



**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 Agenda - Amended  
January 21, 2020 – 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 – None scheduled.**
6. **Board Appointments and Assignments for 2020 Calendar Year:**
  - Officers of the Board
  - Board of Trustees Assignments
  - Representatives to College Committees
  - Delegates
7. **Communications:**
  - Resolution – Certificates of Participation for College Debt Refinance
8. **Board Committee Reports**
9. **Consent Agenda:**
  - (Item A) - Approval of Minutes of the December 17, 2019 Meeting
  - (Item A1) - Approval of Minutes of the December 17, 2019 Special Meeting
  - (Item B) - Approval of Recommendations for Payment
  - (Item C) - Approval of Ratification Items
  - (Item D) - Approval of Personnel Items (H.R.)

10. **Student Senate Report** – No report this month.
11. **President’s Report** – Dr. Greg Mosier
12. **Vice President Academic Affairs Report** – Dr. Beth Ann Krueger
  - Faculty presentation on special project of Honors Psychology class by Professor of Psychology, Ms. Heidi English, and Honors Psychology student, Ms. Elizabeth Grosko.
13. **Vice President Student Affairs Report** – Dr. Delfina Wilson
14. **Vice President Strategic Initiatives & Outreach Report** – Ms. Tami Bartunek
15. **Chief Financial Officer Report** – Mr. Michael Beach
16. **Chief Human Resources Officer Report** – Ms. Christina McGee
17. **Chief Information Officer Report** – Mr. Peter Gabriel
18. **Unfinished Business** – None scheduled.
19. **New Business:**
  - Signature of KCKCC Board of Trustee Ethical Conduct Policy. Presented by Dr. Greg Mosier.
20. **Executive Session(s):**
  1. Executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships with possible action to follow in open session (15-minute duration). Open session will take place in the Executive Board Room, Room 3252.
  2. Executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session (3-minute duration). Open session will take place in the Upper Jewell meeting area.
21. **Adjournment**

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

**Tuesday, February 18, 2020 - 5:00 p.m. – KCKCC Main Campus**

## KCKCC Board of Trustees Appointments and Assignments for 2020

### Officers of the Board

Chairperson	TBD
Vice-Chairperson	TBD
Secretary	Dr. Greg Mosier
Treasurer	Mr. Michael Beach
Representing Law Firm	McAnany, VanCleave & Phillips
Freedom of Information Officer	Mr. Peter Gabriel
Official College Newspaper	Wyandotte Echo

### Board of Trustees Assignments

Board Policies Committee	TBD
	TBD
	TBD
Board Audit, Finance & Facilities Committee	TBD
	TBD
	TBD
Community Engagement	TBD
	TBD
	TBD

### Representatives to College Committees

Executive Committee of the Foundation	TBD
	TBD
College Senate	TBD

### Delegates

ACCT + Alternate	TBD
KACCT + Alternate	TBD

**RESOLUTION NO. 20-1-21-\_\_**

**A RESOLUTION AUTHORIZING KANSAS CITY KANSAS COMMUNITY COLLEGE, WYANDOTTE COUNTY, KANSAS TO ENTER INTO A SUPPLEMENTAL LEASE PURCHASE AGREEMENT NO. 3, THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF REFUNDING IN ADVANCE OF MATURITY THE COLLEGE'S CERTIFICATES OF PARTICIPATION, SERIES 2010-B, AND A PORTION OF THE COLLEGE'S CERTIFICATES OF PARTICIPATION, SERIES 2013 AND CERTIFICATES OF PARTICIPATION, SERIES 2014; AND TO APPROVE THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH.**

**WHEREAS**, under the constitution and statutes of the State of Kansas, particularly K.S.A. 71-201 and K.S.A. 10-1116c, Kansas City Kansas Community College, Wyandotte County, Kansas (the "College") is empowered to enter into certain leases and lease purchase agreements for the lease and/or acquisition of property; and

**WHEREAS**, the governing body of the College has previously entered into a Lease Purchase Agreement, dated December 1, 2010 (the "Original Lease"), a Supplemental Lease Purchase Agreement No. 1, dated July 1, 2013 ("Supplemental Lease No. 1"), and a Supplemental Lease Purchase Agreement No. 2, dated March 1, 2014 ("Supplemental Lease No. 2"), in order to acquire, construct, install, extend, remodel, and equip a technical education center, fine arts building, exterior improvements, other main campus building improvements, heating, ventilation and air conditioning equipment, improvements to and in connection with the technical education center, and various energy conservation improvements, including HVAC, lighting, window and roof improvements to buildings (collectively, the "Improvements"); and

**WHEREAS**, pursuant to a Declaration of Trust by Security Bank of Kansas City, as successor in interest to UMB Bank, N.A., Kansas City, Missouri (the "Trustee"), dated as of December 1, 2010 (the "Original Declaration of Trust"), as supplemented by a Supplemental Declaration of Trust No. 1, dated as of July 1, 2013 (the "Supplemental Declaration of Trust No. 1"), and Supplemental Declaration of Trust No. 2 dated as of March 1, 2014 (the "Supplemental Declaration of Trust No. 2,"), Certificates of Participation, Series 2010-B, dated December 1, 2010 (the "Series 2010-B Certificates"), Certificates of Participation, Series 2013, dated July 1, 2013 (the "Series 2013 Certificates"), and Certificates of Participation, Series 2014, dated March 1, 2014 (the "Series 2014 Certificates"), were issued in the foregoing leases to provide financing for the Improvements; and

**WHEREAS**, the governing body of the College now finds and determines that it is necessary to refinance and refund in advance of maturity the Series 2010-B Certificates, and a portion of the Series 2013 Certificates and Series 2014 Certificates (collectively, the "Refunded Certificates"), and, to accomplish the same, enter into a Supplemental Lease Purchase Agreement No. 3, dated January 30, 2020 ("Supplemental Lease No. 3"), which is supplemental to the Original Lease, Supplemental Lease No. 1, and Supplemental Lease No. 2 (collectively, the "Lease"), and have issued Refunding Certificates of Participation, Series 2020-A, in the amount of \$11,095,000 (the "Series 2020-A Certificates") and Taxable Refunding Certificates of Participation, Series 2020-B, in the amount of \$4,270,000 (the "Series 2020-B Certificates" and with the Series 2020-A Certificates, jointly, the "Series 2020 Certificates"), evidencing proportionate interests of the owners thereof in Basic Rent payments to be made by the College under the Lease; and

**WHEREAS**, the Series 2020 Certificates will be issued under a Supplemental Declaration of Trust No. 3, dated January 30, 2020 ("Supplemental Declaration of Trust No. 3"), which is supplemental to the Original Declaration of Trust, Supplemental Declaration of Trust No. 1, and Supplemental Declaration of Trust No. 2 (collectively, the "Declaration of Trust"), made by the Trustee; and

**WHEREAS**, *Section 3.09* of the Original Declaration of Trust authorizes the issuance of the Series 2020 Certificates, as Additional Certificates (as defined therein), equally and ratably secured by the Declaration of Trust, on a parity with outstanding Series 2013 Certificates, and Series 2014 Certificates, for purpose of refinancing the Refunded Certificates; and

**WHEREAS**, in order to facilitate the foregoing and to pay the cost thereof, it is necessary and desirable for the College to take the following actions:

1. Enter into a Supplemental Site Lease No. 3, which will supplement a Site Lease, dated as of December 1, 2010, as amended and supplemented by a Supplemental Site Lease No. 1, dated as of July 1, 2013, and a Supplemental Site Lease No. 2, dated as of March 1, 2014 (collectively, the "Site Lease") with the College, as lessor, and the Trustee, as lessee, pursuant to which the College will continue to lease certain real property to the Trustee on the terms and conditions set forth therein, a form of which has been submitted to the governing body for review;
2. Enter into the Supplemental Lease No. 3 with the Trustee, pursuant to which the College will continue to lease improvements financed by the Series 2010-B Certificates, the Series 2013 Certificates and the Series 2014 Certificates, and related real property (collectively, the "Project"), from the Trustee with an option to purchase the Trustee's interest in the Project, a form of which has been submitted to the governing body for review;
3. Approving and ratifying the execution of Certificate Purchase Agreements for the Series 2020 Certificates (jointly, the "Certificate Purchase Agreement") among the College, the Trustee and Robert W. Baird & Co. Incorporated, Saint Paul, Minnesota (the "Underwriter") providing for the sale of the Series 2020 Certificates to the Underwriter;
4. Approve the Supplemental Declaration of Trust No. 3, which amends and supplements the Original Declaration of Trust, Supplemental Declaration of Trust No. 1 and Supplemental Declaration of Trust No. 2, by the Trustee, pursuant to which the Series 2020 Certificates will be executed and delivered, a form of which has been submitted to the governing body for review;
5. Enter into an Escrow Trust Agreement, dated as of January 30, 2020, between the College and the Trustee (the "Escrow Agreement"), a form of which has been submitted to the governing body for review; and
6. Enter into a Continuing Disclosure Undertaking, dated as of January 30, 2020 (the "Continuing Disclosure Undertaking"), relating to the Series 2020 Certificates, a form of which has been submitted to the governing body for review; and
7. Approve Preliminary and final Official Statements respecting the Series 2020 Certificates.

The Supplemental Site Lease No. 3, Supplemental Lease No. 3, Certificate Purchase Agreement, Escrow Agreement and Continuing Disclosure Agreement are referred to together herein as the "College Documents."

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF KANSAS CITY KANSAS COMMUNITY COLLEGE, WYANDOTTE COUNTY, KANSAS, AS FOLLOWS:**

**Section 1. Authorization and Approval of College Documents and Declaration of Trust.**

(a) The College Documents and the Supplemental Declaration of Trust No. 3 are hereby approved in substantially the forms submitted to and reviewed by the governing body on the date hereof, with such changes therein as shall be approved by the Chairperson, the Chairperson's execution of the College Documents to be conclusive evidence of such approval. The issuance of the Series 2020 Certificates of Participation pursuant to the Declaration of Trust, and as described in the Preliminary Official Statement, is hereby authorized and approved.

(b) The obligation of the College to pay Basic Rent Payments (as defined in the Lease) under the Lease shall constitute a current expense of the College and shall not in any way be construed to be an indebtedness or liability of the College in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or liability by the College, and all provisions of the Lease shall be construed so as to give effect to such intent. The College covenants that pursuant to K.S.A. 71-201 *et seq.* and K.S.A. 75-37,125, its obligation to make all Rental Payments under the Lease is not subject to the Kansas cash-basis law, and therefore the College is required to make such Rental Payments from whatever source of revenues as is legally available, including the levy of ad valorem taxes without limit, if necessary.

(c) The Chairperson, or Vice Chairperson, if the Chairperson is unavailable, is hereby authorized and directed to execute and deliver the College Documents and to approve changes to the Supplemental Declaration of Trust No. 3 on behalf of and as the act and deed of the College. The Secretary, or acting secretary, if the Secretary is unavailable, is hereby authorized to affix the College's seal to the College Documents and attest said seal.

**Section 2. Approval of Preliminary and final Official Statements.** The Preliminary Official Statement is hereby ratified and approved.

The final Official Statement is hereby authorized and approved, supplementing, amending and completing the Preliminary Official Statement, with such changes therein and additions thereto as shall be approved by the officer of the College executing the final Official Statement, said officer's execution thereof to be conclusive evidence of said officer's approval thereof, and the public distribution of the final Official Statement by the purchaser of the Series 2020 Certificates are in all respects hereby authorized and approved. The Chairperson of the College is hereby authorized to execute and deliver the final Official Statement on behalf of and as the act and deed of the College.

**Section 3. Further Authority.** The College shall, and the officials and agents of the College are hereby authorized and directed to, take such actions, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution and to carry out, comply with and perform the duties of the College with respect to the College Documents. Without limiting the foregoing, the Chairperson is hereby authorized, if required, to execute

any certificate or agreement to allow the Underwriter to comply with Rule 15c2-12 of the Securities and Exchange Commission.

**Section 4. Mandatory Provisions.** The mandatory contract provisions prescribed by the Kansas Department of Administration in form DA-146a, as amended, shall not apply to the College Documents, except that the provisions of K.S.A. 71-201a and K.S.A. 71-201b shall apply to the College Documents.

**Section 5. Effective Date.** This Resolution shall take effect and be in full force from and after its passage by the governing body.

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**ADOPTED** by the governing body of Kansas City Kansas Community College, Wyandotte County, Kansas, this 21st day of January, 2020.

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Chairperson

(SEAL)

ATTEST:

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Secretary of the Board

# FINAL REFINANCING SUMMARY

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## ***Refinancing Series 2010-B Certificates of Participation***

1. Refinancing Series 2010-B Certificates.
2. Certificates were outstanding at an average interest rate of 4.03%.
3. The final maturity is 2026 and remains the same.
4. The final average interest rate after refinancing is 1.41%.
5. The final savings is \$1,053,844.32, which is after all expenses, and results in approximately \$175,000 of savings per year over the remaining life of the obligation.
6. Industry guidelines suggest considering a refinancing when the present value savings exceeds 3%. The final present value savings percentage is 8.30%

## ***Refinancing Series 2013 Certificates of Participation (Taxable)***

1. Refinancing Series 2013 Certificates.
2. Certificates were outstanding at an average interest rate of 3.85%.
3. The final maturity is 2027 and remains the same.
4. The final interest rate after refinancing is 2.41%.
5. The final savings is \$87,286.30, which is after all expenses, and results in approximately \$11,000 of savings per year over the remaining life of the obligation.

## ***Refinancing Series 2014 Certificates of Participation (Taxable)***

1. Refinancing Series 2014 Certificates.
2. Certificates were outstanding at an average interest rate of 3.74%
3. The final rate after refinancing is 2.61%.
4. The final maturity is 2029 and remains the same.
5. The estimated savings is \$72,213.08, which is after all expenses, and results in approximately \$8,000 of savings per year over the remaining life of the obligation.
6. Industry guidelines suggest considering a refinancing when the present value savings exceeds 3%. The combined present value savings percentage after refinancing the Series 2013 and Series 2014 Certificates is 3.20%



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**KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Meeting Agenda - Amended  
December 17, 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 5:00 p.m. The Pledge of Allegiance was led by Ms. Tami Bartunek.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Criswell, Daniels, Garner, McIntyre, and Sutton. All present.
3. **Approval of Agenda** – Chair Brown called for a motion to accept the Agenda. Dr. Mosier asked for the addition of four items to the Agenda – two additions to the Recognitions/Presentations, one to New Business regarding a contract agreement with Simplar, and one additional Executive Session for 10 minutes for preliminary discussion of the acquisition of land. Trustee Criswell made the motion with the added items. 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. Mark Dupree, district attorney of Wyandotte County, shared with the Board the launch of his crime prevention initiative in Wyandotte County schools. The “Brilliant, Outstanding, Leaders, Determined to make a Difference,” or B.O.L.D.D. Initiative will target middle and high school students and provide guidance through affirmation and mentorship for the students. The initiative will also provide five \$500-dollar scholarships for college education. DA Dupree thanked the KCKCC Administration for their leadership.
5. **Recognitions/Presentations:** Chair Brown invited Dr. Mosier to begin with the recognitions. He acknowledged Trustee Garner for jumping into his role as KCKCC Board Member with both feet. Dr. Mosier recognized the care and dedication to the college, students and community that Trustee Garner exhibited. He mentioned that Trustee Garner played an integral part in the reinstating the child care center, Little Leaders of KCK, and in improving the safety and security at KCKCC. Trustee Garner was appointed in March 2017 and began serving in April 2017. Trustee Garner acknowledged the pivotal and life-transforming impact that KCKCC has for improving the lives for community

members in Wyandotte County. He expressed his pride in the many projects implemented at KCKCC. Chair Brown thanked Trustee Garner for his service and mentioned that he would be missed.

- College Senate Chair, Mr. Darren Elliott, presented a resolution to Trustee Garner for his service as trustee on the KCKCC Board of Trustees.
  - Dr. Mosier stated that it was a distinct honor to present the recently elected Board of Trustee members to KCKCC – newly elected KCKCC Trustee, Ms. Pat Brune, and re-elected KCKCC Trustees, Mr. Don Ash, Ms. Rosalyn Brown, and Dr. Ray Daniels. Dr. Mosier invited them each to stand and led the trustees in the Oath of Office statement. Congratulations were extended by Trustee Sutton.
6. **Communications:** Chair Brown acknowledged that there were no communications to address. The Board moved forward with the Board Committee Reports.
7. **Board Committee Reports:** Chair Brown asked if there were any Board Committee Reports.
- Vice Chair Daniels shared that the Finance and Policy committees met and the Policy Committee has a policy to come forward for approval later in the meeting.
  - Trustee McIntyre attended the Governor’s Meeting and shared that community colleges were mentioned and are on the radar of the governor.
  - Trustee Ash shared about KACCT Quarterly meeting in Dec. 6 & 7, 2019. The members who attended heard from Lt. Gov. Lynn Rogers, received a property tax presentation, and information regarding the agenda for upcoming national meeting. Trustee Ash reiterated that community colleges are on the radar and the overall outlook is good. Chair Brown seconded the sentiments and encouraged other trustees to attend as often as possible. The next KACCT meeting for the PTK Program will be in March 2020 and in Garden City, KS in June 2020.
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. Daniel Zacapa, Student Senate Chief Information Officer, presented the following on behalf of Mr. Jose Manuel “Manny” Paredes —
- Sponsored a Finals Breakfast for students with 310 students participated at Main campus, 325 at TEC, and approximately 100 at Pioneer Center.
  - Presented a \$500 scholarship from students to students to the KCKCC Foundation
  - Campus Wonderland for students with children Dec. 19<sup>th</sup> 2pm – 5pm in the Game Room. Invited community to donate more toys for children.
- 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 –

- College closed yesterday due to inclement weather. Some classes and students making up work for yesterday. Dr. Mosier expressed appreciation to faculty and staff for their efforts in supporting the students.
- The College is wrapping up the first 6-month implementation of Strategic Plan. In January, a synopsis progress report will be presented to the Board of Trustees.
- Lastly, Dr. Mosier wished everyone a happy holiday season.

Chair Brown called for 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 –

- Invited Dr. Tiffany Bohm to introduce faculty members presenting on active learning techniques. Mr. Todd Miles, Program Coordinator of Fire Science program, Mr. Pat Dunn and Mr. Andy Brooks, instructors from Fire Science. Presentation of fire action concepts from the candle dissection lab.
- Dr. Krueger provided information regarding a question the Board raised about the withdrawal rate at KCKCC – 6.5 to 7.2% during that last 3 fall semesters, which is a great position for KCKCC. The fall to fall freshmen retention rate is 62%. Acknowledge the Center for Teaching Excellence for supporting faculty with training and improving strategies and classroom pedagogy, and Dr. Wilson and her team in Student Affairs for providing a variety of services to assist students.
- Trustee Sutton asked whether the co-curricular activities would be on the transcript. No, however they are assessed. Students may put co-curricular activities in a portfolio which many colleges are beginning to consider. Dean Brewer answered that the Student Affairs are looking at tracking the co-curricular transcript. Andrica Wilcoxon is also adding the transcript online for students with a committee to assess and track the student information. It will have the seal and stamp from the college. Dr. Mosier added, regarding the withdrawal report, clarification of the data will be added in future reports. Trustee McIntyre mentioned that transportation was once an issue. Dr. Terry mentioned added that Student Affairs will add transportation as an option on the withdrawal form. Trustee Garner asked about the student ID being a bus pass and asked how many students are using their student ID to get to college or work. Mr. Beach answered that there is a report once to twice per year. In the report, the ridership is increasing each year, the students are getting great value for the passes, and the students are getting great treatment while on the bus.

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 Sutton

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. Stephen Terry, Dean of Enrollment Services, reported the following on behalf of Dr. Wilson –

- Expressed appreciation for the mention of transportation as an option for students during the withdrawal process. It will be added to the form for reference.
- Enrollment is stable. KCKCC is one of 3 community colleges across the state of Kansas that will break-even with enrollment.
- A new category of students, SCND – Some College, No Degree. KCKCC is reaching out these students from the last 5 years to invite them to complete their degree through a transcript evaluation.
- Spring enrollment has passed 3,000 students enrolled. Walk-in enrollment begins tomorrow. KCKCC has a culture of students enrolling closer to classes started as they make arrangements to attend classes around work and family commitments.
- Student Orientation is January 9<sup>th</sup>.
- Downtown Campus Center director was interviewed on Spanish radio.
- Career Center to open in January 2020 and will be led by the Career Services Coordinator, Mr. Mark Turner.
- Recognition for Student Services and Accessibility Team – students requesting support has more than doubled in the last year.
- TRIO Team – National Society of Leadership Success Inauguration.
- Only 17 beds available in student housing, which has over 138 beds. This shows great enrollment efforts.
- Athletic Director is considering elevating some KCKCC teams to Division I based on their success.
- Trustee Criswell asks what type of education are the SCND students seeking – community college or 4-year college. Dr. Terry shares that the National Clearinghouse Data could be used better as they are finding a lot of student that has transferred on and/or completed degrees. The others are the ones that the college is seeking reach.

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 Criswell moved to accept the Vice President of Student Affairs report. Trustee Sutton 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 —

- Update on Behind the Scenes project – the College is on schedule and all initial documents have been submitted. Video shoot is scheduled for March 4<sup>th</sup>. A rough product is expected 6-8 weeks after.
- New billboard by the end of next week; can be seen heading west on I-70 to The Legends shopping center.
- Shared a highlight with the Programs with the President from Respiratory Therapy. Dr. Mosier interviewed Ms. Jennifer Gilmore. Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).
- National Council of Marketing and Public Relations – KCKCC is a Paragon Marketing Award finalist. KCKCC is the only finalist from Kansas.

Trustee Daniels asked how the College was nominated. Ms. Bartunek shared that the Marketing department submitted products for consideration. Trustee Garner asked about the College's cable channel and the consideration of airing some of the program highlights, college games and other current events as a marketing tool, and possibly conducting more interviews. Ms. Bartunek committed to looking these suggests. Trustee Sutton congratulated the students receiving pins in the Nursing program this evening. 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 Sutton move to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Criswell 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 —

- Continued revisions of major policies. Policies from Finance Division to come to Policy Committee as they are prepared.
- Facilities department continues to do stellar job with projects. Trees have been planted and more boulders will be placed around campus. Stainless steel bearings will be installed near the entrances.
- Expenditures and revenues are on track. Nothing occurring to cause alarm.

Trustee Criswell asked about the frequency of vendor evaluation process and what it is based on. Mr. Beach shared that each vendor is evaluated annually unless there is a multiyear contract. Trustee Garner commended Mr. Beach, Dr. Mosier and the Campus Police department for making the investment in security enhancements.

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 Criswell moved to accept the Chief Financial Officer's report. Trustee McIntyre seconded the motion.

**The Motion Carried.**

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

- The College's pursuit of creating job descriptions has been finalized and will soon be accessible for all employees. The information will be placed on HR SharePoint site with position grade and salary ranges in January 2020.
- HR sent information to full-time faculty regarding their step and salary. HR will continue to do this with faculty and staff as well.
- Employee Recognition Dinner has been scheduled for May 1<sup>st</sup>.
- Employee Relations Committee is working on an employee recognition program to be vetted through President's Cabinet.

Trustee Garner asked about paperless office project in HR. Ms. McGee shared that her office has reduced paper down to two filing cabinets. Trustee Criswell commended Ms. McGee on the clear communications and processes from HR for KCKCC. Ms. McGee commended her team.

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 McIntyre moved to accept the Chief Human Resources Officer's report. Trustee Criswell seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Brown called for the Chief Information Officer's report. Mr. Randy Royer, Director of Media Services, reported the following on behalf of Mr. Gabriel –

- Media Services is in the process of revamping the KCKCC cable channel and using more content that KCKCC currently shoots for the channel. Beginning in January, more basketball games will be aired on the cable channel and, in spring, the baseball games will be aired as well.

Trustee McIntyre asked about getting KCKCC's award-winning music program aired and the possibility of creating a community schedule.

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 Sutton moved to accept the Chief Information Officer's report. Trustee Criswell seconded the motion. **The Motion Carried.**

17. **Unfinished Business:** Chair Brown acknowledged that the student enrollment and withdrawal data had been shared during Dr. Krueger's report. The Board continued to the next item on the agenda.

18. **New Business:**

- Chair Brown invited Dr. Krueger to present regarding the Academic Calendars for FY 2021 – 2022 and FY 2022 – 2023. Dr. Krueger shared that the calendars were in Board packet for approval by the Board with no major changes.

Vice Chair Daniels moved for the approval of Academic Calendars for FY 2021 – 2022 and FY 2022 – 2023. Trustee McIntyre seconded the motion. **The Motion Carried.**

- Dr. Krueger continued with the presentation of New Academic Programs. She shared that Academic Policy requires that these programs be approved by the KCKCC Board of Trustees and presented to KBOR.

Vice Chair Daniels moved for the approval of New Academic Programs Trustee McIntyre seconded the motion. **The Motion Carried.**

- Chair Brown invited Dr. Mosier to present regarding the Artist's Gift to KCKCC – Ms. Rita Blitt Art Donation. Dr. Mosier shared that KCKCC was approached by artist representative of Ms. Rita Blitt, a nationally and internationally recognized artist from Kansas City. She would like to donate a large portion of her work to student populations were students who would not typically see museum-quality art. Spaces have been identified spaces at KCKCC and a significant donation to KCKCC is being discussed. Earlier this summer, a \$500,000-dollar donation was made by Ms. Blitt to KU-Edwards. The Math Watering Hole and TEC Multipurpose Room may be areas for her work to be showcased. Trustee Daniels asked about the insurance for art on campus, has it been assessed. Dr. Mosier will review any information regarding insurance for the art. Mr. Beach shares that the College will evaluate current policy and additional insurance will be added as needed.

Chair Brown asked for a motion to approve the KCKCC Audit Report. Trustee McIntyre moved to approve the update on the College Audit. Trustee Sutton seconded the motion.

**The Motion Carried.**

- Chair Brown invited Vice Chair Daniels to present on the new Academic Nepotism Policy. Vice Chair Daniels presented the Academic Nepotism Policy in the Board Packet for approval by the Board. McIntyre, Criswell.

Chair Brown asked for a motion to approve the Academic Nepotism Policy. Trustee McIntyre moved to approve the Academic Nepotism Policy. Trustee Criswell seconded the motion. **The Motion Carried.**

- Chair Brown invited Dr. Mosier to share about the contract with Simplar Foundation. Dr. Mosier explained that the contract with Simplar Foundation would be to enter a contract to secure property to build student housing in a P3 environment (private-public partnership). A group of researchers who specialize in procurement and project delivery will provide consultation services to KCKCC in the development and building of new student housing. The Finance Committee has discussed this process and partnering with the Simplar Foundation to put together data to make an informed decision about the pursuit of the student housing. Trustee Garner asked how did KCKCC come to know this company. Vice Chair Daniels shared that this was a service activity, not a bid-process. Dr. Mosier added that he learned of the organization publications and research supporting the efforts. A subscription with AIA-KS led to this organization that comes from the University of Kansas. KCKCC sat with their team to learn what they do, whom they have worked with, their services and extent of resources. The work will take place over a 2-year period. Trustee Garner clarified that the Simplar Foundation is a consulting company and not a construction company. Trustee Garner also asked that in fairness to the students, community, and college that the cost commitments be shared moving forward for the building projects. Vice Chair Daniels shared that transparency and being able to make informed decisions is the reason for moving forward with this organization. Trustee Sutton shared that the Simplar Foundation would provide the services and data to support the college in spending the tax payers' monies wisely in building student housing.

Most of the fees will be paid by those living in the facility, not tax payers' dollars.

Vice Chair Daniels made a motion to accept the entrance into a consultation contract with Simplar Foundation. Trustee Criswell seconded the motion. **The Motion Carried.**

19. **Executive Session(s):**

1. Chair Brown called for a motion for the Board and the College Attorney to enter Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with possible action to follow. Vice Chair Daniels made the motion to enter Executive Session. Trustee McIntyre seconded the motion. The Motion Carried. The first Executive Session began at 7:01 p.m. and ended at 7:06 p.m. At 7:06 p.m., Chair Brown called the open session to order. She shared that there would be no action to follow the Executive Session.

2. Chair Brown called for a motion for the Board and the College Attorney to enter Executive Session for a period of 10 minutes for a preliminary discussion regarding the acquisition of land with possible action to follow. Trustee McIntyre made the motion to enter Executive Session. Trustee Criswell seconded the motion. The Motion Carried. The second Executive Session began at 7:08 p.m. and ended at 7:18 p.m. At 7:19 p.m., the Board returned to the Upper Jewell meeting area to resume the meeting. Chair Brown called the open session to order at 7:25 p.m.

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

The meeting of the Board of Trustees adjourned at 7:28 p.m.

ATTEST: \_\_\_\_\_  
Chairperson, Dr. Ray Daniels

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

**Kansas City Kansas Community College**  
**Board of Trustees Special Board Meeting Minutes**  
**December 17, 2019**

**CONSENT AGENDA – Item A1**

**Meeting Minutes**

The Board of Trustees met on Tuesday, December 17, 2019 at the Executive Board Room at Kansas City Kansas Community College - Main Campus.

Members Present: Ms. Rosalyn Brown, Dr. Ray Daniels, Mr. Don Ash, Ms. Evelyn Criswell, Ms. Linda Hoskins Sutton, Dr. Janice McIntyre, Mr. Tyrone Garner

The meeting was called to order at 3:54 p.m. by Board Chair, Ms. Rosalyn Brown to discuss personnel matters of nonelected personnel.

A motion was made by Trustee Daniels, seconded by Trustee Ash to move into Executive Session at 3:55 p.m. for a period of 30 minutes.

At 4:25 p.m., Chair Brown called the open session to order. She then shared that the executive session would be continued for a length of 15 minutes. It was moved by Trustee Daniels, seconded by Trustee McIntyre.

At 4:40 p.m., Chair Brown called the open session to order.

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

The meeting adjourned at 4:42 p.m.

ATTEST:

\_\_\_\_\_  
Chairperson, Dr. Ray Daniels

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

# KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Recommendations for Payment**

### **CONSENT AGENDA – Item B**

**January 21, 2020**

- 1) Approval in the amount of \$99,993.75 to Basehor-Linwood High School for fall 2019 SB155 reimbursement. Requested by Michael Beach.
- 2) Approval in the amount of \$27,700.50 to Leavenworth Senior High School for fall 2019 SB155 reimbursement. Requested by Michael Beach.
- 3) Approval in the amount of \$38,991.50 to Turner High School for fall 2019 SB 155 reimbursement. Requested by Michael Beach.
- 4) Approval in the amount of \$28,850.00 to Kansas Highway Patrol Car Fund for new police vehicle. Requested by Jason Sievers.

December bills totaling \$2,629,791.79 includes November VISA bills of \$275,294.76.

# KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Items for Ratification**

### **CONSENT AGENDA – ITEM C**

**January 21, 2020**

1. \$40,697.00 to **Bovard Insurance Group** for property insurance quarterly installment. Requested by Michael Beach.
2. \$12,868.44 to **Augusoft, Inc.** for non-credit classes. Requested by Cheryl Runnebaum.
3. \$12,268.00 to **Parsons Audio** for Audio Equipment. (Grant Funded) Requested by Donna Shawn.
4. \$12,647.51 to **City Wide Maintenance** for TEC-1 Janitorial Services. Requested by Michael Beach.
5. \$14,055.00 to **Novak Birks PC** for audit services FY19. Requested by Michael Beach.
6. \$10,048.00 to **Steel City Media** for radio ads, November Spring Enrollment. Requested by Tami Bartunek.
7. \$12,700.00 to **Manufacturing Skills Institute** for MT1 TRNR Cert and Trainer Fees. Requested by Ed Kremer.
8. \$20,600.00 to **Watermark Insights LLC** for annual site license for Taskstream Software. Requested by Peter Gabriel.
9. \$12,099.95 to **Craft Butchers Pantry, LLC** for Evaporation System. (Grant Funded) Requested by Donna Shawn.
10. \$10,252.50 to **Kansas-Oklahoma Machine Tools, Inc.** for Welding Tech. (Grant Funded) Requested by Donna Shawn.
11. \$49,173.82 to **MBS Textbook Exchange, Inc.** for textbooks. Requested by Michael Beach.
12. \$10,044.00 to **Macmillan Holdings, LLC** for textbooks. Requested by Michael Beach.
13. \$50,892.79 to **Cengage Learning** for textbooks. Requested by Michael Beach.

14. \$33,044.82 to **Pearson Education** for textbooks. Requested by Michael Beach.
15. \$10,386.15 to **McGraw-Hill School Education Holding** for textbooks. Requested by Michael Beach.
16. \$18,241.52 to **Rittenhouse** for textbooks. Requested by Michael Beach.
17. \$12,800.00 to **Clark's Tool, Inc.** for Auto Tec Kits. Requested by Kasey Mayer.

## HUMAN RESOURCES - PERSONNEL ITEMS

### CONSENT AGENDA – Item D

January 21, 2020

### SEPARATION INFORMATION

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>EFF. DATE</b>
Resignation	Brown, Olivia	PT Lab Assistant-Chemistry	Chemistry	Academic Affairs	12/19/2019
Resignation	Plunkett, Diane	Early Childhood Education Instructor	Early Childhood Education	Academic Affairs	12/31/2019
Resignation	Sloan, Rio	Online Course Dev. Coordinator	Online Services	Academic Affairs	01/10/2020
Resignation	Lutgen, Allyssa	Assistant Women's Volleyball Coach	Athletics	Student Affairs	01/17/2020
Resignation	Gilmore, Jennifer	Respiratory Therapy Lab Assistant	Respiratory Therapy	Academic Affairs	01/07/2020

### STIPEND

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>EFF. DATE</b>	<b>AMOUNT</b>
Temporary Interim Position	Bruns, Lindsey	High School Partnership Coordinator	Admissions	12/11/19 through 03/31/20	\$424/month

## **RECOMMENDATIONS / APPROVALS**

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>EFF. DATE</b>	<b>SALARY</b>
New Hire	England, Deborah	PT Food Prep Tech	TEC Cafeteria	Finance & Facilities Services	01/06/2020	\$11.80 per hour
New Hire	Gordillo, Gracela	Administrative Assistant I	Student Success Center	Student Affairs	01/06/2020	\$36,500 annually
New Hire	Whisonant, William	Food Prep Assistant I	TEC Cafeteria	Finance & Facilities Services	01/08/2020	\$11.80 per hour
New Hire	Byard, Gregory A.	Instructor and Coordinator of Art	Art	Academic Affairs	01/13/2020	\$56,451.77 annually
New Hire	Espeland, Baily R.	Adjunct-Certified Nursing Assistant	Nursing	Academic Affairs	01/13/2020	\$833 per credit hour
Promotion	Vallejo, Jhonatan	HVAC Specialist II	Facility Services	Finance & Facilities Services	01/06/2020	\$51,000 annually
Temporary Interim Position	Lewandowski, Tina	Interim Dean of Enrollment Management	Enrollment Management	Student Affairs	01/27/2020 (End date for interim position is undetermined but could be up to one year)	\$85,000 annually

**January 2020 Board Report  
KCKCC Academic Affairs**

Academic Support and Assessment – Dean Cecelia Brewer

**Center of Teaching of Excellence**

The Learning Spaces Task Force:

1. Created a student survey to collect feedback on Active Learning Classrooms (recently remodeled rooms 3201-3206). Fifty-three students completed the survey. Results will be compiled and shared with the Task Force and Extended Cabinet. This student feedback will inform the taskforce's next steps for those rooms, as well as the phase 2 room renovation project.
2. Created a faculty survey to collect feedback on Active Learning Classrooms. There were 17 faculty teaching in the new rooms in Fall 2019; and 11 of those completed the survey, a 65% response rate.
3. The Task Force recommended that Phase 2 construction occur summer 2020 in the Humanities area hallway (rooms 2101-2105). After a discussion at Extended Cabinet, it was determined that the HVAC system serving the entire row of classrooms would need to be addressed, so the project may be expanded to rooms 2101-2110.

Upcoming events in Academic Support that the Board is welcome to attend:

The Center for Teaching Excellence (CTE) is involved in planning the Convocation Week/Welcome Week professional development sessions to be held Thursday, January 16, 2020.

A sampling of session titles include:

*\*Rubrics: Feedback in a Flash*, Polly Hawk, and Assistant Professor of English

*\*High Impact on the First Day!* Dr. Leslie Watkins, Assistant Professor of Science

*\*Kahoot: How to Use it in the Classroom*, Mary Bautista Assistant Professor of Nursing

*\*Teaching and Technology for Active Learning*, Dr. Jelena Ozegovic (Faculty Director CTE and Professor) and Susan Stuart (Director of Online Education Services)

*\*Classroom Assessment Techniques (CATs): Informal Assessment Made Easy!* Tom Grady (Faculty Assistant Director CTE)

**Online Education Services (OES)**

Grades Journey is software that automates the exchange of assignments and grade data between Student Information Systems (SIS) and Blackboard Learn (the online learning management system used by KCKCC). A test of Grades Journey was completed this semester and involved three faculty. OES will now run a pilot with more faculty during spring 2020; the pilot will test the pulling of midterm and final grades from Blackboard into Ellucian (the SIS used by KCKCC). Training for faculty on the Grades Journey software is planned to start April 2020.

Panopto is industry-leading video platform software that allows instructors to teach and present online. Prior to Panopto, the software Tegrity was used. Panopto is more advanced. OES has been working to convert all Tegrity content recorded prior to October 15 to Panopto. This conversion is now complete. Content recorded after that day has been archived to be converted if needed.

Faculty, staff, and students will experience a new log on screen for Blackboard in spring 2020.

OES staff completed 187 support tickets in December 2019.

**January 2020 Board Report**  
**KCKCC Academic Affairs**

Arts, Communication and Humanities – Dean Jerry Pope

Eighteen members of KCKCC's Student Chapter of the Jazz Education Network (JEN) will be traveling to New Orleans for the annual JEN Conference from January 7-10, accompanied by Mr. Jim Mair, Professor of Music, Mr. John Stafford, Associate Professor of Music, and Dr. Justin Binek, Assistant Professor of Music. This conference is the largest of its kind annually, with over 5,000 professional jazz musicians, educators, and students scheduled to attend. KCKCC will be heavily involved this year, as outlined below:

- a. Dr. Binek will be presenting the clinic, "Vocal Improvisation: It's a Matter of Style," at 1:00 pm on Wednesday the 8th. His clinic will feature KCKCC students Mr. Noah Haskin and Mr. Samuel Sigourney demonstrating key soloing concepts, along with Blue Valley Southwest High School senior Ms. Maddie Huwe.
- b. Dr. Binek and Professor Stafford will be part of two panel discussions. They will join renowned jazz educators Kerry Marsh and Curtis Gaesser as part of Amanda Taylor's and Brennan Baglio's session, "Quality Repertoire in Vocal Jazz: Adapting & Commissioning Arrangements" at 9 am on Wednesday the 8th; they will also be part of Natalie Wilson's "Collegiate Panel Discussion" at noon on Thursday the 9th, alongside Washington State University Director of Jazz Studies Gregory Yasnitsky and acclaimed choral composer and arranger Roger Emerson.
- c. Dr. Binek and Professor Stafford are also serving as clinicians for the JENerations Jazz Festival for high school and collegiate ensembles. Dr. Binek will clinic the Jazz Transit vocal jazz ensemble from Kirkwood Community College alongside Grammy-nominated vocalist Sara Gazarek at 4:30 pm on Wednesday the 8th, and Professor Stafford will clinic the BVSU Trebelaires vocal jazz ensemble alongside celebrated singer/arranger Amanda Taylor at 9:00 am on Thursday the 9th. Dr. Binek will also be playing piano as a guest solo artist with the Trebelaires during their performance.
- d. Dr. Binek will also do a "Meet the Artist" session at the Sound Music Publications (SMP) booth at the conference at 3:00 on Thursday the 9th. SMP has just published seven new vocal jazz arrangements written by Dr. Binek.
- e. During the conference, KCKCC students will have the opportunity to attend not only these sessions but a wide range of other clinics and performances from student and professional ensembles including notable names like Rosana Eckert, the Dirty Dozen Brass Band, the US Navy Commodores, Victor Wooten and Steve Bailey, Carmen Bradford, and the Preservation Hall Legacy Band, to name a few.

As mentioned above, SMP, a Dallas-based publishing house dedicated solely to vocal jazz and contemporary choral music, has just published seven new arrangements written by Dr. Binek, including mixed-voice and all-female versions of the jazz standard "There Is No Greater Love" for combined jazz choir and full jazz band.

Dr. Binek and Professor Stafford will be traveling to the Des Moines area on January 18th and 19th to serve as the vocal jazz adjudicators for the Waukee Star Struck Invitational Choral Festival at Waukee High School. This two-day festival features vocal jazz ensembles from across Iowa, all of which will receive adjudication and clinics from Professors Binek and Stafford.

Dr. Binek will travel to Bismarck, North Dakota, at the end of January to serve as an adjudicator, clinician, and guest performing artist at the University of Mary Jazz Festival. Dr. Binek will be performing alongside Los Angeles-based jazz singer Aimee Nolte and an all-star Caribbean jazz combo led by flautist

## **January 2020 Board Report KCKCC Academic Affairs**

Nestor Torres. Dr. Binek graduated from the University of Mary in 2000; he also taught at U-Mary from 2002 to 2005.

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

Dr. Ross Stites, Associate Professor of Engineering and Angela Consani, Assistant Professor of Biology/Biomanufacturing, attended a Manufacturing Training 1 (MT1) certification course January 8-10<sup>th</sup>. This is a “train the trainer” certification and upon completion of the course they will be able to teach the curriculum to students to prepare them for taking the MT1 Exam, an industry recognized credential.

Angela Consani and David Jones, Assistant Professor of Mathematics, were accepted into the first cohort of [Quantitative Biology at Community Colleges](#) (QB@CC)! The workshop will be held Thursday, February 27 through Saturday February 29, 2020 at National Institute for Mathematical and Biological Synthesis (NIMBioS), on the University of Tennessee, Knoxville campus. The in-person meeting will be followed by 8-10 week Incubators, in which small groups of 3-5 cohort members will meet virtually to develop Open Education Resource (OER) quantitative biology activities.

### Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Dr. Ewa Unoke, coordinator of the political science and pre-law programs, has accepted an invitation to become a peer reviewer for the very prestigious *International Journal of Transitional Justice*, an interdisciplinary peer-reviewed academic journal published by Oxford University Press in London, England. The first article Dr. Unoke will review is entitled “Recapturing the Past: The Oputa Truth Commission and the Lessons of Peace-Building in Nigeria, 1999 – 2002.” According to the article’s abstract, “Not many people saw the outcome of the Human Rights Violations Investigation Commission (HRVIC) in Nigeria, known as the Oputa Truth Commission.” The abstract goes on to note, “This article is motivated by the hue and cry of Nigerians interested in the official implementation of the report and the lessons of peace-building.”

Mr. Yan Chen is the newest member of the SBSPS division. Mr. Chen will work as the part-time student advisor for the K-Step Up grant under the immediate supervision of Dr. Hira Nair. Although assigned to the SBSPS division, Mr. Chen will work out of the student success office; working collaboratively with the Enrollment Management division. This agreement was forged to allow Mr. Chen to quickly become acclimated to the KCKCC system and procedures by having him work in close proximity with other student success advisors.

The SBSPS division is in the exploratory stage of creating a 2 + 2 agreement with Missouri State University for the criminal justice program. Requested syllabi from the criminal justice program have been forwarded to the Department of Criminology and Criminal Justice at Missouri State University. Updates to follow in the coming months.

### Career and Technical Education – Dean Chef Cheryl Runnebaum

On December 9, Mr. Marshall Dominguez, Business and Industry Services Coordinator; and Dr. Alicia Hooks, Director of Technology and Workforce Development; joined in Mr. Larry Schmitendorf’s, Adjunct Faculty Computer Aided Drafting class as they presented their draft of the new business design for the mobile training unit. The unit is designed to take onboarding basic skills training into the community.

Dr. Alicia Hooks, Director of Technology and Workforce, planned and hosted the regional KC Sourcelink resource partner meeting held at KCKCC-TEC on December 10. The resource partners assist

## January 2020 Board Report KCKCC Academic Affairs

entrepreneurs with the startup and growth of their businesses in the Greater Kansas City and surrounding areas. Ms. Marcelyn Humphery, Administrative Assistant; and Ms. Elena Pemberton, Business Development Manager; also attended the event.

The Electrical Technology program at the Pioneer Career Center (PCC), under the guidance of Mr. Omar Aldelemi, Electrical Technology Instructor, installed a television in the library area. The students did the electrical and communication wiring, raceways, and boxes (see photo below).



Mr. Brian Patrick, Assistant Director of Cultural Outreach; Ms. Barbara Clark-Evans, Director of the Intercultural Center; and Mr. Marquis Harris, Intercultural Center Coordinator; as members of the Selection Committee for the 2020 KC BizFest selected the participants for next year's event. Of the 120 students selected, 57 students are from USD 500. Students from the Fairfax Learning Center will participate for the first time. Students from Turner High School and Bishop Ward High School will also participate. The 2020 KC BizFest will be co-hosted by KCKCC and JCCC on February 12-15, 2020.

KCKCC-TEC Electrical Technology students, faculty, and staff, along with a Workforce Partnership representative, toured Amsted Rail on December 18<sup>th</sup>. The students explored the facility as it pertains to industrial maintenance technology (IMT), specifically electrical technology. The students learned new technologies that are involved in the building of railcar wheels using robotics, PLCs, and pneumatic programming (see photo below).



## January 2020 Board Report KCKCC Academic Affairs

On December 5, KCKCC-TEC's Industrial Maintenance Technology (IMT) program graduated eight students. The first cohort of IMT graduates was sponsored by the Kansas Department of Commerce. Other sponsoring companies of the graduates were Amsted Rail, Coca-Cola, Exide Batteries, and INX International (see photo below).



The Construction Technology students at KCKCC-PCC, led by instructor Mr. Robbie Jenkins; designed and created an amazing wall project to be displayed outside the Construction Technology lab. The project was finished with two old saws and a framing hammer (see photo below).



KCKCC-PCC Construction Technology students finished their end-of-semester project by creating a roof top. Under the guidance of Mr. Robbie Jenkins, Construction Technology Instructor; students worked in teams to plan, layout, troubleshoot and assemble a completed roof. The students had to figure out materials, rafters, ridge length, hip rafter length, and jack rafters. The students also cut birds mouths, put on sub fascia (false fascia), finish fascia, sheathing, tarpaper, drip edge, two different types of shingles (3 tab and timberline), a roof vent, a ridge vent, and a ridge cap (see photos below).

## January 2020 Board Report KCKCC Academic Affairs



### Health Professions – Dean Dr. Tiffany Bohm

Three Respiratory Therapy Program graduates were asked to present their case presentation at the joint meeting of the Kansas Respiratory Care Society and Missouri Society for Respiratory Care in April 2020. They were selected for this honor based on the high quality of their presentation at KCKCC's annual case study day for graduating students. Congratulations!

Pinning celebrations were held for the Health Professions programs (see photos below: RN and PN nursing photo followed by physical therapy assistant photo in row 1; respiratory therapy in row 2) in December to celebrate the students' success. Congratulations to all the graduates, faculty and staff!



## BOARD OF TRUSTEES REPORT

January 2020

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

12/12/19 - 12/14/19 - Complete College America Conference. Phoenix, AZ

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

#### Enrollment Report

Spring 2020 enrollment comparison (January 6, 2020, compared to January 7, 2019)

- Headcount is down -3.44% (a decrease of 135 students) and credit hours are down -3.64% (decrease of 1365 credit hours) See attached report - all information provided by Institutional Research as of 1/8/2020.

Campus	Headcount			
	01.06.2020	01.07.2019	Change #	Change %
	Spring 2020	Spring 2019		
BL		1		
DWNTN	11			
FRSC	23	28	(5)	-17.86%
HS	858	675	183	27.11%
MC	1,648	1,897	(249)	-13.13%
OC	237	218	19	8.72%
OL	1,231	1,360	(129)	-9.49%
PION	181	199	(18)	-9.05%
TEC	631	648	(17)	-2.62%
USDB	22	32	(10)	-31.25%
Total	3,785	3,920	(135)	-3.44%

Campus	Credit Hours			
	01.06.2020	01.07.2019	Change #	Change %
	Spring 2020	Spring 2019		
BL		5		
DWNTN	38			
FRSC	211	195	16	8.21%
HS	4,650	3,996	654	16.37%
MC	13,464	15,017	(1,553)	-10.34%
OC	739	591	148	25.04%
OL	7,504	8,063	(559)	-6.93%
PION	1,602	1,577	25	1.59%
TEC	7,701	7,756	(55)	-0.71%
USDB	156	230	(74)	-32.17%

Total	36,065	37,430	(1,365)	-3.65%
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## OFFICE OF ADMISSIONS - TINA CHURCH LEWANDOWSKI, DIRECTOR

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

- 82 students and 27 guests registered
- 46 student and 6 guest attended
  - In the spring 2019, we had 36 students and 22 guests

### Personnel

- Mary Kobe Peterson, High School Partnership Coordinator II retired.
- Requests to fill two vacant positions, Admissions Specialist I and High School Partnership Coordinator II have been submitted.

### Wyandotte High School “Downtown” location

- Meeting took place with Mission Adelante a nonprofit agency concentrated in working with the refugee population in KC, KS. The meeting was with the director of operations to promote the downtown site. Information was well received, and information will be shared with staff to promote ESL and GED enrollment.
- A radio show was done with Tico Productions, infomercial was sponsored by Blue Cross Blue Shield. KCKCC downtown location was promoted as well as general information for KCKCC.
- Open House celebration was attended for Dress for Success. A partnership has been established with the agency to help promote the downtown KCKCC site.
- A meeting took place with Sasheen Cutchlow, Director of Economic Empowerment for El Centro. Flyers were distributed for the promotion of new downtown KCKCC location.
- An information session took place with Jessica Piedra, Attorney. Jessica is involved with various Hispanic civic organizations promoting higher education amongst the Latino community in the greater Kansas City area.
- A visit took place with Work Force Partnership to promote the new downtown KCKCC location, flyers were distributed.
- Flyer were distributed with the Westside Pubic Library, KC, MO

### High School Partnership Program

- The High School Partnership program has completed spring enrollments except for Bishop Ward's enrollments. They are currently in the process of reconciling rosters. They plan to host a high school counselor breakfast on February 27, 2020.

### International Affairs

- Three (3) transfer students for the spring 2020 semester are anticipated
- All the accepted F-1 applicants were denied VISA's except for one and that person deferred admissions until fall 2020.
- A meeting has been scheduled for January 22, 2020 to visit with our SEVP Field Representative, Jeffrey Hashman and the Project Campus Sentinel (PCS) agent for our area, Marc Stern.

### Completed Admissions Applications Received

Spring 2018	1101
Spring 2019	1910
Spring 2020	2314

## STUDENT SUCCESS CENTER - SHAY DODSON, LEAD ADVISOR

	MAIN	PION	TEC
On-Campus Advising / Type of Visit			
General Advising	30	20	31
Graduation Check	17	2	8
Graduation Plan	2	6	1
New Enrollment	54	2	50
Returning Enrollment	340	31	79
Schedule Adjustment	17	2	0
Withdrawals	0	0	3
Financial aid exclusion	6	0	0
Dismissal/Reinstatement	8	0	0
GRAND TOTAL	474	63	172
Walk-In Advising	311	20	NR
Advising Appointments	163	43	NR

### Advising Inbox

General advising (not including replies)	92
Enrollments	6
Appointment Requests / Scheduled	3
Withdrawal / Drops	0
TOTAL	101

### Advisor Reports

- Lourdes: 12/3/19 - Professional Development on Trauma, Resilience & Post-Traumatic Growth. Park University, Kansas City
- Renee: 12/4/19 - KC Scholars Finals Study and Pizza Party and 12/6/19 - 12/8/19 - St. Jude's Marathon with KCKCC Phi Theta Kappa
- Shay: 12/12/19 - 12/14/19 - Complete College America Conference. Phoenix, AZ
- January: Will advise and enroll 10 second-semester Amazon-KCKCC Computer Software Technology Certificate students at Amazon Fulfillment Ctr the week of Jan 6.

## 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	9,619	251
2018-2019	11,790	317
2017-2018	11,863	346

#### Financial Aid Disbursed to Student Accounts as of December 5

	FALL
2019-2020	\$6,097,812
2018-2019	\$6,859,137
2017-2018	\$7,302,227

#### Fall 2019 Satisfactory Progress Calculated

- Academic progress was reviewed for students who received federal financial aid for the Fall 2019 semester resulting in the following:
  - 373 students on “Warning”-completion rate below 66% and/or GPA below 2.0
  - 84 students on “Exclusion”-completion rate below 66% and/or GPA below 2.0 after a warning semester.
  - 54 students on “Exclusion”-attempted over 97 credit hours.
  - 41 students - on “No More Aid”-students have appealed their exclusion status and did not complete approved appeal conditions
    - Students were notified by U.S. Mail and through their student e-mail and given the information on how to appeal.

#### Federal Financial Aid Spending Bill Passed

- President Donald Trump signed a new spending bill finalizing funding for the government for fiscal year (FY) 2020 on 12/20/2019, which includes a \$150 increase to the maximum Pell Grant award, and addresses ongoing issues with federal loan servicers.
- The bill provides \$72.8 billion in discretionary funding for the Department of Education (ED), a \$1.3 billion increase from FY 2019. The bill boosts the 2020-2021 maximum Pell Grant award to \$6,345, though it relies on a \$500 million recession from the program’s reserve fund.
- The bill also increases funding for the Federal Supplemental Educational Opportunity Grant (FSEOG) program by \$25 million (to \$865 million) and allocates \$1.2 billion for the Federal Work-Study (FWS) program, a \$50 million increase from FY 2019.
- The bill report also includes language in support of the data-sharing agreement between ED and the Internal Revenue Service (IRS). This will eliminate the verification process for many of students, resulting in awarding aid sooner.
- The bill allocates almost \$1.8 billion to support the administration of federal student aid and includes new language to protect federal student loan borrowers. Specifically, the bill directs ED to “hold servicers accountable for high-quality outcomes, noncompliance with Federal Student Aid (FSA) guidelines, contract requirements (e.g., an understanding of federal and state law), and applicable laws, including misinformation provided to borrowers.” The bill also mandates FSA do the same with its contractors.

## REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

### Student Record Services

FERPA forms	4
Information Updates	49
Major Changes	149
Transcript Requests	8
Notary Assistance	2
Residency	3
Address Correspondence	86
Student Withdrawal Requests	51
Administrative Withdrawal	0
U.S. Office of Personnel Mgmt Enrollment Verifications	41
Letter of Non-Attendance	0
Loan Deferments	0
Employment Requests	100

### Enrollment Services

Schedule Adjustments	13
Reinstatements	0
No-Show Processing	0
Late Withdrawal Process	0

### Co-Curricular Activities

- Susan Pedroza, Part-Time Administrative Assistant, and Jerrica Lock, Administrative Assistant, attended the Lunch and Learn on December 4th.
- An'Drienna Wilson, Record's Coordinator and John Olson, Coordinator of Graduation and Transcript Services attended the Supervisor training held on December 5th.
- The Registrar's team participated in the Graduation Reception on December 5th.

- Theresa Holliday, Registrar, attended and participated in the Ellucian Student Educational Planning Implementation training from December 3 - December 5, then participated in the building of the system on December 10<sup>th</sup>.
- On, December 7, 2019, Theresa Holliday, Registrar conducted a meeting with the KCKCC Graduation Committee to discuss membership, responsibilities, roles, and to discuss the ceremony times.
- Office members attended the Candle lighting, President's Open House and Staff Senate Christmas Party.

## TESTING SERVICES - FAITH MOODY, TESTING SPECIALIST

### Total Placement Tests This Semester

Fall 2019	Fall 2018	Fall 2017
1877	1822	1580

### December 2019 Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
November 2019**	98	8	10	56	0	172
November 2018	145	20	25	60	0	250
November 2017	172	19	35	41	3	270

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

### December 2019 Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
December 2019**	# Administered	97	121	83	172
	Developmental	64	88	43	118
	% Developmental	66%	73%	52%	69%
December 2018	# Administered	177	191	124	250
	Developmental	109	116	90	178
	% Developmental	62%	61%	73%	71%
December 2017	# Administered	194	208	159	270
	Developmental	119	134	124	216
	% Developmental	61%	64%	78%	80%

## PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

12/2/19 Lansing High schools students came for a tour of the culinary program.

12/3/19 Criminal Justice Class Trip -Douglas Hansen, Criminal Justice Instructor, incorporated a trip to the Lansing Correctional Facility this semester into his curriculum for his students. During the tour, the students were able to see the prison courtyard, visit the chow hall, learn about the eight prison facilities in Kansas, and see the new 350-million-dollar facility being built. The students also visited the medium security building, which housed the dog program with the offenders, the maximum-security three-tier building, and the mental health facility.

12/5/19 Another evening culinary class was held for the community where cookies, fudge and candy was made.

12/6/19 The KCKCC Pioneer Career Center students, faculty and staff collected gifts for a family of six for the holidays. We displayed a lighted tree by the main office and placed ornaments on the tree for each member of the family. KCKCC students, faculty and staff selected ornaments and purchased the gift listed on the ornament for the family. The culinary students made a variety of yummy to have for a bake sale with all the proceeds going towards a Dillon's gift card for the adopted family. **Also included is a picture of the thank you we received from the family we adopted.**



12/5/19 KCKCC Pioneer Career Center hosted “Breakfast with Santa in the evening.” A lot of different activities were available for the children. We had inflatables, shop and wrap a gift, ornament making, jingle bell bracelet craft, cards to the troops, coloring contest, letters to Santa, cookie decorating, balloon artist, pictures with Santa and Chris Cakes was there tossing pancakes! Dr. Greg Mosier and his wife attend the event. We had almost 300 attend and volunteers from culinary, JROTC and NHS made the event possible with all their help!



12/10/19 To help them through the week, KCKCC provided a catered breakfast by Taylor Made. The students enjoyed biscuits and gravy, eggs, bacon, cinnamon rolls and juice.

12/15/19 The KCKCC Pioneer Career Center Culinary Arts Program catered breakfast for the runners at the Annual Santa 5k Fun Run. The students were up bright and early on Sunday morning to volunteer for this annual event.



The KCKCC Pioneer Career Center hosted a coloring contest during the Breakfast with Santa this week. Colored pictures in two age groups (3-6-year-old and 7+) were posted on the KCKCC Pioneer Career Center Facebook page and at the PCC to collect votes. The winners were announced on Thursday, December 19th and some are picture here.



12/18/19 Rev. Dr. David York, Pastor, at First United Methodist Church and Wayne Parks, Director of Operations at First United Methodist Church presented a check for \$2,500.00 to Marcia Irvine, Director of the KCKCC Pioneer Career Center. The generous donation is to assist with needs that the KCKCC Pioneer Career Center Technology programs may need. The KCKCC Pioneer Career Center's electrical program has had some off-site instruction at the First United Methodist Church installing outlets in the past and Pastor York wanted to give back to the Technical programs right here in the Leavenworth community. We plan to continue the partnership between KCKCC Pioneer Career Center and First United Methodist Church on future endeavors.



12/18/19 GED celebration - Cathleen Cooney and Daniella Carson, GED Instructors at the KCKCC Pioneer Career Center enjoyed a festive end of semester celebration and holiday party. The celebration was in conjunction with a GED graduate...Congratulations!

**CAREER SERVICES - MARK TURNER, COORDINATOR**

- Visited with Courtney Lewis, Content Director Kansas City Chamber of Commerce about creating a cover story about KCKCC.
- Attended the KACE Conference (Kansas Association of Colleges and Employers Conference) and the main information gathered was information about new technology working in Career Centers at other colleges.

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

Veteran Center Visitors			
	AY18-19	AY19-20	
August		281	
September	47	313	
October	185	307	
November	132	245	
December	105	124	
January	189		
February	218		
March	159		
April	209		
May	104		
June	56		
July	74		<b>Total</b>
<b>Total</b>	<b>1479</b>	<b>1270</b>	<b>2749</b>

Branch of Service		
Army	1428	52%
Navy	225	8%
Marines	518	19%
Air Force	337	12%
Coast Guard	6	>1%
N/A	235	8%
<b>Total</b>	<b>2749</b>	

Type of Visitor		
<b>Current Status</b>		
Active Duty	458	16%
Veteran	1582	57%
Military/Veteran Dependent	463	17%
Civilian	246	10%
<b>Total</b>	<b>2749</b>	

Students Using VA Educational Benefits

Reason for Visit		
Study	744	27%
Socialize	876	32%
Benefit Questions	366	13%
Enroll & Application Questions	173	7%
Computer use	366	13%
Other	224	8%
<b>Total</b>	<b>2749</b>	

Term Certified	Number of Certs 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 (as of 6 Jan)	55	661	\$81,069

#### December events

- **Dec 9-13:** The Veterans Center was a hub of activity as student used the study room to prepare for finals.



- **Dec 14<sup>th</sup>:** The Veteran Center supported the Wreaths Across America event. 14 KCKCC staff and family members participated



#### January 2020 Upcoming events

- **Jan 6:** Attend the Student Veterans of America National Conference
- **Jan 21-24:** Welcome Back activities

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

### Student Services Fulfills!

#### DEAN OF STUDENTS SERVICES EVENTS

- Visited Hutchinson Community College as a part of KCCLI
- Participated in Racial, Equity and Inclusion 2-day training representing KCKCC
- HLC Assessment Academy Team meetings

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

December was filled with a flurry of planning and meetings to help us finish well in 2019 and prepare for a fast start to 2020. We attended an **academic symposium**, meetings of **three senates** and **extended cabinet**, **student clubs**, **HLC**, **BIT**, **Title IX** and **Graduation committee** and managed to squeeze in the Candle Lighting ceremony and a couple of holiday parties all in three short weeks. Whew!

We said goodbye to one of our counseling interns, **Matt Crawford**, who graduated in December from the University of St. Mary with a Masters in Counseling Psychology.

Much to our delight, the Counseling & Advocacy Center won the annual Staff Senate **Holiday Door Decorating Contest** with this playful depiction of a polar bear blowing snowflakes - and having a coke! We are humbled at our selection from among the many festive and creative entries presented by the very talented employees of KCKCC. Kudos to **Jennifer Gieschen** for her lovely display.



## STUDENT ACCESSIBILITY AND SUPPORT SERVICES

### Students Requesting Accommodations:

Disability	December 2019	December 2018	December 2017
Autism Spectrum Disorder	14	11	4
Attention Deficit Disorder	35	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	13	5	5
Physical	6	9	2
Psychiatric	18	24	24
Other Health Impaired	0	N/A	N/A
Total	179	183	85

### **Narrative Activities:**

- Alex, Robert and Sara finished the Sonocent Audio Notetaker pilot. They will evaluate the program and present a report to leadership.
- Alex participated in the door-decorating contest in Student Housing.
- Carly worked with two TEC students who are in the transition program and their transition program coordinator, to make sure the funding part was corrected in our system so their tuition gets paid.
- Carly worked with Robert, Alex, DeShawn Bailey (Nail Tech instructor) to handle a situation that happened with a student that has a service animal in her program. Carly did the incident report and emailed her findings to Robert, Alex, Cheryl Runnebaum and Shawn Derriitt.
- Robert participated on the Learning Spaces Taskforce and the Technology Subgroup.
- Robert served on the Faculty Association Executive Counsel.
- Robert served on the Accessibility Summer Camp Planning Committee.
- SASS had approximately 350 people visit the office.

### **STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR**

#### **Student Activities**

- Developing a Student Activities TV show with Media Services
- Finalizing placement of the bridge and walk way on the Nature Trail
- PCC - hosted the annual Breakfast with Santa:
  - Approximately 325 people attended
  - Increase of 50% from 2018
- Wyandotte HS - Hosted the first Christmas Party for the students and faculty on December 11<sup>th</sup> from 6 pm - 7:30 pm
  - Approximately 25 people attended
- Hosted the annual Campus Wonderland on December 19<sup>th</sup> from 2 pm - 5 pm
  - Approximately 80 KCKCC parents came to pick up toys for their children
- Hosted Finals Breakfast at the
  - PCC
    - Approximately 100 attendees

- A 15% decrease from 2018
- Hosted the annual Breakfast with Santa at the Main Campus
  - Approximately 330 attendees
  - A 20% increase from 2018

### **Clubs, Organizations, Special Interests Groups**

- Catholic Students of KCKCC volunteered in the Breakfast with Santa
- Gamer Club hosted the following:
  - tabletop game days every Fridays and Saturday from 9 am - Noon
  - Volunteered for the Breakfast with Santa
- Mindfulness Club consistently hosts two mediation and relaxation workshops weekly
- ISO and SOL co-hosted a club field trip to the Nelson Atkins Art Gallery
- AAUW co-hosted club field trip to the Nelson Atkins Art Gallery
- Early Childhood Professionals volunteered at the Breakfast with Santa
- Music Club volunteered at the Breakfast with Santa and sang Christmas carols with the participants
- Music Club attended a student conference in New Orleans, LA during the Winter Break
- Sigma Phi Sigma volunteered at the Breakfast with Santa
- Christian Student Union volunteered at the Breakfast with Santa
- Christian Student Union attended a Student Conference in Texas during the Winter Break
- Student Veterans Organization attended a Student Conference in California during the Winter Break

### **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 was Dec. 17<sup>th</sup> from 1 pm - 4 pm

## **STUDENT HOUSING, HOUSING SUPERVISOR**

### **Student Housing Status:**

- Currently students are check out for holidays break
- We have (17) beds available 6-Single and 8-Double/Triple Occupancy
- Waiting List Spring 2020 total is 22 (10) males, (12) females

### **RA Staff Meeting/Training:**

- Dec. 13, 2019 RA Staff Meeting discussed: Move out procedures, coordinate students' checkout times, RA worked from room/but on call during finals week

### **Upcoming/On-Going Activities/Projects:**

- Dec. 9, Drawing for the Holiday Door Contest Program

- Dec. 12 - 16 Students Move-out week
- Women's Basketball Check-in early Jan. 2<sup>nd</sup>, Men's early check-in Dec. 28<sup>th</sup>
- Jan. 17, 2020 RA's Return / RA Training Day at 2:00 pm - 6:00 pm
- Jan. 18, 2020 All Student Returns Saturday 10:00 am - 5:00 pm / Sunday Jan. 19 from 12:00 pm - 4:00 pm

### Interpersonal & Intrapersonal Competence - Social Engagement

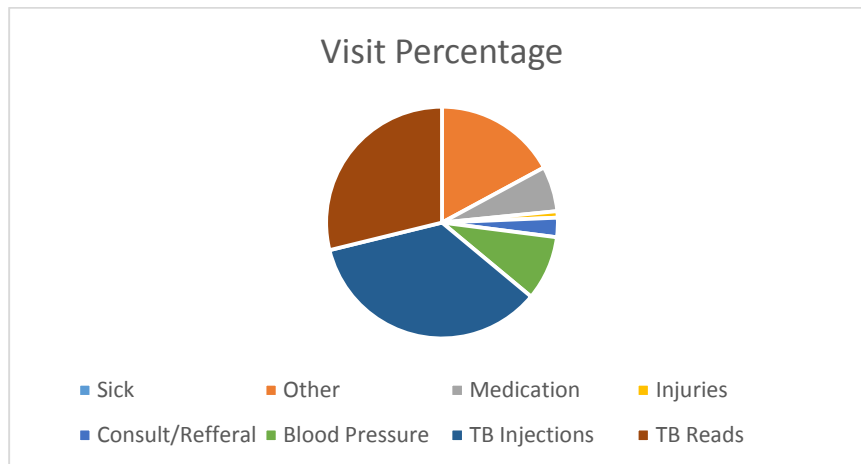
- Dec. 11, Finalize Assessment Plans Co-Curriculum meeting with Dr. Goudeau

### Daily Activity

- 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 December



Visit Reason	%	total
TB Inject	39%	71
TB Read	32%	59
Sick	0%	0
Hearing/Vision	1%	1
Personal	19%	19
Medication	7%	13
BP	10%	19
Injury	1%	1
Referral	3%	5

The above information represents percentages of visits for December. This month brought in 183 visits. This is an increase compared to 95 visits in 2018. Visits taken from a wide array of needs for staff/faculty, students and the community. Of those 183, 5 referrals were made to outside agencies.

### Accomplishments for December

- Met with the Community Blood Center to arrange events for the next year.
- Continued to work on HCL for Student Health Services with Dr. Goudeau.

### Plans for January

- Blood Drive with the Community Blood Center at the Main Campus on January 29<sup>th</sup> from 9 a.m. to 2p.m. Pioneer Campus will also have their Blood Drive on January 29<sup>th</sup> from 10 a.m. to 2 p.m. The Blood Drive will be at TEC campus on January 30<sup>th</sup> from 10 a.m. to 2 p.m.

## TRIO SSS-MICHAEL COZART, DIRECTOR

### Participants

- We have 146 TRIO students for AY 2019-20, which exceeds our annual goal. 101 First-Gen & Low-Income, 26 First-Gen only, 10 Low-Income Only, 3 Disabled Only & 13 Low-Income w/Disability.
- We had TRIO student to receive a Foundation Scholarship
- We had 9 students to graduate in December.
- We actively assisted 5 TRIO students to transfer to 4-yr colleges for the Spring 2020 semester, 1 who will start an intern this spring and begin school in the Fall 2020

### Grant & APR Updates

- Submitted APR December 9 to the ED
- We are funded to serve 140, we served **201** students.
- We are required to serve 2/3 or 66% first-generation & low-income students, we served **73%**.
- Our Persistence goal is 57%, our actual rate was **94%**
- Our Good Academic Standing goal is 64%, our actual rate was **91%**
- Our Associated Degree or Certificate goal is 15%, our actual rate was **40%**
- Our Associate Degree or Certificate and Transfer to a 4-Year goal is 11%, our actual rate was **24%**
- **We earn 15 of 15 Prior Experience points.**
- The TRIO SSS grant application is due January 27, 2020

### Activities & Events

- Hosted the NSLS Honors Installation Ceremony, with 34 inductees, December 3
- I attended a TRIO SSS grant informational webinar, December 11
- I attended the Racial & Equity Institute at the TEC, December 12-13
- I finalized the TRIO Assessment Plan w/ Dr. Goudeau, December 17
- Michael Cozart, Director of TRIO was selected as an 2020 MLK Honoree for Entrepreneurship/ Education by the (ABWA) American Business Women's Association. The Scholarship banquet is Saturday January 11, 2020.

## ATHLETICS - TOMPKINS, ATHLETIC DIRECTOR

**ACADEMICS:** Student-athletes continue to do well in the classroom. 58% of KCKCC student-athletes earned over a 3.0 GPA. Here is a breakdown per team.

Volleyball	2.79
WBB	2.78
MBB	2.18
Golf	3.65
MSOCCER	3.07
WSOCCER	3.04
Softball	3.51
Baseball	2.96

**Academic Success Night:** We will have our Academic Success Night for Student-Athletes who earned over a 3.0 in the Fall Semester on February 5<sup>th</sup>. We will have the presentation after the conclusion of the Women's Game. Game times will be at 5:30 and 7:30 vs. Johnson County.

**Women's Basketball:** Currently 14-1 on the season and ranked 2nd in the nation. The conference is loaded again this year with 4 teams in the top 15 (#2 KCKCC, #4 Johnson, #5 Highland, #14 Labette). Conference play will start on Wednesday, January 22<sup>nd</sup> at Labette.

**Men's Basketball:** Currently 5-9 on the season. Conference play will start on Wednesday, January 22<sup>nd</sup> at Labette.



## **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

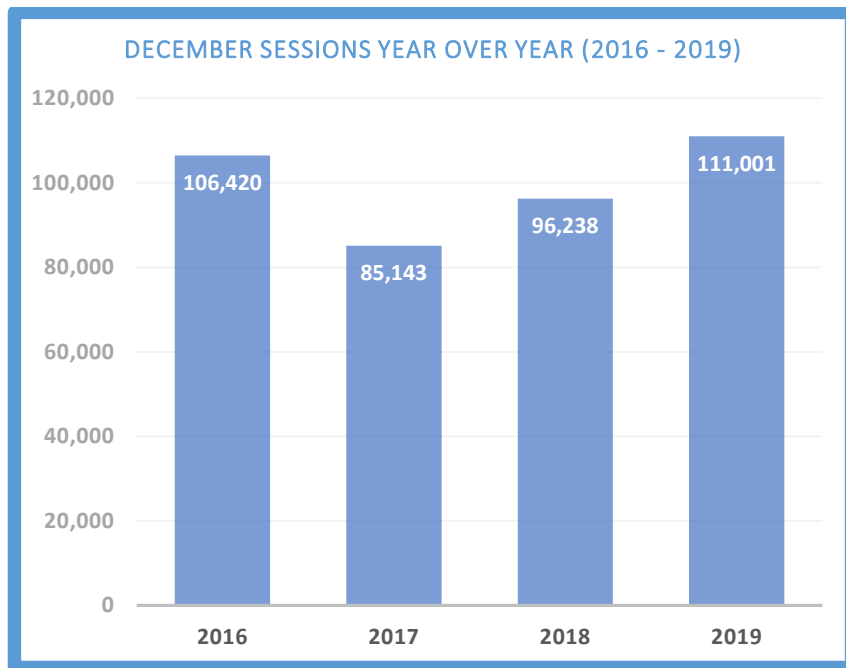
January 10, 2020

### **Strategic Initiatives and Outreach**

- Hosted legislative visit the morning of Dec. 3<sup>rd</sup>. We had a wonderful turn out and great conversation. Legislators were informed about our Strategic Plan and some of the large-scale projects we are planning. Also, they were provided a tour of some specific campus areas.
- Attended the December 6<sup>th</sup> and 7<sup>th</sup> KACCT meeting at JCCC. Received updates about current legislative agendas.
- Co-hosted the Racial Equity Workshop with the Wyandotte Health Foundation at TEC. Executives from several local companies such as Hallmark were in attendance.
- Attended the Business West Holiday dinner at a private residence. This dinner was well attended and provided the opportunity to talk with some of our commissioners and other local leaders.

### **General Website Information**

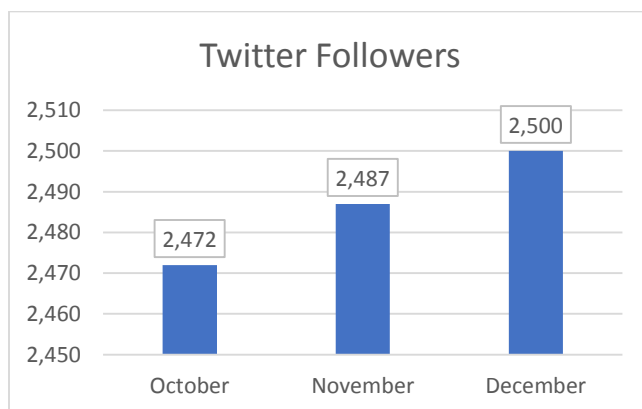
- To make information easier to find, we added a link to the class schedule to the KCKCC website's main navigation. The class schedule is now just one click away.

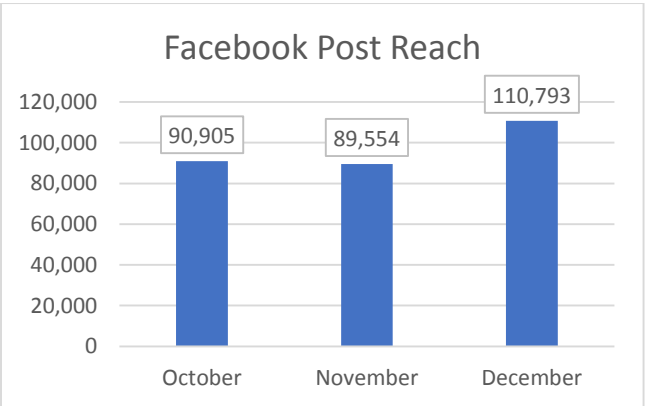
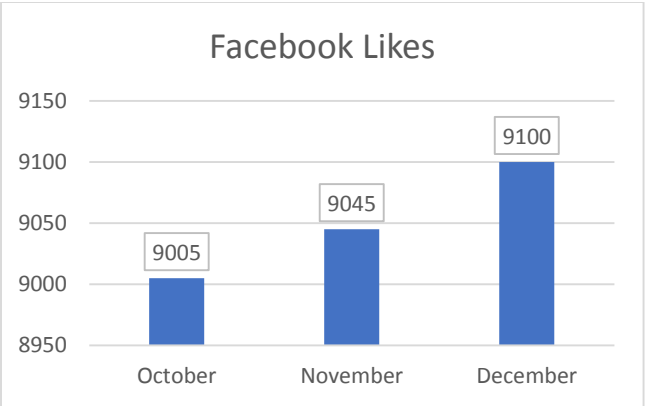
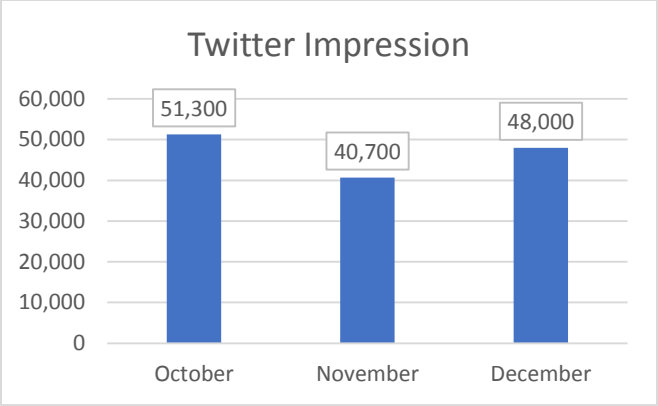


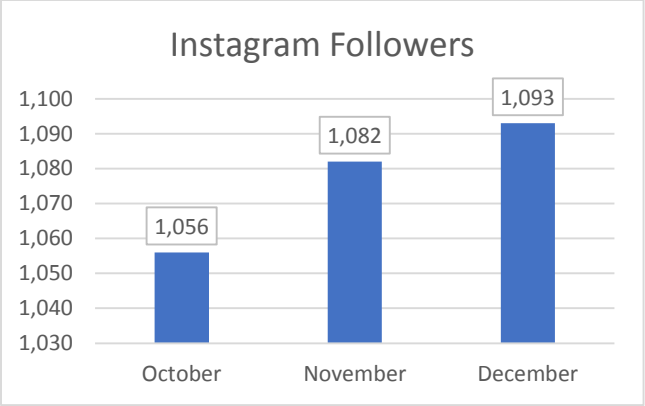
## Top Webpages

Webpage	Pageviews
Degree / Certificate Webpage	36,138
Technology Support	17,574
Class Schedule	10,034
Search	9,756
2019-2020 Academic Calendar	7,041

## Social Media Information







## Post Details



**Kansas City Kansas Community College**

Published by Rave Mobile Safety [?] · December 15, 2019 at 9:50 PM ·

KCKCC Alert: All KCKCC locations are closed Monday December 16th due to winter weather. This includes all classes and activities at all KCKCC locations.

**Get More Likes, Comments and Shares**  
Boost this post for \$100 to reach up to 33,000 people.

3,439

People Reached

312

Engagements

**Boost Post**

41

Like

Comment

Share

3 Comments 15 Shares

## Performance for Your Post

**3,439** People Reached

**80** Reactions, Comments & Shares

55

Like

41

On Post

14

On Shares

1

Wow

0

On Post

1

On Shares

1

Sad

0

On Post

1

On Shares

8

Comments

5

On Post

3

On Shares

15

Shares

15

On Post

0

On Shares

**232** Post Clicks

0

Photo Views

0

Link Clicks

232

Other Clicks

### NEGATIVE FEEDBACK

0 Hide Post

0 Hide All Posts

0 Report as Spam

0 Unlike Page

Reported data may be delayed from what appears on posts

## Post Details



**Kansas City Kansas Community College**

Published by Kelly Evenson Rogge [?] · December 13, 2019 at 10:25 AM ·

KCKCC is pleased to announce a new articulation agreement with Donnelly College, which will expand opportunities for our students to earn an affordable bachelor's degree without leaving KCK! #KCKCCProud #EndlessOpportunities



**Get More Likes, Comments and Shares**  
Boost this post for \$100 to reach up to 33,000 people.

2,149

People Reached

205

Engagements

**Boost Post**

## Performance for Your Post

**2,149** People Reached

**85** Reactions, Comments & Shares

51

Like

44

On Post

7

On Shares

13

Love

9

On Post

4

On Shares

2

Wow

2

On Post

0

On Shares

10

Comments

8

On Post

2

On Shares

9

Shares

8

On Post

1

On Shares

**120** Post Clicks

11

Photo Views

0

Link Clicks

109

Other Clicks

### NEGATIVE FEEDBACK

0 Hide Post

0 Hide All Posts

0 Report as Spam

0 Unlike Page

Reported data may be delayed from what appears on posts

## Tweet activity



**KCKCC** @KansasCityKSCC  
 Congratulations Blue Devils! #KCKCCProud  
[https://twitter.com/bluedevel\\_wsoc/status/1203816823197704192](https://twitter.com/bluedevel_wsoc/status/1203816823197704192)



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

Get started

Impressions	1,834
Total engagements	26
Detail expands	11
Likes	8
Profile clicks	6
Retweets	1

## Tweet activity



**KCKCC** @KansasCityKSCC  
 What a way to end the Fall 2019 semester!  
 #KCKCCproud #winter  
<pic.twitter.com/7k7kYKf43k>



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

Get started

Impressions	1,642
Total engagements	62
Media engagements	50
Likes	7
Detail expands	3
Profile clicks	2



**KCKCC** @KansasCityKSCC  
 Rev. Dr. David York, Pastor @ First United Methodist & Wayne Parks, director of operations @ First United Methodist presented a check for \$2,500 to Marcia Irvine, director of the KCKCC Pioneer Career Center today.  
<pic.twitter.com/vUv2wa3wZC>



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

Get started

Impressions	1,381
Total engagements	21
Media engagements	12
Detail expands	4
Likes	3
Profile clicks	2



**BOARD OF TRUSTEES REPORT  
FINANCE & ADMINISTRATIVE SERVICES  
MICHAEL BEACH, CHIEF FINANCE OFFICER  
JANUARY 2020 REPORT**

**FINANCE - MICHAEL BEACH, CFO**

- Mid-Year Budget review is underway.
- FY 2020-21 Zero-Based Budget process has been launched.
- Debt refinance complete with approximately \$1.1 million in savings to the College. This was accomplished without extending maturity dates on any of our outstanding debt.

**BOOKSTORE - KASEY MAYER, DIRECTOR**

- We are 100% completed with adoptions for the Spring semester.
- All books have been received, and are on the shelves ready for student purchases.
- We have finalized the employment process for two part-time employees in the TEC Cafeteria.

**FACILITY SERVICES - JEFF SIXTA, DIRECTOR**

Accomplishments:

- Set up for the Nurses Pinning
- Working on Student Success - 90% complete
- Working on bid for Humanities remodel hvac. Have 2 and waiting on the 3<sup>rd</sup> one.
- Retrieved vfd's serial numbers to send in for recall of a part
- Delivered 30 round tables to TEC for an event
- Completed 60 minute test of emergency and exit light for main campus and Pioneer
- Research solar energy
- Installed FDC signs for fire department at all building locations
- Installed 37 new data lines in Student Success and the Gallery

Goals:

- Complete Student Success
- Start on Institutional Effectiveness remodel

**CAMPUS POLICE - JASON SIEVERS, INTERIM POLICE CHIEF**

Summary:

- Provided ALICE Barricade Training for the Physical Therapy Division December 4 (Officers Roland and Pate)
- Provide coverage for Audio students on Saturdays at TEC
- Provided coverage for Nurse's Pinning December 18

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

**Summary Statement of Net Position**

	<b>YTD FY2020</b>	<b>Audited Year-End FY2019</b>
Assets		
Current Assets	\$ 17,392,484	\$ 33,159,395
Noncurrent Assets	53,131,601	56,200,604
Total Assets	<u>\$ 70,524,085</u>	<u>\$ 89,359,999</u>
Liabilities		
Current Liabilities	\$ 9,590,878	\$ 13,930,479
Noncurrent Liabilities	21,721,260	21,721,260
Total Liabilities	31,312,138	35,651,739
Net Position	<u>39,211,947</u>	<u>53,708,260</u>
Total Liabilities and Net Position	<u>\$ 70,524,085</u>	<u>\$ 89,359,999</u>

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

	<b>YTD FY2020</b>	<b>Annual</b>	<b>Annual</b>	<b>YTD FY2019</b>	<b>Percent Used Actual to</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Budget</b>
Operating Revenues	\$ 16,176,342	\$ 27,315,064	\$ (11,138,722)	\$ 16,917,440	59.22%
Non-Operating Revenues, Net	8,160,225	57,959,925	(49,799,700)	8,783,478	14.08%
Total Revenues	24,336,567	85,274,989	(60,938,422)	25,700,918	28.54%
Operating Expenses	35,022,640	80,812,679	45,790,039	35,857,553	43.34%
Increase/(Decrease) in Net Positions	<u>\$ (10,686,073)</u>	<u>\$ 4,462,310</u>	<u>\$ (15,148,383)</u>	<u>\$ (10,156,635)</u>	

**Notes**

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD DECEMBER 2019							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
		2020	12/31/2019	2020	12/31/2018	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 12,612,000	\$ 9,512,337	\$ 12,612,000	\$ 9,956,508	\$ (3,099,663)	75.42%
	Federal Grants and Contracts	10,512,298	4,357,497	10,512,298	4,758,323	(6,154,801)	41.45%
	State Contracts	568,026	358,751	568,026	289,601	(209,275)	63.16%
	Private Gifts, Grants & Contracts	275,000	189,500	275,000	135,911	(85,500)	68.91%
	Auxiliary Enterprise Revenue	2,972,125	1,064,287	2,972,125	1,223,557	(1,907,838)	35.81%
	Other Operating Revenue	375,615	693,970	375,615	553,540	318,355	184.76%
	Total Operating Revenues	27,315,064	16,176,342	27,315,064	16,917,440	(11,138,722)	59.22%
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	123,537	250,000	133,071	(126,463)	49.41%
	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	8,160,225	57,959,925	8,783,478	(49,799,700)	14.08%
Total Revenues		85,274,989	24,336,567	85,274,989	25,700,918	(60,938,422)	28.54%
Operating Expenses:							
	Salaries & Benefits	45,704,930	20,598,162	45,704,930	21,243,994	(25,106,768)	45.07%
	Contractual Services	2,012,975	939,181	2,012,975	795,670	(1,073,794)	46.66%
	Supplies & Other Operating Expenses	11,564,727	5,954,893	11,564,727	5,614,609	(5,609,834)	51.49%
	Utilities	2,077,855	899,117	2,077,855	1,022,701	(1,178,738)	43.27%
	Repairs & Maintenance to Plant	4,595,883	1,989,817	4,595,883	2,378,645	(2,606,066)	43.30%
	Scholarships & Financial Aid	10,371,309	4,564,340	10,371,309	4,797,459	(5,806,969)	44.01%
	Strategic Opportunities	1,250,000	-	1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	52,065	250,000	4,475	(197,935)	20.83%
	Debt Service	2,985,000	-	2,985,000	-	(2,985,000)	0.00%
Total Operating Expenses		80,812,679	34,997,575	80,812,679	35,857,553	(45,815,104)	43.31%
Increase in Net Position		\$ 4,462,310	\$ (10,661,008)	\$ 4,462,310	\$ (10,156,635)	\$ (15,123,318)	

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

	<b>FY2020 Actual</b>	<b>Annual Budget</b>	<b>FY2019 Actual</b>	<b>Annual Budget</b>	<b>FY2018 Actual</b>	<b>Annual Budget</b>	<b>FY2017 Actual</b>	<b>Annual Budget</b>
Operating Revenues	\$ 16,176,342	\$ 27,315,064	\$ 16,917,440	\$ 29,246,544	\$ 17,927,124	\$ 28,475,721	\$ 17,882,722	\$ 28,867,852
Non-Operating Revenues, Net	8,160,225	57,959,925	8,783,478	53,604,198	7,866,853	46,028,088	8,217,867	44,909,478
Total Revenues	24,336,567	85,274,989	25,700,918	82,850,742	25,793,977	74,503,809	26,100,589	73,777,330
Operating Expenses	34,997,575	80,812,679	35,857,553	79,979,223	34,306,610	78,182,624	35,409,324	72,720,099
Increase/(Decrease) in Net Positions	\$ (10,661,008)	\$ 4,462,310	\$ (10,156,635)	\$ 2,871,519	\$ (8,512,633)	\$ (3,678,815)	\$ (9,308,735)	\$ 1,057,231

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	31-Dec-19	31-Dec-18
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 340,832		\$ 340,832	\$ 74,220
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 536,389		\$ 536,389	\$ 397,988
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,069,003	\$ 3,069,003	\$ 3,054,437
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 67,730		\$ 67,730	\$ 142,461
LIBERTY BANK	11	GENERAL FUND		\$ 501,172	\$ 501,172	\$ 511,637
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 310,955		\$ 310,955	\$ 511,637
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 880,631		\$ 880,631	\$ 666,042
SECURITY BANK***	11	GENERAL FUND	\$ 288,601		\$ 288,601	\$ 105,556
SECURITY BANK	15	TECHNICAL ED FUND	\$ 889,596		\$ 889,596	\$ 761,726
SECURITY BANK	16	STUDENT UNION	\$ 1,081,682		\$ 1,081,682	\$ 1,308,602
		(AUXILIARY SERVICES)				
	11	GENERAL FUND		\$ 1,000,000	\$ 1,000,000	\$ -
UMB BANK *	17	PAYROLL	\$ -		\$ -	
TOTAL			\$ 4,396,415	\$ 4,570,175	\$ 8,966,590	\$ 7,534,306
	Current	Month ago	Year Ago			
91-day Treasury Rate	1.520	1.560	2.470			
* 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	1,720,958	1,398,992	(5,808,633)	(5,425,532)	(4,087,675)	(4,026,540)			1,178,197	724,403
January	26,999,318	26,999,318	(7,471,965)	(7,471,965)	19,527,353	19,527,353			20,705,550	20,251,756
February	7,496,823	7,496,823	(8,284,267)	(8,284,267)	(787,444)	(787,444)			19,918,106	19,464,312
March	5,172,465	5,172,465	(9,849,981)	(9,849,981)	(4,677,516)	(4,677,516)			15,240,590	14,786,796
April	2,685,410	2,685,410	(7,074,615)	(7,074,615)	(4,389,205)	(4,389,205)			10,851,385	10,397,591
May	1,898,779	1,898,779	(6,582,603)	(6,582,603)	(4,683,824)	(4,683,824)			6,167,561	5,713,767
June	18,916,650	18,916,650	(7,518,128)	(7,518,128)	11,398,522	11,398,522			17,566,083	17,112,289
Totals	87,218,063	88,789,336	(86,764,269)	(85,599,025)	453,794		-	-		
Bold = Actual										
	24,048,618		(39,982,710)							
GL Balance	General Fund	\$ 288,601								
	TEC Fund	\$ 889,596								
		\$ 1,178,197								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Position**  
**YTD DECEMBER 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
<b>year 2014</b>	9,693,245	\$1,038,839	11.14	<b>year 2015</b>	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	<u>614,663</u>	<u>\$58,846</u>	9.57	12/28/2017	<u>543,884</u>	<u>\$75,020</u>	13.79
<b>year 2016</b>	<b>6,502,410</b>	<b>\$733,680</b>	<b>11.36</b>	<b>year 2017</b>	<b>6,256,584</b>	<b>\$800,648</b>	<b>12.79</b>
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	<u>566,892</u>	<u>\$80,894</u>	14.27				
<b>year 2018</b>	<b>6,437,502</b>	<b>\$897,101</b>	<b>13.98</b>				
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				
12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91				
<b>year 2019</b>	<b>6,188,892</b>	<b>\$852,891</b>	<b>13.83</b>				

# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### JANUARY 2020

#### HR Updates

The Human Resources Department does not have any new updates this month.

#### Employee Relations

##### Quarterly Employee Survey Reports

##### New Employee Follow-Up (Oct-Dec)

(0 = very poor, 3 = fair, 5 = excellent)

Item:	Q1	Q2	Q3	Q4
The position description was well defined and representative of the position for which I interviewed.	4	4.5	4.4	4.7
I was introduced to team members appropriately.	4.8	4.5	4.5	3.7
I was given a clear understanding of my department's objectives.	4.3	4.5	4.5	3.8
I was given a clear understanding of my personal performance objectives.	4.0	4.3	4.0	3.7
I understand the requirements and expectations of my new position.	4.5	4.5	4.5	4.3
My interactions with my supervisor and coworkers are appropriate.	4.75	4.8	5.0	4.3
I am satisfied with the overall communication within KCKCC.	4.5	4.3	4.4	4.0

#### What has KCKCC done well?

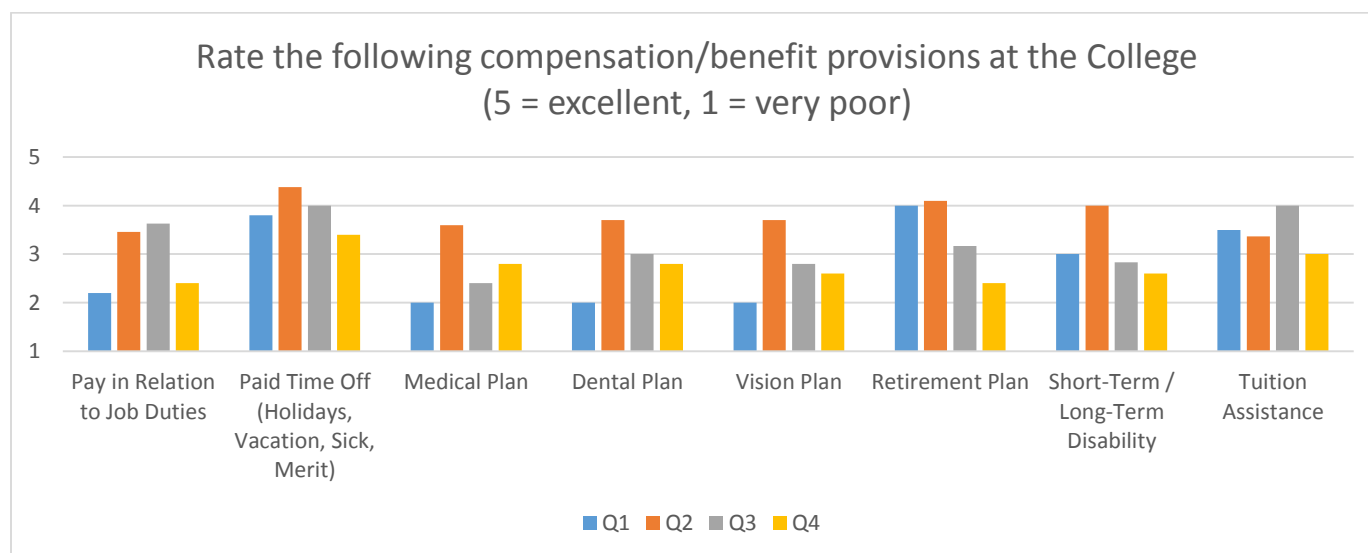
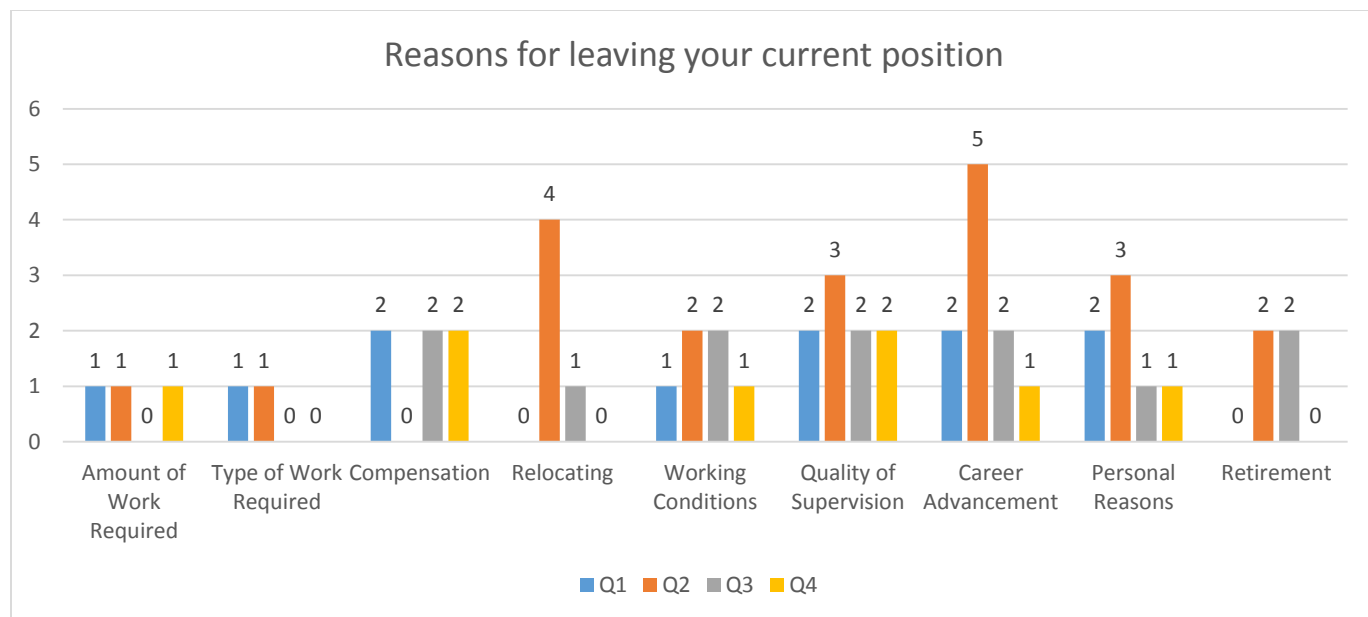
- Good supervision and communication from my supervisor.
- Cultural diversity, collaborative and friendly work environment
- Literally everyone is so welcoming and kind, from the HR representatives, to the campus police, to my colleagues in the English department, to the IT folks. It is the friendliest place I have ever worked!
- Got ID quickly

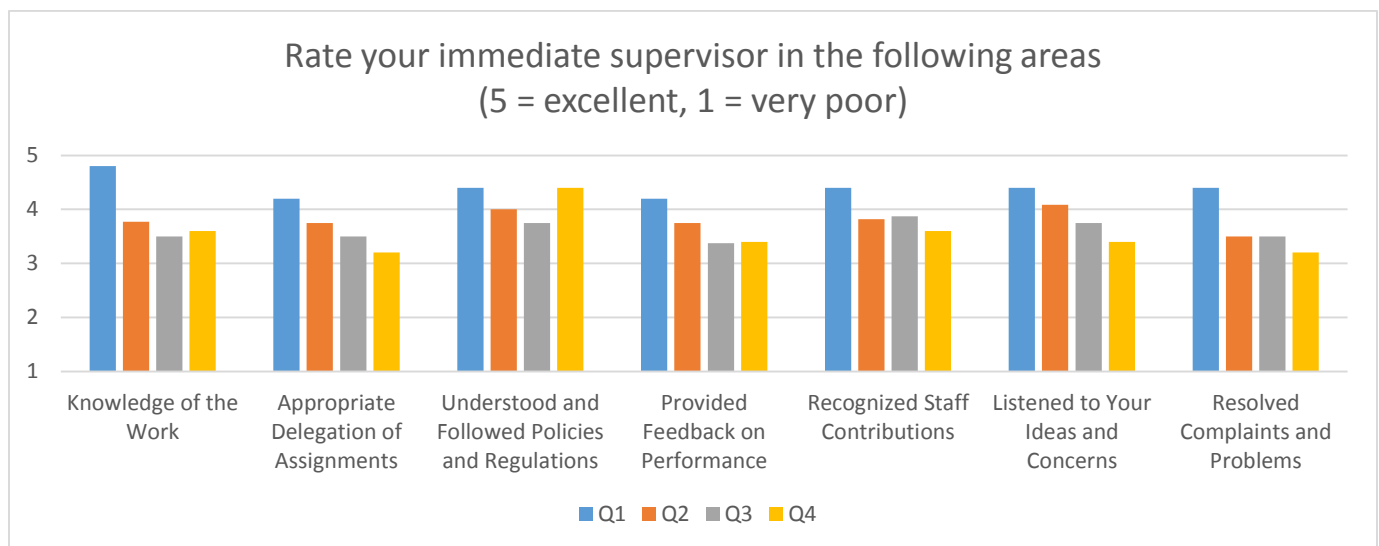
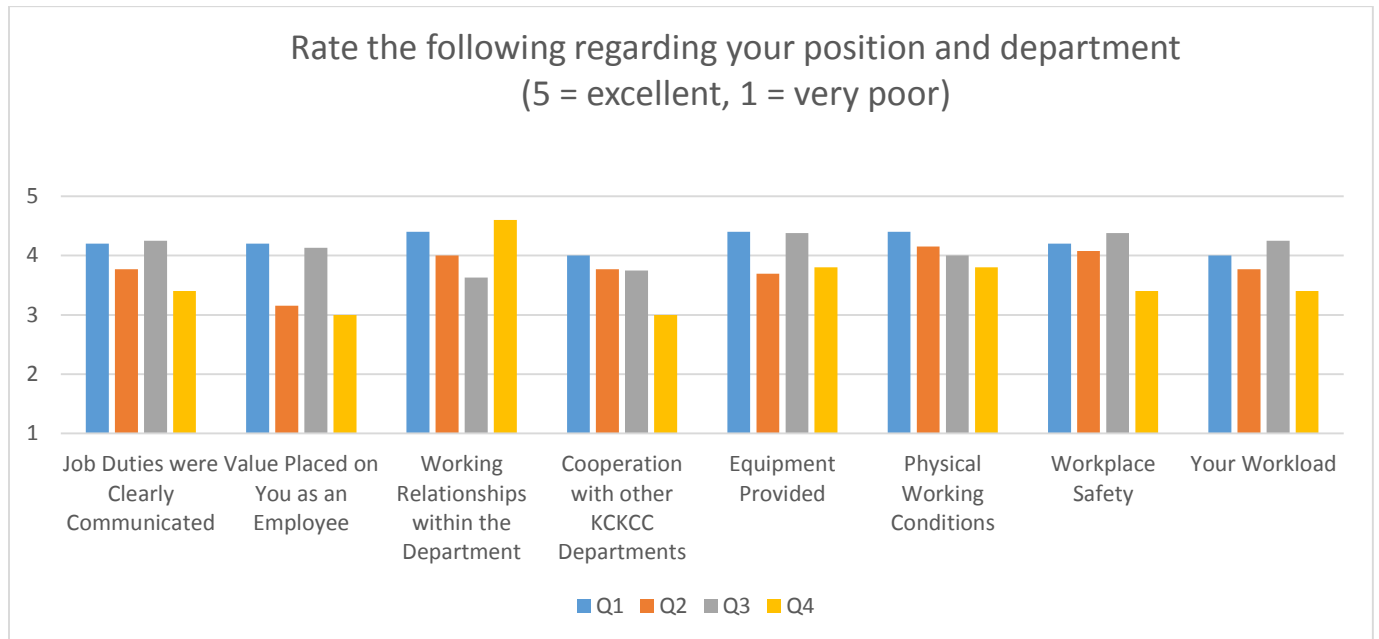
- I really appreciate the autonomy I have in my position. I am not an employee who does well being micro managed. My expectations were given when I started and I have the freedom to carry them out how I best see fit so far. It makes me want to work harder knowing I am able to use my skills freely.
- Email communication, KCKCCPD has been helpful (parking, new ID)

### What areas can KCKCC improve?

- More communication between full-time faculty and adjuncts
- Expand access to high-quality education programs
- I would have liked more direction with my classes--what is expected, how to access information. When I asked colleagues for help with curriculum they were more than willing to share their materials. It just would be nice to have a resource center.
- Had to ask for a computer; had to ask for setup. Dept personnel did not know how to have me record hours. Had to ask HR.

### Exit Survey





## Employment

For the calendar year 2019, KCKCC saw the following:

- 155 New Hires
- 14 Promotion
- 6 Rehires
- 33 Resignations
- 15 Retirements

## Turnover

Employee turnover is the measurement of the number of employees who leave an organization during a specified time period. We looked at the calendar year 2019 turnover below.

2019 Turnover			
Month	Monthly Turnover Rates	Quarterly Turnover Rates	Annual Turnover Rate
January	0.7%	2.1%	
February	0.9%		
March	0.5%		
April	0.9%	2.7%	
May	1.2%		
June	0.7%		
July	1.3%	3.3%	
August	1.4%		
September	0.6%		
October	0.6%	1.5%	
November	0.5%		
December	0.4%	1.5%	9.7%

\*The 2019 turnover report does not include adjuncts

The College and University Professional Association for Human Resources (CUPA-HR) provides a median turnover rate based off 2019 benchmarking at 13.87%. For 2019, KCKCC's turnover rate was 9.70%, 4.17% lower than the median. Please be advised that the rate of 9.70% is due to rounding.

## BOARD OF TRUSTEES REPORT

Peter Gabriel, Chief Information Officer

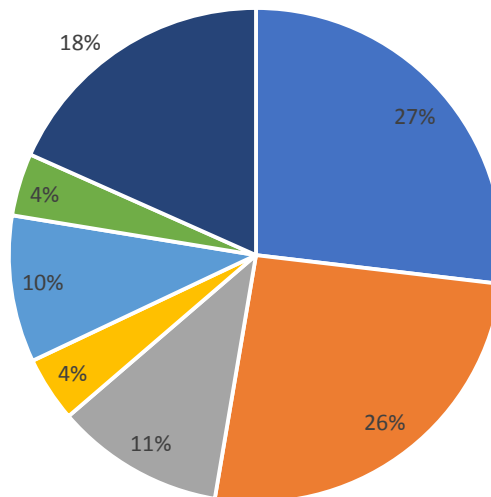
### ACADEMIC SUPPORT

- Created and delivered training sessions on various topics for staff and faculty, including video delivery to remote sites
- Created and shared weekly Tech Tip videos with staff and faculty
- Participated in eight hours of training on Elucian Recruiter training
- Set up video interviews for Social and Behavioral Science Department
- Met with nursing faculty members to facilitate saving and formatting documents
- Completed various helpdesk requests
- Met with VPAA to begin process to deliver HLC survey to students

### COMPUTING SERVICES

- 125 tickets were issued during the month of December - 126 tickets were resolved.
- The average time spent on each ticket was 1.275 days
- 188 helpdesk calls were taken in November - average time per call was 3.11 minutes.

December 2019



■ Phone Support      ■ Computer/Peripherals/Hardware      ■ Online Education  
■ Applications/Software      ■ Media Services      ■ Web Services  
■ Network/Loing support

## 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.
- Setup, recorded and live streamed the Nursing Pinning. Analytics from YouTube had 300 viewers with an average watch time of 11 minutes.
- Recorded Jazz by the Lake for playback on the college's cable and YouTube channel

## NETWORK SERVICES

- Student Recruiter Web App Availability - 99.98%
- MyDotte Web App Availability - 99.98%
- Email Availability for employees and students - 99.99%
- WebAdvisor Web App Availability - 99.98%
- Network Switch and Phone and Availability - 99.99%



## **Kansas City Kansas Community College Board of Trustees**

### **Ethical Conduct Policy**

#### **General Statement of Trustee Duties:**

Trustees individually owe certain duties to Kansas City Kansas Community College and its stakeholders, and generally shall discharge their duties: (a) in good faith; (b) with the care that a reasonably prudent person in a like position would exercise under similar circumstances; and (c) in a manner he/she reasonably believes to be in the best interests of the organization.

Trustees are expected to prepare for, attend and participate in all Board and applicable committee meetings, and to spend the time needed to meet as often as necessary to properly discharge their obligations. Each Trustee is obligated to attend Board meetings regularly. Whenever possible, a Trustee shall give advance notice to the Chairperson of the Board of Trustees or the President of the College if the Trustee will be unable to attend a Board meeting or other related obligation.

#### **Authority of Individual Trustees:**

The Board believes that College Administration (management) speaks for the College. Individual Trustees may occasionally meet or otherwise communicate with various constituencies that are involved with the College, but it is expected that Trustees would do this with the knowledge of the College Administration and, in most instances, absent unusual circumstances, only as contemplated by committee charters.

The authority of individual Trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of college administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

#### **I. Duty of Loyalty/Conflicts of Interest**

Trustees owe a duty of undivided and unqualified loyalty to the College. Trustees must act in good faith with the best interest of the institution in mind. The conduct of a trustee must, at all times, further the institution's goals and not the member's personal or business interests. Accordingly, Trustees should not have any personal or business interest that may conflict with their responsibilities to the institution. A Trustee should avoid even the appearance of

impropriety when conducting the institution's business. Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.<sup>1</sup>

The purpose of the policy set out below is to provide principled boundaries and guidance for the effective, fair, legal and reasonable participation of the Kansas City Kansas Community College Board of Trustees in circumstances where real or perceived conflict of interest may exist.

**Definition and Criteria:**

a) No member of Kansas City Kansas Community College Board of Trustees shall knowingly:

1. Engage in any business or transaction with, or have a financial or other personal interest, direct or indirect, in the affairs of the College (A) that would result in a financial benefit of a nominal or incidental amount to the Trustee or relative of such person, or (B) which would tend to impair his/her independence of judgment or action in the performance of official duties.
2. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.
3. Disclose information or use information, including information obtained in executive session concerning the property, government, or affairs of the College or any office, or department thereof, not available to the general public and gained by reason of his/her official position for his/her personal gain or benefit, or to advance his/her financial interests or that of any other person or business entity.
4. Represent private interests in any action or proceeding against KCKCC or any office, department, or agency thereof.
5. Vote or otherwise participate in the negotiation or the making of any contract with any business or entity which he/she, or his/her relative, has financial interest.
6. Solicit, accept, or agree to accept gifts of more than \$100.00, loans, gratuities, discounts, payment, or services from any employee, person, firm, or corporation that to his/her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with KCKCC or any office, department, or agency thereof; provided, however, that a Trustee who is candidate for public office may accept campaign contributions and services with any campaign.
7. Vote or otherwise participate in an appointment, employment, or promotion decision related to anyone he/she knows or should know would create a direct or indirect monetary benefit or economic opportunity for himself/herself.

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<sup>1</sup> The laws governing recall of local elected officials are set forth in K.S.A. 25-4318 through 25- 4331

8. Sell, solicit, or offer for sale, to the Board or to any official or employee of the College, directly or indirectly, real estate, textbooks, or like materials and supplies, nor receive any salary, bonus, or commission on any such sales.

b) Section (a) (1) through (8) shall not apply to the following:

1. Contracts let after competitive bidding has been advertised for by published notice; and
2. Contracts for property or services for which the price or rate is fixed by law.

c) The Kansas City Kansas Community College Board of Trustees may not:

1. Employ a Trustee for any position at KCKCC.
2. Do business with a partnership or corporation partially owned by a Trustee.
3. Do business with a bank or financial institution where a Trustee is an employee, stockholder, Trustee, or officer when such Trustee owns 30 percent or more stock in that institution.

d) Disclosure Requirements:

1. Pursuant to KSA 75-4304 et. seq., any Trustee who has a financial interest in any contract or matter pending before the Board shall disclose such interest, in writing, and such disclosure shall be entered on the records of the Board.<sup>2</sup>
2. Prior to January Board meeting (December BOT) each year, Trustees shall disclose the identity of any relative, as defined herein, employed by KCKCC, to the Secretary of the Board of Trustees on such form as prescribed by the Board.
3. Each Trustee of the Board shall disclose by December 21 of each year (through a written report to be maintained by the Secretary of the Board of Trustees for inspection) the source, nature, and amount of any income or other item of value received by that Trustee or any of his/her relatives directly or indirectly from KCKCC itself, any KCKCC employee, or any entity doing business or seeking to do business with KCKCC.

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<sup>2</sup> K.S.A. 75-4304 provides:

(a) No local governmental officer or employee shall, in the capacity of such an officer or employee, make or participate in the making of a contract with any person or business by which the officer or employee is employed or in whose business the officer or employee has substantial interest.

(b) No person or business shall enter into any contract where any local governmental officer or employee, acting in that capacity, is a signatory to or a participant in the making of the contract and is employed by or has a substantial interest in the person or business.

(c) A local governmental officer or employee does not make or participate in the making of a contract if the officer or employee abstains from any action in regard to the contract.

(d) This section shall not apply to the following:

- a. Contracts let after competitive bidding has been advertised for by published notice; and
- b. Contracts for property or services for which the price or rate is fixed by law.

(e) Any local governmental officer or employee who is convicted of violating this section shall forfeit the officer or employment.

The disclosure of any salary received by a Trustee or his/her relative from KCKCC or any entity doing business with KCKCC may be accomplished by naming the entity and position held by the Trustee with such entity.

4. Trustees shall provide full documentation in the form of receipts (or other evidence of payment in accordance with accepted accounting practices) or a daily mileage log for any expenses for which reimbursement is requested from KCKCC.

e) A violation of this Conflict of Interest and Disclosure Requirements policy may constitute misfeasance, malfeasance, or nonfeasance in office and may subject the Trustee to suspension or removal from office in accordance with Kansas law and other legal provisions

f) As used in this policy, the word “relative” shall mean an individual who is related to the Trustee, appointed officer, or employee as father, mother, son, daughter, brother, sister, husband, wife, grandfather, grandmother, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other relative living in the household of the Trustee, appointed officer, or employee, a person who is engaged to be married to the Trustee, appointed officer, or employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the Trustee, appointed officer, or employee intends to marry or with whom the Trustee, appointed officer, or employee intends to form a household, or any other natural person having the same legal residence as the Trustee appointed officer, or employee.

g) A Trustee shall not have any direct pecuniary interest in a contact with the College, nor shall a Trustee furnish any labor, equipment, or supplies to the College directly

h) In the event a Trustee is employed by a corporation, business, or has a secondary interest in a corporation or business which furnished goods or services to the College, the Trustee shall declare Trustee’s interest and refrain from debating or voting upon the question of contracting with the company.

i) It is not the intent of this policy to prevent the College district from contracting with corporations, or businesses because a Trustee is an employee of the firm. The policy is designed to prevent placing a Trustee in a position where his or her interest in the College in interest in the Trustee’s place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

j) Secondary interest shall be defined as 10 percent or more ownership, stock, etc., and/or constructive control through family or kinship ties.

### **Process:**

When a conflict of interest is discovered, the conflict will be declared and those Trustees affected will refrain from participating in the process, decisions, discussions or otherwise influencing the outcome of the question at hand.

Where a potential real or perceived conflict of interest is recognized, the nature of the potential conflict will be declared or otherwise raised by any Trustee and the merits of the potential conflict will be discussed, investigated or otherwise reviewed to determine whether a declaration

of conflict of interest is required. The Board may decide the matter by a vote. The majority of votes will rule.

The KCKCC Board will not permit the waiver of any conflict of interest obligation for any Trustee, the President, Chief Academic Officer, Chief Operations/Financial Officer, or Chief Information Officer.

## **II. Duty of Care**

A Trustee must act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position. To conform to this standard, Trustees should:

- a) Regularly attend and participate in board meetings and committee meetings where applicable;
- b) Read, review, and inquire about materials that involve the institution, especially board minutes, annual reports, other reports, plans, policies, and any literature that involves the institution;
- c) Have a fiduciary responsibility for the assets, finances, and investments of the institution and exercise due diligence, care, and caution as if handling one's own personal finances; and
- d) Use one's own judgment in analyzing matters that have an impact on the institution.

## **III. Certification:**

I, the undersigned member of the Board of Trustees of The Kansas City Kansas Community College, acknowledge that I received a copy of the Board of Trustees Ethical Conduct Policy, have read and understand its terms, and agree to adhere to the Policy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
January 21, 2020  
Date