



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
June 16, 2020 – 5:00 P.M.

Virtual Meeting

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. **Communications** – None scheduled.
7. **Board Committee Reports**
8. **Consent Agenda:**
 - (Item A) - Approval of Minutes of the May 19, 2020 Meeting
 - (Item A1) - Approval of Minutes of the May 19, 2020 Special Meeting
 - (Item A2) – Approval of Minutes of the May 28, 2020 Executive Session
 - (Item A3) – Approval of Minutes of the June 2, 2020 Executive Session
 - (item A4) – Approval of Minutes of the Annual Board Budget Workshop, June 9, 2020
 - (Item B) - Approval of Recommendations for Payment
 - (Item C) - Approval of Ratification Items
 - (Item D) - Approval of Personnel Items (H.R.)
9. **Student Senate Report** – None scheduled.
10. **President's Report** – Dr. Greg Mosier
11. **Vice President Academic Affairs Report** – Mr. Jerry Pope, Interim

12. Vice President Student Affairs Report – Dr. Delfina Wilson

13. Vice President Strategic Initiatives & Outreach Report – Ms. Tami Bartunek

14. Chief Financial Officer Report – Mr. Michael Beach

15. Chief Human Resources Officer Report – Ms. Christina McGee

16. Chief Information Officer Report – Mr. Peter Gabriel

17. Unfinished Business:

- Board Meeting Dates for Academic Year 2020 - 2021. Presented by Dr. Greg Mosier.

18. New Business:

- President's Contract Renewal for July 1, 2020 – June 30, 2023. Presented by Chair Ray Daniels.
- Resolution of Support. Presented by Chair Ray Daniels.
- Board Approval of Land Acquisition. Presented by Dr. Greg Mosier.
- Capital Campaign. Presented by Dr. Greg Mosier.
- Special Release. Presented by Ms. Tami Bartunek.
- New Policy for Approval – Educational Assistance. Presented by Chair Ray Daniels.

19. Executive Session(s) – None scheduled.

21. Adjournment

Next Meeting of the Board of Trustees: To Be Determined and Publicized following the Board meeting.



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KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Agenda
May 19, 2020 – 5:00 P.M.

Virtual Meeting

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 9:05 a.m. The Pledge of Allegiance was led by Dr. Greg Mosier, President of Kansas City Kansas Community College.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
3. **Approval of Agenda:** Chair Daniels called for a motion to accept the Agenda. Trustee Sutton made the motion to accept the agenda. Trustee McIntyre seconded the motion.
The Motion Carried.
4. **Audience to Patrons and Petitioners** (5-minute limit): Chair Daniels addressed those attending the meeting via Zoom. He invited attendees interested in addressing the Board to raise their hand in the chat room to be acknowledged. After receiving no response from the audience, Chair Daniels moved forward to the next agenda item.
5. **Recognitions/Presentations:** With no scheduled recognitions or presentations, Chair Daniels moved to the next agenda item.
6. **Communications:** With no scheduled communications, Chair Daniels moved to the next agenda item.
7. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees. On behalf of the Board Finance Committee, Vice-Chair Criswell stated that in their last meeting on May 12th, the following items were discussed:
 - Discussion of financial impact of the COVID-19 pandemic.
 - Continued work and discussions concerning the Student Housing project.

On behalf of the Board Policy Committee, Trustee Sutton shared that the policy committee did not meet in May and are expecting to present in June. There are currently many policies in process.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Brune moved to accept the Consent Agenda. Trustee Sutton seconded the motion. **The Motion Carried.**
9. **Student Senate Report:** Chair Daniels called for the Student Senate report. Mr. Destin Williams, Student Senate Vice President, gave the report in Mr. Jose Paredes' absence. Mr. Williams reported the following of Student Senate –
- Held the Club Budget Hearings on April 7th, 9th, 14th, and 16th. Twenty-three clubs submitted their budget proposals for the 2020-2021 academic year.
 - Held 2 online Student Senate meetings on Zoom and Facebook Live. There was a guest speaker at each meeting – Ms. Amanda Williams, Director of the Learning Commons, to discussing resources available for students and the League of Women Voters who discussed the importance of voting.
 - The following events are in progress:
 - 2020-21 Student Senate Elections. The voting will be conducted online. The deadlines have been extended to September 2020.
 - Online Student Senate Grad Recognition event hosted on social media. There are currently 330 students have submitted "Graduation Selfies" for the event.
 - Planning for 3-day Student Senate Retreat for the planning of 2020 -21 academic year.
 - E-Sports Gamers Club hosted 2 online club meetings. Competed in the Taikai E-Sports Quarantine Cup, where Mr. Dallas Germany, a graduating senior, placed 12th out of 48 players in the Super Smash Brothers Tournament. The club also competed in Florida this year where they placed first in several tournaments.
 - The Out, Questioning, & Straight (OQS) Diversity Club has hosted 4 meetings to date.
 - All clubs have been very active and hosting meetings online via Zoom and social media platforms, averaging 8 meetings per club.
 - Facebook Live statistics show that from March 19th through May 4th, there have been more than 24,000 people reached (who have seen or been tagged on a post) and more than 3,200 engagements (who have liked, commented, or shared on a post).
- Chair Daniels asked for any questions or comments for Mr. Williams. Hearing none, he thanked Mr. Williams for coming to the meeting. Chair Daniels called for a motion to accept the Student Senate report. Vice-Chair Criswell made the motion to accept the Student Senate report. Trustee McIntyre seconded the motion. **The Motion Carried.**
10. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier reported the following –
- Congratulated Mr. Williams on a terrific report detailing student engagement.
 - Thanked everyone who contributed to the Blue Devils Comeback Plan. Yesterday marked the first day returning from the coronavirus pandemic.
 - The college served 86 students on-campus at KCKCC in the 3 locations – Main Campus, TEC, and PCC. Students were returning books and loaned laptops, picking up books for summer courses, receiving advising, and other services.
 - Shared that, prior to the pandemic, the unemployment rate in Wyandotte County was 4.5%, currently the county hovers between 18-20% unemployment. Some of the

economic strain on the county preceded the strain the pandemic. As shared by Mr. Greg Kindle, president of the Wyandotte Economic Development Council, the second highest paying jobs in the state of Kansas are available in Wyandotte County, but the family incomes are the lowest in the state. This speaks to the education and skills of the families in the area. What KCKCC does is extremely important to provide much needed services and education to our community.

- KCKCC was featured by the American Association of Community Colleges (AACC) Journal regarding the Blue Devils Comeback Plan. KCKCC's plan is now being used nationally for other colleges as a model plan.
- KCKCC's amazing Music department won 6 Downbeat awards this year. Last year, we won 5, which was a record and, this year, we beat our own record with 6 awards.
- KCKCC has 837 graduates eligible for our Virtual Graduation Ceremony this week. Dr. Mosier invited everyone to take the opportunity to log in to celebrate our students' success on Thursday.

Concluding his report, Dr. Mosier asked if there were any questions from the Board. Hearing none, Chair Daniels asked for a motion to accept the President's report. Trustee Sutton made the motion to accept the President's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

11. Vice President Academic Affairs Report: Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope reported the following –

- Academic Support & Assessment department has hosted 5,999 Zoom meetings with almost 43,000 participants, amounting to more than 1 million minutes over the last month! This is evidence that the faculty and students are utilizing resources available to them online since classes have become offered virtually. Wonderful work going on in our virtual classrooms as we support our students' success online.
- Center for Teaching Excellence - Learning Spaces Task Force are now in phase two of the classroom remodel in the Humanities building. Many thanks to Mr. Michael Beach, Chief Financial Officer; Mr. Jeff Sixta, Director of Facilities Services and the Facilities Services crew.
- Arts, Communications, & Humanities – Head Debate Coach, Mr. Darren Elliott and one of the Debate team members authored a topic resolution paper for next year's National Forensics Association Lincoln-Douglas Debate.
- Music department has received several Downbeat Awards to include both individual student awards and ensemble awards. This is a tremendous honor for the students, faculty and the department.
- An English professor, Ms. Tasha Haus, has published a book of short stories.
- One of our alumni, Mr. Eric Mathis, has been accepted at Northwestern University for a graduate program to study under lyric-coloratura mezzo-soprano Ms. Joyce DiDonato.
- Math, Science, & Business Technology - Dr. Sue Courtney, a retired KCKCC Business professor and former Dean of Math, Science, and Business technology department, has been announced as an Emeritus Member of the Board of Directors for the

Accreditation Council of Business Schools and Programs. Congratulations to Dr. Courtney.

- Video created by students in the Biomanufacturing program as a recruiting tool for high school students.
- Career & Technical Education – working to get the Second Chance Pell in place for incarcerated individuals to attend courses at KCKCC in the coming year.
- Perkins allowed institutions to reallocate some professional development funds, unused due to travel restrictions, for the purchase of much needed equipment. There were about \$105,000 dollars repurposed.
- Health Professions – hosted a Virtual Pinning Ceremony and Celebration today.
- Photos of KCKCC Health Professions students and students from other departments working on the front lines during the pandemic.

Mr. Pope concluded his report and asked the Board for any questions. Vice-Chair Criswell and Trustee Sutton congratulated Dr. Sue Courtney on this great accomplishment. Trustee Sutton continued with many thanks to Ms. Susan Stuart and the Online Education team for their continued support to the faculty and students with online classes; to the Learning and Library Services and the Writing Center for providing online tutoring support with response 24/7; and for the new offering of the Welding Technology certificate at Lansing Correctional Facility. Thank you to our community partner, Zephyr Products, Inc. Mr. Pope shared that the exact dates for the Second Chance Pell program to begin are not yet known, but KCKCC are in communications and will keep the Board posted.

Chair Daniels asked for any additional questions or comments for Mr. Pope. Hearing none, he called for a motion to accept the Vice President of Academic Affairs report. Vice-Chair Criswell made a motion to accept the Vice President of Academic Affairs Report. Trustee Sutton seconded the motion. **The Motion Carried.**

12. Vice President Student Affairs Report: Chair Daniels called for the Vice President of Student Affairs (VPSA) report. Dr. Delfina Wilson reported the following –

- Completion of Blue Devils Comeback Plan - thanks to all who contributed to the planning and production of this plan!
- A student version of the Blue Devils Comeback Plan has also been developed and has been sent by email to all KCKCC students and posted on the KCKCC website.
- Student Affairs departments continue to serve students virtually. We are here, both virtually and on campus, to serve and support our students.
- Thanked Ms. Tami Bartunek and her team for the designed and printed social distancing and other informational signage and the Facilities team and College Police for posting signage around each of the campuses.
- In June, there will be several check-in stations instituted at each of the campuses as employees, students and guests visit KCKCC. A few of the check-in stations will be at Jewell Building, Learning Commons, Mathematics Building, TEC, and Pioneer.
- KCKCC COVID-19 Grant Relief Fund, as of April 28th, has awarded from the CARES Act Fund more than \$190,000 dollars to 226 students; approximately \$16,000 dollars from the KCKCC Foundation to 43 students; and approximately \$81,000 dollars from

the KCKCC Match Fund to 117 students. The spring term grant application deadline is May 22nd. Summer term applications will be accepted soon after. Thanked Financial Aid and Business offices for their efforts to get the funds to the students.

- Virtual Graduation was a great success!! Thanked all those who shared their messages of congratulations to the students. The students were offered cap and gown, their diploma, and a graduation program.
- Student Affairs continues to have open communication with students and potential students to encourage and ask questions about enrollment for fall semester. We understand there is anxiety. The Counseling and Advocacy office continues to offer services for our students.

Dr. Wilson concluded her report and asked the Board for any questions. Chair Daniels shared that the Student Affairs department seems to really be focused on the students and the team has done great work. Mr. Williams asked about the disbursement of funds for the student relief grants. Dr. Wilson answered that many students have received funds. She invited students to call the Student Affairs office or to email her directly if they have not yet received their awards and she would investigate the matter. Trustee Sutton shared appreciate for retention efforts continuing. With no further questions or comments, Chair Daniels called for a motion to accept the Vice President of Student Affairs report. Trustee Sutton made a motion to accept the Vice President of Student Affairs report. Trustee McIntyre seconded the motion. **The Motion Carried.**

13. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach (VPSIO) report. Ms. Tami Bartunek reported the following –

- Social media analytics are currently very strong. This shows that people are using our social media outlets to get information about the college, events, and activities.
- The posts that have received the most response have been about COVID-19. The leading post, with 3,000 unique responses, was about the Student Relief Fund.
- The social media post with the second most responses was our tweet thanking front line health care workers.
- Shared the following videos: Senior Send-Off commercial – highlighting 13 high schools in our service area; short virtual tour of KCKCC-Main Campus that has been posted on the website and shared on social media; and Behind the Scenes with Laurence Fishburne one-minute commercial video.
- Thanked all the teams for all the support.

Chair Daniels thanked Ms. Bartunek and her team and asked if there were any questions. Trustee McIntyre thanked Ms. Bartunek and her team for keeping KCKCC in the eye of the KC Metro area. With no further questions or comments, Chair Daniels called for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Sutton made a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee McIntyre seconded the motion. **The Motion Carried.**

14. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer's report. Mr. Michael Beach reported the following –

- Student Housing project is moving along on its target dates. Released the Request for Qualifications Proposal (RFQP) on May 1st. The first Q&A session had 74 attendees. All submitters were provided with the questions and answers that were submitted. Next deadline is to receive proposals from submitters on May 29th.
- FY2020-21 budget process moving according to plan. Meeting earlier this month with Extended Cabinet to present the operational budget for discussion.
- Shout out to Facilities team and Police Department implementing the robust Blue Devil Comeback Plan. Getting everything in place to carry the plan off. Come Monday morning we were ready to open our doors.
- Maintenance workers have been back since April 29th. The Humanities Building had a new air handling unit being installed. Remodeling plaster. Acoustic sound and spraying construction installed. Great work in moving the projects along.
- Custodial crews have elevated cleaning to ensure that students, faculty, and staff are safe with the inclusion of the electrostatic cleaning equipment. Doing a great job with a great plan in place concerning what is being cleaned, how it is being cleaned, and the frequency of the cleaning.
- Bookstore is working to support students in returning books and getting their books for summer semester. Instituted curbside drop-off for books for students. Also working this USPS to ship books to students at no additional cost to them.
- Facilities crews working on a few projects including renovation for Institutional Effectiveness offices, upper and lower Humanities Building, and Nursing department elevator rebuild.
- College police are working hard, on the front line, pitching in and doing the work supporting people in many areas across our campuses.
- Financial statements – at the end of April operating expenses about 74% spent; about 9% lower than projected.
- Net position is about \$1.8 million dollars ahead at same time last year.
- Cash position about \$2.4 million dollars ahead of where we were last year this time regarding total cash reserves. Cash reserves help us to get through times when we are not bringing in a lot of revenue.

Mr. Beach concluded his report and asked the Board for any questions. Vice-Chair Criswell thanked Mr. Beach and the KCKCC Administration for their remarkable work during the pandemic. Chair Daniels echoed the commendation. Hearing no other questions or comments, Chair Daniels called for a motion to accept the Chief Financial Officer's report. Vice-Chair Criswell made a motion to accept the Chief Financial Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

15. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief of Human Resources Report. Ms. Christina McGee reported the following –

- Spent much time working on the Blue Devil Comeback Plan.
- Worked with employees for check-in stations gathering resources and completing training necessary for working at the check-in points

- Thanked employees who are scheduled to work at the check-in points; their role is so important to the safety of the college.
- Merit Leave Task Force met to discuss performance reward for personnel considering alternative ideas and devising a proposal to submit to administration.
- Completing training for new requirements for Title IX and working with supervisors and employees on completing their annual Title IX training.
- Family First Coronavirus Act effects employees taking time off work as employees come back. Human Resources is currently working on processes and updating forms to ensure that the College is adhering to compliance standards and meeting the accommodations that staff need.

Ms. McGee concluded her report and asked if there were any questions. Chair Daniels asked if there was a grace period for getting people through Title IX training. Ms. McGee shared that the training was sent to all employees in February and all employees were allowed 30-days to complete the training. The HR office allowed an extension to April 30th. She continued that, when asked, the College must be able to demonstrate that training was completed, offered, etc. Ms. McGee concluded that, for the most part, the college has about 80% employees who have completed the training, which is required every year for each employee. Chair Daniels asked for any additional questions or comments. Hearing none, he called for a motion to accept the Chief of Human Resources Report. Vice-Chair Criswell made a motion to accept the Chief of Human Resources Report. Trustee McIntyre seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Daniels called for the Chief of Information Services Report. Mr. Peter Gabriel reported the following –

- Served 44 students today.
- Added the wireless access to parking lot at Pioneer Career Center.
- With the move to virtual classes and working from home, the Information Services (IS) help desk should have seen an increase in the calls and time it takes to complete the calls. However, the number of tickets resolved were much higher than before. Thanked the Help Desk team for their hard work.
- Thanked the Media Services team for their amazing work on the Virtual Graduation Ceremony.
- Announcing via email and social media that on June 1st, IS will be able to check out/lend computers for the summer classes for students who need devices.
- At the check-in points, it was good to see how people handled the situation. No one had an issue waiting in line, no one objected to having temperature taken. It was great to see.

Mr. Gabriel concluded his report and asked if there were any questions. Chair Daniels extended thanks to Mr. Gabriel and his team for helping with the Board meetings. With no additional questions or comments, Chair Daniels asked for a motion to accept the Chief Information Officer's report. Trustee Sutton made a motion to accept the Chief Information Officer's report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

Chair Daniels shared that leadership makes a difference. He thanked everyone on behalf of the Board for the leadership they have shown and continue to show. Chair Daniels thanked everyone for the difference that they are making.

Dr. Mosier echoed the congratulations to the KCKCC Administration and their teams. The magnitude and complexity of the events of late has been unprecedented. He thanked everyone again.

17. **Unfinished Business:** Chair Daniels acknowledged that there were no items for Unfinished Business. The Board continued to the next item on the agenda.

18. **New Business:** Chair Daniel asked for the presentation of the Board Meeting Dates for Academic Year 2020 - 2021. Dr. Mosier acknowledged that the Board have in the packet the list of dates for the next year's meeting. The dates presented are reflective of last year. All meetings are at 5:00 p.m., with 3 meetings being held at 9:00 a.m. - one at each site.

Chair Daniels asked for any questions or comments. Hearing none, he shared that the Board would make the final vote at the June meeting.

Chair Daniels reminded the Board of the upcoming KACCT Quarterly meeting in June.

19. **Executive Session(s):** Chair Daniels acknowledged that there was action needed for the executive session held during the special meeting.

21. **Adjournment:** Vice-Chair Criswell made a motion to adjourn the meeting. Trustee Sutton seconded the motion. The Motion Carried.

The meeting of the Board of Trustees adjourned at 6:16 p.m.

ATTEST: _____
Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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**Kansas City Kansas Community College
Board of Trustees Special Meeting Minutes
May 19, 2020**

CONSENT AGENDA – Item A1
Meeting Minutes

The Board of Trustees met virtually on Tuesday, May 19, 2020 on the KCKCC Microsoft Teams meeting platform.

Members Present: Chairman Ray Daniels, Vice-Chairwoman Evelyn Criswell, Mr. Don Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Janice McIntyre and Ms. Linda Hoskins Sutton were present in the virtual meeting.

The meeting was called to order at 4:03 p.m. by Board Chair, Dr. Ray Daniels.

Dr. Mosier shared the following updates:

- HLC Site Visit Report – The HLC Site Visit team put together their recommendations for the Institutional Actions Council (IAC). KCKCC met all subcomponents of criteria 1 through 3. However, there were 3 subcomponents of criteria 4 and 1 subcomponent of criteria 5 that were not met. HLC has asked that the President and a small team come and provide additional information about the report. KCKCC has created an HLC Assessment Task Force. The current members are Dr. Greg Mosier, President; Ms. Cecelia Brewer, Dean of Academic Support and Assessment; Dr. Cynthia Goudeau, Director of Assessment; Mr. Jerry Pope, Interim Vice-President of Academic Affairs; Ms. Kristen Ball, Coordinator of HLC Activities during the HLC visit; and Mr. Mike Parrett, Respiratory Therapy faculty member. There will be one additional academic faculty member added to the team. The team will review assessment plan model and evaluate where KCKCC stands considering these models and draft a report of KCKCC's plans. The report will need to be sent to HLC by Saturday, July 11th. The HLC Assessment Task Force will meet with IAC on Monday, August 10th, or Tuesday, August 11th. We will present virtually or in-person.
Dr. Mosier asked for any questions from the Board. Chair Daniels asked when KCKCC could expect a response from HLC. Dr. Mosier answered that the response could be expected in fall 2020.

Vice-Chair Criswell asked if Dr. Mosier agreed with the findings of the HLC Site Visit team as it relates to planning and relationship to assessment. He answered that concerning program-level assessment at KCKCC, the HLC report was not very far from the mark with the information that he is aware of at this time. KCKCC is lacking a Comprehensive Institutional Assessment Plan. We have a lot of the pieces of the plan however, we are missing a comprehensive plan.

- Blue Devils Comeback Plan – Our first day back to all KCKCC locations occurred Monday, May 18th. The plan really lays out for faculty, staff, and students that we are open for business and we are focusing on safety first. The plan has received great response which included national recognition from tweets for our plan. One tweet picked up by American Association of Community Colleges Journal. The author identified KCKCC's plan as a good plan to share with other colleges looking for a model plan. Dr. Mosier asked for any questions.

Vice-Chair Criswell asked to clarify Dr. Mosier's statistics about the jobs as it relates to families in Wyandotte County. Dr. Mosier reiterated that although Wyandotte County has the 2nd highest wages in the state of Kansas, yet, our family income and health indicators are the lowest. The families do not have the training and education to obtain these high-paying jobs. By providing education and training, KCKCC is supporting the community in being able to obtain the jobs and improve the health index of the families. Trustee Sutton commended Dr. Mosier and all involved in creating the plan.

- COVID-19 Loss Estimate Report – Tracking financial expenses and losses we will experience as a college in relation to the Coronavirus pandemic. KCKCC did receive funds from CARE Stimulus 3 Package about \$2.96 million dollars - half of which goes directly to student-related expenses and the other half to be used for institutional-related expenses.

Regarding new business, Dr. Mosier shared that the dates being considered for the 2020 Annual KCKCC Board of Trustees Retreat are Saturday, August 15th or Saturday, August 22nd. Dr. Mosier asked the Board to please check calendars for the date that works best. The retreat may be virtual or in-person.

At 4:28 p.m., Chair Daniels called for a motion for the Board to enter an executive session for 15-minutes for the preliminary discussion of the acquisition of real property with possible action to follow in open session. Trustee McIntyre made a motion to enter in executive session for 15-minutes. Trustee Sutton seconded the motion. **The Motion Carried.**

Due to technical difficulties, Ms. Risala Allen, Executive Administrative Partner to the President and Board of Trustees, announced that the executive session commenced at 4:38 p.m.

At 4:53 p.m., the Board returned to open session with no action to follow.

Chair Daniels called for a motion to adjourn the meeting. Trustee Brune made the motion to adjourn the meeting. Trustee Brown seconded the motion.

The meeting adjourned at 4:55 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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Kansas City Kansas Community College
Board of Trustees Executive Session Meeting Minutes
May 28, 2020

CONSENT AGENDA – Item A2

Meeting Minutes

The Board of Trustees met virtually on Thursday, May 28, 2020 on the KCKCC Microsoft Teams meeting platform.

Members Present: Chairman Ray Daniels, Vice-Chairwoman Evelyn Criswell, Mr. Don Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Janice McIntyre and Ms. Linda Hoskins Sutton were present in the virtual meeting.

The meeting was called to order at 5:04 p.m. by Board Chair, Dr. Ray Daniels.

At 5:04 p.m., Chair Daniels called for a motion for the Board to enter executive session for 45-minutes to discuss personnel matters of non-elected personnel with no action to follow in open session. Vice-Chair Criswell made a motion to enter in executive session for 45-minutes. Trustee McIntyre seconded the motion. **The Motion Carried.**

At 5:49 p.m., The Board returned to open session. Chair Daniels called for a motion to adjourn the meeting. Vice-Chair Criswell made the motion to adjourn. Trustee Brune seconded the motion. **The Motion Carried.**

The meeting adjourned at 5:50 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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**Kansas City Kansas Community College
Board of Trustees Executive Session Meeting Minutes
June 2, 2020**

CONSENT AGENDA – Item A3
Meeting Minutes

The Board of Trustees met virtually on Tuesday, June 2, 2020 on the KCKCC Microsoft Teams meeting platform.

Members Present: Chairman Ray Daniels, Vice-Chairwoman Evelyn Criswell, Mr. Don Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Janice McIntyre and Ms. Linda Hoskins Sutton were present in the virtual meeting.

The meeting was called to order at 5:01 p.m. by Board Chair, Dr. Ray Daniels.

At 5:01 p.m., Chair Daniels called for a motion for the Board to enter executive session for 15-minutes to discuss personnel matters of non-elected personnel with no action to follow in open session. Vice-Chair Criswell made a motion to enter in executive session for 15-minutes. Trustee McIntyre seconded the motion. **The Motion Carried.**

At 5:16 p.m., the Board returned to open session. The Board discussed the need for additional time in executive session.

At 5:19 p.m., Chair Daniels called for a second executive session for 15-minutes to discuss personnel matters of non-elected personnel with no action to follow in open session. Trustee Sutton made a motion to enter in executive session for 15-minutes. Trustee McIntyre seconded the motion. **The Motion Carried.**

At 5:34 p.m., the Board returned to open session. Chair Daniels called for a motion to adjourn the meeting. Vice-Chair Criswell made the motion to adjourn. Trustee Brown seconded the motion. **The Motion Carried.**

The meeting adjourned at 5:35 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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**Kansas City Kansas Community College
Board of Trustees Budget Workshop Minutes
June 9, 2020**

CONSENT AGENDA – Item A4
Meeting Minutes

The Board of Trustees met virtually on Tuesday, June 9, 2020 on the KCKCC Microsoft Teams meeting platform.

Members Present: Chairman Ray Daniels, Vice-Chairwoman Evelyn Criswell, Mr. Don Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Janice McIntyre and Ms. Linda Hoskins Sutton were present in the virtual meeting.

The meeting was called to order at 5:00 p.m. by Board Chair, Dr. Ray Daniels.

Dr. Mosier introduced Mr. Michael Beach, Chief Financial Officer, to discuss the draft of the 2020-2021 Budget. Mr. Beach reviewed the following documents:

- Capital Outlay Fund Budget - Draft
- Proposed Budget Draft

Dr. Mosier reviewed the upcoming topics for the Special Board meeting on Tuesday, June 16, 2020 to include the Neighborhood Revitalization Act.

Chair Daniels called for a motion to adjourn the meeting. Vice-Chair Criswell made the motion to adjourn the meeting. Trustee Brune seconded the motion.

The meeting adjourned at 6:05 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B

June 16, 2020

- 1) Approval in the amount of \$26,720.26 to **Aidex Corporation** for Portable PLC Learning System software for the Advance Manufacturing program. Requested by Jerry Pope.
- 2) Approval in the amount of \$30,000.00 to **NurseTim Inc** for virtual clinicals for Nursing students. Requested by Jerry Pope.
- 3) Approval in the amount not to exceed \$90,000.00 to **Lenovo** for replacement laptop computers and docking stations. Requested by Jerry Pope.

May bills totaling \$2,468,733.43 includes April VISA bills of \$50,675.50.

Items for Ratification

CONSENT AGENDA – Item C

June 16, 2020

1. **\$24,320.00** to **Lenovo Inc.** for computer hardware. Requested by Peter Gabriel.
2. **\$11,754.16** to **Kansas Lawn & Garden** for May installment payment for Main Campus and Heritage Garden. Requested by Michael Beach.
3. **\$14,285.15** to **Rasmussen Air and Gas Energy Inc.** for replacement parts for repairs at TEC. Requested by Michael Beach.
4. **\$11,430.00** to **Home Science Tools** for Chemistry course supplies. Requested by Jerry Pope.
5. **\$23,276.90** to **Martz Bros** for snow removal services at Main Campus. Requested by Michael Beach.
6. **\$21,364.00** to **K Building Specialists** for insulation installation in Humanities Building. Requested by Michael Beach.
7. **\$10,000.00** to **C&C Group** for Technical Education program upgrade. Requested by Jerry Pope.
8. **\$18,138.32** to **MVP (McAnany, Van Cleave & Phillips)** for 2/12th annual flat fee payment of \$8,666.66 plus \$759.00 total of itemized services in April and \$46.00 total of itemized services in May. Requested by Michael Beach.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

June 16, 2020

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Bigelow, Thomas Michael	PT Lab Assistant	Construction Technology	Academic Affairs	06/30/2020
Resignation	Clemons, Elliott	Resident Assistant	Student Housing	Student Affairs	05/31/2020
Resignation	Consani, Angela	Assistant Professor-Biology	Biology	Academic Affairs	08/01/2020
Resignation	Enyart, Karleigh	Resident Assistant	Student Housing	Student Affairs	05/31/2020
Resignation	Nelson, Kenneth	Resident Assistant	Student Housing	Student Affairs	05/31/2020
Resignation	Nunez, Ruth	Resident Assistant	Student Housing	Student Affairs	05/31/2020
Resignation	Olson, John	Graduation and Transcript Services Coordinator II	Registrar and Records	Student Affairs	06/05/2020
Resignation	Winkfield, Sandra	Technical Assistant	Admissions	Student Affairs	05/27/2020
Retirement	Patrick, Brian	Assistant Director of Cultural Outreach	Adult and Continuing Education	Academic Affairs	07/31/2020
Retirement	Tesch, Robert	Campus Police Officer	Campus Police	Financial & Facility Services	07/31/2020
Separation	Kobialka, Thomas	Grounds Worker/Lead	Facility Services	Finance and Facility Services	05/06/2020

RESCINDING RETIREMENT

Rescind Retirement notification	Spillman, Janice	Executive Administrative Assistant	Vice President of Academic Affairs	Academic Affairs	07/15/2020
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RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
New Hire	Thaxton, Jordan	Research Associate-Mural Project	Intercultural Center	Academic Affairs	06/01/2020-12/18/2020	\$15.00 per hour
Transfer – No change in salary	Haynes, Chad	Media Specialist	Media Services	Information Services	02/10/2020	\$56,581.49 annually
New Hire	Lamb, Cheryl	Administrative Assistant I	Military and Veteran Center Student Affairs	Student Services	06/01/2020	\$17.788 per hour
Promotion	Espeland, Bailly	Certified Nursing Assistant (C.N.A.)-182 Faculty	Health Professions	Academic Affairs	08/01/2020	\$45,332.62 annually
Transfer	Johnson, Marquida	Financial Aid Specialist I	Financial Aid	Student Affairs	06/01/2020	\$33,293.00 annually
Transfer-Transition	Schelp, Sara	Director of Trio	TRIO	Student Affairs	05/04/2020-12/31/2020	\$64,627.00 annually

**June 2020 Board Report
KCKCC Academic Affairs**

Academic Support and Assessment – Dean Cecelia Brewer

Dean Cecelia Brewer has been selected to serve on the 2021 Assessment Matters Conference Steering Committee. The conference is a gathering of assessment professionals and community college leadership from across the Midwest region. It will be held April 29-30, 2021 at Johnson County Community College.

Arts, Communication and Humanities – Interim Dean Dr. Aaron Margolis

Debate and Speech Team coaches will participate in an online debate tournament run by Missouri State University the weekend of June 5-7.

Head Coach/Speech Department Coordinator Darren Elliott participated in the National Debate Coaches Association Professional Development Conference. The online zoom-based conference brought together over 400 College and High School Speech and Debate Coaches.

Head Coach Darren Elliott will participate as a judge and recruiter during the upcoming National Speech & Debate Association's High School Nationals which will be held virtually.

Dr. Justin Binek, Assistant Professor of Music, is a charter affiliated teacher with JazzVoice.org. The website connects students and teachers from around the world for online lessons in a variety of topics, with one of the key features being vocalist translators who can assist with language barriers. Established by renowned New York City jazz singer Alexis Cole, Dr. Binek is one of fifteen teachers affiliated with the site; others include Grammy-nominated jazz singers Jane Monheit, Karrin Allyson, and Cyrille Aimée, as well as internationally renowned performers and teachers like Dena DeRose, Jay Clayton, John Proulx, and others.

Studio art student, Jordan Thaxton, just received the position of Research Associate at KCKCC. With this position, she has united her love for art and cultural awareness.

Associate Professor of Music John Stafford was selected to be the 2020 Iowa Choral Directors Association - All-State Jazz Choir Director, for July 2020 at Iowa State University in Ames, IA. The event could possibly be cancelled, due to COVID-19.

Beginning in August 2020, John Stafford will serve a two-year term as the Contemporary/Commercial Music Chair of the Southwestern Division of American Choral Directors Association.

Career and Technical Education – Dean Chef Cheryl Runnebaum

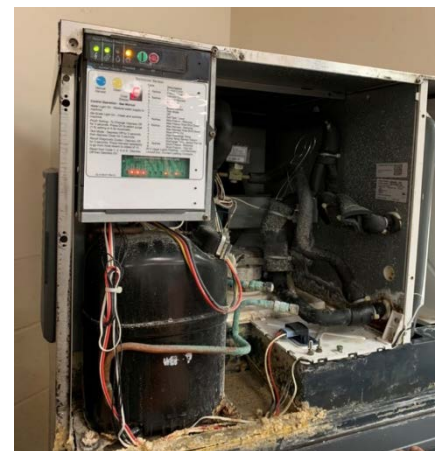
KCKCC Instructors Mr. Chris Zeko, Building Engineering and Maintenance Technology, and Mr. Michael Florence, Commercial and Residential Equipment Technology, were both awarded a State Innovative Technology Internship grant. This grant provides career technical education faculty an opportunity to participate in an internship with business and industry partners for the purpose of upgrading knowledge and skills in their profession, vocation, or trade. The business

**June 2020 Board Report
KCKCC Academic Affairs**

and industry partner provides a one-to-one match, which can be in-kind, cash, or a combination of the two.

Mr. Zeko will intern at Westbrooke Glen Apartments in Shawnee Mission, KS. The state is awarding \$3,000 for his proposal. Mr. Zeko plans to update his knowledge of residential building maintenance through the internship at an apartment complex operated by Axiom Property Management. The project will impact at least nine courses in the program, including Residential Plumbing, HVAC Maintenance, Appliance Maintenance. As a result of the internship, the instructor will update the program competencies and outcomes to match the latest industry standards. The Axiom Management Group is providing the required industry match by contributing the time and salary of the training personnel.

Mr. Florence will intern at Food Equipment Repair, Inc. in Kansas City, MO. The state is awarding \$3,000 for his proposal. Mr. Florence will update his knowledge of industry standards and new regulations in equipment and appliance repair and learn about up-to-date safety precautions. The internship will be focused on commercial cooking and refrigeration equipment and will require installing, repairing, and removing commercial cooking equipment in restaurant and hospital settings. At least six core courses in the program will be impacted by this internship, including Cooking Equipment, Commercial Refrigeration, Steam Ovens/Fryers. Mr. Florence should work on approximately 60 units of commercial cooking or cooling equipment at many restaurants and businesses around the Kansas City Metro area during the internship. Food Equipment Repair, Inc. is providing the required industry match through commitment of a Lead Commercial Appliance Technician's time and salary and tools necessary to perform the required duties. Photos below are from Mr. Florence's intern activities.



**June 2020 Board Report
KCKCC Academic Affairs**



Recent Multimedia and Video Production graduates, Ms. Lynesha Martin, Mr. Robert Goodman, Mr. Thomas Stockman and Ms. Ja'tai Matthews, created "Caught off Guard" for the SkillsUSA CareerSafe Video Contest. The video has been selected as one of the 12 finalists in this national competition and is Finalist # 4. The video can be viewed at: <https://www.careersafeonline.com/vote>

Ms. Lynesha Martin's YouTube Channel, "Nesha's Vibes," continues to grow and recently surpassed 500 subscribers. Ms. Martin began working on the channel in Spring 2020. <https://www.youtube.com/channel/UC7nRziOuM1yCMT1QGbzAPMw>. After completing a class assignment on product reviews, Ms. Martin also received a note of appreciation from Thousandshores Inc, shown below.

June 2020 Board Report KCKCC Academic Affairs



marketing

2:14 AM

to me ▾

Hello Nesha,

Thank you so much for your amazing video review.

We will appreciate it and I have followed your channel by my personal account.

Is it okay we share it on our social media page and our amazon product page ? credit will be noted for sure:)

We have 90k fans now and we currently run ads on our social media, which might get more traffic for your channel too.

Waiting for your news.

Stay safe and have a good day.

Thanks & Best regards,

Dr.meter

Jenny

Marketing Associate

Thousandshores Inc.

The KCKCC Adult and Continuing Education division administered Tests of Adult Basic Education (TABE) for eligible students the last week of May. This is an opportunity to capture any last educational gains to be reported to Kansas Board of Regents by June 15.

On May 14, 2020, the KCKCC Adult and Continuing Education department was notified by Kansas Board of Regents that it would receive a grant of \$432,610 from Adult Education and Family Literacy Act (AEFLA), an increase of approximately \$10,000 over FY20.

Ms. Donna Shawn, Technical Programs Director/Perkins Coordinator, received the “Non-traditional Outreach Grant” through KBOR in the amount of \$18,800. The following is an expert of our explanation/description of the overall project:

“KCKCC plans to implement an outreach campaign that will employ a variety of marketing strategies in order to raise awareness of nontraditional careers for women and promote a message that they can be successful in a high-wage and in-demand career. This effort will target careers that are nontraditional for women; the targeted program areas have the lowest percentages of nontraditional students at KCKCC.

The areas to be targeted include Automotive Technology, Building Engineering & Maintenance Technology, Construction Technology, Electrical Technology, HVAC, Machine Technology, and Welding Technology. Project activities are to (1) advertise on two radio stations; (2) boost Facebooks ads for the KCKCC main campus page, the TEC page, and the Pioneer Career Center page; (3) advertise on YouTube; and (4) advertise on Instagram.”

Health Professions – Dean Dr. Tiffany Bohm

The Nursing Education program completed a virtual pinning for both RN and PN graduates. The video was pre-recorded, and a link was sent to students so they could celebrate the

**June 2020 Board Report
KCKCC Academic Affairs**

accomplishment with their family and friends. If you would like to view the pinning, it may be found at: https://youtu.be/t60eQY_4IyE

Program faculty have worked hard to prepare for students to safely return to campus to complete requirements for spring lab and clinical activities.

Congratulations to Theresa Campbell (38yrs) and Mary Wishall (7yrs) on their retirements. Thank you for all you've done for KCKCC and nursing education in the state of Kansas!

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

Professor Teri Huggins and Professor Kris Ball attended a two-day grant writing class presented by Grant Writing USA.

Ms. Lakshmy Sivaratnam, Professor of Business and Continuing Education, is the Accreditation Council for Business Schools and Programs (ACBSP) Region 5 Teaching Excellence Award recipient. Professor Sivaratnam was also nominated for a second term on ACBSP Board of directors.

The Campus Garden and the Cooper Foreman Heirloom Garden are donating food every Thursday to the Salvation Army Harbor Lights Kitchen Manager, Raymond Salmon.

Following CDC guidelines, Science Lab Manager Rebecca McGuirt is providing 70% alcohol for use in Allied Health, Chemistry, and Biology areas to disinfect labware and lab models.

Dr. Edward Kremer, Dean of Math, Science, Business and Technology, is serving on the El Centro Board of Directors and will chair the Finance Committee this next year.

The Saturday Academy, Summer Enrichment Day Camp (SEDC), will now be completely VIRTUAL! Program instructors are planning curricular materials to begin soon.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Mr. Yan Chen, the K-Step Up Student Success Advisor, has developed a series of eight Q and A informational videos for students interested in the K-Step Up program. These videos address issues such as how to get started (if interested in the program) to answering financial aid questions while at KCKCC and at K-State. Students can provide feedback to Mr. Chen at the end of the videos, and their feedback is what Mr. Chen will use to create future videos.

Dr. Hira Nair, Professor and Secondary Education Coordinator, has worked Ms. Tami Bartunek, Vice President of Strategic Initiatives and Outreach, to ensure these videos are uploaded to several social media outlets.

Informational 1: [What do I need to do if I'm interested in K-STEP UP?](#) :

Informational 2: [How to check tuition balance and pay tuition?](#):

Q and A Session 1: [Do I need to apply for K-State as a K-STEP UP participant at KCKCC?](#)

**June 2020 Board Report
KCKCC Academic Affairs**

Q and A Session 2: [Does K-State have a GPA requirement before I can start the professional education program?](#)

Q and A Session 3: [Can I use Financial Aid at K-State to pay for courses at KCKCC?](#)

Q and A Session 4: [Are there scholarship opportunities at K-State?](#)

Q and A Session 5: [What support will I receive at K-State University?](#)

Q and A Session 6: [Where and how to get help when I'm at Kansas State University?](#)

Professor Suzie Tousey, Associate Professor and Coordinator of Criminal Justice was contacted by Ms. Victoria Maria Smutko, General Health Specialist from the VA in Los Angeles' Emergency Preparedness Department, to determine if receiving KCKCC's Certificate in Homeland Security can assist Ms. Smutko's agency in preparing for emergencies. In the words of Ms. Smutko, "our group is currently working on developing training for VA staff, physicians, and nurses nationwide. Your Homeland Security Certificate program was listed in the FEMA website offering curriculum that would help suit our needs for developing such a program. I am gathering information from your program, specifically from your certificate program listed on your website and catalog..." Our homeland security program could be adopted by the Los Angeles VA emergency preparedness program; more to follow as Professor Tousey visits with Ms. Smutko.

BOARD OF TRUSTEES REPORT

June 2020

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

The Student Affairs Division continues to serve students virtually and on campus. Student can refer to KCKCC COVID-19 webpage for contact information to make appointments.

<https://www.kckcc.edu/communications/covid19/covid19-contact.html>

For the safety of our students and employees, we will continue to screen all students and guests for fever or signs of COVID-19 at identified entry points, prior to being welcomed into college buildings. Below are the numbers for student check-ins at our different locations for 5/28 through 6/8.

Locations	MC	PCC	TEC
Dates			
6/8/20 Monday	197	17	145
6/5/20 Friday	79	15	33
6/4/20 Thursday	88	4	7
6/3/20 Wednesday	65	18	8
6/2/20 Tuesday	72	3	8
6/1/20 Monday	62	18	11
5/29/20 Friday	42	10	10
5/28/20 Thursday	62	8	11
5/27/20 Wednesday	61	5	7
5/26/20 Tuesday	54	10	12
5/25/20 Monday Holiday	X	X	X
5/22/20 Friday	34	2	1
5/21/20 Thursday	14	2	3
5/20/20 Wednesday	38	0	1
5/19/20 Tuesday	41	0	3
5/18/20 Monday	79	4	3

KCKCC Covid-19 Student Relief Fund update

The following funds have been awarded to students who have applied through May 22, 2020, end of Spring Semester

Funding Source	Number of Students	Total Amount
Federal Funds CARES Act	405	\$338,000
KCKCC Foundation	66	\$28,250
KCKCC Match	162	\$112,250
TOTAL	571 - Unduplicated	\$478,500

We are now accepting SUMMER applications. The COVID-19 Student Relief funds are for limited emergency financial support to currently enrolled degree or certificate seeking students during the summer semester who are unable to meet essential expenses due to a temporary or unexpected hardship. **Summer semester applications are due July 22, 2020** and will be reviewed on an ongoing basis, subject to approval and availability of funds. Decisions regarding disbursement of funds are made on a case-by-case basis. The summer funds disbursement process will commence after the summer semester Financial Aid Census Date - June 22.

The maximum amount awarded may be up to \$1,000 and is only awarded once per semester. The process to apply for the KCKCC COVID-19 Student Relief Fund is simple. To access the application go to: [KCKCC COVID-19](#)

Kansas City Kansas Community College, received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Public Law No: 116-136. The CARES Act was made to assist eligible students who have been impacted by an on-campus COVID-19 financial disruption. For details and consumer information about the KCKCC's use of the funds under the CARES Act, visit: [Higher Education Emergency Relief Fund Report Consumer Information](#).

ENROLLMENT MANAGEMENT - TINA CHURCH LEWANDOWSKI, INTERIM DEAN

The Enrollment Management Team is back on campus, serving students face-to-face and virtually.

Enrollment Report

- Summer 2020 enrollment comparison (June 8, 2020, compared to June 10, 2019)
 - Headcount is down -19.8% (a decrease of 401 students), and credit hours are down -12.1% (a reduction of 1202 credit hours) for the summer 2020 semester.

Summer 2020 headcount comparison

Campus	Headcount			
	06.08.2020	06.10.2019	Change #	Change %
	Summer 2020	Summer 2019		
MC	156	655	-499	-76.18%
OC	1			
OL	1,360	1,278	82	6.42%
PION	20	56	-36	-64.29%
TEC	168	212	-44	-20.75%
USDB		32	-32	-100.00%
Total	1,620	2,021	-401	-19.84%

Summer 2020 credit hour comparison

Campus	Credit Hours			
	06.08.2020	06.10.2019	Change #	Change %
	Summer 2020	Summer 2019		
MC	526	2,115	-1,589	-75.13%
OC	3			
OL	6,712	5,722	990	17.30%
PION	148	217	-96	-31.80%
TEC	1,301	1,712	-411	-24.01%
USDB		126	-126	-100.00%
Total	8,690	9,892	-1,202	-12.15%

Summer 2020 student demographic data

Race/Ethnicity	Summer 2020	Summer 2019	Change #	Change %	Su. 20 - %
American Alaska Native	10	15	-5	33.33%	0.62%
Asian	74	87	-13	14.94%	4.57%
Black or African American	346	434	-88	20.28%	21.36%
Hawaiian Pacific Islander	6	3	3		0.37%
Hispanic	300	362	-62	17.13%	18.52%
Multi-racial	91	111	-20	18.02%	5.62%
Unknown	59	65	-6	-9.23%	3.64%
White	687	944	-257	27.22%	42.41%
Non Resident	47		47		2.90%

- Fall 2020 enrollment comparison (June 8, 2020, compared to June 10, 2019)
 - Headcount is down -33.36% (a decrease of 918 students), and credit hours are down -33.97% (a reduction of 8,662 credit hours) for the summer 2020 semester.

Institutional Research provided all enrollment data on 6/8/20.

OFFICE OF ADMISSIONS - TINA CHURCH LEWANDOWSKI, INTERIM DEAN

Personnel

- A top candidate for the Admissions Specialist I - Operator position declined the offer, and this position has been reposted.
- The Admissions Specialist II position has been sent to the cabinet for posting consideration.
- The Admissions Recruiting Coordinator position has been posted.

Wyandotte High School Downtown location

- Conversations have begun with La Mega Radio am and 1250 La x to promote enrollment via live radio.
- KCKCC Information is being distributed to WorkForce Partnerships.
- Community meetings will be attended as availability is open.

SOAR Orientation

- Fall 2020 SOAR will be moved to a virtual format; the details are in progress.

High School Partnership Program

- Fall enrollments are ongoing for Schlagle, Harmon, Wyandotte, and Bishop Ward High Schools.
- Bonner, Basehor, and Leavenworth High Schools have requested to finish their enrollments at the beginning of August.
- High school enrollment is down overall due to complications with and lack of student response due to COVID-19 situation. Based on conversations with high school counselors; we should see a major increase in high school enrollments by the end of the 3rd week of August.

International Affairs

- KCKCC's F-1 status international students continue to struggle with unique challenges due to the global COVID-19 situation.

- The majority of KCKCC's F-1 status students face uncertainty about returning to KCKCC for Fall 2020 due to current Travel Restrictions on Brazil, China, the European Schengen Area, Iran, the Republic of Ireland, and the United Kingdom.
- Questions have been and continue to flood in regarding clarifications of Spring 2020 bills and balances, grades received in Spring 2020 classes, registration holds, enrolling in Summer and Fall 2020 classes, and - most of all - whether or not they will be able to return to the U.S. for Fall 2020.
- International applications doubled between April and May.
 - Currently 33 total international applicants
 - 2 KCKCC F-1 status graduates applying for readmission
 - 2 admitted
 - 18 new F-1 visa seeking applicants (outside of the U.S.)
 - 9 admitted
 - 7 current F-1 students at other U.S. colleges/universities seeking to transfer-in to KCKCC
 - 1 admitted
 - 6 holders of other visa types
 - 4 admitted
- The number of F-1 status international students attending KCKCC in Fall 2020 is anticipated to drop.
 - While U.S. Consulates abroad are slowly beginning to reopen for limited services, new students are reporting that the earliest visa appointments available to them are at the end of August - after the Fall 2020 semester will have already begun.
 - Continuing and new Travel Restrictions in Brazil, China, the European Schengen Area, Iran, the Republic of Ireland, and the United Kingdom prevent the majority of KCKCC's prospective, new, and current international students from reentering the United States.
 - It is unknown if the Travel Restrictions will be lifted in time to allow our international students from these areas to physically arrive at KCKCC for attendance in the Fall 2020 semester.
- Meetings with Student Housing and Athletics are on-going regarding when to reopen to international students, the intake process for international students, and how to quarantine international students for the State required 14 days.

STUDENT SUCCESS CENTER, SHAY DODSON, INTERIM LEAD STUDENT SUCCESS ADVISOR, report submitted by Allison Burton

All advising in the Student Success Center took place via phone, video chat, email, instant message, and text messaging for May from May 1 - May 17. In-person data reported only includes walk-ins that occurred between May 18-May 29.

Advising Type	MAIN	PION	TEC
On-Campus Walk-In General Advising	22	0	2
On-Campus Walk-In Enrollment	36	2	15
Phone & Video Advising & Enrollment	266	37	26
Email Advising	1378	15	127
Email Enrollments	350	135	2
Recruiting	49	27	222
Reinstatement Appeal	1	1	1
Reverse Transfer	0	0	0
Financial Aid Exclusion Appeal	1	2	0
Graduation Check	11	8	1
TOTAL	2114	227	396

Student Success Center General Inquiries	
Appointment Requests + Outreach	149
Text Appt Sched - Larra + Gigi	224
Phone - Larra + Gigi	1019
TOTAL	1392
Online Advising Form Submissions (ocadvisor@kckcc.edu)	
ocadvisor@kckcc.edu general advising inquiries (not including replies)	115
Enrollments	13
TOTAL	198

WITHDRAWAL & DROP REASONS / ATTRITION:

The Registrar's Office now forwards all processed online withdrawal forms to the advising team for student follow up & retention outreach. Updated 4/1/20

Attrition Reasons	MAIN	PION	TEC
1. Fell behind/ can't catch up / failing course	24		
2. Course no longer required (major change)	0		
4. Family reasons	0		
5. Childcare	0		
6. Financial Difficulties	0		
7. No Financial Aid	0		
8. Physical Health concerns	4		
9. Disliked Course Subject Matter	0		
10. Mental Health Concerns	0		
11. Personal	13		
12. Time Management (Lack of Time)	4		
13. Transferring	0		
14. Work conflict	3		
15. N/A - not disclosed	72	3	
16. Instructor Concerns	0		
17. Online Difficulties	0		
18. Other - Chose not to Disclose Further Info	4		
19. COVID-19 related	36		
TOTAL	159	3	NR

Full-term withdrawal / Retention Surveys Received	0	0	0
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- Drops and withdrawal inquiries occur with an advisor via phone and email (for May).
- Advisors do not process withdrawal forms but conduct withdrawal advising for any student inquiring about withdrawing from a course; we advise them on the alternatives to withdrawal and consequences.
- Advisors follow up with each student who submits an online withdrawal form for retention and completion advising.
- Full-term withdrawal surveys are not required for students withdrawing from all of their courses in a single semester. We ask that students return these surveys to their advisor so we may collect attrition data and improve our services as a college, and report back to the Strategic Enrollment Planning & Retention Committee.

LEAD ADVISOR REPORT

Shay Dodson, Interim Lead Student Success Advisor - submitted by Allison Burton

- All advisors have been meeting with students on a daily (hourly) basis via Teams video chat and phone Mon-Fri 8 am-5 pm. Students who request later phone calls after 5 pm are accommodated. Students contacted advisors and SSC Admin Assistants consistently via phone, instant message, email, and text throughout May.
- We saw advising and enrollment phone/video appointment requests increase in mid to late May specifically for summer enrollment.
- Walk-in traffic for advising and enrollment from May 18 - May 31 has been low.

RETENTION OUTREACH

- Early Alerts
 - Advisor Judith Appollis is conducting early alert outreach and contacts the student via their personal and student email addresses and any phone numbers on file. Judith did not receive any early alerts in the month of May.
- Withdrawal Outreach
 - Advisor Judith Appollis conducted Withdrawal outreach. The Registrar's Office sends us a copy of the Online Withdrawal Form students submit via WebAdvisor. Judith reaches out to students via email and phone to offer retention and completion advising, encouraging students re-enroll in the course they withdrew from for Summer or Fall 2020, and to encourage progress and motivate the student toward degree or certificate completion. A total of 159 students received withdrawal support communication from the SSC in the month of May.
 - Students who have responded to the Withdrawal or Early Alert outreach have been thankful for our care, concern, and assistance.

GRADUATION ADVISING

- Graduation Checks took place via email, phone, and video chat using electronic PDFs graduation forms.
- Advisor Brady Beckman created a congratulatory video to 2020 KCKCC grads with compiled video messages of support from the advising team. The video was shared on the SSC Facebook page.

RECRUITING & PROMOTING ENROLLMENT

- Advisors Ashley Irvin, Lourdes Olivares-Baker, and Melissa Davis conducted recruitment calls to prospective TEC students and new TEC admits for enrollment outreach.
- Advisor Renee Gregory is working on recruitment and retention of new KC Scholars.

ELLUCIAN PROJECTS

- Student Planning will replace the current WebAdvisor Class Schedule, Search for Sections/Register for Sections, and Degree Audit)
Student Planning demo video <https://www.youtube.com/watch?v=5jbhiRxOWSI>
- The ADVISE CRM (a Student Success, Early Alert, and Advising Case Management software) project will tentatively restart in June, with a technical kick-off and engagement workshops taking place virtually in July.
ADVISE CRM info <https://www.ellucian.com/solutions/ellucian-crm-advise>
Features: improve advisee communications with personalized outreach, assign advisors to specific students, student goal-setting and performance tracking, increased advisor-to-student engagement and faculty/staff visibility for improved retention, Twilio text messaging, track and record early alerts, identify and prioritize high-risk students

ASSESSMENT

- Advisor Allison Burton will begin working with the Assessment team on Co-Curricular Assessment Group #2 in early June. Student Success Center Learning Outcomes will be complete and submitted by June 5.

CAREER SERVICES - MARK TURNER, COORDINATOR

- Worked with students that are graduating in May with interviewing strategies.
- Continue to have mock interviews over the phone using Face-Face technology to help students, also assist in building students' confidence in their skills.
- Talked to students about how to navigate in classic interviews.
- Doing follow up with a student that is taking the Career Assessment, discovering a career for the first time. Then explored how to move from KCKCC to KU by setting up a network with advisors.
- Continued working with alumni who were a graduate from KCKCC in 2009 to find employment.
- Working on understanding and using CAS (Council for the Advancement of Standards) on Zoom Meetings.

STUDENT FINANCIAL AID OFFICE- MARY DORR, DIRECTOR**Financial Aid Applications Received as of June 9**

Academic Year	Total Number of Records	Records Received in May
2019-2020	10,629	151
2018-2019	13,252	211
2017-2018	13,537	308

Financial Aid Disbursed to Student Accounts as of June 9

	FALL	SPRING	TOTAL
2019-2020	\$6,144,207	\$5,592,720	\$11,736,927
2018-2019	\$6,940,875	\$6,160,242	\$13,101,117
2017-2018	\$7,387,034	\$6,450,554	\$13,837,588

*Does not include third party payments or KCKCC Foundation Scholarships

2020-2021 Financial Aid Processing as of June 9

Academic Year	Number of FAFSAs Received	Number of Students Awarded
2020-2021	4869	2734

2020 Spring Satisfactory Progress Calculated

Satisfactory academic progress was reviewed for students who received federal financial aid for the Spring 2020. A two-year comparison is documented below semester resulting in the following:

SAP Status	Spring 2019	Spring 2020
"Warning" - completion rate below 66% and /or GPA below 2.0	214	216
"Exclusion" - completion rate below 66% and/or GPA below 2.0 after a warning status	118	142
"Exclusion" - attempted over 97 credit hours.	100	70
No More Aid" - students have appealed and did not complete approved appeal conditions	36	21

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

TESTING SERVICES - FAITH MOODY, TESTING SPECIALIST

Total Placement Tests This Semester

Spring 2020	Spring 2019	Spring 2018
1178	2375	1924

May Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
May 2020	41*	2	1	22	0	66
May 2019	200	39	28	726	5	998
May 2018**	290	30	38	253	2	613

*Placement testing was very sparse this month due to COVID-19. 31 of the students who tested at the main campus did so virtually over ZOOM. I exchanged emails 521 times, during May 2020, discussing course placement with students and high school counselors.

**2018 are ACCUPLACER Classic tests. The other years are ACCUPLACER Next Generation tests.

May Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
May 2020**	# Administered	49	54	25	66
	Developmental	35	41	12	47
	% Developmental	71%	76%	48%	71%
May 2019	# Administered	717	792	486	998
	Developmental	392	527	185	626
	% Developmental	55%	67%	62%	63%
May 2018	# Administered	451	487	401	613
	Developmental	285	307	288	464
	% Developmental	63%	63%	72%	76%

REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

Verification Services

Clearinghouse Enrollment or Degree Verifications

U.S. Office of Personnel Mgmt.

- Enrollment Verifications: 4

Student Requests

- Online: 2
- Loan Deferments:
- Letter of non-attendance: 2
- Respiratory Therapy licensure forms: 3

Student Record Services

- FERPA forms:
- Admissions edit checks: 2
- Information Updates
 - In-person: 11
 - On-line 129
 - Web-Obtained 9
 - Quarantine Email 5
 - Name changes with applications: 16
- Major Changes
 - In-Person: 126
 - On-line 2
- Grade Changes: 75
- Exception Requests: 4
- Residency
 - In-state to Metro: 2
 - Veterans/Military In State -
 - Out of State to Metro: 3
- Address Correspondence
 - Return Mail: 6

Transcript Services

- Unofficial: 2
- Processed Incoming Official Transcripts
 - Student records email: 10
 - Parchment 93
 - Clearinghouse, mail, in-person 330
- Processed Outgoing transcripts
 - In house: 32
 - Ellucian: 11
 - Perceptive Content: 2
 - Fax: 19
 - Parchment
 - Electronic 723
 - Paper: 56
- Withdrawal Processing
 - Online Student Requests: 91
 - High School withdrawals: 55
 - Students Administratively Withdrawn: 145

Schedule Adjustment Services

High School: 9

Tuition Appeals: 2

No Show Students: 89

Reinstatements

After No-Show processing: 4 (total by class)

After Withdrawal Processing: 20 (total by class)

Graduation Services

Degree Checks processed:

- May 2020: 451 (22 more than last month)
- Summer 2020: 123 (8 more than last month)
- Fall 2020: 5 (3 more than last month)

Degrees and Certificates Conferred

- 83 - May 2020 graduates
- 5 - Backdated graduate

Co-Curricular Activities

- There was an influx of address issues from students submitting applications for re-admission to KCKCC. Those students had two addresses reflected with the same move-in dates; some addresses were in different states.
- After An'Drienna created the Graduation Regalia Order Form, she collaborated with the Bookstore to ensure orders were placed - including international orders and issues with the manufacturer not able to provide plus size 1-3 gowns. As of May 31, 2020, there were 193 caps and gowns ordered.
- Theresa and An'Drienna set-up the Registrar's Office printed signs for the campus entry/exit doors on May 14 for the May 18 return to work.
- Theresa and An'Drienna attended the CORE meeting virtually.
- Susan and Cynthia assisted in the Student Success Center all day on May 18th and 19th.
- Susan assisted at the front desk triage desk checking in students on May 19th, 20th, and 27th.
- Registrar's Office prepared for the college's virtual graduation on May 21, 2020.
 - Ensured that graduation webpage was updated
 - Assured that the Virtual Graduation page was created
 - Created the Virtual Graduation Plan
 - Launched the online graduation application
 - Initiated the Board of Trustees, Staff and Faculty congratulations initiative
 - Created mock scripts for the virtual graduation as requested.
 - Gathered the graduation program information to Randy Royer in Media Services and With Kim Lutgen in the print shop
 - Student names
 - Faculty list
 - Staff list
 - Letter from Dr. Mosier
 - Honors Program Graduates, Phi Theta Kappa, Military, National Technical Honor Society and others
- Theresa shared information regarding Repeating C grades, the re-take policy, the maximum number of times a course can be taken, and the like.
- Theresa and An'Drienna assisted Lindsey Bruns, High School Partnership Coordinator II, with high school enrollment "clean-ups" and last-minute withdrawals.
- An'Drienna and Theresa checked-in transcripts received in the Student Records and Registrar emails.

- Assisted Anita in Admissions with reviewing and understanding institutional research edit check requests ensuring that accurate data is reported to the Kansas Board of Regents.
- An'Drienna Re-created department forms as fillable PDF's.
- An'Drienna and Theresa assisted several faculty members with using the administrative withdrawal, student reinstatement, and the grade change forms.
- Participated in the Student Activities Let's Talk Show discussing Graduation and Transcript information on May 6.
- An'Drienna assisted with working the Waitwhile, attending the introduction meetings, and set-up the Registrar's Office page. Susan and Cynthia attended two meetings virtually. An'Drienna also contacted the representative Shelley Lewis to ensure the virtual meetings were set and to receive information on how the Waitwhile system worked for KCKCC Student Affairs Division.
- An'Drienna created the Registrar's Office Daily Log Sheet on May 8.
- Susan and An'Drienna assisted Jerrica with changing majors for students with backdated degrees to ensure they were a part of the virtual ceremony.
- Susan Pedroza's daughter Teresa Pedroza graduated from Johnson County Community College on May 22.
- An'Drienna assisted her staff with completing their self-evaluations during the stay at home order.
- An'Drienna assisted Sara Schelp with closing out the semester of TRIO students with questions on May 11.
- Susan and Cynthia attended the KCKCC college nurse's temperature taking for triage on May 14.
- An'Drienna, Susan, and Cynthia updated their voicemails and the Registrar's office voicemail before
- An'Drienna, Theresa, Jerrica, and John attended the Virtual Graduation meeting on May 8.
- Theresa and An'Drienna assisted the Interim Dean of Enrollment Management with reviewing "Exception Request Forms" from students that are asking for special requests or assistance.
- Jerrica, Susan, Cynthia, and An'Drienna were featured in the Community College Daily American Association of Community Colleges article introducing KCKCC's comeback plan.
 - <https://www.ccdaily.com/2020/05/a-kansas-colleges-comeback-plan/>

A Kansas college's comeback plan



Graduation Regalia Order Info

● Fall 2019	37
● Spring 2020	139
● Summer 2020	18



PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

- At the beginning of the month, the PCC staff continued to serve students remotely with phone calls, emails, and communications.
- 5/4/20 Marcia Irvine participated with the Strategic Enrollment Management Planning committee and the Pandemic Committees
- 5/7-8/20 Marcia Irvine completed the KCCLI remotely, using Zoom. Thank you again for this great opportunity.
- 5/12/20 Teams are meeting to discuss returning and opening.
- 5/13/20 Comeback plan meeting and Chat with Prez
- 5/18/20 Marcia Irvine met with the Merit Task Force Committee.
- 5/18/20 We opened the PCC to serve our students in person with all the precautions in place.
- 5/19/20 Marcia Irvine participated in the Second Chance Pell initial Zoom meeting.
- 5/25/20 C.N.A and C.M.A. students came into the building and completed their clinical requirements for Spring classes.
- 5/28/20 Marcia Irvine participated in the Leavenworth County United Way Board meeting.
- DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY JRCF
- Most classes at JRCF were completed with teachers sending in assignments and then the office of the academic at prison returning completed assignments through email. The accounting will be completed this summer.

USDB

- Some classes were able to finish, Composition and History will be completed this summer when we are allowed back in prison.

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

- Though the Veteran Center itself is closed due to Corvid-19, the staff continues to provide services remotely to KCKCCs Military Affiliated student population. The Center is working with VA representatives to ensure our students using VA Educational benefits have the latest information to allow them to make informed decisions. The Veterans Center is maintaining contact with students through emails, phone, and social media platforms. The Veteran Center has hired a Certifying Specialist and Administrative Assistant. Both will start on June 1.

Veteran Center Visitors			
	AY18-19	AY19-20	
August		281	
September	48	313	
October	185	307	
November	132	245	
December	105	124	
January	189	173	
February	218	216	
March	159	101	
April	209	0	
May	104	0	
June	56		
July	74		Total
Total	1479	1760	3239

Branch of Service		
Army	1668	51%
Maines	609	19%
Navy	273	8%

Air Force	397	12%
Coast Guard	6	1%
N/A	287	9%
Total	3239	

Type of Visitor		
Active Duty	517	16%
Veteran	1833	57%
Military/Veteran Dependent	587	18%
Civilian	303	9%
Total	3239	

Reason For Visit		
Study	859	27%
Socialize	1070	33%
Benefits Question	435	14%
Enroll & Application Questions	191	6%
Computer Use	414	13%
Other	271	8%
Total	3239	

Students Using VA Educational Benefits

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 18 May)	150	1653	\$202,332.00
SU 20 (As of 4 Jun)	26	141	\$16,859.00

May Events:

- The Military Appreciation Dinner planned for May 7 was canceled. The Center will host a Welcome Back event during the Fall semester.
- The Veterans Center reopened on May 28.
- The Hiring Process for the Certifying Specialist and Administrative Assistant was completed, and Sara Comer (Cert Specialist) and Cheryl Lamb (Admin Assistant) will start on June 1.

June Events:

- None Planned

STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

Student Services Fulfills!

DEAN OF STUDENTS SERVICES EVENTS

- Participated in final KCCLI session virtually
- Series of Teams / Zoom meetings to discuss the following areas:
 - Student Services virtual services and plans for returning to campus
 - HLC Assessment Academy
 - Co-Curricular Assessment (As Lead-Co-Chair)
 - Student complaint
 - Final Title IX report
 - Student Affairs Division meeting
 - Dean's Council
 - Merit Leave Task Force
 - New Student Housing building process
 - Closing of TRIO grant and the continuation of services
 - Individual meetings with Student Services department heads

Many of these meetings happened multiple times throughout the month

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

This may not seem like a lot of activity but as of May 11, 2 of the 3 employees in our office were out through the end of the month. As the last one standing, I can report it has been a very busy month. Linda

- Counseled Students Online and by Phone
- Provided consultation and referral to employees
- Completed 2019-2020 Student Learning Outcomes report
- Completed supervision and final documentation for our UMKC Student Counseling Intern
- Advised the OQS Diversity Club and Active Minds Chapter
- Participated in Co-Curricular Assessment meeting
- Participated in Employee Recognition meeting
- Attended Staff and College Senate
- Attended joint meeting of BOT and College Senate and presented a report from Staff Senate
- Attended Extended Cabinet meetings
- Attended Chat with the Prez
- Attended the End of Week Debrief meeting
- Attended Kansas City Kansas Housing Authority meeting
- Facilitated meeting of Drug Free Schools and Community Act committee
- Led meetings of the Behavioral Intervention Team
- Attended Division meetings
- Held Staff meeting and Supervision

STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

Disability	MAY 2020	MAY 2019	MAY 2018
Autism Spectrum Disorder	9	2	4
Attention Deficit Disorder	27	15	25
Blind/Visual Impairment	9	5	2
Deaf/Hard of Hearing	4	1	4
Head Injury	3	3	6
Intellectual Disability	2	0	0
Learning Disability	63	21	19
Medical	7	7	6
Physical	5	3	4
Psychiatric	13	12	21
Other Health Impaired (OHI)	2	0	0
Total	144	69	91

Narrative Activities:

- Carly worked with five high school counselors to allow 12th grade students to keep their high school electronic devices in order to complete their TEC programs.
- Carly assisted an instructor with setting up reoccurring zoom meetings so his students with disabilities could access his online lectures and classes.
- Carly met with TEC instructors, advisors and job placement coordinator regarding having safety precautions and measures in place for high school students when they return in the Fall.
- Alex and Robert presented for a Student Activities “Let’s Talk” session which is webcast for all students to view. They explained the services available through Student Accessibility and Support Services.
- Robert continues to serve on the Learning Spaces Taskforce. He also participates on both the technology and lab subgroups of the taskforce.
- Robert participated on the Accessibility Summer Camp Planning Committee.
- Robert participated on the Accessing Higher Ground Planning Committee.
- Robert was the guest on a podcast being produced by the students at the Kansas State School for the Deaf and Blind.
- Robert, Carly, Alex and Sherri met weekly.
- Robert, Sarah and Alex met to discuss strategies to promote Glean on campus.
- Robert and Alex participated in the Student Affairs Student division meeting.
- Robert and Alex participated in the Student Services division meeting.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Student Activities

- Continued the KCKCC Weekly Calendar with all the activities, updates, and club meetings sent to all campus email, blackboard, and the KCKCC Student Senate Facebook page

- Hosted daily the Student Activities Let's Talk Show via Zoom and the KCKCC Student Senate Facebook Live page.
 - There were approximately 50 shows hosted: Wake Up, Mid-Day Check In, and Late-Night Check In.
 - 30-45 minutes for each show
 - Guests on the show: Weekly Check In's, Student Accessibility and Support Services, First Generational College Students, Registrar's Office, Graduation updates/discussion, Real Talk, Weekend Activities guide, the History of KCKCC Summer Series
- Hosted Facebook Live discussions structured around motivation, success, finishing strong for our students - similar to the Student Leadership Institute (Roger/Andrica)
 - Operation Reset - Weekly
 - "We Got the Zoom Up" study rooms
 - Wake Up & Shake Up the World Morning Motivations
 - Talk to the Boss - Weekly discussions with supervisors and business owners
- Assisted with Graduation as needed
- KCKCC Facebook Statistics
 - May 04th - May 30th
 - 6121 Reached (Down 22%)
 - 3016 Post Engagements (up 14%)
 - 448 Page Views (up 14%)
 - 4832 Video views (up 25%)
- Hosted Operation Reset - 3 discussions hosted on the KCKCC Student Senate Facebook Live
- Hosted study rooms via zoom
- Hosted a Zoom Check-In:
 - Since the start of this pandemic, students and FBOE members have reached out for aid or just to let us know how things were going in their lives
- Posted Graduation Student Photo Recognition
 - 330 students have submitted photos
 - Working on graduate picture frames around KCKCC (see picture)
- Completed Student Activities resource information for the Student Services Strategic Plan work group
- Developing a New "Weekly Calendar" for Fall 2020
- Developing a Fall 2020 KCKCC Blue Devil Showcase magazine
 - Clubs are working on the club description and photos
- Continue the weekly calendar for departments, clubs, and student activities events: posted weekly via blackboard, social media, and email
- Researching/Planning intramurals for FY 20/21
- Planning 20/21 Activities (Both on campus and virtual)
 - First 12 Days @ KCKCC
 - Welcome Back Bash
- Planning the Annual Student Senate Leadership Retreat for June 19-21
 - Local retreat (no overnight)
- Planning the Spring 2020 NSLS Virtual Induction

STUDENT HOUSING - RONNIE MOORE, HOUSING SUPERVISOR

Student Housing Status:

- Currently
 - (2) students remaining in housing in bldg. # 7,
 - 1 KCKP

Application Update:

- Athletes Application: 88

RA Staff Meeting/Training:

- RA's Return
 - Aug. 10,
- Training Aug
 - 10 - 12

Upcoming/On-Going Activities/Projects:

- KCKCC Facility disposal old furniture
 - Bldg. 7 on May 29
 - Bldg. 8, June 1
- Marc Caplan with Leeder Furniture with start assemble new furniture June 5, 2020
 - 30 Beds
 - 60 Dressers

Interpersonal & Intrapersonal Competence - Social Engagement

- May 4, 2020 Strategic Enrollment Mgmt. Planning team meeting
- May 6, 2020 Housing Specialist I interviews (3)
- May 12, 2020 Co-Curricular team meeting
- May 12, 2020 interaction with CastleBranch on housing verification payment documents added and edited
- May 26 - 30, 2020 disposal of old furniture from housing
- May 26, 2020 Strategic Enrollment hosted by Megan
- May 26, 28 ordered keys duplicates

Daily/Weekly Activity

- Mail Distributions
- Building - Preventative Maintenance and Safety/Maintenance Request
- Update - Housing Application, Payments

STUDENT HEALTH CENTER-KIM LELAND, NURSE

Due to COVID-19 the regular format for Student Health Services monthly report has changed. Half of the month was spent virtual and half of the month was on campus.

The first half of the month was working with students who actively had COVID. Assisting them in getting the healthcare needed. As well as, working with students who need to get their TB testing done for removal of holds placed on their accounts.

The second half of the month:

- I have assisted in the opening of the campus. A group of individuals from different departments worked to set up for the opening on May 18th. The streamline design assisted students and employees get to work safely. Working the front desk the first week, I heard individuals say that it was set up well and they felt better with what was in place.

- Working with the Housing work group to recognize what is needed and how to implement the opening of housing possibly in the fall. Several questions being posed to assist in making housing safe for our students.
- Continued work with American College Health Association (ACHA) to find new information that could benefit our campus and students.
- Assist students in their TB needs for the allied health classes by scheduling for testing. As well as, working with students who answered yes on their admission application.

TRIO SSS-SARA SCHELP, DIRECTOR

Participants

- TRIO SSS is serving 149 students for AY 2019-20:
 - 106 First-Gen & Low-Income
 - 27 First-Gen only
 - 11 Low-Income Only
 - 2 Disabled Only
 - 17 Low-Income w/ Disability.
- 10 TRIO SSS students graduated December 2019
- 14 TRIO SSS students graduated May 2020
- 3 TRIO SSS students are expected to graduate July 2020
- TRIO SSS currently has 36 students enrolled for the summer semester (24% increase as compared to the 2019 summer semester)

Grant Updates

- TRIO SSS is putting the necessary processes in place in order to successfully close out the grant by August 31st and submit the final report to the Department of Education

Activities & Events

- TRIO SSS hosts weekly virtual meetings open to all TRIO students
- TRIO SSS posted a virtual slideshow on the TRIO SSS Blackboard page celebrating our TRIO graduates from the FA19, SP20, & SU20 semesters.
- Kati Venneman is currently completing a professional development course to hone her teaching skills in writing.
- Marquida Johnson attended the Files Calls and Chats in MS Teams training on May 1st.
- Sara Schelp sat on the interview committee for the Campus Police Officer positions on May 5th and May 6th.
- Marquida Johnson attended the Student Services Strategic Plan Group 1 meeting on May 7th.
- Sara Schelp attended the Looking Towards Fall: Anticipating Trends & Creating Paths for Student Success webinar on May 8th.
- Sara Schelp attended the May Staff Senate Meeting on May 11th.
- Sara Schelp attended The Impact of COVID-19 on Higher Education: Preparing for the Changing Landscape & Economic Consequences webinar on May 12th.
- Sara Schelp and Marquida Johnson attended the Chat with the Prez - The Blue Devils Comeback Plan & Updates on May 13th.

- Marquida Johnson and Molly Fisher began working at the triage table at the student entrance the week of May 18th.
- The entire TRIO staff attended the Virtual Graduation Ceremonies on May 21st.
- Sara Schelp attended the Stakeholder Call for Institutes of Higher Education on May 29th.

ATHLETICS - ANTHONY TOMPKINS, DIRECTOR

COVID19: Following the NJCAA Board of Regents meeting on June 19, 2020, the NJCAA will make an official statement on the fall sports season, health and safety recommendations, and the process of moving forward in response to COVID-19. The KJCCC also made a recommendation to the Presidents to look into a 10% reduction in contests (for 2020-2021 only) so that all schools within the conference are on a level playing field with anticipated budget challenges.

BLUE DEVIL SCRAMBLE: The KCKCC Athletic Department will be hosting a golf scramble on Friday, August 14, 2020 at Dub's Dread Golf Course (1pm shotgun start). If you or someone you know may be interested in supporting or participating please contact khuwaldt@kckcc.edu or register on EventBrite.

ACADEMICS: The student-athletes did another great job in taking care of their academic responsibilities through this challenging time. We had a few that struggled with the change to online learning, but overall, they did extremely well. The coaching staff did fine work in staying in touch with their teams and helping athletes navigate the obstacles they were facing. **The overall GPA of the Student-Athletes was 3.22 for the Spring 2020 semester**, when you include managers, we were at 3.17. We will also have a good number of student-athletes along with some teams earn academic honors (which will be shared in next month's report).



Strategic Initiatives and Outreach

Tami Bartunek Vice President

Dana Sambol Executive Assistant

Kim Lutgen Printshop Manager

Taylor Bolles Graphic Designer

Joy Cicero Production Assistant

Kelly Rogge Public Information Manager

Matt Fowler Web Designer

Omar Brenes Web Architect

Strategic Initiatives

- Worked with Donna Shawn, Cheryl Runnebaum, and Kelly Rogge to provide information for a Non-Traditional marketing grant application through Perkins. Very excited to share that we were awarded \$18,000 to be used in marketing of Technical programs specifically; auto tech, building engineering and maintenance tech, construction tech, electrical tech, HVAC, machine tech, and welding tech. Thank you Donna for preparing the application and winning for KCKCC!
- Chair a county wide return to higher education sub-committee to help create process and guidelines for a safe return of high school students to college in the fall. Members of the subcommittee include superintendents, principals, health department, high school facilitators, VPAA, and other individuals as needed who have targeted knowledge to help the group.
- Worked with Omar Brenes, Matt Fowler, Jerry Pope, Delfi Wilson to review the website and create a more streamline process for students to access necessary instructions and information. Out of our meetings, we determined to create a new “student resources” tab to provide information about: student services, student activities, how to access email, and how to access webadvisor, etc. This approach will provide needed information all in one convenient location. This change was spurred from a “suggestion box comment” that the Extended Cabinet voted to follow up on.
- Participated in a virtual congressional forum meeting with representative Davids. She provided CV-19 updates and helped to direct community members to requested resources.

Virtual Graduation Report

[Website](#)

Spring 2020 Virtual Graduation Webpage Pageviews

May 20 – 451

May 21 (Day of Graduation) – 2,799

May 22 – 258

[Livestreams](#)

YouTube Virtual Graduation Livestream

939 Unique Views

Vimeo Virtual Graduation Livestream

1,000 Views

2,122 Impressions

[Videos](#)

Congrats Graduates from Faculty

161 Views

Congrats Graduates from Staff

194 Views

Congrats Graduates from Board of Trustees

190 Views

Congrats Graduates Abridged (Short) Video

165 Views

[Facebook](#)

Congrats Graduates from Faculty

1,018 People Reached

28 Reactions, Comments & Shares

318 3-Second Video Views

164 10-second video views

184 minutes viewed

Congrats Graduates from Staff

1,207 People Reached

25 reactions, comments & shares

392 3-second video views

186 10-second video views

272 minutes viewed

Congrats Graduates from Board of Trustees

2,219 People Reached

118 reactions, comments & shares

775 3-second video views

284 10-second video views

308 minutes viewed

Virtual Graduation Livestream – 2 p.m.

15,570 People Reached
1,225 reactions, comments & shares
5,268 3-second video views
2,493 10-second video views
14,612 minutes viewed
163 Peak Live Viewers

Virtual Graduation Livestream – 7 p.m.

4,991 People Reached
324 reactions, comments & shares
2,018 3-second video views
964 10-second video views
6,377 minutes viewed
86 Peak Live Viewers

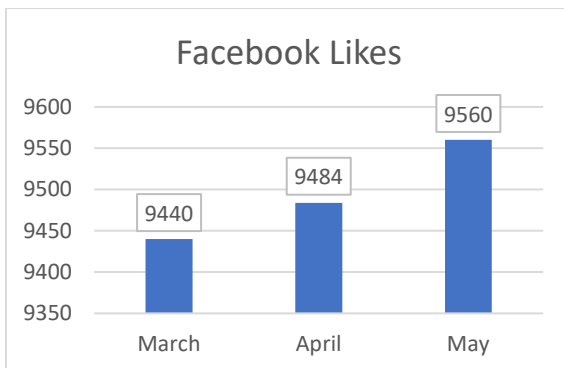
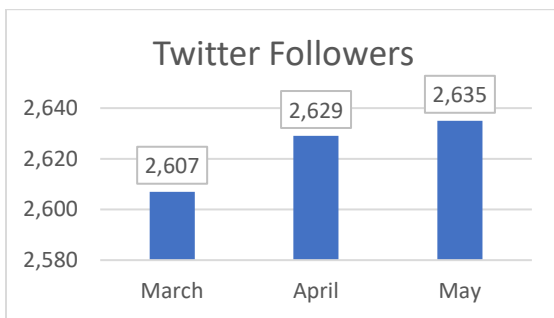
It's Graduation Day Blue Devils Post

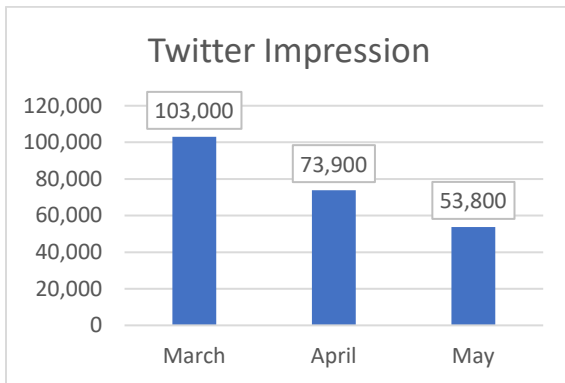
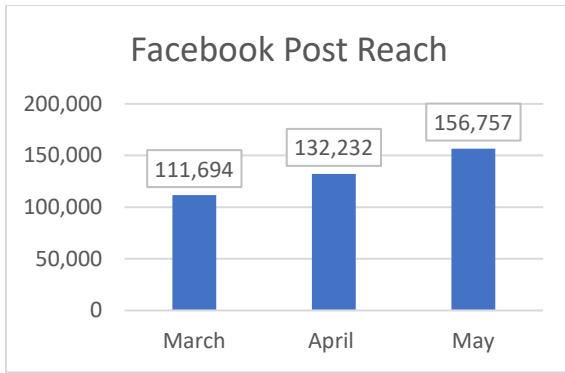
3,423 People Reached
434 reactions, comments & shares

Less than two hours Post

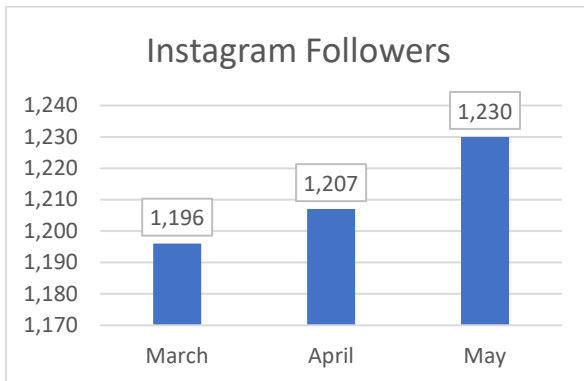
2,255 People Reached
105 reactions, comments & shares

Social Media Metrics





We believe the reduced impressions can be attributed to the lack of activities happening on campus compared to last year.



Kansas City Kansas Community College

was live.

Published by Livestream Studio [?] · May 21 at 2:04 PM ·

02:05:07

Get More Likes, Comments and Shares

When you boost this post, you'll show it to more people.

15,649

People Reached

3,354

Engagements

Boost Post

142

243 Comments

56 Shares

Love

Comment

Share

Performance for Your Post

15,649 People Reached

5,285 3-Second Video Views

1,225 Reactions, Comments & Shares

343	101	242
Like	On Post	On Shares
356	180	176
Love	On Post	On Shares
2	2	0
Haha	On Post	On Shares
1	0	1
Sad	On Post	On Shares
1	1	0
Angry	On Post	On Shares
474	273	201
Comments	On Post	On Shares
61	56	5
Shares	On Post	On Shares

2,129 Post Clicks

672	0	1,457
Clicks to Play	Link Clicks	Other Clicks

Post Details

Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · May 21 at 10:44 AM ·

It's Graduation Day Blue Devils. Congratulations to all of our December 2019 and May 2020 graduates. KCKCC invites you to watch the 2020 Virtual Graduation Ceremony at 2 and 7 p.m. today. The ceremony can be seen right here on Facebook, Youtube (www.youtube.com/user/KCECable) and Vimeo (<https://vimeo.com/kckcc>).

And be sure to share with us how you are celebrating by using #KCKCCGrad2020 when posting pictures and videos to social media. Congratulations Blue Devils! We are so ... [See More](#)

Performance for Your Post

3,428 People Reached

435 Reactions, Comments & Shares

220	61	159
Like	On Post	On Shares
76	24	52
Love	On Post	On Shares
1	0	1
Wow	On Post	On Shares
129	14	115
Comments	On Post	On Shares
9	8	1
Shares	On Post	On Shares

410 Post Clicks

66	37	307
Photo Views	Link Clicks	Other Clicks

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · May 18 at 12:57 PM · 🌐

Congratulations Bao!!! #KCKCCProud



1,366 People Reached

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41 Like 41 On Post 0 On Shares

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13 Photo Views 0 Link Clicks ⓘ 43 Other Clicks ⓘ

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Post Details



Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · May 14 at 10:17 AM · 🌐

Hey Blue Devils! During the last few weeks, KCKCC has been open and ready to help you via email, phone and online. But on May 18, KCKCC plans to re-open most locations to employees as well as to students and community members needing to take care of business on campus. All students or potential students are encouraged to call and make an appointment. Please be advised that due to COVID-19, any person wishing to enter any KCKCC facility will be required to:

- show picture ID o... [See More](#)



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2,079
People Reached

260
Engagements

Boost Post

Performance for Your Post

2,079 People Reached

41 Likes, Comments & Shares ⓘ


24 Likes 21 On Post 3 On Shares

6 Comments 5 On Post 1 On Shares

11 Shares 11 On Post 0 On Shares

219 Post Clicks

2 Photo Views 10 Link Clicks ⓘ 207 Other Clicks ⓘ




Kansas City Kansas Community College
Published by Kelly Evenson Rogge · May 13 at 10:18 AM ·

Join KCKCC at 2 and 7 p.m. May 21 for the college's Virtual Graduation Ceremony. The ceremony will premiere right here on Facebook as well as the KCKCC YouTube page, www.youtube.com/user/KCECable and Vimeo, <https://vimeo.com/kckcc>. The ceremony will feature graduation speakers, photos from the past year and all graduates will be recognized by name! Graduates, check your KCKCC student e-mail for more information about the ceremony including how to order your cap and gown.

And Blue Devils, we want to know how you are celebrating this accomplishment! When posting pictures about how you are celebrating, be sure to use the hashtag #KCKCCGrad2020. Your picture may appear on one of KCKCC's social media channels!

Congratulations Blue Devils. 🎓 We are so proud of you all! 🎉



3,001 People Reached

165 Reactions, Comments & Shares

102 Like	78 On Post	24 On Shares
30 Love	27 On Post	3 On Shares
1 Haha	1 On Post	0 On Shares
1 Wow	1 On Post	0 On Shares
12 Comments	9 On Post	3 On Shares
19 Shares	19 On Post	0 On Shares

194 Post Clicks

60 Photo Views	8 Link Clicks	126 Other Clicks
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

Tweet activity



KCKCC @KansasCityKSCC
 Congratulations to all Blue Devils in the Class of 2020. 🎓 We are so proud of you all! 🎉 #KCKCCProud



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

Get started

Impressions	1,331
Total engagements	29
Likes	11
Detail expands	10
Retweets	4
Profile clicks	4

Tweet activity



KCKCC @KansasCityKSCC
 All KCKCC locations are now open for enrollment, advising and all other student services! Appointments are suggested. We can't wait to see you Blue Devils! ❤️💙💙💙
pic.twitter.com/MYyNvjYNli



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

Get started

Impressions	1,250
Total engagements	42
Media engagements	16
Likes	12
Profile clicks	7
Detail expands	6
Retweets	1

Tweet activity



KCKCC @KansasCityKSCC
Good luck this week Blue Devils! Finish strong! #KCKCCProud #FinishStrong
pic.twitter.com/BiLN2vp324



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	1,088
Total engagements	15
Likes	5
Profile clicks	5
Media engagements	2
Detail expands	2
Retweets	1

Tweet activity



KCKCC @KansasCityKSCC
KCKCC knows how important graduation is Blue Devils. Visit <http://www.kckcc.edu/student-resources/graduation/index.html> ... for more info about 2020 Virtual Graduation! #kckccproud #kckccgrad2020
pic.twitter.com/ogklG5biv1



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	1,087
Total engagements	28
Media engagements	18
Detail expands	5
Likes	2
Link clicks	2
Retweets	1



kansascityksc • Following



kansascityksc Join KCKCC at 2 and 7 p.m. May 21 for the college's Virtual Graduation Ceremony. The ceremony will premiere on the KCKCC Facebook page as well as the YouTube, www.youtube.com/user/KCECable and Vimeo, <https://vimeo.com/kckcc>. The ceremony will feature graduation speakers, photos from the past year and all graduates will be recognized by name! Graduates, check your



33 likes

MAY 13

Add a comment

Post




kansascityksc • Following
...



kansascityksc The Summer 2020 semester starts June 8. Enroll now to start creating your future! Visit www.kckcc.edu for more information! #KCKCC #EnrollNow #summer #bluedevils #kckccproud #endlessopportunities #highered #startnow #createyourfuture

3w






126 views

MAY 12



Congratulations Class of 2020

KCKCC Virtual Graduation

May 21, 2020 2 p.m. & 7 p.m.


kansascityksc • Following
...



kansascityksc Congratulations Blue Devils!! #KCKCCProud #BlueDevils #kckcc #graduation #kckccgrad2020 #proud #success #congratulations #kckccalum

2w



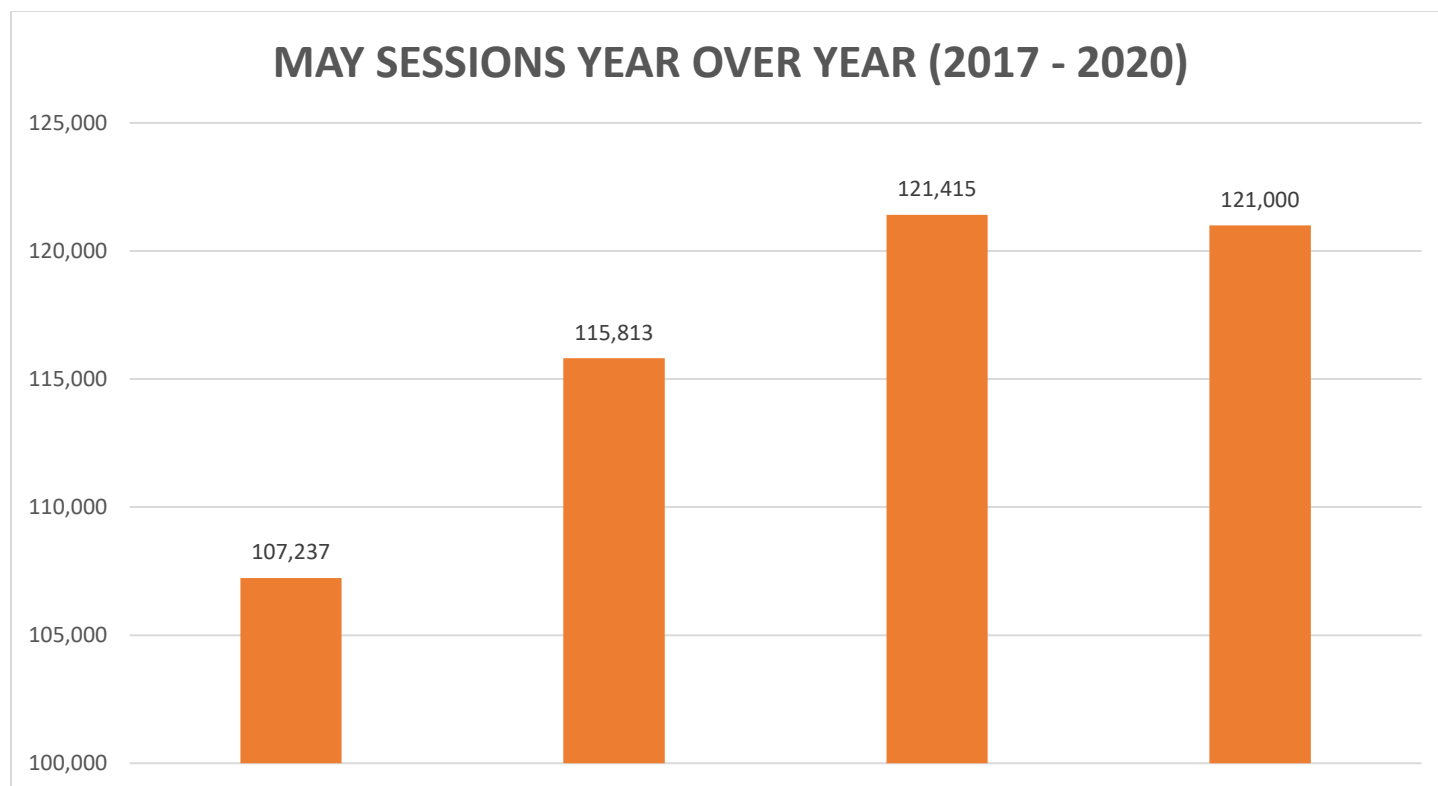



28 likes

MAY 18

General Website Information

- The new Morgue website was officially launched this month. The new design makes it easier to update and improve.
- The Student Resources page is being reworked to better serve our students that are looking for information such as technical support, email support and what student services are available to them.



Top Webpages for May 2020

Webpage	Pageviews
Degree / Certificate Webpage	41,170
Technology Support	22,094
Class Schedule	17,349
Steps to Enrollment	10,370
Transcripts	9,419



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

FINANCE - MICHAEL BEACH, CFO

- Student Housing Project - Received 9 proposal submissions. The evaluation team has completed the initial evaluation and top submitters have scheduled interviews.
- College Facilities Master Plan - Continuing to prepare agreement and a September on campus start date.
- Draft Budget for FY2020-21 has been prepared and discussed with the Board. Draft Budget will continue to be reviewed, modifications made, and presented for consideration by the Board in the July Board of Trustees Meeting.
- Draft Capital Projects Budget for FY2020-21 has been prepared and discussed with the Board.
- Draft Strategic Priorities List for FY2020-21 continues through the prioritization review process by President's Cabinet and Extended Cabinet.
- Various remodel and Learning Spaces projects continue ahead of schedule. Jeff Sixta has compiled a list of various projects, most of which are smaller, that the College would like to have accomplished by the start of Fall Semester.
- Facilities Services employees, especially custodial staff continue their great efforts in disinfecting our buildings at all locations. There is an emphasis on high traffic areas; electrostatic fogging used in classrooms and high volume areas primarily in student services nightly, complete disinfecting of restrooms multiple times a day, as well as wiping down high-touch areas, doors, handles, and fixtures also multiple times each day.
- The police department continues to assist with the occasional community drive-through COVID-19 testing station at the Thomas Burke TEC location. They are instrumental in assisting in the organization, and monitoring of these testing events. Everett Fletcher and Sheridan Smith are also key in assisting in scheduling these and assisting on-site during the event.
- The Finance team has developed processes to assist more students to transition to the formal payment plan option. As part of these processes, a 30 day deferral of tuition payments has been implemented for Summer and Fall Semesters to ease the initial cost of enrollment. These modifications have been made to assist students during this time, while increasing the potential of enrollments.

BOOKSTORE - KASEY MAYER, DIRECTOR

- We have started selling books for summer.
- We partnered with the Registrar's Office on the cap and gown disbursement. We handled the inventory and all of the shipping for the orders; no cost on the shipping to students.
- We have been manning a drive-through out in front of the Jewell building 3 days a week for students to return their rentals.
 - For students who do not wish to make a trip to campus, the bookstore has partnered with USPS to allow an easy return of students' rental books at no cost to them.
 - We have been disinfecting the books coming back.

FACILITY SERVICES - JEFF SIXTA, DIRECTOR

Accomplishments:

- Continue upper Humanities remodel - Learning Spaces Improvement Initiative
- Coordinating the Humanities air handlers replacement with contractor
- Working on lower Humanities remodel
- Spraying ceiling with K13 and painting walls of band room
- Repaired all exhaust fans on rooftops
- Upgraded HVAC at Lodge by the Lake
- Assisted with COVID-19
- Pulled 80 new data lines for upper Humanities remodel
- Started repairs for City to baseball press box
- Cleaned ac coils across campus
- Painting the Wellness Center

Goals for next month:

- Continue with Humanities remodel upper and lower
- Complete painting of the band room
- Paint concrete walls in preparation for art work

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

SUMMARY:

- Secured gates at the track May 18 due to Stay At Home Order Phase 1 being lifted and the reopening of KCKCC. 33 new Track passes were made from May 18 to May 31. It should be noted that there was no damage reported during the time of having the gates open
- Hosted virtual interviews for 6 open Police Officer positions
- Worked with WYCO Emergency Management and other suppliers to secure PPE for KCKCC Police Officers
- Worked with Wyandotte County Health Department for COVID-19 testing at TEC May 27
- Participated with Chiefs of Police and Wyandotte County officials on weekly COVID-19 planning discussions
- Store, manage, and coordinate the College inventory of PPE and supplies

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

Summary Statement of Net Position

	YTD FY2020	Audited Year-End FY2019
Assets		
Current Assets	\$ 23,855,506	\$ 33,159,395
Noncurrent Assets	53,131,601	56,200,604
Total Assets	<u>\$ 76,987,107</u>	<u>\$ 89,359,999</u>
Liabilities		
Current Liabilities	\$ 7,770,648	\$ 13,930,479
Noncurrent Liabilities	21,721,260	21,721,260
Total Liabilities	29,491,908	35,651,739
Net Position	47,495,199	53,708,260
Total Liabilities and Net Position	<u>\$ 76,987,107</u>	<u>\$ 89,359,999</u>

Summary Statement of Revenue Expenses and Changes in Net Position

	YTD FY2020	Annual	Annual	YTD FY2019	Percent Used Actual to
	Actual	Budget	Variance	Actual	Budget
Operating Revenues	\$ 23,153,375	\$ 27,315,064	\$ (4,161,689)	\$ 24,949,027	84.76%
Non-Operating Revenues, Net	33,554,806	57,959,925	(24,405,119)	31,642,999	57.89%
Total Revenues	56,708,181	85,274,989	(28,566,808)	56,592,026	66.50%
Operating Expenses	65,510,808	80,812,679	15,301,871	67,669,674	81.07%
Increase/(Decrease) in Net Positions	<u>\$ (8,802,627)</u>	<u>\$ 4,462,310</u>	<u>\$ (13,264,937)</u>	<u>\$ (11,077,648)</u>	

Notes

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD MAY 2020							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
		2020	5/31/2020	2020	5/31/2019	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 12,612,000	\$ 11,513,294	\$ 11,531,000	\$ 12,155,600	\$ (1,098,706)	91.29%
	Federal Grants and Contracts	10,512,298	8,472,646	10,375,000	9,100,567	(2,039,652)	80.60%
	State Contracts	568,026	433,726	568,026	435,874	(134,300)	76.36%
	Private Gifts, Grants & Contracts	275,000	263,000	263,000	195,911	(12,000)	95.64%
	Auxiliary Enterprise Revenue	2,972,125	2,287,794	2,422,600	2,058,762	(684,331)	76.98%
	Other Operating Revenue	375,615	182,915	202,700	1,002,313	(192,700)	48.70%
	Total Operating Revenues	27,315,064	23,153,375	25,362,326	24,949,027	(4,161,689)	84.76%
Nonoperating Revenues (Expenses)							
	County Property Taxes	43,835,925	22,053,998	43,835,925	20,754,737	(21,781,927)	50.31%
	State Aid	10,365,001	10,365,001	10,365,001	10,176,495	-	100.00%
	SB155 AID	3,534,999	1,786,601	3,534,999	1,504,395	(1,748,398)	50.54%
	Investment Income	250,000	224,403	240,000	170,200	(25,597)	89.76%
	Interest Expense on Capital Asset Debt	(876,000)	(875,197)	(860,000)	(962,828)	803	99.91%
	Transfer from Capital Reserves	850,000		850,000	-	(850,000)	0.00%
	Total Nonoperating Revenues	57,959,925	33,554,806	57,965,925	31,642,999	(24,405,119)	57.89%
Total Revenues		85,274,989	56,708,181	83,328,251	56,592,026	(28,566,808)	66.50%
Operating Expenses:							
	Salaries & Benefits	45,704,930	38,186,167	42,643,900	39,158,893	(7,518,763)	83.55%
	Contractual Services	2,012,975	1,600,409	1,851,600	1,777,833	(412,566)	79.50%
	Supplies & Other Operating Expenses	11,564,727	9,822,523	10,596,900	9,059,554	(1,742,204)	84.94%
	Utilities	2,077,855	1,586,649	1,780,525	1,824,045	(491,206)	76.36%
	Repairs & Maintenance to Plant	4,595,883	2,532,927	3,950,000	3,541,010	(2,062,956)	55.11%
	Scholarships & Financial Aid	10,371,309	9,036,735	10,298,800	9,428,364	(1,334,574)	87.13%
	Strategic Opportunities	1,250,000	-	* 1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	76,175	250,000	4,975	(173,825)	30.47%
	Debt Service	2,985,000	2,669,223	2,985,000	2,875,000	(315,777)	89.42%
Total Operating Expenses		80,812,679	65,510,808	75,606,725	67,669,674	(15,301,871)	81.07%
Increase in Net Position		\$ 4,462,310	\$ (8,802,627)	\$ 7,721,526	\$ (11,077,648)	\$ (13,264,937)	
* We have utilized \$735,728.51 of the strategic initiative funding to date. The expenses were expended out of various Supplies & Expenses accounts.							

KANSAS CITY KANSAS COMMUNITY COLLEGE
Summary Statement of Revenue Expenses and Changes in Net Position
YTD MAY 2020

	FY2020 Actual	Annual Budget	FY2019 Actual	Annual Budget	FY2018 Actual	Annual Budget	FY2017 Actual	Annual Budget
Operating Revenues	\$ 23,153,375	\$ 27,315,064	\$ 24,949,027	\$ 29,246,544	\$ 26,085,806	\$ 27,226,000	\$ 26,564,410	\$ 28,530,000
Non-Operating Revenues, Net	33,554,806	57,959,925	31,642,999	53,604,198	29,859,209	47,643,635	32,792,006	44,052,254
Total Revenues	56,708,181	85,274,989	56,592,026	82,850,742	55,945,015	74,869,635	59,356,416	72,582,254
Operating Expenses	65,510,808	80,812,679	67,669,674	79,979,223	66,988,584	74,620,000	64,584,502	72,259,190
Increase/(Decrease) in Net Positions	\$ (8,802,627)	\$ 4,462,310	\$ (11,077,648)	\$ 2,871,519	\$ (11,043,569)	\$ 249,635	\$ (5,228,086)	\$ 323,064

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	31-May-20	31-May-19
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 427,019		\$ 437,392	\$ 232,577
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 1,280,562		\$ 1,188,693	\$ 902,903
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,069,003	\$ 3,069,003	\$ 3,069,003
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 267,044		\$ 289,275	\$ 67,591
LIBERTY BANK	11	GENERAL FUND		\$ 501,172	\$ 501,172	\$ -
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 296,536		\$ 329,514	\$ 697,383
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 769,003		\$ 769,525	\$ 871,294
SECURITY BANK***	11	GENERAL FUND	\$ 12,613,599		\$ 9,278,708	\$ 5,018,164
SECURITY BANK	15	TECHNICAL ED FUND	\$ 880,343		\$ 880,313	\$ 867,040
SECURITY BANK	16	STUDENT UNION	\$ 1,251,547		\$ 789,847	\$ 1,131,717
		(AUXILIARY SERVICES)				
	11	GENERAL FUND			\$ -	\$ 1,000,000
UMB BANK *	17	PAYROLL	\$ -		\$ -	
TOTAL			\$ 17,785,653	\$ 3,570,175	\$ 17,533,442	\$ 13,857,672
	Current	Previous Month	Previous Year			
91-day Treasury Rate	0.130	0.120	2.340			
* 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	29,642,011	26,999,318	(6,059,800)	(7,471,965)	23,582,211	19,527,353			24,760,408	20,251,756
February	7,917,760	7,496,823	(10,685,251)	(8,284,267)	(2,767,491)	(787,444)			21,992,917	19,464,312
March	7,458,489	5,172,465	(11,474,491)	(9,849,981)	(4,016,002)	(4,677,516)			17,976,915	14,786,796
April	1,996,704	2,685,410	(6,479,676)	(7,074,615)	(4,482,972)	(4,389,205)			13,493,942	10,397,591
May	2,107,232	1,898,779	(5,442,154)	(6,582,603)	(3,334,922)	(4,683,824)			10,159,021	5,713,767
June	18,916,650	18,916,650	(7,518,128)	(7,518,128)	11,398,522	11,398,522			21,557,543	17,112,289
Totals	92,087,464	88,789,336	(87,642,211)	(85,599,025)	4,445,254		-	-		
Bold = Actual										
	73,170,814		(80,124,083)							
GL Balance	General Fund	\$ 9,278,708								
	TEC Fund	\$ 880,313								
		\$ 10,159,021								

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD MAY 2020


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>

*This report will be updated upon receipt of final closing documents from debt refinance

Predictive Model of Significant Annual Cash Flows

Inflows			Outflows		
	Description	Amount	Description	Amount	
July			Insurance (Property, General Liability)	(\$260,000)	
August	State Aid - Disbursement 1	\$ 5,100,000			
September	Tax Distribution	\$ 2,565,836	Financial Aid Refunds	(\$1,300,000)	
	Current Tax	\$ 852,577	COP - Interest on Debt (Certificates of Participation)	(\$269,000)	
	Heavy Truck	\$ 330			
	Motor Vehicle	\$ 1,462,602			
	Commercial Motor Vehicle	\$ 10,536			
	Motor Vehicle Excise	\$ 10,792			
	RV	\$ 5,066			
	Delinquent	\$ 223,933			
	Financial Aid Draw	\$ 3,400,000			
October	Tax Distribution	\$ 775,787	COP - Interest on Debt	(\$104,000)	
	Current Tax	\$ (2,285)			
	Motor Vehicle	\$ 561,391			
	Commercial Motor Vehicle	\$ 2,836			
	RV	\$ 1,489			
	Delinquent	\$ 212,356			
November			COP - Interest on Debt	(\$60,000)	
December					
January	Tax Distribution	\$ 21,202,376			
	Current Tax	\$ 19,542,198			
	Heavy Truck	\$ 7,331			
	Motor Vehicle	\$ 823,030			
	Commercial Motor Vehicle	\$ 19,153			
	Motor Vehicle Excise	\$ 11,332			
	RV	\$ 2,824			
	IRB	\$ 452,786			
	Delinquent	\$ 343,722			
	State Aid - Disbursement 2	\$ 5,100,000			
SB 155 Funding - Disb 1	\$ 1,500,000				
February	Financial Aid Draw	\$ 3,300,000	Financial Aid Refunds	(\$1,300,000)	
March	Tax Distribution	\$ 1,475,310			
	Current Tax	\$ 838,822			
	Heavy Truck	\$ 2,523			
	Motor Vehicle	\$ 346,287			
	Commercial Motor Vehicle	\$ 117,299			
	RV	\$ 861			

[illegible]



BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

JUNE 2020

HR Updates

- The HR Department in conjunction with the IT Department met this month to kick off the analysis and optimization of the HRIS system hosted by Ellucian. This project is designed to analyze our current system, identify improved areas of efficiencies and configure the system to meet HR best practice standards. The estimated completion date for this project is March 2021.

Training and Development

- The HR Department is currently in the process of planning a virtual New Hire Orientation for July 2020. This will allow our new hires to receive important information and training in a timely manner. This will all take place on Microsoft Teams live. This interactive method will allow our employees to be engaged and give them the opportunity to ask questions about key areas in the institution.

BOARD OF TRUSTEES REPORT

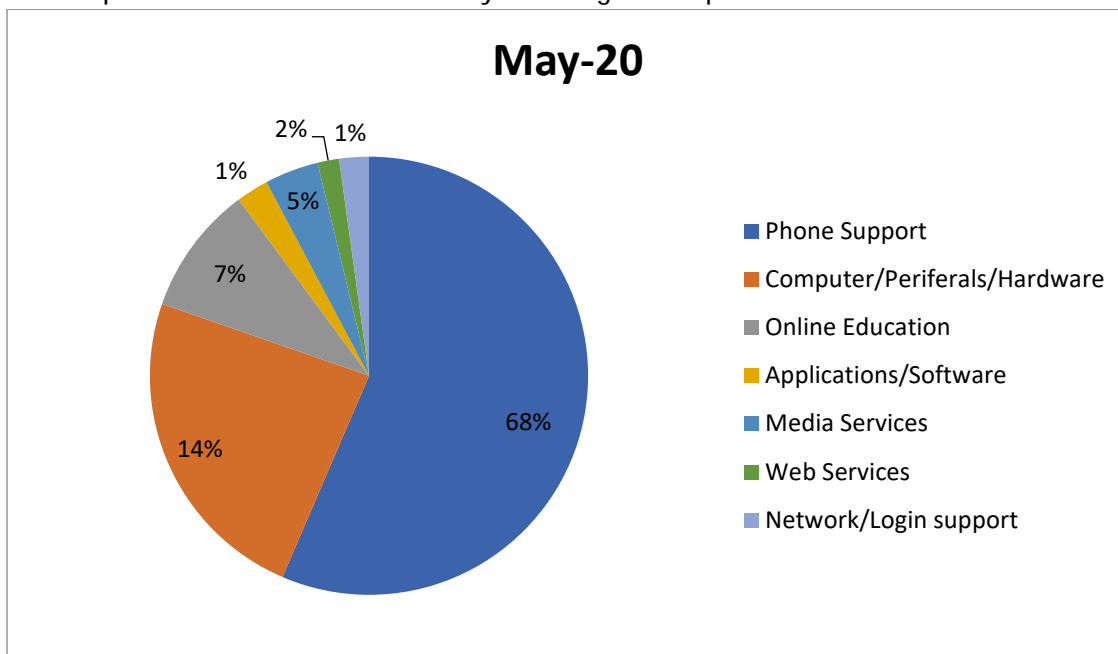
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Produced and delivered online Finance CMTE meeting.
- Produced and delivered online Chat with the President.
- Participated in production of BOT online meeting.
- Began process of moving SOAR orientation online.
- Assisted faculty and staff with downloading and using MS Teams.
- Completed help desk tickets as they arose.

COMPUTING SERVICES

- 198 tickets were issued during the month of May -343 tickets were resolved.
- The average time spent on each ticket was 1.38 days.
- 407 helpdesk calls were taken in May - average time per call was 3.27 minutes.



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 via zoom a virtual Board of Trustees Meeting.
- Setup the Virtual Graduation to air on the college cable channel Monday through Sunday at 10:30 AM and 5:30 PM. The Virtual Graduation is available on demand via the college's YouTube channel.

- Preparing classrooms for Here Or There (HOT) classes. The classes will have cameras and microphones installed to teach on-board classes and live stream to other campuses.
- Added still images of the downtown campus to the "Behind the Scenes" documentary for the PBS series.
- Working with Student Activities to create a cable show called "Student Activities Let's Talk".
- Working with Wellness Center to create workout videos to air on the college cable channel and the college's YouTube channel.

NETWORK SERVICES

- Student Recruiter Web App Availability - 99.98%
- MyDotte Web App Availability - 99.97%
- Email Availability for employees and students - 99.99%
- WebAdvisor Web App Availability - 99.97%
- Network Switch and Phone and Availability - 99.98%
- Ellucian authentication process change project, the change to WebAdvisor's authentication process will be applied to the production environment on the evening of June 24th.
- Wireless access in the parking lot at the LVPCC campus has been moved with facilities assistance, to provide better coverage.
- Initial configuration of the new student and employee ID system has been completed. "Train the trainer" will be conducted during the week of June 8th.
- Computer equipment updates in classrooms 2412, 2413, 2416, 2603, 2605, 3510 are in process.

2020 – 2021

KCKCC Board Meeting Dates – DRAFT

Meetings are at 5:00 p.m. on the 3rd Tuesday of each month.

*Marks the exceptions.

MEETING DATES
Tuesday, July 21, 2020
*Tuesday, August 11, 2020
*Tuesday, September 15, 2020 (9:00 a.m. @ MC)
*Tuesday, October 20, 2020 (9:00 a.m. @ PCC)
Tuesday, November 17, 2020
Tuesday, December 15, 2020
Tuesday, January 19, 2021
Tuesday, February 16, 2021
Tuesday, March 16, 2021
*Tuesday, April 20, 2021 (9:00 a.m. @ TEC)
Tuesday, May 18, 2021
Tuesday, June 15, 2021

RESOLUTION OF SUPPORT

The Board of Trustees of the Kansas City Kansas Community College fully supports the statement by President Greg Mosier entitled "We All Must Do Our Part to Fix Systemic Inequities" posted on July 7, 2020.

In his statement Dr. Mosier declared "To move forward as a community, we must all work together to fight and stop racism, bigotry, bias and discrimination wherever and however it exists."

Dr. Mosier further stated "Kansas City Kansas Community College is fully committed to support and value an environment where hate and discrimination have no home, and where students and employees are free and encouraged to speak up and have their concerns heard if an issue should arise."

Dr. Mosier also stated "KCKCC will dedicatedly work to continue to grow and expand our commitment to diversity and inclusion no matter our personal differences. Operating from a position of kindness, respect, civility and personal responsibility, we will continue to make our college and community around us an even better place to work and live."

Dr. Mosier's statement is a call to action. The Board of Trustees supports his call to action, and we applaud his statement and commit ourselves to provide the support and leadership for our college and our community to become the place that Dr. Mosier and the Board envision.

PASSED by the Board of Trustees of KCKCC in a meeting held on June 16, 2020.

BOARD OF TRUSTEES
KANSAS CITY KANSAS COMMUNITY COLLEGE

Signature_____

Board Chairperson
Print Name: Dr. Ray Daniels

Attest_____

Secretary
Print Name: Dr. Greg Mosier

Policy: 4.06

Educational Assistance

Purpose: To assist employees in achieving their educational and career goals.

Definition

Legal dependents: Defined as those who can be claimed as exemptions per Internal Revenue Service guidelines.

Policy Statement

Full-time employees, their spouses, and legal dependents, as well as KCKCC retirees and their spouses, are eligible for a 100% employee scholarship for classes taken at KCKCC. These individuals will be responsible for paying any course fees associated with a class in which they are enrolled. Priority of enrollment in classes will be given to students who pay full tuition up to and including the first day of classes.

- a) KCKCC dependents will not be denied continuation in the program if they have satisfactorily completed the preceding semester.
- b) Dependents who pay half tuition to ensure their spot will not be required to pay the 2nd half of the full tuition if the program is not full on the first day of classes.

The scholarship shall cover Kansas Resident tuition and fees for courses taken through KCKCC. After the completion of twelve credit hours, the employee must satisfactorily complete a minimum of 50% of all courses—including the initial 12 hours—and must maintain a 2.0 GP in order for the scholarship to be renewed.

Those employees and retirees interested in obtaining an employee scholarship for themselves, their spouse, and/or legal dependent(s) must complete an Employee Tuition Scholarship Application and submit it to the Chief Financial Officer's Office.

Part-time regular employees must work a minimum of 20 hours per week in order to be eligible for 50% of this employee scholarship for classes taken at KCKCC.

Adjuncts are eligible for 50% of this employee scholarship for classes taken at KCKCC during the semesters in which they teach for the College.

A. Enrollment Discounts for Non-Credit Education Courses:

Active employees, their spouses, legal dependents, and KCKCC retirees and their spouses may take most Continuing Education & Community Services courses for one half of the rate published to the public.

Discounts are not available for courses offered through vendors, such as Gatlin, Ed 2 Go, Command Spanish, CCI, and Pronto Spanish, and any others designated by the Dean of Career and Technical Education.

There may be material fees for some courses. In these cases, eligible students pay for materials

and half the cost of tuition Silver Advocate Club members are eligible to take Silver Advocate Club classes at the published rate. If they are enrolled in classes with materials, Silver Advocate Club members must pay the full material fee.

B. Outside Tuition Reimbursement Policy

Upon successful completion of a one-year employment period, all full-time employees will be eligible for an Outside Tuition Reimbursement Plan. The policy, however, does not apply to the employees who are on the Master Contract. Reimbursement for courses taught in other institutions will not be made if those courses are offered at KCKCC. Qualified applicants will be eligible for up to 100% tuition reimbursement for the first \$500 and 50% tuition reimbursement for expenses above \$500 based on courses related to degree requirements and/or job enhancement, with a maximum reimbursement of \$3,000 per employee annually. KCKCC will pay 50% of tuition cost at the beginning of the semester when the employee enrolls and 50% upon successful completion of the class. Actual reimbursement shall be based on the total funds allocated annually and may be prorated depending on the number of participants each semester who successfully complete approved courses and apply for funds. Required books and materials for each approved class may be included as an allowable expense. One-half ($\frac{1}{2}$) of the appropriated money for this program will be prorated among all the applicants in each Fall semester. All remaining funds will be prorated for each Spring semester. Should any funds still remain, they will be prorated for each Summer session. Request forms will be submitted to Deans and, if approved, forwarded to the Cabinet member and the President for final approval. Upon successful completion, the employee will submit grades and other appropriate documentation, including all receipts for which reimbursement is requested and proof that books and materials are indeed required, with the approved Request for Reimbursement Form to the Chief Financial Officer's Office.

Following outside tuition reimbursement, employees will agree to continue employment at KCKCC for a period of 18 months from the successful completion date of the class. If the employee should choose to leave the College prior to 18 months, the employee will repay the College at the rate of $\frac{1}{18}$ of the total assistance paid for each month remaining of the 18-month period.

If an employee does not conclude course work satisfactorily, he/she must return to the College the funds received.

While educational assistance is expected to enhance employee's performance and professional abilities, KCKCC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases. The amount earned for outside tuition reimbursement will be determined annually, based on the availability of funds.

Employee Procedure for Outside Tuition Reimbursement

1. Obtain the form, Request for Tuition Reimbursement for Outside Coursework for Full-Time Employees, from the Chief Financial Officer's Office.
2. Submit the following documents to your Dean and the Cabinet member for approval:

- a) The completed original copy of the approved Reimbursement form.
- b) A Request for Purchase for the amount.
- c) A copy of grade report or appropriate documentation.
- d) Receipts for all expenditures.

Submit all paperwork to the Chief Financial Officer's Office.

Revision Approved: XX/XX/XX