS. Approximately 41 people were in attendance. Entrepreneurs came to network, conduct interviews, and have their photos taken. Mr. John Brandt, MMVP (Multi-Media Video Production) Instructor, provided the green screen for photos. Global Entrepreneurship Week, traditionally held in Missouri, is a celebration of innovators who dream big and launch start-ups that bring ideas to life. Each November, GEW reaches millions of people of all ages and backgrounds through local, national and global events and activities (see photo on next page).

December 2019 Board Report KCKCC Academic Affairs



The KCKCC Adult Education General Education Development (GED) program has been encouraging students to finish their GED tests through the generous gift of the Rice Scholarship. This scholarship has enabled many students to take the GED Ready test. The GED Ready is a practice GED test which enables students to understand what areas may need some extra work before taking the actual GED test. In addition, the Rice Scholarship has also paid for 50 GED tests this semester. KCKCC Adult Education is grateful for Ms. Martha Rice and her generosity. Thirty-two students took GED exams in November with 25 passing at least one section for a 78% passing rate.

Mr. Brian Patrick, Assistant Director of Cultural Outreach; Ms. Yamel Camacho Clay, Admissions Specialist; and Ms. Nora Brown, Downtown Site Coordinator; gave a presentation at the Mexican Consulate in Kansas City, MO, to prospective students and their parents.

Dr. Alicia Hooks, Director of Technology & Workforce, was a guest panelist for the Executive Women's Leadership Council of the Greater Kansas City Chamber at Union Station on November 14. More than 200 people attended the event.



Mr. Brian Patrick, Assistant Director of Cultural Outreach; Ms. Barbara Clark-Evans, Director of the Intercultural Center; Mr. Marquis Harris, Intercultural Center Coordinator; and Allen Lenoir,

December 2019 Board Report KCKCC Academic Affairs

Professor with the Business and Technology Department; organized the fall used book sales for the My Shelf To Yours program from October 29 to October 31. The program is a joint effort of the Internal Students Organization (ISO)/Student Organization of Latinx (SOL) and ENACTUS clubs and the KCKCC BizFest scholarship students. More than \$300 was raised to assist students with textbooks and tuition. Students qualify for assistance by volunteering to help with the sale.



Health Professions – Dean Dr. Tiffany Bohm

Guests of the college were provided a tour of the simulation lab during the recent Legislative Breakfast (December 3). Guests appeared to be very pleased with the recent upgrades made and the learning opportunities now available to the students.



Dr. Mosier visited the Medical Assistant program on November 11, 2019 (see photos, above). He learned more about the profession and the high demand for quality graduates in the Kansas City metro area. He also went through lab stations with students including donning/doffing protective equipment and checking glucose levels.

Mr. Todd Miles, Fire Science Coordinator, and Dr. Tiffany Bohm met with Bonner Springs High School on December 9, 2019 to discuss opportunities for students to complete the Fire Academy in a dual enrollment fashion.

The first semester of the new curriculum for both the RN and PN programs were implemented in Fall 2019. The feedback from both students and faculty is positive.

December 2019 Board Report
KCKCC Academic Affairs

On December 5, 2019, Mrs. Meghna Patel, Respiratory Therapy Assistant Professor, defended her final thesis and is now a candidate for the Master of Health Science degree from Washburn University.

Upcoming events that the Board is welcome to attend and include:

- a. Respiratory Therapy Pinning
 - i. December 17, 2019
 - ii. 6:00pm
 - iii. Providence Medical Center
- b. Physical Therapy Assistant Pinning
 - i. December 17, 2019
 - ii. 7:30pm
 - iii. KCKCC TEC
- c. Nursing (RN/PN) Pinning
 - i. December 18, 2019
 - ii. 7:00pm
 - iii. KCKCC Fieldhouse

BOARD OF TRUSTEES REPORT

December 2019

STUDENT AFFAIRS - DR. DELFINA WILSON, VICE PRESIDENT OF STUDENT AFFAIRS

- Legislative Breakfast: December 3
- Downtown KCKCC Meeting: December 4
- December Graduation Reception: December 5
- Supervisor Meeting: December 5
- Donnelly Articulation Signing: December 9
- Ongoing meetings regarding KPI's, Policy updates, Budget review, HLC, and Strategic Plan.
- Complete College America Conference Dec 11-14, 2019

ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN

Enrollment Reports

Fall 2019

- Fall-to-Fall retention of first-time, full-time students is 62%
- Fall 2019 enrollment comparison (December 9, 2019, compared to December 10, 2018)
 - Headcount is up 0.71% (an increase of 43 students), and credit hours are up 0.05% (an increase of 26 credit hours) for the fall 2019 semester. All withdraws have been processed.
- Report below- all information provided by Institutional Research as of 12/09/2019.

Kansas City Kansas Community College									
Campus	Headcount					Credit Hours			
	12.09.2019	12.10.2018	Change #	Change %		12.09.2019	12.10.2018	Change #	Change %
	Fall 2019	Fall 2018				Fall 2019	Fall 2018		
AMZN	11					60			
BL		10					50		
DWNTN	9					47			
FRSC	40	55	-15	-27.27%		319	366	-47	-12.84%
HS	1,298	933	365	39.12%		7,138	5,172	1,966	38.01%
MC	2,790	3,048	-258	-8.46%		21,736	23,243	-1,507	-6.48%
OC	287	427	-140	-32.79%		866	998	-132	-13.23%
OL	1,848	1,930	-82	-4.25%		9,904	10,196	-292	-2.86%
PION	314	345	-31	-8.99%		2,557	2,800	-243	-8.68%
TEC	865	859	6	0.70%		10,204	10,132	72	0.71%
USDB	64	52	12	23.08%		354	202	152	75.25%
Total	6,049	6,006	43	0.72%		53,185	53,159	26	0.05%

Status	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %	Location	Location Description
First-time	2,275	1,954	321	16.43%	37.61%	DWNTN	Downtown KCK
Returning	3,774	4,052	-278	-6.86%	62.39%	FRSC	Fire Science Building
						HS	High School
						MC	Main-Campus
						OC	Off-Campus (Clinical Sites)
						OL	On-Line
						PION	Pioneer Center/Leavenworth
						TEC	Technical Education Center
Race/Ethnicity	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %	Headcount is up 0.715% for an increase of 43. Credit Hours up 0.048%, for an increase of 26 credit hours.	
American Alaska Native	34	34	-	0.00%	0.56%		
Asian	295	254	41	16.14%	4.88%		
Black or African American	1,144	1,233	-89	-7.22%	18.91%	Fall 2019 Data is accurate as of the run date / time.	
Hawaiian Pacific Islander	12	12	-	0.00%	0.20%		
Hispanic	1,600	1,431	169	11.81%	26.45%		
Multi-racial	297	302	-5	-1.66%	4.91%		
Unknown	276	117	159	135.90%	4.56%		
White	2,391	2,623	-232	-8.84%	39.53%		

Spring 2020

- Spring 2020 enrollment comparison (December 9, 2019, compared to December 10, 2018)
- Headcount is up 1.8% (an increase of 54 students) and credit hours are down 1.7% (decrease of 503 credit hours)
- Concentrate on marketing efforts.
- Advisors will continue to contact students by phone and email to remind them to register for spring 2020.
- Report below- all information provided by Institutional Research as of 12/09/2019.

Kansas City Kansas Community College									
Campus	Headcount					Credit Hours			
	12.09.2019	12.10.2018	Change #	Change %		12.09.2019	12.10.2018	Change #	Change %
	Spring 2020	Spring 2019				Spring 2020	Spring 2019		
BL		3					13		
DWNTN	7					22			
FRSC	19	17	2	11.76%		178	111	67	60.36%
HS	787	462	325			4,242	2,671	1,571	
MC	1,208	1,391	-183	-13.16%		10,091	11,387	-1,296	-11.38%
OC	199	140	59	42.14%		609	267	342	128.09%
OL	887	995	-108	-10.85%		5,365	5,978	-613	-10.25%
PION	110	158	-48	-30.38%		810	1,232	-422	-34.25%
TEC	544	547	-3	-0.55%		6,570	6,554	16	0.24%
USDB	2	29	-27	-93.10%		12	189	-177	-93.65%
Total	2,962	2,908	54	1.86%		27,899	28,402	-503	-1.77%
Status	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %	Location	Location Description		
First-time	367	343	24	7.00%	12.39%	DWNTN	Downtown KCK		
Returning	2,595	2,565	30	1.17%	87.61%	FRSC	Fire Science Building		
						HS	High School		
Gender	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %	MC	Main-Campus		
Unknown	1				0.03%	OC	Off-Campus (Clinical Sites)		
Female	1,805	1,770	35	1.98%	60.94%	OL	On-Line		
Male	1,156	1,138	18	1.58%	39.03%	PION	Pioneer Center/Leavenworth		
						TEC	Technical Education Center		
						USDB	US Disciplinary Barracks		
Race/Ethnicity	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %				
American Alaska Native	16	19	-3	-15.79%	0.54%				
Asian	168	161	7	4.35%	5.67%				
Black or African American	463	524	-61	-11.64%	15.63%				
Hawaiian Pacific Islander	5	5	-	0.00%	0.17%				
Hispanic	792	766	26	3.39%	26.74%				
Multi-racial	134	133	1	0.75%	4.52%				
Unknown	131	49	82	167.35%	4.42%				
White	1,253	1,251	2	0.16%	42.30%				
Headcount is up 1.856% for an increase of 54.									
Credit Hours down -1.77%,									
for a decrease of 503 credit hours.									
Spring 2020 Data is accurate as of the run date / time.									

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

OFFICE OF ADMISSIONS - TINA CHURCH LEWANDOWSKI, DIRECTOR

Spring 2020 New Student Orientation (SOAR) will be held on January 9, 2020.

Personnel

- Assessment of admissions functionality, personnel, and positions is taking place to ensure the structure of office is organized to best serve students effectively and efficiently.

Wyandotte High School "Downtown" location

- Events
 - We plan to celebrate the Christmas holiday at the downtown location on December 11, 2019. Student activities will host the event.
- Meetings

- We have made great advancements sharing the new KCKCC downtown site with various nonprofit and profit agencies in Wyandotte County. We have visited with the following organizations: Department for Families and Children (DFS), Employment Services Division.
 - DFS has agreed to revive a partnership with KCKCC that has been dormant.
 - Monthly presentations to new DFS applicants will take place regularly to present the downtown branch and introduce the college courses available.
- With the Consulate of Mexico, KCKCC presented to introduce the new KCKCC downtown site and promote the classes and awareness in the community.
- Met with Catholic Charities of Wyandotte County to promote the new KCKCC downtown site. Catholic Charities staff welcomed the information and flyers were left. Flyers will be distributed to caseworkers and participants.
- A live radio show was produced with La Mega Spanish Radio to promote the new downtown site. La Mega was excited to have a representative from the college at the radio station promoting the college in Spanish. There was a live question and answer session with the audience.
- Information was provided to Project Eagle-Head Start and The Family Conservancy.
- Information was provided to Ted Garcia Immigration Attorney.
 - Mr. Garcia was excited to learn about the downtown site being hosted at Wyandotte High School as he is a graduate of Wyandotte High School himself, and a former student of KCKCC.
- Information was disseminated to Central Avenue Betterment Association. Information will be distributed amongst the general Kansas City Kansas community and members.
- Information was provided to Community Housing of Wyandotte County.
 - The information was well received and will be forwarded to families enrolled in the home ownership program.

Completed Admissions Applications Received

Spring 2018	1679
Spring 2019	1915
Spring 2020	1789

Top Completed Applications by Academic Program

Culinary Arts	101
Pre-Nursing	109
Nursing/Practical	111
Business	118
Nursing/Registered	234
Undecided (Liberal Arts)	284
Nursing/RN	360
Non-Degree	1714

Admissions Activity Report

Total Events	11
Total Campus Visits	8
Total School Visits	13
Total People from all Events / Visits	1636
Total Inquiry Cards Completed	386
# of Post Cards Mailed	0
# of Phone Calls Made	0
# of Emails to Prospective Students	5000

# of Applications Completed For Month	373
# of Non-TEC Applications Processed For Month	138
# of TEC Applications Processed For Month	235
# of International Students Inquiries For Month	39

STUDENT SUCCESS CENTER - SHAY DODSON, LEAD ADVISOR

On-Campus Advising / Type of Visit	MAIN	PION	TEC
General Advising	34	15	75
Graduation Check	5	2	40
Graduation Plan	1	3	0
New Enrollment	47	3	91
Returning Enrollment	193	57	33
Schedule Adjustment	5	3	0
Withdrawals	10	2	6
Financial aid exclusion	1	1	0
Dismissal/Reinstatement	2	0	0
Walk-In Advising	52	14	214
Advising Appointments	246	72	31
GRAND TOTAL	298	86	245

Advising Inbox

General advising (not including replies)	88
Enrollments	15
Appointment Requests / Scheduled	33
Withdrawal / Drops	1
TOTAL	137

Withdrawal / Attrition Reasons

Attrition Reasons (in person)	MAIN	PION	TEC
1. Fell behind / can't catch up / failing course	5	0	3
2. Course no longer required (major change)	0	0	0
4. Family reasons	1	1	0
5. Childcare	0	0	0
6. Financial Difficulties	0	0	0
7. No Financial Aid	0	0	0
8. Physical Health concerns	0	0	0
9. Disliked Course Subject Matter	0	0	0
10. Mental Health Concerns	0	0	0
11. Personal	1	0	0
12. Time Management (student reports lack of time to dedicate to school)	0	0	1
13. Transferring	0	0	0

14. Work conflict	0	0	0
15. N/A - not disclosed	0	0	0
16. Instructor Concerns	2	0	0
17. Online Difficulties	0	0	0
18. Other	1	0	0
TOTAL	10	1	4

STUDENT FINANCIAL AID OFFICE- MARY DORR, DIRECTOR

Financial Aid Applications Received as of December 5, 2019

Academic Year	Total Number of Records	Records Received in November
2019-2020	9,333	287
2018-2019	11,433	365
2017-2018	11,400	387

Financial Aid Disbursed to Student Accounts as of December 5

	FALL
2019-2020	\$6,036,775
2018-2019	\$6,762,304
2017-2018	\$7,244,970

November Activities

- Working on the set-up of the financial aid system for 2020-2021.
- Reached out to students enrolled for Fall via student e-mail and regular mail to request documents needed to complete FA file.
- Reached out to students living in housing who owe a bill to discuss applying for a student loan or completing a financial aid file.
- Attended Ellucian Student Planning training.
- Prepared and distributed student loan exit counseling information to December Graduates.
- Staff attended two NASFAA webinars.

REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

Student Record Services/Reason for office visit (Current month only)

Complete a FERPA form	4	
Updates Information	85	In Person: 50 On-line: 32 KCKCC Web: 3
Change Major	165	In Person: 97 On-line 68
Transcript Requests	15	
Notary Assistance	3	
Residency update	4	
Address Correspondence	229	
Student Withdrawal Requests	254	Online Student Requests:178 Walk in withdrawals: 76
Administrative Withdrawal (withdrawn by instructor)	192	
U.S. Office of Personnel Mgmt Enrollment Verifications	4	
Letter of Non-Attendance	5	
Loan Deferments	2	

Enrollment Services

Schedule Adjustments	28
Reinstatements	0
No-Show Processing	2
Late Withdrawal Process	12

Staff Activities:

- Susan Pedroza, Part-Time Administrative Assistant, and Jerrica Lock, Administrative Assistant, attended the Lunch and Learn on November 12th.
- The Registrar's team planned and orchestrated the Graduation Fair on November 14th.
- An'Drienna Wilson, Records Coordinator, and Theresa Holliday, Registrar, met with the High School Dual/Concurrent Add/Drops/Rosters team to discuss processes on November 19th.
- The Registrar's Team participated in the "Thankful Celebration" activities on November 21st.
- On November 15, 2019, An'Drienna Wilson, Records Coordinator, Jerrica Lock, Administrative Assistant, and Theresa Holliday Registrar met with Andrica Wilcoxon, Director of Student Activities to plan the December Graduation Reception to be held on December 5, 2019.

TESTING SERVICES - FAITH MOODY, TESTING SPECIALIST

Total Placement Tests This Semester

Fall 2019	Fall 2018	Fall 2017
1702	1822	1580

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

November Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
November 2019**	87	6	22	162	0	277
November 2018	154	15	24	149	0	342
November 2017	69	7	29	2	0	107

**2019 are ACCUPLACER Next Generation tests, the other years are ACCUPLACER Classic tests.

November Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
November 2019**	# Administered	168	193	116	277
	Developmental	122	144	50	183
	% Developmental	73%	75%	43%	66%
November 2018	# Administered	230	262	171	342
	Developmental	138	161	101	227
	% Developmental	60%	61%	59%	66%
November 2017	# Administered	88	91	56	107
	Developmental	53	59	48	84
	% Developmental	60%	65%	86%	79%

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

11/6/19 The Flu clinic was at the KCKCC Pioneer Career Center. Rob Crane, Director of Wellness Center and Nurse Leland from the KCKCC Main Campus, set up a health initiative for the PCC to get some health questions answered, check blood pressure and find target heart rate. They gave some helpful tips on foods that cause inflammation, stress relievers and different types of exercise to help maintain a healthy weight. The CNA class dropped by to get information about the initiative.

11/7/19 Chef Bre and Chef Nicole, Culinary Arts Class Instructors conducted the Soup and Bread Bowl Class this week and had a great turn out. The group prepared either potato soup or chicken noodle soup and made a wonderful bowl made from a bread recipe that each group mastered



11/11/19 The KCKCC Pioneer Career Center took part in the 100th Veterans Day Parade in downtown Leavenworth, Kansas! Thank you to all those that have served and are serving!

11/12/19 Shah Siddiq, IT, transformed room 239, (with the help of William Powell electrician) downstairs at the KCKCC Pioneer Career Center into a NEW computer lab for the students. This new space gives the students that take Technical Education classes downstairs, easy access to computers to do their work.



11/14/19 We had visits from Washburn University and Emporia State University to talk to our students about transfer possibilities.



11/15/19 Chef Kelly, Chef Alfredo, Chef Bre, and the culinary students prepared lunch for the Chamber of Commerce Board meeting held at the Pioneer Center. The menu was chicken francese, carrot salad, vegetable rice pilaf, pumpkin bars, and lemon tea.

11/18/19 Dr. Rich Kiper is a 1967 graduate from West Point. He also received a Ph.D. from The University of Kansas. Dr. Kiper retired from the military and is now teaching at Fort Leavenworth. He was a guest speaker for Dr. Evans class and spoke on the state and local Republican Party and the policies.

11/22/19 Being “thankful” during November is what was happening at the KCKCC PCC. The faculty, staff, and students at the KCKCC Pioneer Career Center expressed their “thanks” by writing what they are thankful for each day on our “Thankful pumpkin” in the office. The pumpkin was a wonderful Thanksgiving centerpiece for Erik Cruz, a student at the KCKCC PCC who was our winner today of our “Thankful pumpkin!”



11/22/19 Omar Aldelemi’s students have been installing and wiring communication CAT5 cables and metal boxes in room 239, installing and wiring communication CAT5 cables and metal boxes for emergency phones in construction and electrical classrooms and at the KCKCC PCC main entrance, the students have been installing and wiring (with boxes and raceways) for a mounted TV on the wall.

11/22/19 The Culinary students prepared a traditional Thanksgiving meal with all the fixings. The students cooked a roast turkey, mashed potatoes and turkey gravy, green bean casserole, sweet potato stacks, sourdough dressing, fresh cranberry sauce, white dinner rolls, pumpkin pie with whipped cream and apple pie.



DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY

JRCF: No visit due to a short month.

USDB: 11/21/19 Advising and registration 20 advising with registrations for Spring 2020 classes

CAREER SERVICES - MARK TURNER, COORDINATOR

REASON FOR VISIT	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019
Resume assistance	3	4	1
Job Search	14	20	19
Career assessment	2	1	3

- Networking function at World War I museum with Kansas City Chamber of Commerce.
- Part of an organization called Communities in Schools at Shawnee Mission North West. Third-year of participation.
- Attended a Meet & Greet with Kansas City Kansas Chamber of Commerce.
- Helped with the Graduation Day activities also invited two employers to be a part of these activities.

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

The Veteran Center continues to grow in the number of students served by the Veterans Center. These students are using a number of services and resources the Center provides daily.

Veteran Center Visitors			
	AY18-19	AY19-20	
August		281	
September	47	313	
October	185	307	
November	132	245	
December	105		
January	189		
February	218		
March	159		
April	209		
May	104		
June	56		
July	74		Total
Total	1479	1146	2625

Branch of Service		
Army	1373	52%
Navy	211	8%
Marines	491	19%
Air Force	318	12%
Coast Guard	6	>1%
N/A	226	9%
Total	2625	

Type of Visitor		
Current Status		
Active Duty	432	16%
Veteran	1528	58%
Military/Veteran Dependent	431	16%
Civilian	234	9%
Total	2625	

Reason for Visit		
Study	696	27%
Socialize	847	32%
Benefit Questions	352	13%
Enroll & Application Questions	162	6%
Computer use	350	13%
Other	218	8%
Total	2625	

Students Using VA Educational Benefits

Term Certified	Number of Certifications submitted	Hours Certified	\$ Amount certified
SP19	170	Not tracked	\$199,002.00
SU19	75	Not tracked	\$40,524.00
FA19	173	1542	\$195,060.00
SP 20	TBD	TBD	TBD

November events:

November 5th: The Staff of the Veteran Center teamed with Admissions and attended the Education and Career Fair held on Fort Leavenworth.

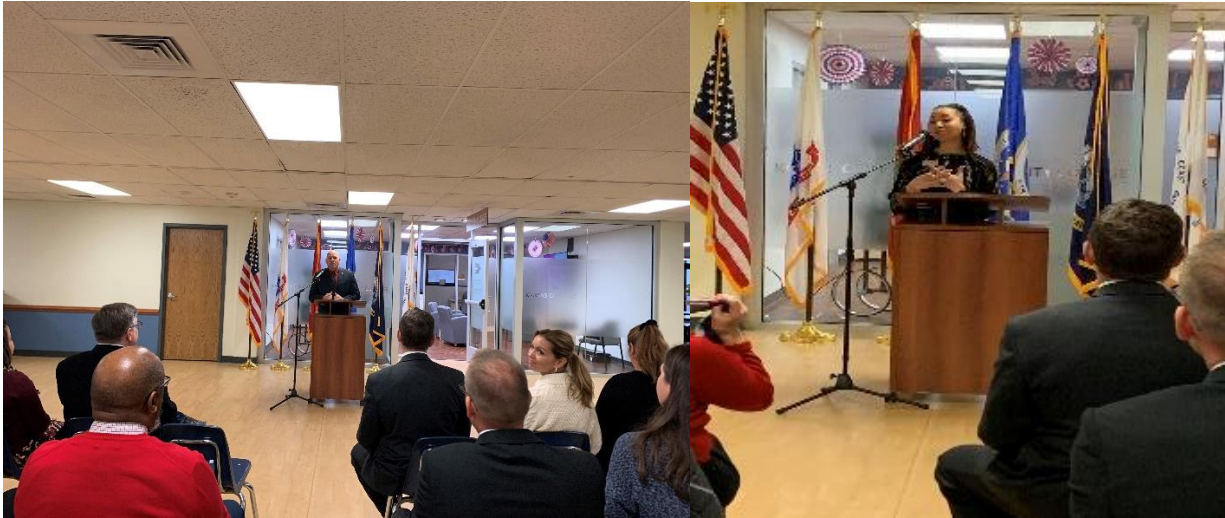


November 8th: Heart of America Homeless Veterans Stand Down. Almost thirty volunteers from KCKCC supported the event. Volunteers included students, faculty, and staff (some with family

members). The Stand Down supported 537 homeless Veterans. Of these, 455 were male and 82 were female. The Veterans ranged from 20 to over 80 years of age.



November 11th: Veterans Day Ceremony:



November 14th: Supported the KCKCC Graduation Fair.



November 11th - 15th: Veterans Week Activities:

- 11 Nov: Faculty and Staff Luncheon
- 12 Nov: Military and Veteran Student Luncheon
- 13 Nov: Military Support Tree. The Support Tree allowed KCKCC students/faulty/Staff to

place a star on the tree in support of previously or currently serving Military Service Members. The Support Tree continues to gain stars every day and will stay up until the Holiday break.



- 14 Nov: Military Cake cutting



14 Nov: Announced Raffle Winners. Fifteen prizes were given away to Military Affiliated students. The prizes were donated to the Veterans Center by local businesses.
December planned events: Wreaths Across America on the 14th of December.

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

DEAN OF STUDENTS SERVICES EVENTS

- Visited Fort Scott Community College as a part of KCCLI
- Co-Curriculum Team meetings
- Student Services Division meeting
- Nov 6th KCKCC WyCo Men of Color Leadership Conference
- Meeting to Discuss CCSSE questions for upcoming assessment

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

Hosted:

Self-Care for Student Success Series each Monday on the topic of Life Balance

Co-Hosted:

Why Hate? A Look at Trauma and Communication to Counter Homophobia
Id. Entiteis Filipinx Art Show & Reception

Presented:

Five Hacks to Reduce Stress at KCKCC Administrative Assistants Lunch and Learn

Advised:

Transgender Day of Remembrance Event for OQS Diversity Club
Thanksgiving Fundraiser for OQS Diversity Club

Attended:

Climate Change, Culture & Indigenous People
Faculty Teaching Circle: Strategies for Teaching in an Active Learning Classroom
Print Shop Open House
Harvesters Training
Co-Curricular Assessment Meeting
Beginning PowToons Training

STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

Disability	November 2019	November 2018	November 2017
Autism Spectrum Disorder	14	11	4
Attention Deficit Disorder	34	28	15
Blind/Visual Impairment	9	8	2
Deaf/Hard of Hearing	2	3	3
Head Injury	2	4	2
Intellectual Disability	3	3	3
Learning Disability	77	88	25
Medical	11	4	5
Physical	6	9	2
Psychiatric	18	23	24
OHI	0	0	0
Total	176	181	85

Narrative Activities:

- Alex and Robert met with a transition teacher from Horizon Academy school to discuss their students with disabilities attending KCKCC.
- Alex, Robert & Sara continued with the Sonocent Audio Note taker Pilot.
- Carly assisted and corresponded with 26 students and their high school counselors/facilitators/case managers for students who are struggling in the program they are currently enrolled in. She assisted in setting up plans to help these students be more successful.
- Carly attended and participated in the Career Fair at Basehor Linwood Middle School.
- Robert attended the 22nd Annual Accessing Higher Ground Conference in Westminster CO. He presented in one preconference session and three general conference sessions.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Student Activities

- In the process of developing a Student Activities TV show with Media Services to be implemented in Spring 2020.
- Nature Trail bridge and walk way being placed.
- Preparing and collecting toys for Campus Wonderland: Toys for Tots distribution
- Hosted a Finals Breakfast at the Main Campus and TEC.
 - Main Campus - 310 students participated and a 29% increase from Fall 2018.
 - TEC - 325 students participated and a 63% increase from Fall 2018
- Preparing for Breakfast with Santa at the PCC on Tuesday, December 10, 2019.
- Preparing for a KCKCC Student Christmas Party at Wyandotte High School on

Wednesday, December 11th.

- Hosted the 95th Annual Candle Lighting Ceremony for 2019.
 - Approximately 225 attendees - we had a decrease in attendance from 2018 due to students being in class for their final two weeks left in class.
 - Campus partnerships: ICC, Jazz Band, Jazz Choir, Funk Band, Theatre Dept., Foundation, Student Senate, Game Room and Student Activities.
 - Student Senate presented a \$500 check to the Foundation for student scholarships: "From the Students to the students."
 - Students in the Game Room held a fundraiser to collect funds for the scholarship.
- Co-hosted with KCKCC TRIO, the Inaugural National Society of Leadership Success Fall 2019 Induction.
 - Approximately 35 students attended
 - Approximately 40 supporters attended
- Hosted in collaboration with the Registrar's Office the 2019 December Graduation.
 - Approximately 75 graduates attended - an increase of 400% from 2018
 - Approximately 200 supporters attended - an increase of over 1000% from 2018
 - The increase was due to multiple contact opportunities: one-on-one phone calls, emails, blackboard, and Student Success Center
- Finalizing for Spring 2020 activities.

FBOE

- Hosted weekly mentoring meetings with approximately 40 attendees.
- Preparing for the annual Winter Ball on Dec. 12th in the Lower Jewell Student Center

Student Senate

- Preparing for Breakfast with Santa on Dec. 14th.
- Preparing for Campus Wonderland.
 - Co-sponsored by Honors and Student Senate
 - First 100 students with children to submit a registration
 - Distribution day is Dec. 17th from 1 pm - 4 pm

STUDENT HOUSING-RONNIE MOORE, HOUSING SUPERVISOR

Student Housing Status:

- Currently have 135 students; (20) general pop. students (115) athletes
- We have (17) beds available 6-Single and 8-Double/Triple Occupancy

RA Staff Meeting/Training:

- Nov. 17, 2019 RA held individual Bldg. meetings with residents to discuss: trash disposal, maintaining (12) credit hours as required to living in housing, and upcoming housing events.

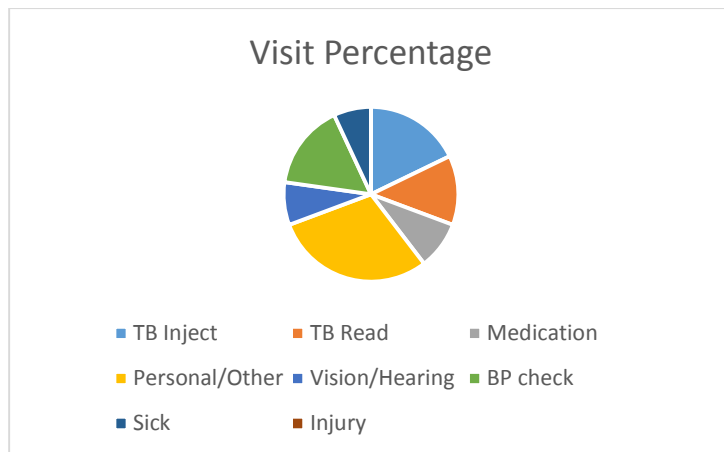
- Nov. 21, 2019 RA's attended ALICE Training

Upcoming/On-Going Activities/Projects:

- November 27 Thanksgiving Dinner collaboration with KCKCC Andrica - Student Activity Director and Oak Ridge Missionary Baptist Church will provide a dinner for students in housing at 12pm - 2pm.in Bldg. 8 Lounge.
- Dec 3 - 4 Coffee Talk/Donut during final exam week at 7 pm - 9 pm in Bldg. 8.
- Residents move out has begun for some students, officially lasted date for move out is Dec. 16 for most students. Men's/Women's basketball are leaving after game.
- Nov. 20 Attended Student Housing Program - Game Night Out in Bldg. 8 (25 - 30) residents attended program presented by led RA Toriana. Well received by residents, students would like more events in housing, had refreshment, no topic discuss. Just a fun relaxing met and greet community event.
- Midday open basketball outside for student housing and day students on campus with student activity program.
- Open Table Tennis in Unit 1 basement & Foosball Nightly in Unit 8 basement.

STUDENT HEALTH CENTER-KIM LELAND, NURSE

VISITS for November



Visit Reason	%	total
TB Inject	18	19
TB Read	14	13
Medication	9	9
Personal/Other	31	30
Vision/Hearing	8	8
BP check	17	16
Injury	0	0
Sick	7	7

Visits taken from a wide array of needs for staff/faculty, students and the community. This month brought in 105 visits. We were able to assist 74 students and 31 staff and of those, 9 individuals referred to off campus resources.

Accomplishments for November

- Kim Leland has been working with Rob Crane of the wellness center have been working on the Healthy Initiative for the college. November 4 at TEC and November 6 at Pioneer, we went to instruct individuals on how to obtain their target heart range for exercising and take their blood pressure.
- Attended the Heartland Campus Safety Summit and was able to gain knowledge on how to keep our campus safe.
- November 8th, I had the pleasure of attending the Mayor's prayer breakfast.

Plans for December

- December's quarterly newsletter will be sent out.
- Participate in the new nurse orientation, giving free TB test to our students.

TRIO SSS-MICHAEL COZART, DIRECTOR

Participants

- We started our new year with 141 active TRIO students for AY 2019-20, which is our annual goal. 98 First-Gen & Low-Income, 26 First-Gen only, 9 Low-Income Only, 2 Disabled Only & 13 Low-Income w/Disability.
- We have 11 students graduating this December.

Grant & APR Updates

- Sara conducted several Sonocent training sessions with Alex Twitty & Robert Beach in October.
- Michael serves as the Chapter Advisor for the National Society of Leadership & Success (NSLS), we had (1) Live Broadcast and a Rebroadcast in November and several makeup sessions.
- Attended WYCO Men of Color Student Leadership Conference, November 6
- TRIO SSS (KCKCC) & EOC (KU) hosted the Annual First-Generation Celebration November 7.
- TRIO staff attended the Barricade Training November 7.
- Heartland CAMP Meeting November 7.
- TRIO & First-Generation Students Game Day November 8.
- Attended the 45th Annual EOA Regional TRIO Conference in Omaha, NE., November 10-13.

ATHLETICS - TOMPKINS, ATHLETIC DIRECTOR

- Women's Basketball: Currently 12-1 on the season and ranked 4th in the nation. This a very young team that is starting to play well.
- Men's Basketball: Currently 4-8 on the season. Had some injuries to some key players this season, but they are still competing.
- ATHLETICS: Declaration year for the NJCAA is in the Fall of 2020. The Athletic Director is looking into whether to see if KCKCC should move some of our sports from Division 2 to Division 1 in order to compete on a level playing field at the National Level. The sports are: Men's Basketball, Women's Basketball, and Volleyball.

Kansas City Kansas Community College									
Campus	Headcount				Credit Hours				
	12.09.2019	12.10.2018	Change #	Change %	12.09.2019	12.10.2018	Change #	Change %	
	Fall 2019	Fall 2018			Fall 2019	Fall 2018			
AMZN	11				60				
BL		10				50			
DWNTN	9				47				
FRSC	40	55	-15	-27.27%	319	366	-47	-12.84%	
HS	1,298	933	365	39.12%	7,138	5,172	1,966	38.01%	
MC	2,790	3,048	-258	-8.46%	21,736	23,243	-1,507	-6.48%	
OC	287	427	-140	-32.79%	866	998	-132	-13.23%	
OL	1,848	1,930	-82	-4.25%	9,904	10,196	-292	-2.86%	
PION	314	345	-31	-8.99%	2,557	2,800	-243	-8.68%	
TEC	865	859	6	0.70%	10,204	10,132	72	0.71%	
USDB	64	52	12	23.08%	354	202	152	75.25%	
Total	6,049	6,006	43	0.72%	53,185	53,159	26	0.05%	

Status	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %
First-time	2,275	1,954	321	16.43%	37.61%
Returning	3,774	4,052	-278	-6.86%	62.39%

Gender	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %
Female	3,575	3,582	-7	-0.20%	59.10%
Male	2,474	2,424	50	2.06%	40.90%

Race/Ethnicity	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %
American Alaska Native	34	34	-	0.00%	0.56%
Asian	295	254	41	16.14%	4.88%
Black or African American	1,144	1,233	-89	-7.22%	18.91%
Hawaiian Pacific Islander	12	12	-	0.00%	0.20%
Hispanic	1,600	1,431	169	11.81%	26.45%
Multi-racial	297	302	-5	-1.66%	4.91%
Unknown	276	117	159	135.90%	4.56%
White	2,391	2,623	-232	-8.84%	39.53%

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

Headcount is up 0.715% for an increase of 43.

Credit Hours up 0.048%,

for an increase of 26 credit hours.

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

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

Kansas City Kansas Community College									
Campus	Headcount					Credit Hours			
	12.09.2019	12.10.2018	Change #	Change %		12.09.2019	12.10.2018	Change #	Change %
	Spring 2020	Spring 2019				Spring 2020	Spring 2019		
BL		3					13		
DWNTN	7					22			
FRSC	19	17	2	11.76%		178	111	67	60.36%
HS	787	462	325			4,242	2,671	1,571	
MC	1,208	1,391	-183	-13.16%		10,091	11,387	-1,296	-11.38%
OC	199	140	59	42.14%		609	267	342	128.09%
OL	887	995	-108	-10.85%		5,365	5,978	-613	-10.25%
PION	110	158	-48	-30.38%		810	1,232	-422	-34.25%
TEC	544	547	-3	-0.55%		6,570	6,554	16	0.24%
USDB	2	29	-27	-93.10%		12	189	-177	-93.65%
Total	2,962	2,908	54	1.86%		27,899	28,402	-503	-1.77%

Status	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %
First-time	367	343	24	7.00%	12.39%
Returning	2,595	2,565	30	1.17%	87.61%

Gender	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %
Unknown	1				0.03%
Female	1,805	1,770	35	1.98%	60.94%
Male	1,156	1,138	18	1.58%	39.03%

Race/Ethnicity	Fall 2019	Fall 2018	Change #	Change %	Fall19 - %
American Alaska Native	16	19	-3	-15.79%	0.54%
Asian	168	161	7	4.35%	5.67%
Black or African American	463	524	-61	-11.64%	15.63%
Hawaiian Pacific Islander	5	5	-	0.00%	0.17%
Hispanic	792	766	26	3.39%	26.74%
Multi-racial	134	133	1	0.75%	4.52%
Unknown	131	49	82	167.35%	4.42%
White	1,253	1,251	2	0.16%	42.30%

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

Headcount is up 1.856% for an increase of 54.

Credit Hours down -1.77%,

for a decrease of 503 credit hours.

Spring 2020 Data is accurate as of the run date / time.

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



Strategic Initiatives and Outreach

Tami Bartunek Vice President

Dana Sambol Executive Assistant

Kim Lutgen Printshop Manager

Taylor Bolls Graphic Designer

Joy Cicero Production Assistant

Kelly Rogge Public Information Manager

Matt Fowler Web Designer

Omar Brenes Web Architect

Strategic initiatives and Outreach

Attended the Boys and Girls Club Wyandotte Facility rededication to the Breidenthal Unit. Tami was asked to join the Boys and Girls Club Advisory council.

Help to represent KCKCC by Attending the 45th annual Mayor's prayer breakfast. Talked with many local business and non-profit leaders.

Participated with representing KCKCC at the Tribute to Success luncheon where Dr. Alicia Hooks was recognized. Tribute to Success is part of Dress for Success and since 2011 over 2,000 local women have been positively impacted as they transition into the workforce.

Attended the 2019 KC Area Development annual meeting as a guest of KS Gas.

Represented KCKCC at the Fairfax Industrial Associate luncheon with guest speaker Esther George.

The Marketing team created a sharepoint location for exchanging information with the writing team of City Scapes books. We are expecting a rough draft of our article in the next couple weeks.

We submitted information to the Behind the Scenes with Lawrence Fishburne production team and confirmed our shoot date of March 4th.

Social Media Marketing

Tweet activity




KCKCC @KansasCityKSCC
KCKCC was proud to attend Connections to Success' @Connections1998 Tribute to Success luncheon Thursday, where KCKCC's Dr. Alicia Hooks was one of the honorees. #kckccproud #tributeKC
pic.twitter.com/xYxAetJOY9



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	1,304
Total engagements	36
Media engagements	20
Detail expands	8
Profile clicks	3
Likes	2
Link clicks	2
Retweets	1

Tweet activity




KCKCC @KansasCityKSCC
The M-PACT Music Festival is coming to KCKCC this month! Be sure to purchase your tickets for the public concert Nov. 14 @ <https://bit.ly/2JRVt0d> . @KCKCC_Chairs #KCKCCProud pic.twitter.com/gvINcfjLFe



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	1,306
Total engagements	12
Link clicks	3
Retweets	2
Media engagements	2
Likes	2
Profile clicks	2
Detail expands	1

Tweet activity




KCKCC @KansasCityKSCC
KCKCC was proud to be one of the corporate sponsors of this morning's Wyandotte County Mayor's Prayer Breakfast. #KCKCCProud pic.twitter.com/dSyust0pch



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	1,420
Total engagements	32
Media engagements	24
Likes	3
Link clicks	2
Profile clicks	2
Detail expands	1

Tweet activity



KCKCC @KansasCityKSCC
KCKCC signed an articulation agreement today with @USMSpireWire to allow students a seamless transfer from KCKCC to St. Mary's! #kckccproud #wecreateourfuture pic.twitter.com/holxXMkii9



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions

Total engagements

Media engagements

Likes

Profile clicks

Retweets

Link clicks

Detail expands



Kansas City Kansas Community College

Published by Kelly Evenson Rogge · November 20 at 2:42 PM · 🌐

Students, faculty, staff and community members participated in the 2019 Turkey Games today! #KCKCCProud



Get More Likes, Comments and Shares

Boost this post for \$20 to reach up to 4,200 people.

1,925 People Reached

67 Reactions, Comments & Shares ⓘ

45 Like	39 On Post	6 On Shares
13 Love	9 On Post	4 On Shares
2 Haha	2 On Post	0 On Shares
1 Wow	0 On Post	1 On Shares
4 Comments	1 On Post	3 On Shares
2 Shares	2 On Post	0 On Shares

323 Post Clicks

223 Photo Views	0 Link Clicks ⓘ	100 Other Clicks ⓘ
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College
 Published by Kelly Evenson Rogge · November 7 at 12:29 PM ·



KCKCC CLASSES NOW OFFERED IN THE EVENING AT WYANDOTTE HIGH SCHOOL

Available programs include:

- Administrative Office Professional
- High School Equivalency Preparation - GED
- English as a Second Language - ESL

Available courses include:

- ENGL 101 Composition I
- READ 91 Introduction to College Reading Skills
- READ 92 College Reading Strategies
- MATH 97 Math Essentials
- MATH 99 Elementary Algebra
- MATH 104 Intermediate Algebra
- SOSC 107 Sociology

2501 Minnesota Ave,
 Kansas City, KS 66102

For more information contact:
 Nora Brown | nbrown@kckcc.edu
 913.601.9092 | www.kckcc.edu

2,437 People Reached

33 Reactions, Comments & Shares

26 Like	11 On Post	15 On Shares
1 Love	1 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
6 Shares	6 On Post	0 On Shares

61 Post Clicks

29 Photo Views	0 Link Clicks	32 Other Clicks
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College
 Published by Kelly Evenson Rogge · November 12 at 10:23 AM ·

Congratulations to our KCKCC students who won the APCA Regional ESports Rocket League Championships! KCKCC took the overall first place title, and KCKCC student Destin Williams placed first in Smash Brothers. Way to go Blue Devils! #KCKCCProud




Get More Likes, Comments and Shares
 Boost this post for \$20 to reach up to 4,200 people.

1,456
People Reached

130
Engagements

Boost Post



 Nichole Daniels, Tina DeFries and 53 others

7 Comments 4 Shares

1,456 People Reached

77 Reactions, Comments & Shares

55 Like	44 On Post	11 On Shares
11 Love	11 On Post	0 On Shares
7 Comments	7 On Post	0 On Shares
4 Shares	4 On Post	0 On Shares

53 Post Clicks

11 Photo Views	0 Link Clicks	42 Other Clicks
--------------------------	-------------------------	---------------------------

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts



kansascityksc • Following



kansascityksc KCKCC was proud to host the m-pact Vocal Festival last week! #kckccproud #mpact #bluedevils #vocalmusic #accapella #community #vocaljazzensemble #vocaljazz #music #kckccjazz

2w



14 likes

NOVEMBER 18



kansascityksc • Following



kansascityksc Behind the scenes with the latest Program Highlight with KCKCC President Dr. Greg Mosier. This month he is visiting the Medical Assistant program! #kckccproud #bluedevils #kckcc #medicalassistant #medical #tec #communitycollege #studentlife #mondaymotivation #classroom #learning #highlights

3w



32 likes

NOVEMBER 11



kansascityksc • Following

pantry: #kckccproud #bluedevils
#foodpantry #community #givingback
#communitycollege #students
#fooddrive #kckcc #helpingstudents
#communityservice

1w



darrinrolle Work with falcons
boys club in Freeport Bahamas
242 441 5620

1w Reply



29 likes

NOVEMBER 20

Add a comment...

Post



kansascityksc • Following



kansascityksc Congrats to the Boys
and Girls Club of Greater KC for the
rededication of the Breidenthal Center
and new teen tech lab! #KCKCCProud
#bluedevils #kckcc #boysandgirlsclub
#community #communitycenter
#congratulations

3w



monicasanch59 @kenziegrl3 🥳

3w 1 like Reply

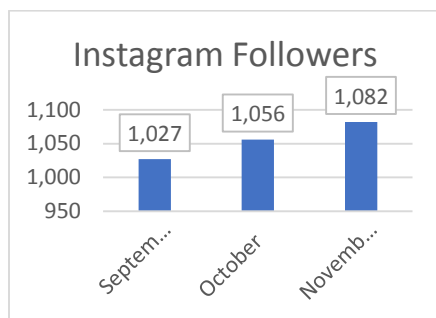
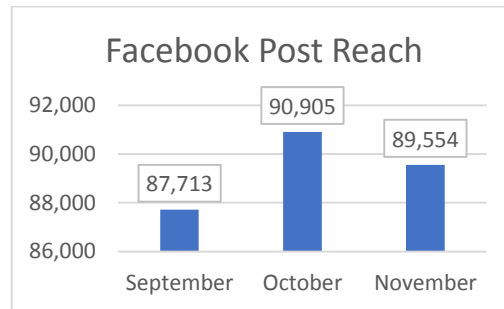
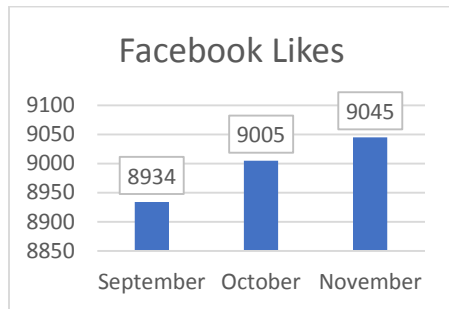
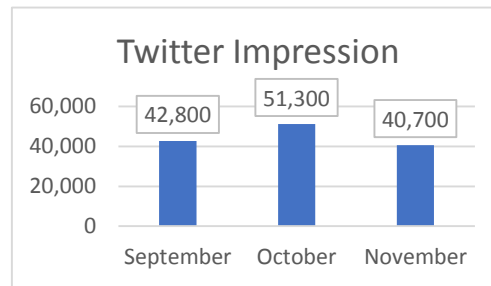
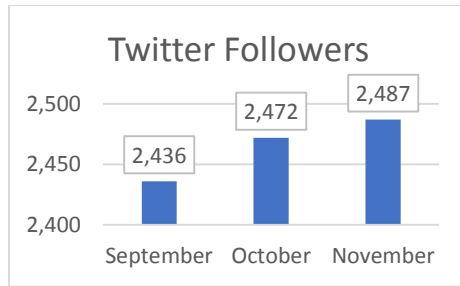
View replies (1)



33 likes

NOVEMBER 7

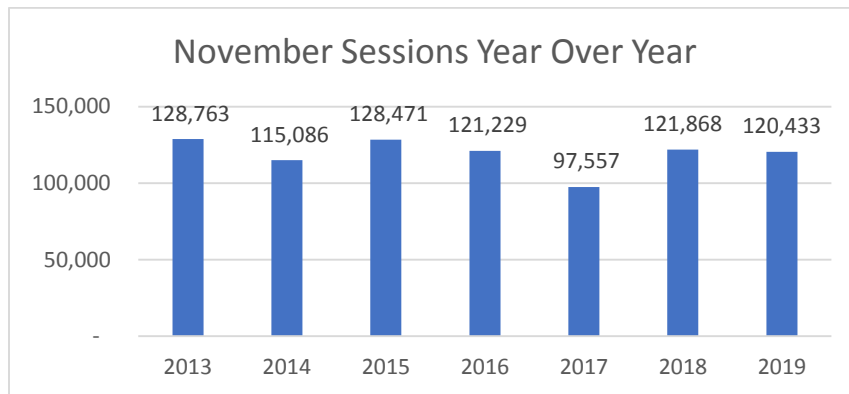




Website Traffic

For November, Web Services worked on various planned updates and projects including the Foundation website, the Morgue and the Policy web section, among others. Also, Web Services has begun the process of analyzing the KCKCC website to make sure that it's easy to navigate and find the information that visitors are looking for. This is part of an always on-going process to make sure the KCKCC website meets all the needs and requirements to make it accessible and user friendly.

General Website Information



Top Webpages

Webpage	Sessions
Degree / Certificate Webpage	8,488
Class Schedule	1,980
Steps to Enrollment	1,543
2019-2020 Academic Calendar	1,383
WebAdvisor Tech Support	972

Social Media Traffic to Website

Source	Nov 2019 Sessions
Total	421
Facebook	367
Twitter	45
Instagram	2
Vimeo	2
Instagram Stories	1
LinkedIn	1



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

FINANCE - MICHAEL BEACH, CFO

- Continue to work on various Accounting, Finance, Business and Facilities Policies
- Review numerous new Police Department Internal Policies
- Trees and boulders outside Administrative Offices are now complete as safety barriers. Boulders will continue to be added as needed around buildings.

BOOKSTORE - KASEY MAYER, DIRECTOR

- We are 99.79% completed with adoptions for the upcoming Spring semester. We are working with department coordinators to gather the remaining.
- All book orders for the Spring semester have been placed.
- We have selected two part-time employees for hire in the TEC Cafeteria. We are waiting on paperwork to be finalized, and then the offers to be extended.
- Our new orders of clothing and spirit gear have come in. Come check it out!
- We start our buyback tomorrow and it goes through next Monday. We are conducting our own buy for the first time.

FACILITY SERVICES - JEFF SIXTA, DIRECTOR

- Continuing with Student Success remodel
- Continuing with handrail install across campus
- Installed new power to Humanities building
- Installed Code Blue phone at Learning Commons building
- Completed install of 2 air handlers at Health Professions
- Rewrote travel policy
- Assisted in all school fire drill
- Installed new electrical, ducts and dryer for Field House
- Installed new lighting at Pioneer Center flag pole

Goals for December:

- Set up Nurses pinning
- Work on Student Success Center
- Work on HVAC bid for Learning Commons remodel

CAMPUS POLICE - JASON SIEVERS, INTERIM DIRECTOR

SUMMARY:

- Provided ALICE Barricade Training for TRIO November 7
- Conducted fingerprinting for LPN Nursing Students November 1
- Sgt. David Wainwright attended Radar Instructor School at Overland Park Police Department November 11
- Interim Chief Jason Sievers attended Jana's Campaign training at Johnson County Community College November 12 & 13
- Provided coverage, directions and unlocks for High School Debate Tournament November 1 thru 3
- Sgts. David Wainwright and Ken Swearingen and Interim Chief Jason Sievers attended In Service Training in November at the Kansas City Kansas Police Academy to fulfill their state requirements

KANSAS CITY KANSAS COMMUNITY COLLEGE
Interim Summary Financial Statements -November 2019
Year to Date Fiscal Year 2020, with comparison to Fiscal Year Ended June 30, 2019

Summary Statement of Net Position

	YTD FY2020	Unaudited Year-End FY2019
Assets		
Current Assets	\$ 20,970,766	\$ 33,159,395
Noncurrent Assets	53,131,601	56,200,604
Total Assets	<u>\$ 74,102,367</u>	<u>\$ 89,359,999</u>
Liabilities		
Current Liabilities	\$ 9,662,973	\$ 13,930,479
Noncurrent Liabilities	21,721,260	21,721,260
Total Liabilities	31,384,233	35,651,739
Net Position	<u>42,718,134</u>	<u>53,708,260</u>
Total Liabilities and Net Position	<u>\$ 74,102,367</u>	<u>\$ 89,359,999</u>

Summary Statement of Revenue Expenses and Changes in Net Position

	YTD FY2020	Annual	Annual	YTD FY2019	Percent Used Actual to
	Actual	Budget	Variance	Actual	Budget
Operating Revenues	\$ 14,231,453	\$ 27,315,064	\$ (13,083,611)	\$ 14,962,891	52.10%
Non-Operating Revenues, Net	8,129,384	57,959,925	(49,830,541)	8,772,071	14.03%
Total Revenues	22,360,837	85,274,989	(62,914,152)	23,734,962	26.22%
Operating Expenses	29,534,132	80,812,679	51,278,547	30,109,103	36.55%
Increase/(Decrease) in Net Positions	<u>\$ (7,173,295)</u>	<u>\$ 4,462,310</u>	<u>\$ (11,635,605)</u>	<u>\$ (6,374,141)</u>	

Notes

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD NOVEMBER 2019							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
		2020	11/30/2019	2020	11/30/2018	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 12,612,000	\$ 8,047,903	\$ 12,612,000	\$ 8,347,032	\$ (4,564,097)	63.81%
	Federal Grants and Contracts	10,512,298	4,180,937	10,512,298	4,456,914	(6,331,361)	39.77%
	State Contracts	568,026	348,845	568,026	286,935	(219,181)	61.41%
	Private Gifts, Grants & Contracts	275,000	155,000	275,000	133,111	(120,000)	56.36%
	Auxiliary Enterprise Revenue	2,972,125	1,034,851	2,972,125	1,182,390	(1,937,274)	34.82%
	Other Operating Revenue	375,615	463,917	375,615	556,509	88,302	123.51%
	Total Operating Revenues	27,315,064	14,231,453	27,315,064	14,962,891	(13,083,611)	52.10%
Nonoperating Revenues (Expenses)							
	County Property Taxes	43,835,925	3,341,623	43,835,925	4,043,006	(40,494,302)	7.62%
	State Aid	10,365,001	5,182,501	10,365,001	5,088,248	(5,182,500)	50.00%
	SB155 AID	3,534,999	-	3,534,999	-	(3,534,999)	0.00%
	Investment Income	250,000	92,696	250,000	121,664	(157,304)	37.08%
	Interest Expense on Capital Asset Debt	(876,000)	(487,436)	(876,000)	(480,847)	388,564	55.64%
	Transfer from Capital Reserves	850,000	-	850,000	-	(850,000)	0.00%
	Total Nonoperating Revenues	57,959,925	8,129,384	57,959,925	8,772,071	(49,830,541)	14.03%
Total Revenues		85,274,989	22,360,837	85,274,989	23,734,962	(62,914,152)	26.22%
Operating Expenses:							
	Salaries & Benefits	45,704,930	16,795,970	45,704,930	17,135,786	(28,908,960)	36.75%
	Contractual Services	2,012,975	775,876	2,012,975	600,160	(1,237,099)	38.54%
	Supplies & Other Operating Expenses	11,564,727	4,847,617	11,564,727	5,241,604	(6,717,110)	41.92%
	Utilities	2,077,855	794,033	2,077,855	879,112	(1,283,822)	38.21%
	Repairs & Maintenance to Plant	4,595,883	1,760,497	4,595,883	1,515,709	(2,835,386)	38.31%
	Scholarships & Financial Aid	10,371,309	4,508,583	10,371,309	4,736,732	(5,862,726)	43.47%
	Strategic Opportunities	1,250,000	-	1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	51,556	250,000	-	(198,444)	20.62%
	Debt Service	2,985,000	-	2,985,000	-	(2,985,000)	0.00%
Total Operating Expenses		80,812,679	29,534,132	80,812,679	30,109,103	(51,278,547)	36.55%
Increase in Net Position		\$ 4,462,310	\$ (7,173,295)	\$ 4,462,310	\$ (6,374,141)	\$ (11,635,605)	

KANSAS CITY KANSAS COMMUNITY COLLEGE
Summary Statement of Revenue Expenses and Changes in Net Position
YTD NOVEMBER 2019

	FY2020 Actual	Annual Budget	FY2019 Actual	Annual Budget	FY2018 Actual	Annual Budget	FY2017 Actual	Annual Budget
Operating Revenues	\$ 14,231,453	\$ 27,315,064	\$ 14,962,891	\$ 29,246,544	\$ 11,631,263	\$ 28,475,721	\$ 11,859,368	\$ 28,867,852
Non-Operating Revenues, Net	8,129,384	57,959,925	8,772,071	53,604,198	7,323,322	46,028,088	7,760,931	44,909,478
Total Revenues	22,360,837	85,274,989	23,734,962	82,850,742	18,954,585	74,503,809	19,620,299	73,777,330
Operating Expenses	29,534,132	80,812,679	30,109,103	79,979,223	18,588,551	78,182,624	18,868,050	72,720,099
Increase/(Decrease) in Net Positions	\$ (7,173,295)	\$ 4,462,310	\$ (6,374,141)	\$ 2,871,519	\$ 366,034	\$ (3,678,815)	\$ 752,249	\$ 1,057,231

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	30-Nov-19	30-Nov-18
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 322,442		\$ 322,442	\$ 253,013
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 881,567		\$ 881,567	\$ 574,276
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,069,003	\$ 3,069,003	\$ 3,054,437
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 67,671		\$ 67,671	\$ 142,431
LIBERTY BANK	11	GENERAL FUND		\$ 500,000	\$ 500,000	\$ 562,751
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 367,722		\$ 367,722	\$ 507,799
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 938,174		\$ 938,174	\$ 666,036
SECURITY BANK***	11	GENERAL FUND	\$ 4,376,245		\$ 4,376,245	\$ 4,084,610
SECURITY BANK	15	TECHNICAL ED FUND	\$ 889,626		\$ 889,626	\$ 687,768
SECURITY BANK	16	STUDENT UNION	\$ 1,351,782		\$ 1,351,782	\$ 1,459,413
		(AUXILIARY SERVICES)				
	11	GENERAL FUND		\$ 1,000,000	\$ 1,000,000	\$ -
UMB BANK *	17	PAYROLL	\$ -		\$ -	
TOTAL			\$ 9,195,229	\$ 4,569,003	\$ 13,764,232	\$ 11,992,534
	Current	Month ago	Year Ago			
91-day Treasury Rate	1.560	1.620	2.370			
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
** No interest paid, no fees charged.						
***No Fees assessed by Security Bank and Brotherhood Bank.						


Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2019 to June 30, 2020										
July 1, 2018 to June 30, 2019										
Month	FY2020	FY2019	FY2020	FY2019	FY2020	FY 2019	FY2020	FY2019	FY2020	FY2019
	Operational	Operational	Operational	Operational	Net	Net	Transfers	Transfers	Cash	Cash
	Cash	Cash	Cash	Cash	Change	Change	In/Out	In/Out	Balance	Balance
	Inflow	Inflow	Outflow	Outflow						
June									17,112,289	13,921,978
July	1,120,087	1,893,505	(5,848,294)	(5,819,623)	(4,728,207)	(3,926,118)			12,384,082	9,995,860
August	8,660,992	7,574,490	(7,083,680)	(5,573,160)	1,577,312	2,001,330			13,961,394	11,997,190
September	7,498,242	8,275,439	(7,442,728)	(8,448,948)	55,514	(173,509)			14,016,908	11,823,681
October	3,653,486	4,213,690	(8,032,248)	(7,470,104)	(4,378,762)	(3,256,414)			9,638,145	8,567,267
November	1,394,853	2,263,775	(5,767,127)	(6,080,099)	(4,372,274)	(3,816,324)			5,265,871	4,750,943
December	1,398,992	1,398,992	(5,425,532)	(5,425,532)	(4,026,540)	(4,026,540)			1,239,331	724,403
January	26,999,318	26,999,318	(7,471,965)	(7,471,965)	19,527,353	19,527,353			20,766,684	20,251,756
February	7,496,823	7,496,823	(8,284,267)	(8,284,267)	(787,444)	(787,444)			19,979,240	19,464,312
March	5,172,465	5,172,465	(9,849,981)	(9,849,981)	(4,677,516)	(4,677,516)			15,301,724	14,786,796
April	2,685,410	2,685,410	(7,074,615)	(7,074,615)	(4,389,205)	(4,389,205)			10,912,519	10,397,591
May	1,898,779	1,898,779	(6,582,603)	(6,582,603)	(4,683,824)	(4,683,824)			6,228,695	5,713,767
June	18,916,650	18,916,650	(7,518,128)	(7,518,128)	11,398,522	11,398,522			17,627,217	17,112,289
Totals	86,896,097	88,789,336	(86,381,168)	(85,599,025)	514,929		-	-		
Bold = Actual										
	20,932,807		(28,406,950)							
GL Balance	General Fund	\$ 4,376,245								
	TEC Fund	\$ 889,626								
		\$ 5,265,871								

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD NOVEMBER 2019

Debt Issuance	Issue Date	Maturity Date	Original Principal Issued	Balance 6/30/2019	Payments FY20 Due Date	Amount	Less Interest	Balance 6/30/2020
COP-Capital Lease Oblig	3/1/2014	5/1/2029	\$8,045,000	\$6,305,000	5/1/2020	\$682,403	\$207,403	\$5,830,000
	7/1/2013	6/1/2027	\$5,750,401	\$3,400,000	6/1/2020	\$498,406	\$118,406	\$3,020,000
	12/1/2010	4/1/2026	\$25,940,000	\$13,845,000	4/1/2020	\$2,306,638	\$536,638	\$12,075,000
COP-Bonds Payable	8/1/2010	5/15/2020	\$3,080,000	\$360,000	5/15/2020	\$371,250	\$11,250	\$0
			<u>\$42,815,401</u>	<u>\$23,910,000</u>		<u>\$3,858,697</u>	<u>\$873,697</u>	<u>\$20,925,000</u>

ELECTRICAL USAGE

DATE	KWH	DOLLARS	CENTS	DATE	KWH	DOLLARS	CENTS
			PER KWH				PER KWH
year 2012	9,102,820	\$960,777	10.55	year 2013	9,781,828	\$974,199	10.17
year 2014	9,693,245	\$1,038,839	11.14	year 2015	7,217,301	\$832,768	11.79
1/28/2016	686,808	\$71,914	10.47	1/30/2017	669,778	\$67,660	10.10
2/26/2016	612,126	\$66,398	10.84	2/27/2017	520,873	\$59,658	11.45
3/30/2016	589,650	\$64,725	10.97	3/30/2017	571,377	\$66,275	11.59
4/29/2016	510,454	\$58,720	11.50	4/27/2017	488,937	\$62,282	12.73
5/27/2016	490,058	\$64,489	13.15	5/30/2017	519,433	\$63,673	12.25
6/30/2016	499,129	\$61,192	12.25	6/29/2017	493,221	\$63,308	12.83
7/28/2016	471,206	\$61,206	12.98	7/28/2017	517,966	\$69,963	13.50
8/30/2016	555,317	\$63,996	11.52	8/30/2017	509,347	\$65,091	12.77
9/29/2016	488,177	\$54,543	11.17	9/28/2017	471,352	\$68,199	14.45
10/28/2016	463,380	\$52,462	11.32	10/30/2017	510,088	\$66,797	13.09
11/29/2016	521,442	\$55,189	10.58	11/29/2017	440,328	\$72,722	16.51
12/29/2016	614,663	\$58,846	9.57	12/28/2017	543,884	\$75,020	13.79
year 2016	6,502,410	\$733,680	11.36	year 2017	6,256,584	\$800,648	12.79
1/30/2018	693,552	\$89,219	12.86				
2/28/2018	607,766	\$81,656	13.43				
3/28/2018	523,914	\$76,238	14.55				
4/27/2018	543,350	\$80,058	14.73				
5/30/2018	489,912	\$69,589	14.20				
6/28/2018	465,616	\$66,247	14.22				
7/30/2018	508,674	\$65,879	12.95				
8/30/2018	519,245	\$66,724	12.85				
9/28/2018	441,010	\$67,393	15.28				
10/30/2018	523,678	\$74,199	14.16				
11/29/2018	553,893	\$79,005	14.26				
12/28/2018	566,892	\$80,894	14.27				
year 2018	6,437,502	\$897,101	13.98				
1/30/2019	609,645	\$83,726	13.73				
2/27/2019	625,832	\$80,202	12.81				
3/28/2019	554,141	\$78,123	14.09				
4/29/2019	510,325	\$73,381	14.37				
5/30/2019	441,276	\$66,651	15.10				
6/27/2019	436,477	\$63,796	14.61				
7/31/2019	537,680	\$64,553	12.00				
8/29/2019	494,320	\$67,133	13.58				
9/27/2019	485,749	\$63,507	13.07				
10/30/2019	528,274	\$73,213	13.85				
11/26/2019	440,981	\$65,663	14.89				



BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

DECEMBER 2019

HR Updates

- Full-time staff position descriptions will be available on the HR SharePoint site prior to the start of the new year. This will allow employees to have direct access to review all positions available at the College.
- A letter of confirmation was recently sent out to all full-time faculty regarding their current step, class, title, and salary. We received positive feedback from faculty on this initiative as there is not a mechanism to review this information in self-service. Similar notices are planned for adjuncts and staff next semester.
- This month planning has started for the employee recognition dinner. The dinner will be held on May 1, 2020.

Employee Relations

- The Employee Engagement Committee has identified an initiative to help increase employee engagement and morale with a targeted launch in the spring 2020 semester. More information will be available at spring convocation.

BOARD OF TRUSTEES REPORT

Peter Gabriel, Chief Information Officer

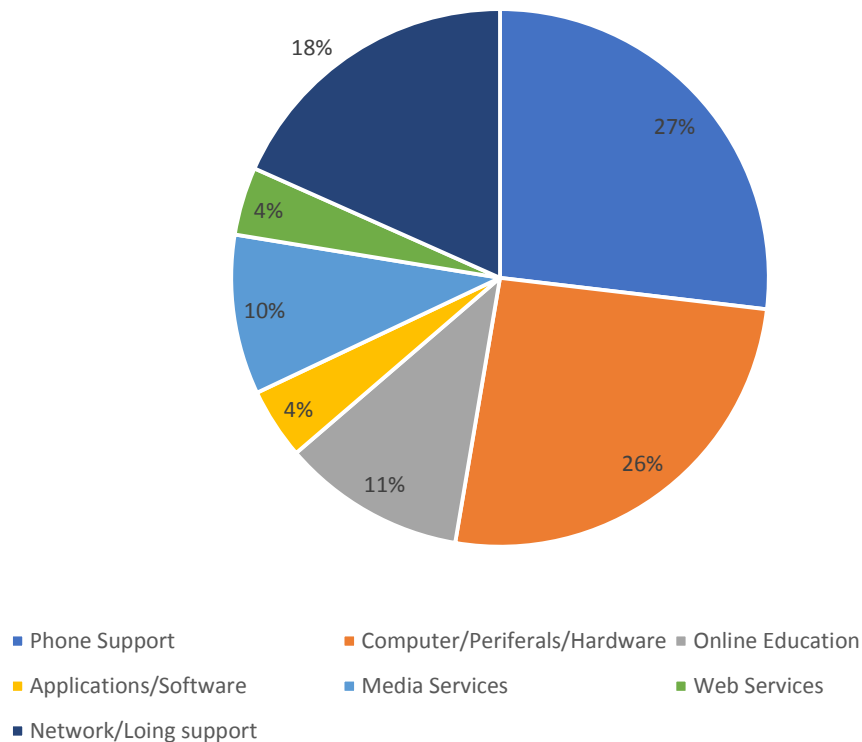
ACADEMIC SUPPORT

- Created and shared weekly Tech Tip videos with staff and faculty.
- Created and delivered five training sessions on various topics for staff and faculty, including video delivery to remote sites.
- Implemented and facilitated online training sessions for faculty and staff in both Zoom and MS Teams formats.
- Created custom how to video on accessing marketing supplies.
- Assisted faculty with PowerPoint storage and accessibility issues in Office 365.
- Assisted faculty in creating course materials using Microsoft Word.

COMPUTING SERVICES

- 225 tickets were issued during the month of November -281 tickets were resolved.
- The average time spent on each ticket was 1.375 days
- 137 helpdesk calls were taken in November - average time per call was 2.35 minutes.

November 2019



MEDIA SERVICES

- Setup, and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Recorded student and teacher footage at JC Harmon High School. The footage will be used in a promotional video for the KSTEP program. The program is in partnership with USD 500, KCKCC, and Kansas State University.
- Setup audio reinforcement for Veterans Day celebration
- Recorded the Veterans Day Parade in Leavenworth. The recorded event was aired on the Leavenworth cable channel.
- Recorded and setup The Men of Color Conference. The recorded event will be used for promotional use for future events.
- Recorded Jazz by the Lake concert series. The recorded event will air on the college's cable channel, as well as the college's YouTube channel.
- Streamed and recorded the Women's and Men's Basketball games on November 15 and November 16, 2019. The event will re-air on the college's YouTube and cable channel.
- Recorded KCKCC Alumni for the "100 Stories of Impact".
- Recorded and streamed two days of the M-pact vocal festival. The event had several high school vocal choirs performing and receiving feedback from the M-pact vocal group.

NETWORK SERVICES

- Student Recruiter Web App Availability - 99.95%
- MyDotte Web App Availability - 99.95%
- Email Availability for employees and students - 99.99%
- WebAdvisor Web App Availability - 99.95%
- Network Switch and Phone and Availability - 99.95%

2021-2022 ACADEMIC CALENDAR

2021 Fall Semester

August	9-13	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	15	Last day to enroll online
	16	Classes Begin Fall and Fall 1
	16-22	Late Enrollment with approval
	30	Fall and Fall 1 Auditor's Roster due
September	6	Labor Day Holiday - College Closed
	13	Fall 1 Midterm grades due
	23	Last day to withdraw from Fall 1 classes
October	7	Final Exams for Fall 1 Tues/Thurs classes
	8	Final Exams for Fall 1 Mon/Wed classes
	11	Fall 2 classes begin. Late enrollment with approval. Fall 1 grades due. Fall Midterm grades due.
	18	Fall 2 Auditor's Roster due
November	1	Early Enrollment for Spring 2022 Begins
	8	Fall 2 Midterm grades due
	16	Last day to withdraw from Fall classes
	22-28	Thanksgiving Holiday - College Closed
	29	Last day to withdraw from Fall 2 classes
December	1	KCKCC Candle Lighting Ceremony – 11:00-12:15
	6	Last day of classes
	7-13	Finals Week
	13	Fall Semester Ends
	15	Grades Due
	17	Winter Break College Closed @ 2 pm
	17	Grades available on WebAdvisor

2022 SPRING SEMESTER

January	3	All Staff Report
	10-14	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	17	Martin Luther King Day - College Closed. Last day to enroll online
	18	Classes Begin Spring and Spring 1
	18-24	Late enrollment with approval
February	1	Spring and Spring 1 Auditor's Roster due
	15	Spring 1 Midterm grades due
	21	Presidents Day – Classes in session
	27	Last day to withdraw from Spring 1 classes
March	10	Final Exams for Spring 1 Tues/Thurs classes
	11	Final Exams for Spring 1 Mon/Wed classes (Test on Friday)
	14	Spring 1 Grades Due. Spring Midterm grades due
	14-20	Spring Break - No Classes - Offices Open March 14-17
	18	College Closed
April	21	Spring 2 classes begin. Late enrollment with approval
	28	Spring 2 Auditor's Roster due
	1	Early Enrollment for Summer and Fall 2022 Begins
	4	Spring 2 Auditor's Roster due
	18	Spring 2 Midterm grades due
May	19	Last day to withdraw from Spring
	26	Last day to withdraw from Spring 2 classes
	9	Last day of classes
	10-16	Finals Week
	16	Spring Semester Ends
	18	Grades Due
	19	GRADUATION ON CAMPUS 2:00 p.m. & 7:00 p.m.
	20	Grades available on WebAdvisor

2022 SUMMER SESSION

May	26	GED Graduation
	30	Memorial Day - College Closed
June	5	Last day to enroll
	6	Classes begin
	6-7	Late enrollment with approval
	13	Auditor's Roster due
	27	Midterm grades due
July	4	Independence Day Holiday Observed-College Closed
	6	Last Day to Withdraw
	18	Last Day of Classes
	20	Finals
	20	Summer Semester Ends
	22	Grades Due
	24	Grades available on WebAdvisor

1st draft 9-27-19

2nd draft 10-7-19

2022-2023 ACADEMIC CALENDAR

2022 Fall Semester

August	8-12	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	14	Last day to enroll online
	15	Classes Begin Fall and Fall 1
	15-21	Late Enrollment with approval
	29	Fall and Fall 1 Auditor's Roster due
September	5	Labor Day Holiday - College Closed
	12	Fall 1 Midterm grades due
	23	Last day to withdraw from Fall 1 classes
October	6	Final Exams for Fall 1 Tues/Thurs classes
	7	Final Exams for Fall 1 Mon/Wed classes
	10	Fall 2 classes begin. Late enrollment with approval. Fall 1 grades due. Fall Midterm grades due.
	17	Fall 2 Auditor's Roster due
November	1	Early Enrollment for Spring 2023 Begins
	7	Fall 2 Midterm grades due
	15	Last day to withdraw from Fall classes
	21-27	Thanksgiving Holiday - College Closed
	28	Last day to withdraw from Fall 2 classes
	30	KCKCC Candle Lighting Ceremony – 11:00-12:15
December	5	Last day of classes
	6-12	Finals Week
	12	Fall Semester Ends
	14	Grades Due
	16	Winter Break College Closed @ 2 pm
	16	Grades available on WebAdvisor

2023 SPRING SEMESTER

January	3	All Staff Report
	9-13	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	16	Martin Luther King Day - College Closed. Last day to enroll online
	17	Classes Begin Spring and Spring 1
	17-23	Late enrollment with approval
February	31	Spring and Spring 1 Auditor's Roster due
	14	Spring 1 Midterm grades due
	20	Presidents Day – Classes in session
March	23	Last day to withdraw from Spring 1 classes
	9	Final Exams for Spring 1 Tues/Thurs classes
	10	Final Exams for Spring 1 Mon/Wed classes (Test on Friday)
	13	Spring 1 Grades Due. Spring Midterm grades due
	13-19	Spring Break - No Classes - Offices Open March 13-16
	17	College Closed
	20	Spring 2 classes begin. Late enrollment with approval
	27	Spring 2 Auditor's Roster due
April	1	Early Enrollment for Summer and Fall 2023 Begins
	17	Spring 2 Midterm grades due
	18	Last day to withdraw from Spring
	25	Last day to withdraw from Spring 2 classes
May	8	Last day of classes
	9-15	Finals Week
	15	Spring Semester Ends
	17	Grades Due
	18	GRADUATION ON CAMPUS 2:00 p.m. & 7:00 p.m.
	19	Grades available on WebAdvisor

2023 SUMMER SESSION

May	25	GED Graduation
	29	Memorial Day - College Closed
June	4	Last day to enroll
	5	Classes begin
	5-6	Late enrollment with approval
	13	Auditor's Roster due
	26	Midterm grades due
July	4	Independence Day Holiday Observed-College Closed
	5	Last Day to Withdraw
	17	Last Day of Classes
	19	Finals
	19	Summer Semester Ends
	21	Grades Due
	23	Grades available on WebAdvisor

1st Draft 9-27-19

2nd Draft 10-7-19

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Health Professions –Dr. Tiffany Bohm

Emergency Medical Services Certificate – 16 credit hours

This certificate program is designed to provide the student whose main focus is Emergency Medical Services (EMS), a pathway to establish their foundation towards a career in EMS.

The Emergency Medical Services Certificate prepares graduates to provide and manage safe, cost-effective evidence-based medicine to handle out-of-hospital medical and trauma emergencies, and coordinate and collaborate with members of a multi-disciplinary health care team. Following successful completion of the certificate, graduates have the opportunity to sit for the Kansas Board of EMS and National Registry of EMT® examination. This program would be eligible for financial aid which would remove a barrier for students interested in an entry-point for EMS. This certificate is scheduled to be offered Fall 2020.

Fire Science-Firefighter Certificate – 24 hours

The Fire Science-Firefighter Certificate is offered in a Fire Academy format for students who seek employment with a fire department. This provides the student with four basic courses required by the fire service industry along with required general education courses from the college. At the completion of these courses, students are prepared for state certification and licensure.

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Emergency Medical Services

Certificate

Program Code/CIP Code: EMTC.CERTA/51.0904

Credits Required: 16

Division: Health Professions

Contact: emergencymed@kckcc.edu

Accreditation: Approved by the Kansas Board of Emergency Medical Services

The EMS certificate program provides the foundational education for those students whose primary focus is a career in EMS. The courses in the program prepares students test for their National Registry and State of Kansas certification exams. This certificate program is ideal for firefighters, law enforcement personnel, athletic trainers, emergency response team members in the industrial setting, and emergency management personnel.

Students will develop Basic Life Support skills proficiency, learn to work within a team environment, develop effective communication skills across a diverse set of situations and cultures, and develop effective analytical and critical thinking skills to make appropriate decisions in critical and non-critical situations.

Requirements for admission to the program:

- Accuplacer score of 243 or above in reading comprehension.
- Contact program for program-specific advising.

Emergency Medical Services Certificate Requirements

Course		Credit Hours
ALHT 0120	Medical Terminology	1
EMTC 0105	Emergency Medical Responder	5
EMTC 0128	Emergency Medical Technician*	10
Total Hours for Emergency Medical Services Certificate		16
*See course syllabus for prerequisite.		

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Fire Science Technology

Certificate

Program/CIP Code: FRSC.CERT/43.0201

Credits Required: 24

Division: Health Professions

Contact: FRSC@kckcc.edu

The Firefighter Technical Certificate is offered as a catalyst for students who seek employment with a fire department. This provides the student with four basic courses required by the fire service industry. At the completion of these courses, students are prepared for state certification and licensure.

Fire Academy:

Hazardous Materials Awareness and Operations (HZMT 120), Firefighter I (FRSC 100), and Firefighter II (FRSC 211) are taught as a Fire Academy three days per week plus one weekend day per month. Students are required to maintain a 70% grade average in their courses in order to take their state certification examinations. Students must be 18 years of age and successfully pass the Interior Firefighting Training provided by the fire science program to qualify to take the State of Kansas Firefighter I certification tests.

Kansas City Kansas Community College Fire Science program provides all necessary equipment for students to successfully train for and pass the State of Kansas Fire Service certifications.

Requirements for admission to the program:

- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

Fire Science Requirements

Course		Credit Hours
HZMT 0120	Hazardous Materials Awareness and Operations	3
FRSC 0100	Firefighter I	4
FRSC 0211	Firefighter II*	3
EMTC 0128	Emergency Medical Technician	10
	Natural & Physical Science elective	3
*See course syllabi for Fire Science course prerequisites.		

Total hours for Fire Science Certificate	24
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**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Career and Technical Education Center –Dean Cheryl Runnebaum

Baking – New program

AAS – 61 credit hours

Certificate B – 39 credit hours

This program prepares individuals to serve as professional bakers and pastry specialist in restaurants or other commercial baking establishments. This includes instruction in bread and pastry making, bread and pastry handling and storage, cake and pastry decorating, baking industry operations, product packaging and marketing operations, and counter display and service. The demand within grocery stores, hotels, hospitals, schools and other food related businesses have grown in the past 5 years. Due to the demand from consumers wanting products made in-house, the demand has steadily increased for certified, trained bakers employed in these establishments. This degree will meet and exceed the needs of the employers by producing highly skilled and trained employees.

Culinary Arts – New program

AAS – 61 credit hours

Culinary Arts teaches students to master the fundamental skills of food service in hotels, restaurants, hospitals, catering, etc. The program contains daily classroom instruction with practical experience in food service preparation for public meetings and banquets. Expanding the Culinary Arts Certificate to an AAS offering will better serve the Greater Kansas City Area needs and will make our students more marketable in the industry; and provide them with a better opportunity of advancement. Using the data from the Kansas Industry and Occupational Outlook, positions for Restaurant Cooks is expected to increase by 19.9% (top 10 occupations by absolute change). Also, demand for combined food preparation and serving is expected to increase by 3,924 jobs by 2024. This program will allow a second exit point for students who choose to continue to obtain an AAS in Culinary Arts.

Esthetics – New program

Certificate B – 40 credit hours

The Esthetics program is a highly structured program which prepares students, upon satisfactory completion of the program, to take the Kansas Board of Cosmetology written and performance exam required before a graduate can become a licensed Esthetician. The curriculum includes both theory and practical application by training through a student-operated salon. Salons have expanded their services to include more esthetics. The occupational outlook projects a 7% increase in the need for Estheticians in the Kansas City area over the next three years. This

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

program would not require additional equipment since there are esthetics rooms already set up in the Cosmetology area.

*Building Engineering and Maintenance Technology – Program Modification
Certificate C – 50 credit hours*

This program prepares students for entry-level construction trades, residential remodeling, residential maintenance positions and industrial maintenance positions. The student will have the opportunity to obtain several industry-recognized certifications. The changes are necessary in order to meet the high demand of qualified workers, and our ever- evolving industry. Additionally providing course work and certifications in the mechanical trades, properly aligns with the maintenance field, and what is required by the industry professionals. With the additions to the program, students will have the ability to obtain the credentials, without the difficulty of finding additional funds.

Social and Behavioral Sciences and Public Service – Dean Cleon Wiggins

*Addiction Counseling
AAS - 61 credit hours – Program Modification
Certificate B - 30 credit hours – Certificate B Modification
Certificate A– 18 credit hours – New Certificate A*

The Addiction Counselor training program at Kansas City Kansas Community College provides course work designed to prepare individuals to become professionals in the field of substance use disorder (SUD) treatment. Combining traditional theoretical and experiential learning, the Addiction Counselor training program offers students the opportunity to grow personally and professionally, KCKCC works to provide an open and flexible learning environment. Scheduling and advising is tailored to the needs of students be they working professional, traditional students or nontraditional students returning to school to take their careers in a different direction. Within the AAS degree, add in one class to technical requirements (Research Methods); modify the required general education courses to make additional options open to students making it easier for them to complete the degree and insure transferability of all general education course work for the degree.

Within the Certificate B, the research methods course is required for licensure but was grandfathered in a few years after licensure was implemented in the state. Historically a course was not offered at KCKCC that met this requirement. Now the psychology department offers this course, so adding it to the certificate is recommended to make the certificate truly provide all course work a student, who qualifies for the certificate, would need for licensure with the state of Kansas.

The Certificate B is a request to add a new 18-hour credit certificate. This will target a specific group (BSW) that would want to join the addiction profession and specifically obtain their addiction-counseling license with the regulatory board in Kansas. The board only required an

December 2019 Board Report
KCKCC Academic Affairs
New Program Submission

additional 12 hours of course work on top of the LBSW to obtain the Licensed Addiction Counselor licenses.

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Arts, Communication and Humanities – Dean Jerry Pope

*Audio Engineering – Program Modification
AAS – 62 credit hours*

More time is needed to adequately develop student aural skills – add a second semester Critical Listening 2 class, rename the existing Critical Listening to Critical Listening I.

To better prepare students for current job market, and to create a 4 hour block of classes (instead of the current 2 hour block) that will better transfer, add Live Sound Practicum 1 and Live Sound Practicum 2 classes (each 1 credit hour) that will give students a mixture of event production experience and experiential production assignments that will build on the classroom activities in the Live Sound Reinforcement 1 & 2 classes.

To make room for these credit hour increases, remove 3 credits from the general education requirements (which currently at 21 hours are in excess of the 15 required by the college), for a total of 18 general education hours (+Blue). Instead of the current MUSC 0101, plus NASC 0130, plus PSYC 0101 OR SOSC 0107 requirement for a total of 9 Humanities/Natural-Physical Science/Social-Behavioral Science classes, require MUSC 0101, plus NASC 0130 OR PSYC 0101 OR SOSC 0107 for a total of 6 Humanities/Natural-Physical Science Social-Behavioral Science classes in two different disciplines. Essential science concepts are covered in existing AUDI curriculum, so a dedicated NASC class is not deemed necessary (per program advisory committee discussion). The total number of credit hours for the degree remains the same at 62.

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Baking AAS

Core courses:

Course ID	Course Name	Credit Hours
CULN 0205	ServSafe	1
BAKE 0250	Obtaining Employment	1
BAKE 0100	Bakeshop Principles	3
BAKE 0120	Quick Bread Production	2
BAKE 0130	Yeast Bread Production	3
BAKE 0140	Artisan Bread Production	2
BAKE 0150	Cookie Production	2
BAKE 0200	Principles of Pastry Production	4
CULN 0200	Inventory and Purchasing	2
BAKE 0210	Pies, Tarts and Specialty Pastries	3
BAKE 0220	Cakes and Icing Production	3
BAKE 0230	Advanced Cakes	2
BAKE 0240	Specialty Desserts	4
BAKE 0270	Baking Capstone	4
BAKE 0280	Baking Internship	3
	Total Credits Certificate	39

College Requirement:

BLUE 0101	Freshman Seminar	1
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General Education Courses:

Course ID	Course Name	Credit Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II	3
-or-		
ENG: 0206	Technical Writing	3
SPCH 0151	Public Speaking	3
-or-		
SPCH 0201	Interpersonal Communication	3
MATH 0104	Intermediate Algebra or higher	3
BIOL 0145	Nutrition	3
PSYC 0101	Psychology	3
	Elective credit	3
	Total general education credits	21

AAS in Baking Total Credits: 61

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

**Baking Certificate
Certificate B**

Course ID	Course Name	Credit Hours
CULN 0205	ServSafe	1
BAKE 0250	Obtaining Employment	1
BAKE 0100	Bakeshop Principles	3
BAKE 0120	Quick Bread Production	2
BAKE 0130	Yeast Bread Production	3
BAKE 0140	Artisan Bread Production	2
BAKE 0150	Cookie Production	2
BAKE 0200	Principles of Pastry Production	4
CULN 0200	Inventory and Purchasing	2
BAKE 0210	Pies, Tarts and Specialty Pastries	3
BAKE 0220	Cakes and Icing Production	3
BAKE 0230	Advanced Cakes	2
BAKE 0240	Specialty Desserts	4
BAKE 0270	Baking Capstone	4
BAKE 0280	Baking Internship	3
	Total Credits	39

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Culinary Arts AAS

Core courses:

Course ID	Course Name	Credit Hours
CULN 0100	Equipment and Industry	1
CULN 0120	Cooking Methods	2
CULN 0130	Food Production I	4
CULN 0140	Food Production II	4
CULN 0150	Food Production III	4
CULN 0160	International Cooking	2
CULN 0170	Menu Marketing and Planning	2
CULN 0190	Hospitality and Restaurant Management	3
CULN 0200	Inventory and Purchasing	2
CULN 0205	ServSafe	1
CULN 0206	Beginning Baking	3
CULN 0207	Advanced Baking	3
CULN 0220	Culinary Capstone	5
CULN 0230	Culinary Arts Internship	3
BUSN 0250	Obtaining Employment	1
	Total Credits Certificate	40

College Requirement:

BLUE 0101	Freshman Seminar	1
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General Education Courses:

Course ID	Course Name	Credit Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II	3
-or-		
ENG: 0206	Technical Writing	3
SPCH 0151	Public Speaking	3
-or-		
SPCH 0201	Interpersonal Communication	3
MATH 0104	Intermediate Algebra or higher	3
BIOL 0145	Nutrition	3
PSYC 0101	Psychology	3
	Elective credit	3
	Total general education credits	21

AAS in Culinary Arts Total Credits: 61

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

**Esthetics Program Layout
Certificate B**

Course ID	Course Name	Credit Hours
Semester 1:		
ESTH 0100	Skin Anatomy and Physiology I	4
ESTH 0200	Skin Anatomy and Physiology II	4
ESTH 0140	Infection Control	2
ESTH 0150	Temporary Hair Removal	2
ESTH 0130	Skin Analysis and Consultation	4
ESTH 0215	Body Treatments	2
ESTH 0220	Makeup	2
Semester 2:		
ESTH 0230	Skin Anatomy and Physiology III	4
ESTH 0120	Skin Treatments I	4
ESTH 0210	Skin Treatments II	4
ESTH 0225	Advanced Skin Treatments	4
ESTH 0235	Kansas State Law	2
ESTH 0240	Business Practices	2
	Total Program Credits	40

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Building Engineering & Maintenance Technology				
Course Number		Course name	Credit Hrs.	Cert
		Certificate A:		
BEMT	0101	OSHA 30	1	ABC
BEMT	0102	Tool Safety, Power, Pneumatic, Hand	2	ABC
BEMT	0108	Carpentry Basics	4	ABC
BEMT	0113	Windows, Doors & Stairs	2	ABC
BEMT	0124	Landscaping	4	ABC
BEMT	0133	Masonry & Concrete	2	ABC
BEMT	0220	EPA 608	1	ABC
		Total CERT A	16	
		Certificate B (must complete A plus the following)		
BEMT	0112	Residential Electrical	4	BC
BEMT	0115	Residential Plumbing	4	BC
BEMT	0130	Drywall	2	BC
BEMT	0145	Residential Painting	2	BC
BEMT	0181	Metal Fabrication & Joinery	2	BC
BEMT	0200	HVAC - Cooling and Maintenance	3	BC
BEMT	0202	HVAC - Heating and Maintenance	2	BC
BEMT	0221	Basic Household Appliance Repair & Maintenance	3	BC
		Total CERT B	38	
		Certificate C (must complete AA & B plus 12 elective credits to be determined by instructor)		
		Electives	12	
		Total CERT C	50	

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Electives				
BEMT	280	Alternative Energy Sources (Solar, Water, Wind)	2	
BEMT	255	Basic PLC's	2	
BEMT	253	Motor Controls	2	
BEMT	212	Advanced Electrical Theory	2	
BEMT	215	Advanced Plumbing	2	
BEMT	249	Construction Estimating	3	
BEMT	265	Irrigation	2	
BEMT	185	Residential Roofing	1	
BEMT	188	Construction BluePrint Reading	2	
BEMT	190	CAD	3	
BEMT	110	CNC Operation	3	
BEMT	282	Advanced Metal Fabrication & Welding	3	

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Addiction Counseling AAS

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

Course		Credit Hours
ENGL 0101	Composition I *	3
ENGL 0102	Composition II*	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0106	College Algebra** or higher	3
	Humanities Elective (THTR-0105 Introduction to Acting recommended)	3
PSYC 0101	Psychology *	3
VTSP 0102 OR PSYC 0205 OR PSYC 0206 OR SOSC 0210	Victim/Survivor Services OR Statistics in Social Sciences OR Social Science Research OR Introduction to Social Work	3
BIOL 0121	General Biology	5
	Total Hours for General Education Requirements	26
*See course syllabus for prerequisite **Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Addiction Counselor Requirements

Course		Credit Hours
ADCN 0101	Introduction to Addiction++	3
ADCN 0106	Individual Counseling Methods ++	3
ADCN 0204	Family Therapy *++	3
ADCN 0205	Ethics: Addiction Counseling++	3
ADCN 0206	Problem and Compulsive Gambling*	4
ADCN 0209	Pharmacology: Addiction Counseling++	3
ADCN 0210	Group Dynamics and Addictions 1++	3
ADCN 0221	Counseling and Services Coordination*++	3
ADCN 0250	Addiction Counseling Field Practicum 1***++	3
ADCN 0251	Addiction Counseling Field Practicum II ***++	3
PSYC 0297	Abnormal Psychology*++	3
	Total Hours for Addiction Counselor Requirements	34
*See course syllabi for Addiction Counselor course prerequisites.		

Total Hours for an Associate in Applied Science in Addiction Counselor Degree	61
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**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

*indicates prerequisites required

++indicates course required for state licensure (KS)

***Field practicum prerequisites required, minimum of 21 hours of technical hours completed, application and coordinator approval. Also must have enrolled in ADCN course within the last 4 semesters. Requires 300 hours of field experience.

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Addiction Counselor Certification Requirements		Certificate B
Course		Credit Hours
ADCN 0101	Introduction to Addictions++	3
ADCN 0106	Individual Counseling Methods++	3
ADCN 0204	Family Therapy*++	3
ADCN 0205	Ethics: Addiction Counseling ++	3
ADCN 0206	Problem and Compulsive Gambling*	4
ADCN 0209	Pharmacology: Addiction Counseling++	3
ADCN 0221	Counseling and Services Coordination *++	3
ADCN 0250	Addiction Counseling Field Practicum I***++	3
ADCN 0251	Addiction Counseling Field Practicum II***++	3
PSYC 0205 OR PSYC 0206	Statistics in Social Sciences OR Social Science Research	3
PSYC 0297	Abnormal Psychology *++	3
*See course syllabus for prerequisite.		
Total Hours for an Addiction Counselor Certificate		34

*indicates prerequisites required

++indicates course required for state licensure (KS)

***Field practicum prerequisites required, minimum of 21 hours of technical hours completed, application and coordinator approval. Also must have enrolled in ADCN course within the last 4 semesters. Requires 300 hours of field experience.

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Addiction Counselor Certification Requirements Certificate A
Specific Admission requirements Bachelor's degree in Social Work

Course		Credit Hours
ADCN 0101	Introduction to Addictions++	3
ADCN 0204	Family Therapy*++	3
ADCN 0209	Pharmacology: Addiction Counseling++	3
ADCN 0106 OR ADCN 0205 OR ADCN 0206 OR ADCN 0210 OR PSYC 0297	Individual Counseling Methods++ OR Ethics: Addiction Counseling ++ OR Problem and Compulsive Gambling* OR Group Dynamics and Addiction OR Abnormal Psychology *++	3
ADCN 0250	Addiction Counseling Field Practicum I***++	3
ADCN 0251	Addiction Counseling Field Practicum II***++	3
*See course syllabus for prerequisite.		

Total Hours for an Addiction Counselor Certificate	18
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*indicates prerequisites required

++indicates course required for state licensure (KS)

***Field practicum prerequisites required, minimum of 21 hours of technical hours completed, application and coordinator approval. Also must have enrolled in ADCN course within the last 4 semesters. Requires 300 hours of field experience.

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Audio Engineering - AAS

College Requirement

	Course	Credit Hours
BLUE 0101	Freshman Seminar	1

General Education Requirements

	Course	Credit Hours
ENGL 0101	Composition I*	3
ENGL 0102 OR ENGL 0206	Composition II* OR Technical Writing	3
SPCH 0151 OR SPCH 0201	Public Speaking OR Interpersonal Communication	3
MATH 0106	College Algebra or higher*	3
MUSC 0101	Music Appreciation or higher	3
PSYC 0101 OR SOSC 0107 OR NASC 0130	Psychology* OR Sociology OR Introductory Physics	3
Total Hours for General Education Requirements		18
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Audio Engineering Requirements

	Course	Credit Hours
AUDI 0101	Audio Engineering Music Skills or higher	4
AUDI 0103	Audio Engineering Keyboard Skills * or higher	1
AUDI 0108	Electronic Circuit Fundamentals*	3
AUDI 0110	Music Technology 1	3
AUDI 0115	Circuit Analysis 1 *	3
AUDI 0130	Music Business	3
AUDI 0150	Live Sound Reinforcement 1	1
AUDI 0151	Live Sound Reinforcement 2 *	1
AUDI 0160	Live Sound Practicum 1	1
AUDI 0161	Live Sound Practicum 2	1
AUDI 0170	Lighting and Staging	3
AUDI 0210 OR AUDI 0230 OR AUDI 0240 OR AUDI 0258	TAKE TWO COURSES FROM FOLLOWING GROUP Music Technology 2* OR Multimedia Production OR Sound Editing and Synthesis* OR Applied Audio for Media*	6
AUDI 0250	Audio Recording 1*	3
AUDI 0255	Critical Listening 1 *	1
AUDI 0256	Critical Listening 2*	1
AUDI 0260	Audio Recording 2 *	3

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AUDI 0270	Audio Recording 3 *	3
AUDI 0280	Audio Recording Portfolio 1 *	1
AUDI 0281	Audio Recording Portfolio 2 *	1
Total Hours for Audio Engineering Requirements		41
*See course syllabus for prerequisites.		

Total Hours for an Associate in Applied Science in Audio Engineering Degree	62
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Policy: NEW (2.01)

Academic Nepotism

Purpose

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest.

Definition

Relative - relative is defined as those persons related within the third degree by marriage or blood and shall include a legally recognized spouse, child, parent, legal guardian, grandchild, grandparent, sister, brother, great grandchild, great grandparent, aunt, uncle, niece, nephew, or cousin. In addition, any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Policy Statement

Students may not enroll in courses, labs or studios taught by a relative. In the event a required course is taught by a relative:

- a. The faculty member will contact the dean of the academic unit offering the course and request the student be placed in the course with another faculty member, either in the same or later term.
- b. If no alternate instructor is available, the dean will oversee the related student's grades to ensure grades/evaluation are done in an equitable manner relative to the rest of the class.

Clarification of or assistance in resolving such cases shall be sought from the academic dean or vice president of academic affairs.

Board Approved: XX/XX/XXXX