



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
May 19, 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 April 21, 2020 Meeting
 - (Item A1) - Approval of Minutes of the April 21, 2020 Special Meeting
 - (Item A2) – Approval of Minutes of the April 21, 2020 Executive Session
 - (Item A3) – Approval of Minutes of the May 7, 2020 Executive Session
 - (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 – Mr. Destin Williams, Student Senate Vice President**
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 – None scheduled.
18. New Business:
 - Board Meeting Dates for Academic Year 2020 - 2021. Presented by Dr. Greg Mosier.
19. Executive Session(s) – None scheduled.
21. Adjournment

Next Meeting of the Board of Trustees:

Tuesday, June 16, 2020 - 5:00 p.m. – KCKCC Main Campus (Virtual)



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KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
April 21, 2020 – 9:00 A.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. Vice-Chair Criswell 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 April 14th, the following items were discussed:
 - Ongoing projects for Downtown, PCC, and Student Housing are all moving forward smoothly.
 - Cash Driver Tool that shows factors that affect the College finances throughout the year provides context for financial reporting. Vice-Chair Criswell thanked Dr. Mosier and Mr. Michael Beach, Chief Financial Officer, for the tool and shared that the public may access the tool as well.
 - COVID-19 discussions regarding the finances for the college.

On behalf of the Board Policy Committee, Trustee Sutton shared that the policy committee reviewed and approved several policies to move forward for full Board approval. The policies were included in the Board packet for this meeting.

Chair Daniels added that the Board of Trustees continues to do the work to move the college forward. He thanked the committees for continuing to do the important work for the College.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Vice-Chair Criswell moved to accept the Consent Agenda. Trustee McIntyre seconded the motion. The Motion Carried.
9. **Student Senate Report:** Chair Daniels acknowledged that there would not be a report from the Student Senate. He moved forward to the President's report.
10. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier reported the following –
 - The College continues to provide services virtually and will continue to work this way for approximately another month or so. Dr. Mosier acknowledged the new tools and resources supporting the College in its continued work as well as other positive things that will be gleaned from this time.
 - All the departmental operations have been ongoing. There are many trainings that continue to provide additional information for students, faculty, and staff. Through the KCKCC COVID-19 website, there are several resources available.
 - The course withdrawal date has been pushed back to May 11th. This may allow students more time in adjusting to online learning and to assess their standing within their course.
 - We anticipate financial losses due to COVID-19 pandemic. An Anticipated Loss Statement will show the current losses with adjustments to be made on how the college will operate that meets the newly anticipated budget.
 - KCKCC has great value in the faculty and staff and all their hard work. KCKCC employees will be kept whole during this time, keeping everyone fully employed through spring and summer semesters.
 - KCKCC Foundation gave a donation of \$100,000 for the COVID-19 Relief Grant. The college matched that amount with an additional \$100,000 and launched an additional internal fundraising campaign for employees with a \$10,000 goal. Currently, the employee contribution is \$7,200 dollars.
 - Summer schedule for returning to work at the KCKCC campuses is being discussed by KCKCC administration. The tentative plan is to return under a 3-week stage-in process beginning May 18th, following CDC and local health department guidelines. We will be practicing social distancing for a long time. Dr. Mosier shared tentative summer course schedule.

- Recognized the Hall of Fame inductees – Mr. Alan Hoskins; Leavenworth Public Schools; Ms. Maxine Drew, President of Kansas City Kansas Board of Education; Ms. Mary Ann Flunder (posthumous); and Ms. Pam Louis-Walden.
- Received the draft video footage from “Behind the Scenes with Laurence Fishburne” and will review and return for final draft.
- Announced changes in administrative roles – Mr. Jerry Pope will now serve as interim Vice President of Academic Affairs and Dr. Aaron Margolis will now serve as interim Dean of Arts, Communications, and Humanities.

Dr. Mosier concluded his report and asked if there were any questions. Chair Daniels thanked Dr. Mosier for acknowledging the 2020 Hall of Fame inductees. He also extended his thanks to the KCKCC administration for recommending a plan for keeping staff financially whole regarding employment. With no other questions or comments, Vice-Chair Criswell made a 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. He thanked Mr. Pope for accepting the role as interim VPAA and acknowledged his service at KCKCC in the Arts and Humanities department since 2003. Mr. Jerry Pope reported the following –

- Working to migrate courses for summer to online delivery. For most classes that require a lab component, the lab portion of class would be delivered on June 29th while some classes will need to have the students on campus sooner.
- Shout outs, first to Health Professions, last fall several of the Nursing faculty incorporated targeted learning sessions for December graduates to address areas identified as needing improvement from a gap analysis of the current curriculum. Preliminary results show these to be extremely effective as the articulation graduates have a 100% first-time pass rate on the National Council Licensure Exam (NCLEX) provided by the National Council of State Boards of Nursing (NCSBN). For reference, the same group had an 81.8% first-time pass rate in spring 2019. The results for all RN first-time test takers through the first quarter of 2020 is 92.31%. The same group last year was 80.65%. Mr. Pope thanked the Nursing faculty; Director of Nursing, Ms. Sue Anderson; and Dean of Health Professions, Dr. Tiffany Bohm, for their efforts.
- The Center for Teaching Excellence have augmented online training videos to support the faculty in the transition to online courses. In the last 28 days, there have been 349 views which is a significant increase.
- Learning Commons launched their new newsletter called, “On Common Ground.”
- Online Education Services and Center for Teaching Excellence provided 3 weeks of intensive training to the faculty in the transition to virtual learning.
- Visits to the Blackboard class platform are up by 50%.
- In the Arts, Communications, and Humanities department, Dr. Justin Binek, Associate Professor of Music, presented a webinar on behalf of the Jazz Education Network (JEN) entitled, “Online Teaching for Non-Online Teachers” on their Facebook Live channel.

- In the Math, Science, and Business Technology department, Dr. Mary Patterson, Adjunct Professor, provided some personal protective equipment to Wyandotte County Health Department.
- The KCKCC Wellness faculty were reassigned to Online Education Services to support with transition to virtual learning.
- Dr. Curtis Smith has recorded all remaining labs for Microbiology courses along with results to be shared with all Microbiology lab instructors for their online classes.
- In Social and Behavioral Science and Public Services, Dr. Hira Nair, Professor of Psychology and Coordinator of Secondary Education and the K-Step Up Program at KCKCC, together with Ms. Tami Bartunek, VP of Strategic Initiatives and Outreach, and Mr. Randy Royer, Director of Media Services, created a video for the K-Step Up program promotion.
- The Career and Technical Education department hosted the Middle School Career Awareness Event on March 3rd & 4th. During this event, a total of 610 USD500 middle school students were on campus to actively experience some of the programs offered here at KCKCC.
- Another shout out for the Health Professions department, Dr. Deanne Yates, Associate Professor of Physical Therapy and KCKCC program alumnus, successfully defended her doctoral dissertation from K-State on March 27th.

Mr. Pope concluded his report and asked for any questions. Chair Daniels shared how he was impressed with what Online Education Services and the Center for Teaching Excellence have accomplished to help meet the needs of students and faculty. He thanked everyone who have provided this much needed support for all their hard work. With no other questions or comments, Trustee Brown made a motion to accept the Vice President of Academic Affairs report. Vice-Chair Criswell 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 –

- Thanked everyone for patience and hard work during this pandemic. The Student Affairs staff have been so gracious in continuing their efforts to make sure the students are receiving the support that they need.
- COVID-19 Student Relief Fund – a collaborative effort of the KCKCC Foundation, Student Services, Dr. Mosier and generous donations from our community and KCKCC faculty and staff to provide short-term assistance to our students. So far, there have been 231 applications from students and by the end of the week, the first disbursement funds will be sent. She thanked the Financial Aid and Business offices for providing the background research in providing means to getting the funds to the students.
- Enrollment is down; summer enrollment is down for credit hours about 41% and headcount down by 41% also. Recruiters are making calls, sending cards, and communicating with high schools and making other efforts being to contact the students. Marketing is supporting with getting the word out to the students.

- News article from KC Hispanic News – thanked Ms. Bartunek and Ms. Nora Brown, KCKCC Downtown Site Coordinator, for assisting in getting this article published. The article focused on KCKCC’s ESL program and featured a KCKCC student currently in the program.
- The course withdrawal date has been extended to May 11th to allow more students time to decide whether they need to withdraw from a class given the current climate and change in course delivery. This information is also on the website and an email went out to the student informing them of this change.
- Early in April, Student Affairs began to track student withdrawals with the reason cited as COVID-19. Based on data from April 8th, there were 18 students who cited this reason for their withdrawing from school. Student advisors are reaching out to the students to see if there is anything the college can do to support them and to see if they are eligible for the COVID-19 Student Relief Fund.
- Student Services continues to provide services to students virtually. Ms. Andrica Wilcoxon, Director of Student Activities, continues to hold student club and Student Senate meetings virtually via Zoom and Microsoft Teams. The Disability Services office has transitioned to being able to provide all their services to students online.
- Athletics department are temporarily on hold. Coaches are in contact with students and providing support for them virtually.
- With regards to student housing, two buildings have been closed. There are two international students currently in one of the student housing buildings.

Dr. Wilson concluded her report and asked for any questions. Dr. Mosier extended his gratitude for the tremendous amount of work being done by so many people across KCKCC. Chair Daniels echoed the gratitude. He added that he thought the VPSA report was great in showing all that the team is doing in building relationships and letting the students know we care. With no further questions or comments, Chair Daniels called for a motion to accept the Vice President of Student Affairs report. Vice-Chair Criswell 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 –

- Thanked colleagues for acknowledging the work of Web Service team. Ms. Bartunek echoed her thanks for the great work for the new KCKCC COVID-19 webpage, the Student Relief Fund webpage, and for maintaining the main page of the KCKCC website making it easy for those visiting our website to get information needed. These efforts have been led by Mr. Omar Brenes, Web Architect; Mr. Matt Fowler, Web Designer; Ms. Kelly Rogue, Public Information Manager; and Ms. Taylor Boles, Graphic Designer.
- Last month, KCKCC reach over 103,000 tweets on Twitter.
- Currently reviewing marketing and updating radio and tv ads in light of COVID-19. Radio ads should be heard later this week with focus on high school students and adult learners who may need to reskill/retrain.

- Working with KSHB-TV to do a “Salute to Seniors” for our 2020 graduates – asking to have photos sent in that we may showcase of our proud seniors.
- Also partnering with KSHB-TV in their promotion of local companies called the “We’re Open” series. KCKCC will be one of the organizations featured to let people know that we are here to serve.
- Thanked Karen Gaines and Business department on promotion of “Don’t wait let us help you create your future now.”
- Short videos messages via social media and main website as promotional content to let potential and current students know KCKCC is here to support them in creating their future. The video shown was created by Matt Fowler and was designed to informing students what programs we have to offer at KCKCC.
- Since April 1st, there have been over 3,200 unique views of the KCKCC COVID-19 webpage. The viewing time shows an average of 2 minutes and 15 secs on the webpage, which shows that people are getting to the webpage and finding it a useful resource.

Ms. Bartunek concluded her report and asked if there were any questions. Chair Daniels thanked Ms. Bartunek and her team for letting people know KCKCC is open for business. With no further questions or comments, Chair Daniels called for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee McIntyre made a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Brown 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 –

- Offered shout out to Mr. Royer (Media Services); Mr. Peter Gabriel, Chief Information Officer; and Ms. Susan Stuart, Director of Online Education Services for arranging the online Board of Trustees meeting this morning. He expressed his amazement and awe by the technology that allows us all to continue the college business and moving the college forward.
- Shared that the financial statements followed the CHRO and CIO reports in the Board packet this month.
- Informed that the budget process continues. The draft of the budget will be available to the Board by June. Half of the budget presentations were given virtually. Things are looking good in the budget. President’s Cabinet will have a proposed budget for President’s Extended Cabinet to review in May.
- The Student Housing project is moving along. The Request for Qualifications (RFQ) will be sent soon. The RFQ draft will be finalized tomorrow and reviewed by the Student Housing committee. The expectation is for the RFQ to be sent to companies by the end of next week.
- The HVAC project began last week. The team is making good progress. Currently, the air handlers that service the Arts and Humanities part of the building are being upgraded. This will affect 10 classrooms that were served by wall-units – the wall units will be removed. Some of those rooms will also be renovated as part of the Learning Spaces project.

- Maintenance crews will return to campus on Monday, April 27th to complete a long list of repairs and projects that must be completed before fall 2020 semester. With fewer people on campus, this is a great opportunity for the maintenance crews to accomplish projects that would not be able to complete in a shorter, more efficient time frame while maintaining social distancing.
- Thanked custodial and maintenance crews for cleaning and performing basic repairs for the student housing. One of the student housing buildings is being used as a space for Wyandotte County first responders who are quarantined to stay. In last month's report, there was at least one person who was staying in one of the apartments.
- Bookstore has developed processes to complete book orders for students for classes. They are doing a wonderful job in supporting the students. Marvelous job for second-semester classes in getting learning packets for students to include lab packets for students to complete labs at home.
- Facilities Services crew are currently working on a number of projects to include a new group of learning spaces, an Executive Board Room remodel, and completion of new Institutional Effectiveness office space.
- College Police Department doing great job with check-in/check-out process for people on campus. They are showing up every day, supporting people, and securing college facilities.
- Financial statements as of the end of March total revenues over expenses are about \$1.7 million dollars higher than the same point last year. Due to a total of about \$300,000 dollars in nonoperating revenue and about \$1.4 million dollars less of anticipated expenses than last year. Looking at predictive model, the College is poised to finish the year lower than last year. The target at this point would be 75% spent and we are at 68%. Optimistic that we will be able to finish the year strong.

Mr. Beach concluded his report and asked if there were any questions. Chair Daniels thanked Mr. Beach and his team. Chair Daniels also expressed gratitude to Mr. Beach for finding the silver lining of all the work that can be accomplished with no one in the buildings. Dr. Mosier added thanks for the people from different areas that are stepping up to support other departments. Custodial crewmembers have stepped up to support the maintenance crews as well as other departments cross-training to meet the needs of the college. With 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 –

- The current climate is stretching the Human Resources (HR) department in knowledge with regards to pandemic. HR has been assisting with needs, answering questions, and assessing requests of employees. Additionally, there have been many hours logged attending webinars and meetings to learn the new ways and means of maintaining compliance for the college with regards to COVID-19.

- The HR quarterly newsletter featured information on how to work from home with tips and resources to do so successfully.
- Open enrollment for flexible spending accounts has begun and will be open through April 30th. This will be the last open enrollment period for flexible spending accounts this year. The next flexible spending enrollment period will move to a calendar year enrollment to align with the other benefits next year.
- KCKCC is doing well in the new employee and exit interviews with a good impression being made on new employees. As a result of feedback, HR is working to improve communications regarding benefits. Looking at data and seek areas where improvements can be made.

Ms. McGee concluded her report and asked if there were any questions. Chair Daniels thanked the HR team for their hard work in supporting the staff during this time. With no additional questions or comments, Chair Daniels asked for a motion to accept the Chief of Human Resources Report. Trustee McIntyre made a motion to accept the Chief of Human Resources Report. Vice-Chair Criswell 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 –

- Thanked Online Education Services, Media Services, Information Services, and College Police for helping with getting laptops checked out to students. There were approximately 45 laptops signed out to students. There may be up to 50 by the end of this week.
- Wi-Fi service in the parking lot at Pioneer Career Center has been completed. Wi-Fi service is also available at Main Campus and these announcements have been communicated through social media.
- Back on schedule with IT projects after supporting with the virtual transition for COVID-19. Mr. Gabriel extended a huge “thank you” to his team! Additionally, the number of Help Desk calls have reduced this week.
- Worked on IT Knowledge Base to support staff, faculty, and students with frequently asked questions and troubleshooting.
- Updates for Ellucian are progressing well. A meeting this week will inform the next steps of the integration process.
- Many behind-the-scenes updates are occurring that allow the systems to continue to run smoothly.

Mr. Gabriel concluded his report and asked if there were any questions. Vice-Chair Criswell offered a huge thank you to Mr. Gabriel and his staff for the tremendous undertaking with all the overnights it had to have taken for things to be moving smoothly. Mr. Gabriel shared that not just Information Services, but also Online Education Services completed a large amount of the processes. All Board members echoed the sentiments.

Chair Daniels asked about the use of Wi-Fi services for the students in the parking lot. Mr. Gabriel answered that the services are available to everyone. With no additional questions or comments, Chair Daniels asked for a motion to accept the Chief Information

Officer's report. Vice-Chair Criswell made a motion to accept the Chief Information Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

Chair Daniels shared great gratitude to everyone, on behalf of the Board of Trustees, for the impact the college is having on the students and community. He exclaimed that the everyone at the college is probably working harder than they were before.

Dr. Mosier echoed the thanks for the tremendous amount of work during these unique times.

17. **Unfinished Business:** Chair Daniels reintroduced the matter of the College Facilities Master Plan and asked Dr. Mosier to present. Dr. Mosier shared that in January 2020, the college began inquiry into a College Master Facilities Plan that would depict what the college would look like in the next 20 years. At last meeting, there was a vote to allow time to observe what the COVID-19 pandemic would affect the college and economy in order to determine how best to move forward with the investment into support in building the College Master Facilities Plan. In revisiting with the company, for a total dollar amount \$250,000 would gain several services and support models to help devise an informed plan. The college would work with the company for new start date in the fall 2020 semester as the first meetings would need to be with faculty and staff. With consideration, especially during this time, we need to focus forward. In the contract, a statement would be added that should circumstances change significantly before the first stages are to begin for the contract, the college can reassess to either postponed or not pursue the project based on the economic environment that we are in in the next several months.

Dr. Mosier asked if there were any questions or comments and added that if the Board would like to proceed, then a vote would be needed. Trustee Ash express his delight to hear the recommendation for moving forward with Trainer as there has been a lot of great work and analysis in projects done in this area with that organization. Trainer, in his opinion, is a great organization to build relationship with. Trustee Ash made a motion to approve the proposal. Trustee Brune added that with the postponement until the fall and the ability of the Board and the college to opt out at some point based on the reality of the future, Dr. Mosier has done a good job at answering the Board's questions. Trustee Brune seconded the motion. **The Motion Carried.**

18. **New Business:** Chair Daniel asked for the presentation of the policies submitted for approval. Dr. Mosier shared that there are four policies [Open Records Request Policy, Military Leave Policy, Academic Integrity Policy, and Conflict of Interest Policy] in the Board Packet that are ready for Board approval. The policies have been through the college's policy approval process, where the input of the staff, faculty, and students are submitted, and the Board Policy Committee has reviewed the policies, which included the input of provided through the senates, as well. Dr. Mosier asked if there were any questions.

Chair Daniels thanked the Policy committee and HR for their work. He also expressed appreciate for the senates in providing feedback as well. Chair Daniels noted that page 81 was a procedure and would not be included in the Board's vote as the Board does not vote on procedures. Chair Daniels called for a motion to approve the policies listed,

Trustee McIntyre made the motion to approve the policies as listed [Open Records Request Policy, Military Leave Policy, Academic Integrity Policy, and Conflict of Interest Policy]. Trustee Brown seconded the motion. **The Motion Carried.**

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

Dr. Mosier thanked everyone at the college for their efforts and the Board for providing guidance during unforeseen times.

Chair Daniels speculated that the May 2020 Board meeting would be another virtual meeting. He thanked Information Services, Ms. Susan Stuart, and Ms. Risala Allen for their support in getting this meeting arranged.

Chair Daniels reminded the Board of the Executive Session this evening.

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

The meeting of the Board of Trustees adjourned at 10:34 a.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
April 21, 2020**

CONSENT AGENDA – Item A1

Meeting Minutes

The Board of Trustees met virtually on Tuesday, April 21, 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 8:06 a.m. by Board Chair, Dr. Ray Daniels.

Dr. Mosier shared updates to practices at KCKCC as it pertains to virtual tool usage, business continuity, and student leniency within the COVID-19 environment. He stated that the potential return date to campus would be around Wednesday, May 13th. President’s Cabinet is working on staggering plan for employees to return to KCKCC campuses. Dr. Mosier also shared that KCKCC has accepted a request that TEC be a pop-up COVID-19 Testing Site. He expressed that KCKCC is working to do all it can to support the community during this pandemic.

Vice-Chair Criswell asked Dr. Mosier about the guidance upon which the staggering plan for the employees’ return is based. He shared that President’s Cabinet are following the direction from CDC and local guidance of local health officials on the Mayor’s Emergency Management Team, upon which he and other Cabinet members participate in daily phone conferences, along with other local businesses and organizations. Trustee McIntyre complimented the KCKCC Administration for their work.

Dr. Mosier followed that the HLC Report is expected to arrive shortly and that he would have an update on the details regarding the report as well as a drafted plan of action in the next meeting.

At 8:30 a.m., Chair Daniels called for a motion for the Board to enter an executive session for 15-minutes to discuss personnel matters of nonelected personnel with possible 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 8:45 a.m., the Board returned to open session with no action to follow.

Chair Daniels adjourned the meeting at 8:45 a.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
April 21, 2020

CONSENT AGENDA – Item A2

Meeting Minutes

The Board of Trustees met virtually on Tuesday, April 21, 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.

At 5:05 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. Trustee McIntyre made a motion to enter in executive session for 45-minutes. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

At 5:50 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 McIntyre 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
May 7, 2020

CONSENT AGENDA – Item A3

Meeting Minutes

The Board of Trustees met virtually on Thursday, May 7, 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.

At 5:00 p.m., Chair Daniels called for a motion for the Board to enter executive session for 30-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 30-minutes. Trustee McIntyre seconded the motion. **The Motion Carried.**

At 5:30 p.m., The Board returned to open session.

Chair Daniels adjourned the meeting at 5:30 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B

May 19, 2020

- 1) Approval in the amount of \$98,454.75 to **KC Mechanical** for HVAC Remodel for Humanities building. Requested by Michael Beach.
- 2) Approval in the amount of \$37,000.00 to **Simplar Foundation** for Student Housing project research. Requested by Michael Beach.
- 3) Approval in the amount of \$38,796.00 to **Wenger Corporation** for HVAC Remodel materials for Humanities building. Requested by Michael Beach.

April bills totaling \$2,209,975.11 includes March VISA bills of \$196,150.21.

Items for Ratification

CONSENT AGENDA – Item C

May 19, 2020

1. \$11,754.16 to Kansas Lawn & Garden for monthly installment for April 2020 at Main Campus. Requested by Michael Beach.
2. \$10,000.00 to DI Associates Inc for Nursing consultation. Requested by Jerry Pope.
3. \$24,870.00 to Lampton Welding Supply Co Inc for Welding program. Requested by Jerry Pope.
4. \$15,505.60 to Gaumard Scientific for Nursing simulation equipment. Requested by Jerry Pope.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

May 19, 2020

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Deceased	Hunter, Leslie	PT AOK Instructor	Adult & Continuing Education	Career and Technical Education	03/27/2020
Resignation	Buckner, Gregory	Instructor- Auto Collision Repair	Auto Collision Repair	Career and Technical Education	05/21/2020
Resignation	Daniels, Adrian	Specialist I- Maintenance	Facility Services	Financial and Facility Services	06/07/2020
Resignation	Guzman, Karla	Financial Aid Specialist	Financial Aid	Student Affairs	05/05/2020
Resignation	Hooks, Alicia	Director of Entrepreneurship, Workforce & Career Center	Entrepreneurship & Workforce Center	Career and Technical Education	06/01/2020
Resignation	Matthews, Sara	Assistant Women’s Soccer Coach	Athletics	Student Affairs	05/15/2020
Resignation	Sparks, Angela	Assistant College Nurse	Nursing	Student Affairs	05/15/2020
Retirement	Wishall, Mary	Instructor- Nursing	Nursing	Health Professions	08/01/2020
Separation	Kobialka, Thomas	Grounds Worker/Lead	Facility Services	Finance and Facility Services	05/06/2020

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
Rehire	Daniels, Adrian	Adjunct- Construction Technology	Construction Technology	Career and Technical Education	06/08/2020- 07/24/2020	\$833 per credit hour

Promotion	Daniels, Adrian	Construction Technology Instructor	Construction Technology	Career and Technical Education	08/01/2020	\$53,188.72 annually
New Hire	Austerman, Tim	Auto Collision Repair Instructor	Auto Collision Repair	Career and Technical Education	06/01/2020	\$53,188.72 annually
New Hire	Herron, Asya	Assistant Volleyball Coach	Athletics	Student Affairs	06/01/2020	\$34,500 annually
New Hire	Sanders, Janel	Coordinator II-Community Education	Adult and Continuing Education	Career and Technical Education	06/01/2020	\$51,000 annually
Promotion	Bruns, Lindsey	High School Partnership Coordinator II	Admissions	Student Affairs	04/01/2020	\$57,834 annually
Promotion	Fracul, Philip	HVAC Instructor	HVAC	Career and Technical Education	08/01/2020	\$53,188.72 annually

**May 2020 Board Report
KCKCC Academic Affairs**

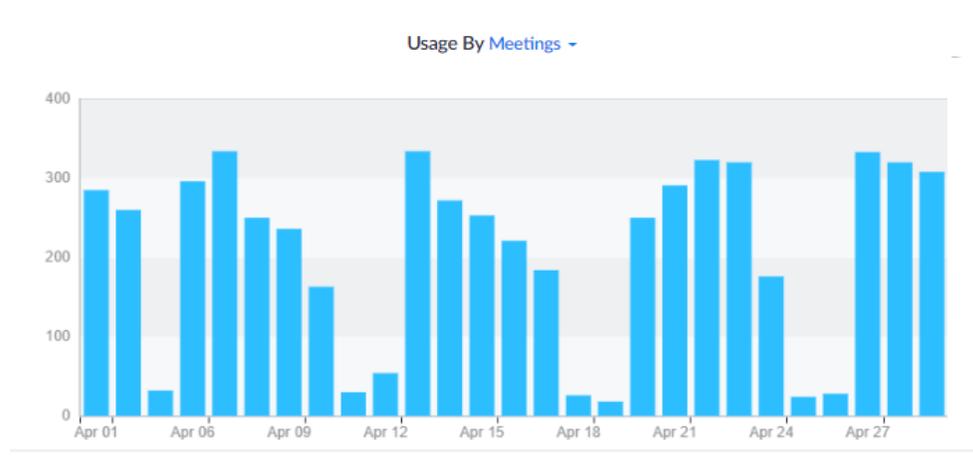
Academic Support and Assessment – Dean Cecelia Brewer

Online Education Services (OES)

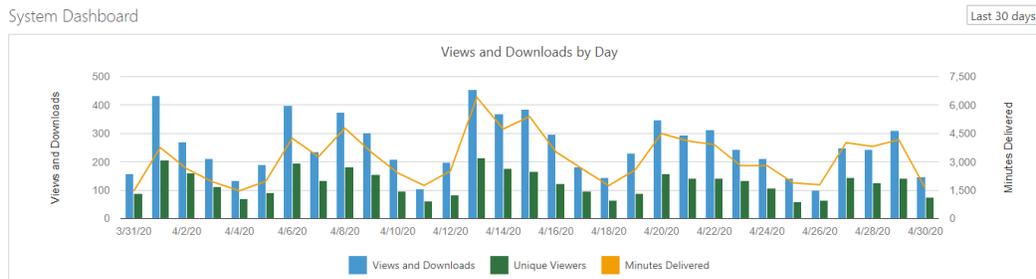
The department resolved 334 support tickets during April, representing a much higher number of courses and students than in previous years due to the pandemic.

OES had 5,999 Zoom meetings with 42,954 participants, clocking 1,488,910 minutes. This is approximately a 600% increase from previous months.

OES also purchased a Zoom Webinar license to use for the Board of Trustees meeting on April 21, 2020. The webinar tool provided additional features and security and allowed hosting up to 100 attendees. As this was a new tool, it involved training for OES staff as well as multiple test sessions with the members of the Board of Trustees. There were 43 attendees, including trustees, cabinet members, and hosts involved in the meeting. This subscription is on a month by month basis.



OES had a sharp upward trend of Panopto usage. The highest was 6,401 minutes delivered with 454 views on April 13th. The use of Panopto has stayed consistently high throughout the month. This is partly because live Zoom sessions can be recorded to the Panopto platform and delivered to students using the Panopto/Blackboard Integration.



Traffic to the OES Support Blog, which provides on-demand information and support for faculty, increased dramatically from March 2, 2020, to April 15, 2020, with 4,024 views. The

**May 2020 Board Report
KCKCC Academic Affairs**

blog is continually updated with new support materials and can be found at the following website: <https://blogs.kckcc.edu/online-education>

Learning & Library Services

Updates to the Learning Commons webpage and all sub-pages is ongoing to ensure we are providing the most current information to our students. Major changes have been put in place in order to direct students to the resources necessary for online support. While fewer pages are visible at this time, the pages offered are focused on available resources online, tutoring, research help, new eBooks and electronic collections. As new eBooks are added, the title is spotlighted and each book's cover image is hyperlinked directly to the title in the catalog, making it easier for students, faculty, and staff to access the book.

The landing page, with subpages for all departments and services offered in the Learning Commons, was viewed a total of 3,250 times during April. This is a decrease from the 3,868 views during March; however, there was significant increase in views beginning March 27, with 739 visits to the Learning Commons pages in just 5 days as KCKCC went virtual.

Live Chat continues to be monitored daily between 8 a.m. and 5 p.m. If students need support after hours, the chat prompts them to submit a question which is then answered the following business day. There are chat options for the Learning Commons in general, Library Services, Writing Center and the Math & Science Center.

During the extended spring break, faculty tutors worked around the clock to figure out the best way to turn our face-to-face Writing Center into a virtual Writing Center without losing sight of our mission. Luckily, with lots of research and some trial and error, the Writing Center continues to offer both synchronous and asynchronous tutoring via Zoom and email. The virtual Writing Center is fully online during regular hours, and students can receive email feedback within 24 hours, seven days a week.

The Writing Center was excited to bring KCKCC's academic community together through poetry by hosting various online events during April to celebrate National Poetry Month. A page was created for National Poetry Month and updated daily with a poem of the day. Previous days' poems were archived in a series of links. Information on the Haiku poetry contest hosted by the Writing Center is available as well.

May 2020 Board Report KCKCC Academic Affairs



Barbara Stransky, Reference Librarian and President of College and University Librarians of Kansas (CULS), along with the board of this organization, had to make the decision to cancel the statewide conference, scheduled for April 24, 2020 at the Reardon Center in Kansas City, Kansas.

The Learning & Library Services team is working at full capacity in remote environments. We are connecting through Microsoft Teams and Zoom. In the midst of this crisis we continue to rely on reputable sources such as [ProQuest's Authoritative & Relevant Resources for COVID-19](#) (located on our LibGuide) and to remain in tune to the heart of why we are here, to support our students. And yes, they do still really need us.



Carrie Dimino
Apr 8, 1:45 PM

I miss our students. Here is my favorite student comment from yesterday:

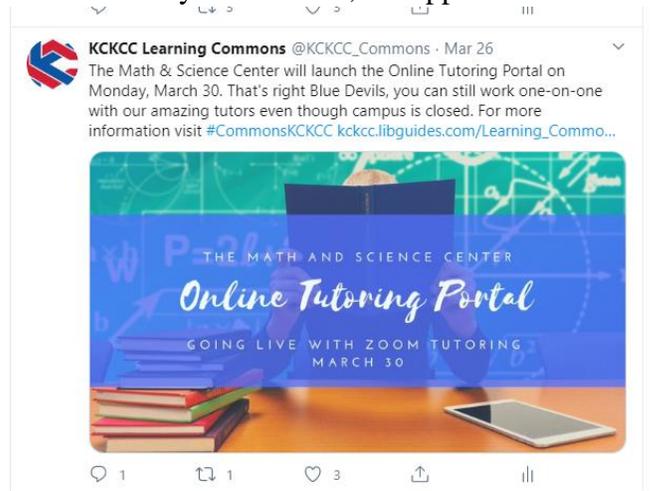
"Thank you for the help. It means so much to me. God bless you."

They still really need us!



Social Media

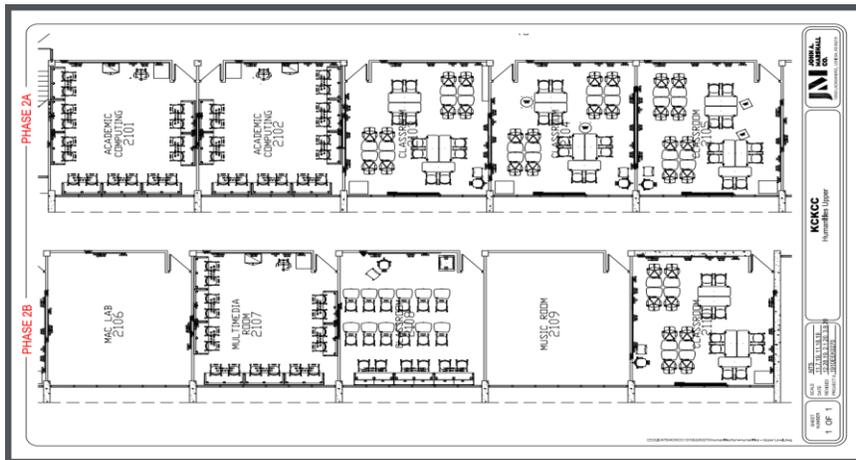
KCKCC's Facebook, Twitter, and Instagram presence is active and increasing interaction is being seen on all three platforms. Facebook followers are up 2% over February; Twitter followers are up 3%. The primary focus for the rest of the Spring 2020 semester will be providing information about online tutoring and library support.



May 2020 Board Report KCKCC Academic Affairs

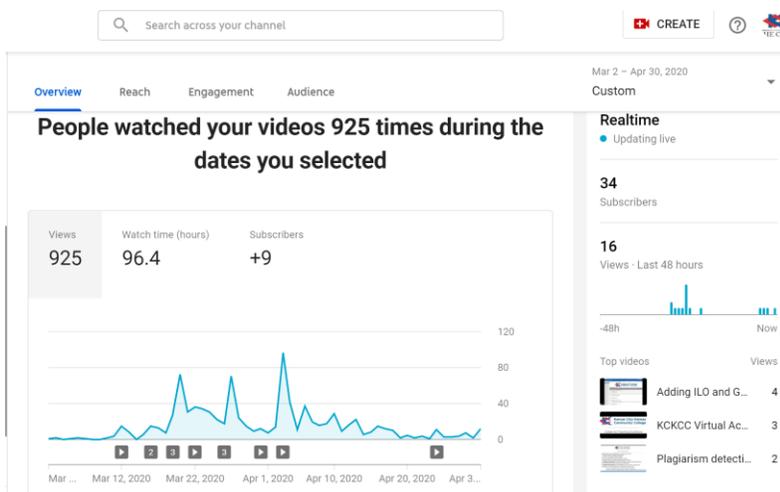
Center for Teaching Excellence (CTE)

The Learning Spaces Task Force recommended that the Humanities classrooms 2101-2110 be remodeled in 2 phases beginning in April through the fall semester. The HVAC work began in March. Furniture plans and room layout are still being finalized. Initial renderings may be adjusted for some rooms to include possible changes in furniture (i.e., single vs double desks). Phase 3 remodel plans for 2020-2021 will be lab space(s).



Dr. Curtis Smith, professor of Biology, presented a virtual Academic Symposium entitled *Biology of Coronavirus*. As of April 30th, the first ever KCKCC virtual Academic Symposium had 324 views on YouTube.

Between March 2nd and April 30th, the Center for Teaching Excellence has significantly increased the number of training videos for KCKCC faculty to help with the move to a virtual academic environment. According to the *YouTube Channel Analytics*, our videos have been viewed 925 times. This indicates a 611% increase from last year during the same period.



**May 2020 Board Report
KCKCC Academic Affairs**

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

KCKCC debater Nathan Newby competed in Climb the Mountains online International Public Debate Association (IPDA) Debate Tournament. He competed against students from University of Montana, Florida State University, Idaho State University, and several California community colleges. He finished in 4th place and 8th best speaker. Head Coach and Director Darren Elliott, Professor and Coordinator of Speech, judged students from all over the country.

Debater Nathan Newby and Head Coach Darren Elliott authored a topic resolution paper for next years' National Forensic Association (NFA) Lincoln Douglas Debate Topic on US Immigration Policy. They participated in a Zoom topic meeting with coaches and debaters from all over the country.

Darren Elliott spent May 1st participating in four different Zoom Meetings for Debate and Forensics Organizations planning their developmental conferences. The meetings included organizational leadership and coaches from across the United States. Organizations represented were the American Forensics Association (AFA), NFA, Phi Rho Pi, and Pi Kappa Delta.

KCKCC Music Department students and faculty have received six awards in this year's *DownBeat* Magazine Student Music Awards. The categories are listed below.

- The Standard Vocal Jazz Ensemble, directed by John Stafford, Associate Professor of Music, was named the Community College Winner in the Blues/Rock/Pop Group category.
- The Standard was also named the Community College Co-Winner in the Large Vocal Jazz Ensemble category.
- KCKCC student Noah Haskin was recognized as an Outstanding Scat Soloist for his solo on Standard's recording, "Reparations."
- KCKCC student singer/saxophonist Adam Bender received a Community College Outstanding Performance award in the Vocal Jazz Soloist category.
- Dr. Justin Binek, Assistant Professor of Music, directed the 2019 Oklahoma All-State Jazz Chorus, which received an Outstanding Performance award in the Honors Vocal Jazz Ensemble category.
- Sarah Teel, a member of the Oklahoma All-State group, received Outstanding Soloist recognition for her work in the ensemble.

DownBeat Magazine has the widest circulation of any jazz magazine in the United States and has been recognizing student achievement at the middle school, high school, and college levels with the Student Music Awards (SMA) since 1978. In 2017, 2018, and 2019, no community college in the country received more than three SMA honors from *DownBeat* in any given year - except for KCKCC last year and again this year.

Dr. Justin Binek, along with Dr. Jeremy Fox (Southwestern Community College in Creston, IA) and Matt Falker (MiraCosta College in California), are leading an online session of the Jazz Harmony Retreat over three weekends in May. Dr. Fox and Dr. Binek have led this workshop in person on the SWCC campus for several years. Educators from around the country work on their jazz piano and jazz arranging skills while also receiving graduate/professional development credit.

**May 2020 Board Report
KCKCC Academic Affairs**

Jim Mair, Associate Professor of Music, has been appointed to the Advisory Board of the Burnett Music Foundation and continues to serve on the Metheny Family Foundation Advisory Board.

Tasha Hass, Associate Professor of English, has published a new book of short stories entitled, *The Garden of Earthly Delights: Long Stories*, through Woodley Press.

KCKCC alumni Eric Mathis has been accepted to the graduate voice program at Northwestern University, and will be studying with W. Stephen Smith, the teacher of famed locally born mezzo-soprano Joyce DiDonato.

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

Sam E. Stiles, Computer Information Systems (CIST) major, earned the Microsoft Office 2019 Expert certifications in Excel and Word this semester. He is the second KCKCC student to earn Expert certifications through the TEC/AOP Certiport testing center. The AOP program facilitates free Microsoft testing for students, staff, and faculty. Contact Ms. Kris Ball, Assistant Professor of Accounting, for more information.

Treza Olima received the Scholarship for Teachers of Accounting in Two-Year Colleges. This scholarship is awarded to students transferring to a 4-year institution to pursue a degree in Accounting.

Dr. Kremer has been asked to serve on a National Science Foundation Grant Review Panel in the Department of Undergraduate Education.

Current students from the BIO+ (Biomanufacturing) program created a video to help recruit other HS students for next year [USD500 Student Video for Biomanufacturing](#).

The Saturday Academy has been hosting their sessions online due to COVID 19. All instructors and student interns met to train on utilizing online instructional tools and transition module materials online. Students can log in and work on the modules at any time. Instructors are available two days a week on Zoom to assist students and answer questions they may have. The Saturday Academy program ends May 15. Summer programming is still being developed with input from each partner institution.



**May 2020 Board Report
KCKCC Academic Affairs**

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Each department in the SBSPS is in the process of writing their end-of-year report.

The Intercultural Center (ICC) is very active. Mr. Marquis Harris, Intercultural Center Coordinator I, is collaborating with staff members on marketing ideas for the ICC for AY 2020-2021. He has suggested a theme of “Your Story Matters,” which would serve as a foundation for both the ICC and Art Gallery, especially since a lot of Gallery Coordinator I Ms. Shai Perry’s work is centered on identity.

Perry continues to plan for and present the Gallery’s virtual events, post information on Facebook, update her skills through educational opportunities, advise the AAUW student club, attend meetings, and progress with the Ambient Spaces projects she is leading. Shai hosted the Art of Sewing Virtual Workshops with Polly McCann on April 28 and 29.

Career and Technical Education – Dean Chef Cheryl Runnebaum

KCKCC was awarded the Second Chance Pell by the Department of Corrections. In partnership with Zephyr Products Inc., based in Leavenworth, the Welding Technology Certificate A program will be offered at Lansing Correctional Facility. Zephyr is providing the facility and large equipment for the program. Monies received from Second Chance Pell will cover consumables and a large portion of the instructor costs.

The Adult and Continuing Education Department is excited to announce that instructors and students are becoming more comfortable with on-line instruction. Student virtual attendance has steadily increased and the instructor level of confidence in delivering on-line instruction is also rising.

Approximately 50 adult education students are preparing for post-tests, contributing educational gains to the college. Preparation for reopening the GED test center for students to take segments of the test and continue their pursuit of GED attainment.

Due to Covid-19, all Perkins related professional development travel activities were cancelled. With quick action from KBOR, colleges learned they could reallocate funds from those items to purchase individual pieces of equipment under \$5,000. For KCKCC, this was approximately \$105,000. All equipment will be purchased prior to June 30, the end of the fiscal year for grant.

Numerous Career and Technical Education programs are exploring blended options for their classes during the upcoming fall semester. A positive outcome of Covid-19 was the conversion to virtual learning. Virtual learning is an option the division has wanted to explore for years, but instructors felt it was never feasible. For many instructors, this has opened doors to new opportunities for redesigning their schedules for a blended platform. This will allow students more freedom to work during the day with flexible lab times, additional seating, and more targeted time for faculty to develop their programs.

The Associates in Applied Science in Culinary Arts was approved to be offered in Fall 2020. Additionally, the Baking Certificate and an Associates in Applied Science in Baking was approved to be offered in Fall 2020.

**May 2020 Board Report
KCKCC Academic Affairs**

Health Professions – Dean Dr. Tiffany Bohm

Faculty and staff in the division have worked very hard to transition to the virtual learning environment for class and clinical activities. We look forward to returning to campus this summer (in very small groups) to complete the necessary lab activities so May graduates can complete their program and continuing students can complete their classes.

The nursing program is currently working on a virtual pinning celebration. There will be presentations from the Director of Nursing, Dean of Health Professions, and a class representative, as well as a slide show of memories from their time in the program. We are excited to celebrate our students during this unprecedented time.

Several division graduates are on the front lines of the COVID fight. Here are a couple of their accounts:



BOARD OF TRUSTEES REPORT

May 2020

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

Please note, this report includes additional information related to services provide by the Student Services Departments last month that was accidently omitted in the April Board report. Our apologizes for the inconvenience.

The Student Affairs Division finalized the plan and campus set-up for a safe return to campus on May 18th 2020. A limited group of employees from the Student Affairs Division will return to campus in phases to offer face to face services. Others will continue to provide remote services to our students.

For the safety of our students and employees, we will continue to encourage students to take advantage of remote/online student. Student can refer to KCKCC COVID-19 webpage for contact information to make appointments. <https://www.kckcc.edu/communications/covid19/covid19-contact.html>

All students and guests will be screened for fever or signs of COVID-19 at identified entry points, prior to being welcomed into college buildings.

- Students and guests will receive a date specific disposable bracelet for entry.
- All students and guests are required to wear a face covering during the visit.
- Students and guests must sanitize hands (sanitizer will be available at all entry locations) upon entering and exiting the building and throughout the day.
- Not wearing a face covering or abiding by social distancing requirements will result in you being asked to leave the facility.

KCKCC Covid-19 Student Relief Fund update

Spring applications are due **May 22, 2020**. Additional details reported under the Financial Aid Section of this report.

The following funds have been awarded to students who have applied through April 28:

Funding Source	Number of Students	Total Amount
Federal Funds CARES Act	226	\$190,375
KCKCC Foundation	43	\$16,750
KCKCC Match	117	\$81,500

ENROLLMENT MANAGEMENT - TINA CHURCH LEWANDOWSKI, INTERIM DEAN

All enrollment management staff have been working diligently to deliver their services to students remotely with the same high-quality customer service that our students receive face-to-face.

Enrollment Report

- Spring 2020 enrollment comparison (May 11, 2020, compared to May 13, 2019)
 - Headcount is down -5.39% (a decrease of 291 students), and credit hours are down -3.85% (a reduction of 1834 credit hours) for the spring 2020 semester.

Spring 2020 headcount comparison

Campus	Headcount			
	05.11.2020	05.13.2019	Change #	Change %
	Spring 2020	Spring 2019		
AMZN	8			
DWNTN	14			
FRSC	20	32	(12)	-37.50%
HS	960	941	19	2.02%
MC	2,358	2,594	(236)	-9.10%
OC	290	261	29	11.11%
OL	1,773	1,892	(119)	-6.29%
PION	250	266	(16)	-6.02%
TEC	757	781	(24)	-3.07%
USDB	54	68	(14)	-20.59%

Spring 2020 credit hour comparison

Campus	Credit Hours			
	05.11.2020	05.13.2019	Change #	Change %
	Spring 2020	Spring 2019		
AMZN	24			
DWNTN	36			
FRSC	191	213	(22)	-10.33%
HS	5,035	5,372	(337)	-6.27%
MC	17,195	18,724	(1,529)	-8.17%
OC	1,704	970	734	75.67%
OL	10,366	10,739	(373)	-3.47%
PION	1,963	2,036	(73)	-3.59%
TEC	8,853	9,165	(312)	-3.40%
USDB	409	391	18	4.60%

Spring 2020 student demographic data

Race/Ethnicity	Spring 2020	Spring 2019	Change #	Change %	Spr. 20 - %
American Alaska Native	32	34	(2)	-5.88%	0.63%
Asian	234	251	(17)	-6.77%	4.59%
Black or African American	923	1,081	(158)	-14.62%	18.10%
Hawaiian Pacific Islander	13	8	5	62.50%	0.25%
Hispanic	1,126	1,308	(182)	-13.91%	22.08%
Multi-racial	238	239	(1)	-0.42%	4.67%
Unknown	222	115	107	93.04%	4.35%
White	2,083	2,354	(271)	-11.51%	40.85%

Non Resident	228		228		4.47%
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- Summer 2020 enrollment comparison (May 11, 2020, compared to May 13, 2019)
 - Headcount is down -32.3% (a decrease of 448 students), and credit hours are down -29% (a reduction of 2113 credit hours) for the summer 2020 semester.

Summer 2020 headcount comparison

Campus	Headcount			
	05.11.2020	05.13.2019	Change #	Change %
	Summer 2020	Summer 2019		
MC	93	446	(353)	-79.15%
OC	1			
OL	777	878	(101)	-11.50%
PION	14	46	(32)	-69.57%
TEC	109	156	(47)	-30.13%
USDB		13	(13)	- 100.00%
Total	938	1,386	(448)	-32.32%

Summer 2020 credit hour comparison

Credit Hours			
05.11.2020	05.13.2019	Change #	Change %
Summer 2020	Summer 2019		
282	1,660	(1,378)	-83.01%
3			
3,838	4,071	(233)	-5.72%
110	201	(91)	-45.27%
931	1,303	(372)	-28.55%
	42	(42)	- 100.00%
5,164	7,277	(2,113)	-29.04%

Summer 2020 student demographic data

Race/Ethnicity	Summer 2020	Summer 2019	Change #	Change %	Su. 20 - %
American Alaska Native	4	14	(10)	-71.43%	0.43%
Asian	44	65	(21)	-32.31%	4.69%
Black or African American	191	289	(98)	-33.91%	20.36%
Hawaiian Pacific Islander	4		4		0.43%
Hispanic	169	249	(80)	-32.13%	18.02%
Multi-racial	51	83	(32)	-38.55%	5.44%
Unknown	47	36	11	30.56%	5.01%
White	401	650	(249)	-38.31%	42.75%
Non Resident	27		27		2.88%

All enrollment data was provided by Institutional Research on 5/11/20.

OFFICE OF ADMISSIONS - TINA CHURCH LEWANDOWSKI, INTERIM DEAN

Personnel

- A top candidate for the Admissions Specialist I - Operator position has been identified.
- The High School Partnership Coordinator II positions has been accepted by Lindsey Bruns.
- The Admissions Recruiting Coordinator position has been posted.

Wyandotte High School Downtown location

- Exchange of information has been taking place with community agencies to help educate KCKCC enrollment efforts in the community.
- Virtual meetings and training to keep abreast of trending community needs.

SOAR Orientation

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

High School Partnership Program

- Wyandotte, Piper, and Bonner have started the enrollment process.

International Affairs

- KCKCC's F-1 status international students continue to struggle with unique challenges due to the global COVID-19 situation.
 - All but 2 of KCKCC's current F-1 status international students have returned to their home countries.
 - Many of these students are uncertain about returning to KCKCC for Fall 2020 due to financial constraints and uncertainty about summer international travel restrictions.
 - Questions regarding clarifications of Spring 2020 bills and balances, COVID-19 prorated housing, and the COVID-19 Student Relief Fund have been flooding in.
- International applications from F-1 visa seeking students slowly picked-up during April.
 - Currently 17 total international applicants
 - 3 have completed
 - 10 have submitted some, but not all, required supplemental items
 - 4 have submitted only the application itself
- The number of F-1 status international students attending KCKCC in Fall 2020 is anticipated to drastically drop from Fall 2019.
 - All U.S. Consulates abroad have suspended routine visa services and are closed indefinitely
 - Financial strain, current travel restrictions, and the uncertainty of being able to obtain a visa - all due to the global COVID-19 situation - are the major factors preventing and/or discouraging international students from seeking to study in the United States for the 2020-2021 academic year.
- The International Student Health Insurance plan for the 2020-2021 academic year remains identical to the 2019-2020 academic year; identical coverage with no premium increase.
- 4 of the 7 pages on the KCKCC website for international admissions have been updated, the remaining 3 pages anticipated to be updated during May 2020.

STUDENT SUCCESS CENTER, SHAY DODSON, INTERIM LEAD STUDENT SUCCESS ADVISOR

- [2020 Advising Data in Teams](#) (click to open data by advisor, inquiry type, and location)
- All advising in the Student Success Center took place via phone, video chat, email, instant message, and text messaging for the month of April. No in-person data to report due to the COVID-19 pandemic.

Advising Type	MAIN	PION	TEC
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Phone & Video Advising & Enrollment	342	93	76
Email Advising	1406	85	386
Email Enrollments	234	35	10
Recruiting	53	42	130
Reinstatement Appeal	3	0	2
Reverse Transfer	2	0	0
Financial Aid Exclusion Appeal	0	0	0
Graduation Check	36	0	70
TOTAL	2076	255	674

Student Success Center General Inquiries		
advising@kckcc.edu general advising inquiries (not including replies)		51
Appointment Requests + Outreach		176
Text General Advising - Shay		220
Text Appt Sched - Larra + Gigi		81
Phone - Larra + Gigi		682
	TOTAL	1210
Online Advising Form Submissions (ocadvisor@kckcc.edu)		
ocadvisor@kckcc.edu general advising inquiries (not including replies)		13
Enrollments		25
	TOTAL	38

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	27		
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	5		
9. Disliked Course Subject Matter	0		
10. Mental Health Concerns	0		
11. Personal	44		
12. Time Management (Lack of Time)	4		
13. Transferring	0		
14. Work conflict	4		
15. N/A - not disclosed	0		
16. Instructor Concerns	0		
17. Online Difficulties	0		
18. Other - Chose not to Disclose Further Info	13		
19. COVID-19 related	49		
TOTAL	146	NR	NR
Full-term withdrawal / Retention Surveys Received	0	0	0

- Drops and withdrawal inquiries occur with an advisor via phone and email (for the month of April).

- *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.*
- All advisors have been meeting with students on a daily (hourly) basis via Teams video chat and phone Mon-Fri 8am-5pm. Students who request later phone calls after 5pm are accommodated. Students contacted advisors and SSC Admin Assistants consistently via phone, instant message, email, and text throughout the month of April.
- We saw advising and enrollment phone/video appointment requests increase in late April after Interim VPAA Jerry Pope sent out notification to all students regarding summer schedule expectations.

Retention Outreach

- Early Alerts
 - We received 4 early alert forms from teaching faculty, though several instructors have been reaching out to me for additional student contact information and to help them connect with students who have stopped participating in their online courses. 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.
- Withdrawal Outreach
 - Advisors Allison, Judith, and Renee have conducted Withdrawal outreach. The Registrar's office sends us a copy of the Online Withdrawal Form students submit via WebAdvisor and they have been reaching 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.
 - Students who have responded to the Withdrawal or Early Alert outreach have been thankful for our care, concern, and assistance.
- Unsatisfactory Midterm Grades
 - The majority of midterm grades were not reported for SP20 so I did not conduct midterm grade checks and outreach to students with unsatisfactory grades (D/F), I have only been asking for and checking grades for students who were reinstated this semester after previous academic dismissal, and for students currently enrolled and seeking reinstatement for summer/fall 2020

GRADUATION ADVISING

- Graduation Checks took place via email, phone, and video chat using electronic PDFs graduation forms.
- Advisor Brady Beckman is working on a congratulatory video to 2020 grads with compiled video messages of support from the advising team.

RECRUITING & PROMOTING ENROLLMENT

- Advisors Ashley Irvin, Lourdes Olivares-Baker, Melissa Davis, and Judith Appollis conducted recruitment calls to prospective TEC students and new TEC admits for enrollment outreach. All advisors met with the admissions team to brainstorm ideas for recruitment and enrollment to share with the Marketing team. Shay, Tina, and key Enrollment Management team members met with the Marketing team to discuss ideas to promote enrollment for Summer and Fall 2020 in light of COVID-19.

- Waiting on 19-20 curriculum tracks to continue with testing for ellucian Student Planning; Advisors Brady and Renee talked to the KCKCC ellucian Core team about some of the features and student benefits such as easy, online course scheduling, graduation planning tools, and how they can view fast paths to degree completion.
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 restart in May, 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

CAREER SERVICES - MARK TURNER, COORDINATOR

- Worked with students that are graduating in May with interviewing strategies.
- Had mock interviews over the phone using Face-Face technology to help students with interviewing techniques.
- Talked to students about how to navigate in classic interviews, and made them feel comfortable about their skills and knowledge.
- Worked with students who after taking a Career Assessment discovered a career for the first time. Then explored how to move from KCKCC to KU by setting up a network with advisors. Student was very appreciative about getting help and that our institution has service set up for support.
- Worked with alumni who was a graduate from KCKCC in 2009. This former student needs help with building a resume and use this tool.
- 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 May 7

Academic Year	Total Number of Records	Records Received in April
2019-2020	10,478	272
2018-2019	13,405	218
2017-2018	13,229	271

Financial Aid Disbursed to Student Accounts as of May 7

	FALL	SPRING	TOTAL
2019-2020	\$6,141,845	\$5,212,795	\$11,354,640
2018-2019	\$6,934,489	\$6,170,848	\$13,105,337
2017-2018	\$7,375,246	\$6,432,669	\$13,807,915

*Does not include third party payments or KCKCC Foundation Scholarships

2020-2021 Financial Aid Processing as of May 7

Academic Year	Number of FAFSAs Received	Number of Students Awarded
2020-2021	4182	2552

COVID-19 Activities

- All Student Financial Aid Staff are working remotely at home and have access to our financial aid systems.
- All awarding and disbursements have been performed daily.

- Student emails and phone call have been answered within 24 hours.
- The general office mailbox has responded to 410 emails for the month
- Work- Study students and supervisors have been notified that they will be paid throughout the spring semester. We are working closely with Payroll.
- Students needing to charge books and supplies to their financial aid were authorized to order needed material on-line at the KCKCC Bookstore web site.
- Staff are updated daily by NASFAA (National Association of Student Financial Aid Administrators) regarding Department of Education actions and regulations.
- All conferences that staff had planned to attend both, local, state and national have been cancelled
- We are reaching out to high school counselors and College & Career Academy Facilitators to help with any issues that high school seniors have in completing the 2020-21 FAFSA.

COVID-19 Student Relief Grants

- The Student Financial Aid Office has set up the process and procedures, along with the Business Office, in awarding and disbursing COVID-19 Student Relief Grants to students who apply and are attending Spring 2020.
- Criteria set by the college dictate that the student must be enrolled at least half-time (6 credit hours) and seeking a degree at KCKCC.
- Funding has been provided by the Federal Government CARES Act, The KCKCC Foundation and a KCKCC Match. Only those students who have a FAFSA on file and are not enrolled in all on-line courses prior to March 13 are eligible to receive the federal funding.

The following funds have been awarded to students who have applied through April 28:

Funding Source	Number of Students	Total Amount
Federal Funds CARES Act	226	\$190,375
KCKCC Foundation	43	\$16,750
KCKCC Match	117	\$81,500

REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

Verification Services

Clearinghouse Enrollment/Degree Verifications: 16

U.S. Office of Personnel Mgmt.

- Degree Verifications: 8

Phone/Faxed Employer Requests:

- Degree verifications: 5
- Enrollment verifications: 3

Respiratory Therapy Licensure Paperwork: 3

Student Requests

- Online: 12

Military Credit Evaluations: 3

Student Record Services:

- Information Updates
 - On-line: 57
 - Web-Obtained: 6
- Major Changes
 - On-line: 115
- Name changes from re-admit: 17
- No shows processed: 20
- Late Concurrent Enrollment: 3
- Return Mail: 26
- Grade Changes: 6
- Residency

- Military: 1
- Residency Appeal 1

Reinstatements:

- After Withdrawal Processing: 20

Withdrawal Processing

- Online Student Requests: 256
- Students Administratively Withdrawn: 104
- TEC High School: 14
- Concurrent: 15

Transcript Services:

- Incoming Transcripts processed: 215 *
 - Received via Parchment: 69
 - Received via Clearinghouse, mail, in-person: 146

**This is more than double the transcripts checked in during March 2020. But this incoming volume is less than April 2019 (352) and April 2018 (391)*

- Outgoing Transcripts processed: 421
 - Produced In-House: 15
 - Official from Ellucian: 13
 - Official from Perceptive Content: 0
 - Unofficial: 2
 - Produced via Parchment: 406 **
 - E-Transcripts: 379
 - Paper Transcripts: 27

***By way of comparison, in April 2019 we produced 476 outgoing transcripts via Parchment, while it was 539 for April 2018*

Graduation Services:

- Deviation/Substitution paperwork
- Degree Checks processed:
 - May 2020: 429
(88 more than last month)
 - Summer 2020: 115
(32 more than last month)
 - Fall 2020: 2
(No new reporting this month)
- Degrees and Certificates Conferred
 - 3 - Back dated graduates
 - After No-Show processing: 4 (total by class)

Co-Curricular Activities:

- An'Drienna Wilson, Records Coordinator, Updated 25 forms, allowing them to be fillable PDF's so that instructors can fill them out and submit them easily during the Stay at Home Order.
- Ron Clipperton, Transcript Specialist, has been to two internal computer training workshops for professional development on MS Teams and Office 365 Virtual Training.
- Theresa Holliday, Registrar, updated the notification process to alert students that their transcripts have been received.
- Theresa Holliday, Registrar, placed holds on student records who still have transcript obligations.

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

- The staff has been working at home, with advising students, paying bills, reaching out to students and just taking care of what is needed.
- The Construction program will remain at PCC for another year.

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.

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	
June	56	
July	74	
Total	1479	1760
		Total
		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 7 May)	151	1678	\$202,332.00
SU 20 (as of 7 May)	16	88	\$10,615

April Events:

- All Programming events for April were canceled.
- Interviews for the Certifying Specialist II and Administrative positions were conducted. Selections were made and Sara Comer (Certifying Specialist II) and Cheryl Lamb (Administrative Assistant) will start with KCKCC and the Veterans Center on the 1st of June.

May Events:

- The current Staff of the Center is planning on returning to the office later this month.
- The Military Appreciation Dinner planned for the 7th of May was canceled. The Center will host a Welcome Back event during the Fall semester.

STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

Student Services Fulfills! (Virtually)

DEAN OF STUDENTS SERVICES EVENTS

- Participated in a virtual two-day session of KCCLI
- Scheduled virtual Division meetings and meet virtually with staff individually to assist in providing direction as departments adjust to virtual services
- Provided direction and guidance on the development of Student Services virtual newsletter. Sent out to all staff and students (received great response)
- Scheduled virtual session for Real Talk for College Men of Color
- Scheduled virtual session for students expressing concerns adjusting to virtual learning

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

Due to an inadvertent circumstance, we were unable to present our March report to you last month, so we thought it would be good share it with you along with our April report. Linda

- Presented “Using Your Course Syllabus Statement to Support Student Mental Health” at the 2020 Kansas City Professional Development Council Enhanced Teaching and Learning Conference, Cleveland University, on March 7

- Cohosted Voices of the Suffrage Movement: Read-In & Writer’s Workshop
- Cohosted Politics on the Platform: Woman Suffrage in Kansas
- Presentation: The E.R.A.: Why Is It So Important? Canceled due to the Coronavirus Pandemic, Rescheduled to Fall 2020
- Attended Midwest College and University Eating and Related Disorders Symposium at the University of Missouri at Kansas City (UMKC)
- Attended Innovative Educators Webinar: Advising and Counseling Online: Responding Effectively to Academic and Mental Health Issues: Making a Successful Transition to Online Advising and Counseling, March 26
- Attended Mental Health Association of Heartland Affirmative Care for Transgender Clients on March 13
- Attended Housing RFP Meeting
- Transitioned all services from on ground to online

Everything from here down we did in both March and April:

- Advised the OQS Diversity Club and Active Minds Chapter
- Attended Kansas City Kansas Housing Authority Meeting
- Facilitated meetings of Drug Free Schools and Community Act committee
- Led meetings of the Behavioral Intervention Team

Just in April:

- Participated in the Pandemic Team meeting
- Participated in a “Let’s Talk” Zoom Student Senate meeting to share about Counseling Services
- Promoted World Semicolon Day for Suicide Prevention
- Provided employees consultation
- Counseled Students Online

STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

Disability	April 2020	April 2019	April 2018
Autism Spectrum Disorder	9	11	4
Attention Deficit Disorder	27	17	25
Blind/Visual Impairment	9	8	2
Deaf/Hard of Hearing	4	3	4
Head Injury	3	3	6
Intellectual Disability	2	3	0
Learning Disability	63	65	19
Medical	7	8	6
Physical	5	4	4
Psychiatric	13	17	21
Other Health Impaired	2	1	0
Total	144	140	91

Narrative Activities:

- Carly assisted students with checking out computers from main campus so they could access their online courses from home.
- Per Dr. Wilson’s request, Alex and Robert created an Accessible Online Class tips sheet for faculty.

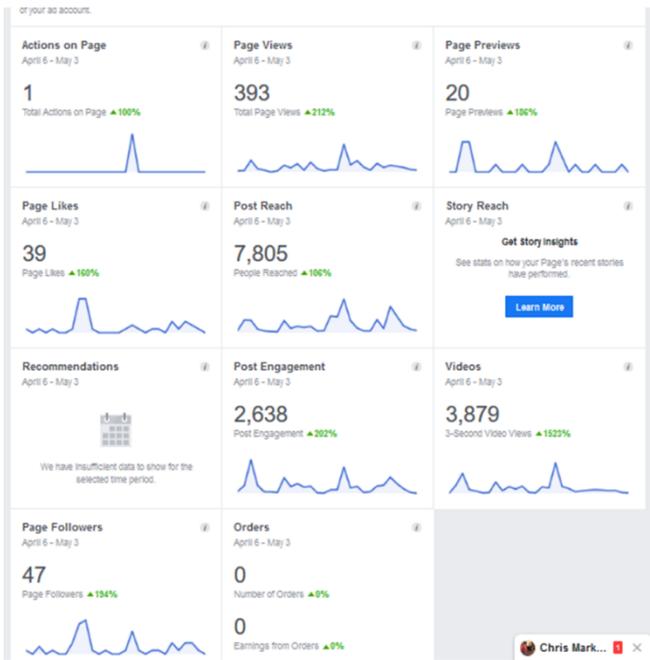
- Alex and Robert had a meeting with one of the planners of the Education Summit. They provided information about accessibility for their virtual event.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Student Activities

- **Created a Student Suggestion Box housed in the Student Activities webpage**
 - 15 students have submitted suggestions
 - 4 of the suggestions have been chosen to date
 - Students whose submissions were chosen received two \$25 e-gift cards of their choice
 - Student Suggestions: Host various games via zoom rooms, Scavenger Hunt, Bingo, Nailed It, Portrait Mode, Online gaming tournaments, Trivia games, House party games
- **Hosted a HOUSEPARTY Contest - an online app**
 - Approximately 10 students participated in the contest
- **Hosted daily the Student Activities Let's Talk Show via Zoom and the KCKCC Student Senate Facebook Live page.**
 - There were 11 shows hosted
 - 45 minutes for each show
 - Guests on the show: Weekly Check In's, ICC Book Club, 2 KCKCC Student Authors, Counseling & Advocacy Center, PTK Award Recognitions, League of Women Voters, Veterans Center, Student Health Services, Admissions, Weekend Activities guide
- **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
- **Hosted an Earth Awareness month photo contest with students and their water bottles**
 - 20 students participated
- **Hosted a Zoom/Facebook Live Home Scavenger Hunt Bingo**
 - 15 students participated
- **Recommended students to participate in the following online community events:**
 - Westside Family Church Women's worship and pray event
 - The Lied Center of Kansas Concert with Ashley Davis
 - Free online Zumba classes
 - KC Ballet Workout Challenge
 - Lied Center Mwenso & the Shakes Concert
 - KCKCC Balance and Body Awareness activity
 - The National Theatre Thursday night free plays
 - Imagination Library
 - Lied Center Emmet Cohen, Jazz pianist online concert
 - Free Fender Guitar Lessons
- **KCKCC Facebook Live Statistics:**
 - March 19th - May 04
 - 24738 reached
 - 3224 engagements
 - 167 Comments
 - 113 shares
 - 424 Likes

- 3726 Views



Published	Post	Type	Targeting	Reach	Engagement	Promote
05/04/2020 2:09 PM	Operation reset	📺	🎯	61	12 4	Boost Post
05/04/2020 12:09 PM	Student Activities Let's Talk with the KCKCC Student Accessibility and	📺	🎯	82	11 4	Boost Post
05/01/2020 6:29 PM	#KCKCCPROUD	📺	🎯	46	2 1	Boost Post
05/01/2020 6:23 PM	#KCKCCPROUD	📺	🎯	37	2 1	Boost Post
05/01/2020 11:55 AM	Student Activities Let's Talk: Check in	📺	🎯	140	18 13	Boost Post

Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
YOU 1	368	▲2.8%	46	630

- Hosted Operation Reset - 3 discussions hosted on the KCKCC Student Senate Facebook Live
- Hosted study rooms via zoom:
 - As of the start of April, we have had 11 students schedule appointments through us, and 8 willing tutors that connected with them. Subjects have ranged from Psychology, to Math, Biology, and even Spanish.
- Hosted a Zoom Check-In:
 - Since the start of this pandemic, students and FBPE members have reached out for aid or just to let us know how things were going in their lives.
 - We have reached out to 15 students by Zoom and other social media-based means:
 - All 15 are making good progress in their classes, despite first struggling to adapt to this new online medium.
- In process
 - Working on the Virtual Graduation Student Photo Recognition
 - Currently 51 students have submitted photos
 - Deadline is May 10th
 - Student Activities is personally calling all 800ish students asking them to email a photo of themselves.
 - Developing a Fall 2019 KCKCC Blue Devil Showcase magazine
 - Clubs are working on the club description and photos
 - Planning 20/21 Activities (Both on campus and virtual)
 - First 12 Days @ KCKCC
 - Welcome Back Bash

Clubs, Organizations, Special Interests Groups

- Gamer club hosted two weekly online club gatherings on Friday's and Saturday's: 10 club meetings total to date
 - Gamer Club participated in the Taikai Quarantine Cup playing Super Smash Bros

- Dallas Germany placed 12th out of 48 players
- OQS hosted weekly online club meetings: 4 meetings total to date
- Students of Latinos (SOL) hosted bi-weekly online club meetings: 2 meetings total to date
- International Student Organization (ISO) hosted bi-weekly online club meetings: 2 meetings total to date
- ISO and SOL co-hosted a dance contest via zoom
- Christian Student Union hosted weekly online club meetings: 4 meetings total to date
- Mindfulness and Meditation hosted two weekly online events: 12 meetings total to date
- AAUW hosted bi-weekly online club meetings: 3 meetings total to date
 - Partnered with a community organization to co-host a two day online “The Art of Sewing” activity for KCKCC Students to participate in
- Music Club hosted bi-weekly online club meeting: 2 meetings total to date
- ENACTUS hosted monthly online club meetings: 2 meetings total to date
- Photography club hosted a “Recruitment” meeting
- Drama Club hosted their 2020-2021 Elections on the Drama Club Facebook page
- PTK celebrated through a Let’s Talk interview celebrating all their awards from the year
- NSLS members (85 members) are completing their requirements for Fall Induction
- FY 20/21 Club “annual” activities dates/times/locations

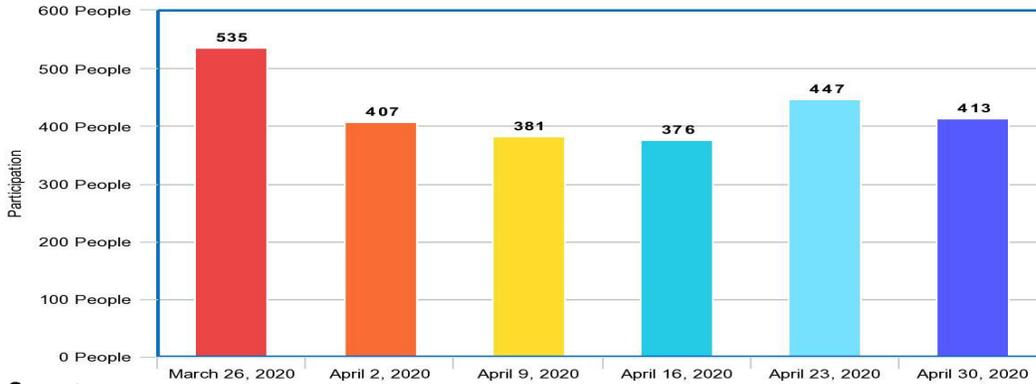
FBOE

For the month of April, we entered full swing as far as Online FBOE sessions went. For context, we officially began online sessions on March 26, 2020, which is why we feel the need for it to be included, as to paint a bigger picture of how FBOE has been doing in terms of Online Viewership.

- On March 26, 2020, we officially began to host FBOE via Facebook live. Given the new nature of the situation, we dedicated the broadcast to offering advice on how to productively use this new “time off.” This FBOE broadcast received 535 views from our multiple live-stream time, and about 127 comments from students
- On April 2nd, 2020, our FBOE live session tackled the topic of Social Media, and its power over society. The broadcast received 407 views from our multiple live-streams, and about 96 comments from students.
- On April 9th, 2020, our FBOE session discussed what life may be like once the COVID-19 pandemic ends. The broadcast received 381 views from our multiple live-streams, and about 82 comments from students.
- On April 16th, 2020, our FBOE session looked at the current state of Kansas City, in terms of economy, society, and community. The broadcast received 376 views from our multiple live-streams, and about 78 comments from students.
- On April 23, 2020, our FBOE session focused on the steps an individual should take to build a better future for themselves. The broadcast received 447 views from our multiple live-streams, and about 98 comments from students.
- On April 30, 2020, our FBOE Session focused on the Similarities between OnGround and Online education, as well as maintaining good habits and mental health as a student during this period of online classes. The broadcast received 413 views from our multiple live-streams, and about 59 comments from students.

Overall, we had an average of 427 students per session, and we hope to continue to raise this average during our May sessions.

FBOE Online Session Participation



Student Senate

- Hosted the club budget hearings April 7th, 9th, 14th and 16th from 1 pm - 5 pm each day via Zoom
 - 23 clubs submitted budget proposals for the 2020-2021 academic year
- Hosted the two Student Senate meeting of 2019-2020 on April 22nd via Zoom and Facebook Live
 - Guest speaker: Amanda Williams with the Learning Commons discussed the resources available for students
 - Guest speaker: League of Women Voters discussed the importance of voting
- In progress: 2020-2021 Online Elections for Candidates Student Senate
- In progress: hosting an online Student Senate Grad Recognition via social media
 - 51 students have submitted their graduation selfies
- In progress: brainstorming to host a virtual End of the Year Bash



Final Student Senate Meeting of Spring 2020



STUDENT HOUSING, HOUSING SUPERVISOR

- Currently (3) students remaining in housing in bldg. # 7, (2) Guests in Bldg. #1; plus (1) Housing Supervisor
- We have (51) beds available in Bldg. # 7; 3-Rooms Offline for Staff in 1-Single and 2-DBL, and open rooms available (1)-Single and (17)-Double/Triple Occupancy
- Currently (1) guest in room # 107 DBL room, (51) beds available in Bldg. # 1; 3-Rooms Offline for staff 3-Single rooms, and open rooms available (9)-Single and (11)-Double/Triple Occupancy;
- (42) beds available in Bldg. 8; 3-Single Rooms Offline for Staff, open rooms available (3)-Single and (12)-Double/Triple Occupancy
- Waiting List Summer 2020 total is (0)

Interactions with Student and Community

- Interactions with students/parents via email, text, and or phone in reference to summer housing, refund/deposit, and fall housing/application opening date
- April 13, 2020 relocated guest from room # 103 to # 107 for better internet connection in bldg. 1 (check-in on 4/10/20)
- Interactions with remaining students in housing checking on their health, questions/and or concerns, and distribute foods from the food pantry
- Interacting with (3) students in housing via email/and at social distance. Follow up with students to see how they are doing physical and mentally (students are doing well mentally and physically)
- Interaction with students, parents, and future students via email and phone. Responded to Q&A in reference to housing: refunds, applications online, Summer/Fall housing available
- Contacted CastleBranch to add new "Housing Payment Verification" form to student housing application (takes 3 - 5 business days to be uploaded)

STUDENT HEALTH CENTER-KIM LELAND, NURSE

Student Health Services has taken on a different look due to working from home because of COVID-19.

- Total Students assisted during the month of April: 16.

Services Provided

- Working with students one on one to assist with a variety of needs.
 - Primarily working with students to get them enrolled.
 - Some students have TB holds, these students normally are not allowed to be enrolled until tested.
 - Due to classes being online these students were placed on a list and enrolled in classes.
 - Upon the return to face to face classes, these students will be tested.
- We are also working with students who have tested positive for COVID.
 - Assisted in informing instructors of online absences.
 - Also, referring the student to get help from our financial assistance during this time.
- Gaining education by attending ACHA (American College Health Association) Zoom meetings and finding out what other colleges in the nation are doing about COVID.
- Meeting with the Pandemic Response Team to become proactive to COVID-19 and future Pandemics that could face the college.
 - This team met the first time 4/28.
- Participated in the Facebook live event with Student Activities providing health education information to student.
- Developed training resources for KCKCC Blue Devils Comeback Plan.
- Virtually Trained employees working the Triage Desks.

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
- 16 TRIO SSS students are expected to graduate May 2020
- 3 TRIO SSS students are expected to graduate July 2020
- On April 14th, TRIO SSS student, Daniel Zacapa was awarded the EOA Board of Directors Scholarship worth \$1,000 to be used in the fall 2020 semester

Grant Updates

- TRIO SSS was not renewed in the 2020 grant competition
 - services to students will continue up until August 31st, 2020
- TRIO SSS is putting the necessary processes in place in order to successfully close out the grant and submit the final report to the Department of Education in December 2020

Activities & Events

- TRIO SSS hosts weekly virtual meetings open to all TRIO students
- TRIO SSS hosts weekly virtual scavenger hunts of 4-year colleges/universities on its Blackboard organization page in lieu of campus visits
- Sara Schelp attended the virtual TRIO SSS Roundtable for community college TRIO SSS programs on April 1st
- Marquida Johnson and Kati Venneman attended the Student Persistence: Critical & Holistic Support Strategies Responding to Covid-19 webinar on April 2nd
- Sara Schelp attended the Student Affairs & Covid-19 webinar on April 9th
- Kati Venneman attended the Effective Online Instruction: Managing your Online Presence webinar on April 13th
- Sara Schelp attended the Supporting Students & Yourself in a Time of Crisis webinar on April 15th
- Kati Venneman attended the Engaging Students in Readings and Microlectures webinar on April 20th
- Marquida Johnson, Kati Venneman, & Sara Schelp attended the Helping Students Finish the Semester Successfully webinar on April 24th

ATHLETICS: Anthony Tompkins, Director

The NJCAA Convention and the Athletic Director meeting for the conference (KJCCC) and Region VI was conducted through virtual meetings last month. Below are some important bullet points from these meetings.

NJCAA:

- Lost over \$250,000 in revenue from the pandemic.
- Still working on the Connect system for all-access for athletic staff and student-athletes.
- All student-athletes that were to compete in spring sports (Baseball, Softball, Golf) will be granted an additional year of eligibility from the NJCAA.
- All returning student-athletes must pass at least 6 hours of credits this semester to count towards eligibility.
 - This is in response and feedback to how they felt student-athletes were doing in classes.

- Any student-athlete released from a scholarship may be immediately recruited once the release is official.
- Coaches can resume face to face recruiting on May 15th, 2020.
- By June 15th the NJCAA will communicate a plan for 2020-2021 competition.

KJCCC/Region VI

- A proposed Kansas quota to have a certain amount of Kansas residents rosters for athletic teams was not approved. The bylaw failed as there was significant items and measures missing from the bylaw. I believe there will be a new proposal in the summer possibly limiting out-of-state. KCKCC is in support of such a bylaw.
- In conjunction with the guidelines from the state of Kansas there will be no Athletic related activities until July 1st, 2020.

RECRUITING:

Despite the challenges of the pandemic the recruiting for our teams look strong. There may be some obstacles with International students returning, but we will should still have strong numbers.



Strategic Initiatives and Outreach

Tami Bartunek Vice President

Dana Sambol Executive Assistant

Kim Lutgen Printshop Manager

Taylor Bolts Graphic Designer

Joy Cicero Production Assistant

Kelly Rogge Public Information Manager

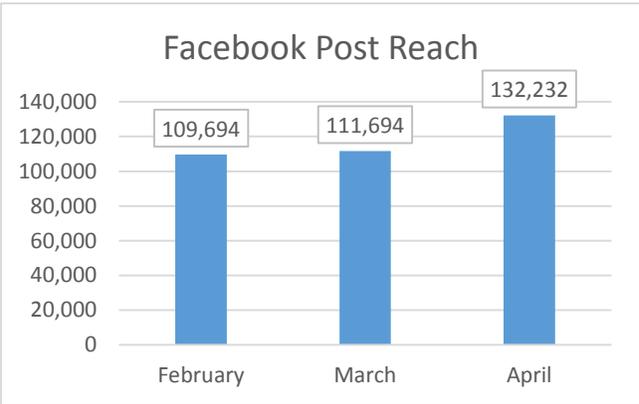
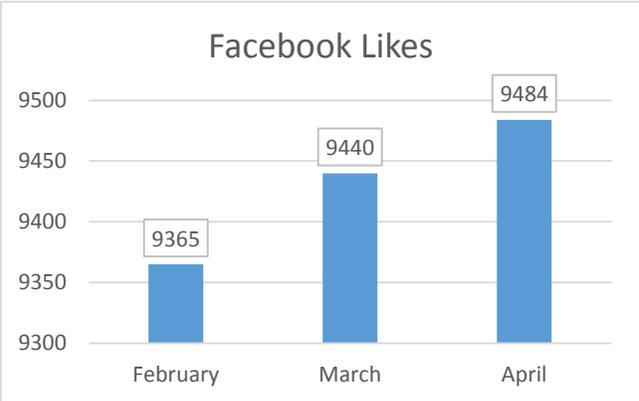
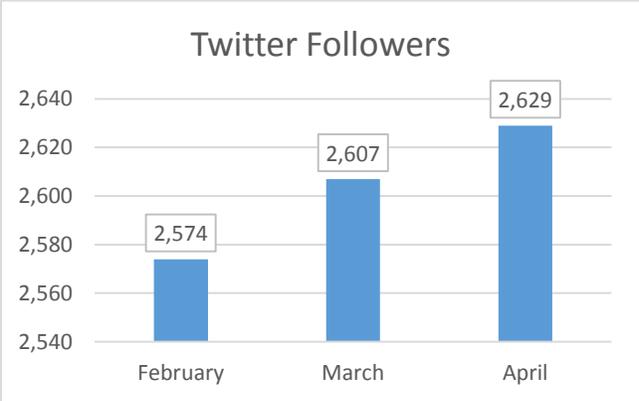
Matt Fowler Web Designer

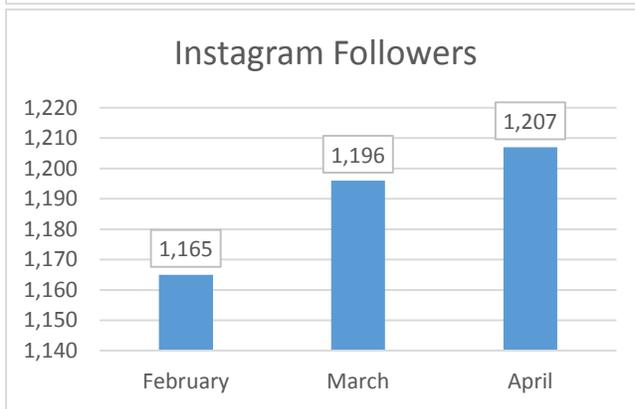
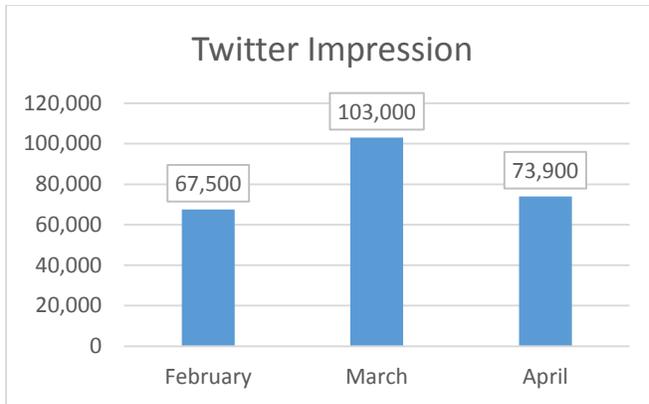
Omar Brenes Web Architect

Strategic Initiatives and Outreach

- Organized and participated in the President's Downtown Advisory Council meeting. The group has been sub-divided into 4 sub-committees which meet in between the larger council meetings. Work is still moving forward and the entire Council remains steadfast in their support of this project.
- Participate in a daily meeting with various UG departments, school districts, social service organizations and health department to receive and provide updates about CV-19. From this meeting, KCKCC was asked to Chair a Higher Education sub-committee to help identify gaps in the various return to work plans specific to the needs of higher education.
- Participated in the state-wide Marketing committee with KACCT. This committee developed a marketing campaign centered around the strengths of Community Colleges and hired a local PR firm to develop digital collateral. All 19 community colleges are using the digital ads with college specific branding.
- Participated in various webinars related to CV-19 and higher education. Specific webinars included: CARES Act Funding, Recession and Higher Education, and Stimulus Funding.
- Continued to support the local Breindenthal Unit of the Boys and Girls club by participating as an Advisory Committee member.
- Had a great discussion with University of Saint Mary about possible ways to align programming to provide our students additional options for completing a four-year degree. Discussions about partnership will continue.
- As co-chairs of the Back to School Fair, we participated in planning meetings and discussions about the 2020 Fair. For multiple reasons, the committee decided not to host a face to face fair as in the past. Two key reasons for this decision were 1) USD500 has budgeted to purchase needed supplies for all of their students, and 2) the CV-19 environment.
- Marketing has developed several short videos to support student engagement and enrollment for summer and fall.

Social Media





Notes:

- While impressions did fall from March, the impressions remain high considering there are not any face to face student activities or sports happening right now.
- “Followers” is not something we have tracked in the past. However, moving forward we will be including this data in the report. What is interesting about followers is that when someone clicks “follow” a page, posts and updates will automatically appear in their news-feed. Whereas if you just “like” a page, you can unfollow to not receive the updates. That makes the number of followers valuable because we know they are seeing our posts.

Tweet activity



KCKCC @KansasCityKSCC
Attention KCKCC students! The KCKCC Foundation is providing a new grant opportunity to help our students who may be struggling during the COVID-19 pandemic! #KCKCCPROUD pic.twitter.com/5GMJvxi8S

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

[Get started](#)

Impressions	1,783
Total engagements	62
Media engagements	38
Detail expands	11
Likes	7
Retweets	4
Profile clicks	2

Tweet activity



KCKCC @KansasCityKSCC
KCKCC joins @Chiefs @SportingKC @Royals in recognizing and thanking healthcare professionals and essential workers in their fight against COVID-19! #LighttBlue #MakeitBlue #KCKCCProud pic.twitter.com/2roiY33uOM

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

[Get started](#)

Impressions	2,590
Total engagements	58
Detail expands	20
Media engagements	16
Likes	12
Profile clicks	6
Retweets	2
Hashtag clicks	2

Tweet activity



KCKCC @KansasCityKSCC
Our friends at the @UnitedWayWyCo have prepared a list of resources in the Wyandotte County area for those in need!
pic.twitter.com/DYeoYwz0lv

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

[Get started](#)

Impressions	1,698
Total engagements	44
Media engagements	24
Detail expands	12
Likes	4
Retweets	3
Profile clicks	1

Tweet activity



KCKCC @KansasCityKSCC
#KCKCCProud #CCMonth
pic.twitter.com/Nu5H0tjXsD

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

[Get started](#)

Impressions	1,623
Total engagements	26
Media engagements	14
Likes	6
Retweets	3
Detail expands	2
Link clicks	1



KCKCC @KansasCityKSCC
 April is Community College Awareness Month! Starting next week, we will be making posts with people describing why a community college education is so special, so be on the look out! #KCKCCProud #CCMonth #FridayFeeling pic.twitter.com/KQDKNntRse

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

[Get started](#)

Impressions	2,375
Total engagements	55
Media engagements	36
Detail expands	9
Likes	5
Retweets	3
Hashtag clicks	1
Profile clicks	1

 **Kansas City Kansas Community College**
 Published by Kelly Evenson Rogge [?] · April 6 at 10:02 AM · 🌐

Attention KCKCC students! The KCKCC Foundation is providing a new grant opportunity. The KCKCC COVID-19 Student Relief Fund has been provided by generous donors to help our students who may be struggling during the COVID-19 pandemic. Please see the attached information to apply for the scholarship. We want to help, please let us know you need anything. We are better together! #KCKCCPROUD



Applications for the **KCKCC Covid-19 Student Relief Fund** are now open!

Due to the impact of the Coronavirus/COVID-19 outbreak, Kansas City Kansas Community College (KCKCC) is working relentlessly to meet the unique needs of our students. KCKCC has established a process for students seeking temporary, short-term, financial assistance. The COVID-19 Student Relief Fund is made possible through the generous donations of KCKCC faculty, staff, alumni and donors.

Student Relief Award Criteria
 The **KCKCC COVID-19 Student Relief Fund** will help with the rapid delivery of emergency aid to students who need it most. KCKCC's aim is to meet students' basic needs to help them stay in school and complete the semester. The Covid-19 Student Relief funds are for limited emergency financial support to currently enrolled degree or certificate seeking students who are unable to meet essential expenses due to a temporary or unexpected hardship.

The maximum amount awarded may be up to \$1,000 and is only awarded once per semester. Spring applications are due **May 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. Awards are not considered loans and do not require repayment. Some funds may be considered income and are therefore subject to federal taxes. Funding is available to students who meet the eligibility criteria outlined below.

Eligibility Requirements

- Applicant must be currently enrolled as a degree or certificate seeking student at KCKCC
- Experiencing unexpected financial hardship resulting from the coronavirus/COVID-19 outbreak

The process to apply for the **KCKCC COVID-19 STUDENT RELIEF FUND** is simple. Financial Aid counselors will review applications and provide feedback. **Spring semester application deadline is May 22, 2020.**

To access the application:
 Log in to your [KCKCC WebAdvisor Account](#)
 • Click the **KCKCC Student Relief Fund Application link**
 • Complete and submit

Should you have any questions, please contact the Office of Financial Aid at finaid@kckcc.edu or the Business Office at busnoff@kckcc.edu.

2,851 People Reached

63 Reactions, Comments & Shares

32 Like	17 On Post	15 On Shares
9 Love	2 On Post	7 On Shares
4 Comments	3 On Post	1 On Shares
18 Shares	18 On Post	0 On Shares

193 Post Clicks

52 Photo Views	0 Link Clicks	141 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

Video

Post

Shares

See Metrics for All Videos



Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · April 27 at 3:31 PM · 🌐

We are here for you. Finish Strong Blue Devils. #KCKCCProud #FinishStrongBlueDevils #SeeYouSoon



00:30

🌱 **Get More Likes, Comments and Shares**
When you boost this post, you'll show it to more people.

2,127

People Reached

172

Engagements

[Boost Post](#)

👍❤️👎 31

1 Comment 17 Shares

👍 Like

💬 Comment

➦ Share



Performance for Your Post

2,127 People Reached

770 3-Second Video Views

79 Reactions, Comments & Shares

40 Like 18 On Post 22 On Shares

19 Love 13 On Post 6 On Shares

1 Sad 1 On Post 0 On Shares

2 Comments 1 On Post 1 On Shares

17 Shares 17 On Post 0 On Shares

94 Post Clicks

26 Clicks to Play 0 Link Clicks 68 Other Clicks

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

Video Details



Kansas City Kansas Community College...

We are here for you. Finish Strong Blue Devils. #KCKCCProud #FinishStrongBlueDevils #SeeYouSoon

0:30 · Uploaded on 04/27/2020 · Owned · Appears Once · View Permalink · Copy Video ID

Total Video Performance

🕒 Minutes Viewed 240

👤 1-Minute Video Views --

👤 10-Second Video Views 328

👤 3-Second Video Views 770

🕒 Average Video Watch Time 0:07

📊 Audience Retention

👤 Audience and Engagement

Post Details

Kansas City Kansas Community College
 Published by Kelly Evenson Rogge [?] · April 30 at 10:52 AM · 🌐

#KCKCCProud #CCMonth



“
 KCKCC Pioneer Career Center has been wonderful during my high school career to gain college credit hours and I am very excited to become a full time Blue Devil in Fall 2020 to continue my college education in the classroom and on the volleyball court as a KCKCC BLUE DEVIL athlete and student. Go Blue Devils!
”

— Kelcey Hund
 Student

COMMUNITY COLLEGE AWARENESS MONTH

🌱 **Get More Likes, Comments and Shares**
 When you boost this post, you'll show it to more people.

1,799 People Reached 248 Engagements [Boost Post](#)

👍❤️ Ansley Farrell, Barbara Hagemeister and 16 others 1 Comment 8 Shares

👍 Like 💬 Comment ➦ Share 🌐

Performance for Your Post

1,799 People Reached

153 Reactions, Comments & Shares ⓘ

114 Like	15 On Post	99 On Shares
24 Love	4 On Post	20 On Shares
8 Comments	1 On Post	7 On Shares
8 Shares	8 On Post	0 On Shares

95 Post Clicks

46 Photo Views	0 Link Clicks ⓘ	49 Other Clicks ⓘ
----------------	-----------------	-------------------

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

Post Details

Kansas City Kansas Community College
 Published by Kelly Evenson Rogge [?] · April 9 at 8:30 PM · 🌐

KCKCC joins the community in recognizing and thanking healthcare professionals and essential workers in their fight against COVID-19! #LightItBlue #MakeItBlue #KCKCCProud



Thank You!!

🌱 **Get More Likes, Comments and Shares**
 When you boost this post, you'll show it to more people.

1,700 People Reached 143 Engagements [Boost Post](#)

👍❤️ Dlynn Noll, KCKCC Student Success Center and 52 others 4 Shares

👍 Like 💬 Comment ➦ Share 🌐

Performance for Your Post

1,700 People Reached

108 Reactions, Comments & Shares ⓘ

40 Like	40 On Post	0 On Shares
78 Love	54 On Post	24 On Shares
2 Haha	0 On Post	2 On Shares
8 Comments	0 On Post	8 On Shares
6 Shares	4 On Post	2 On Shares

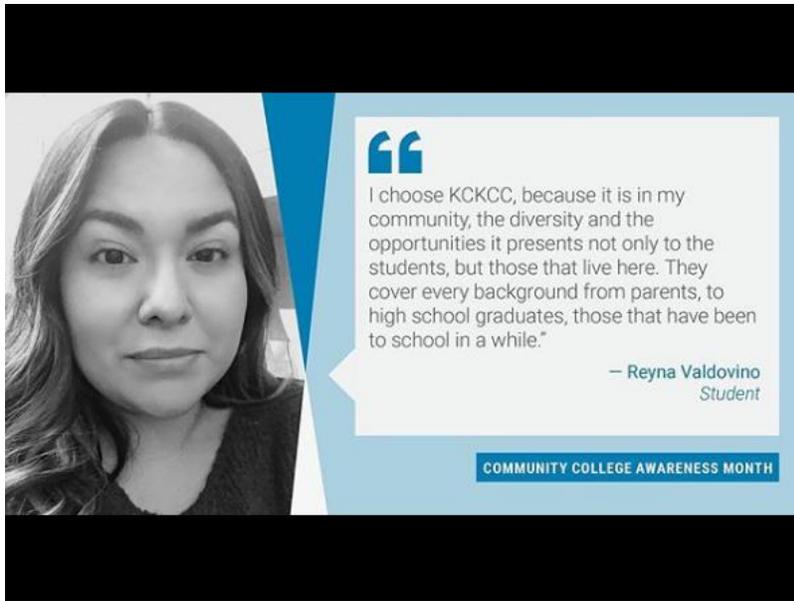
48 Post Clicks

3 Photo Views	0 Link Clicks ⓘ	45 Other Clicks ⓘ
---------------	-----------------	-------------------

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



kansascitykcc • Following

kansascitykcc Did you know April is Community College Awareness Month? Look for posts throughout the month of students, faculty and staff sharing what KCKCC means to them!
 #KCKCCProud #CCMonth #bluedevils #kckcc #communitycollege #students #proud #hardwork #celebrate

4w
 18 likes
 APRIL 6

Add a comment... Post



kansascitykcc • Following

enroll early to get your best choice of classes. Visit www.kckcc.edu for more info. Don't wait for your future, create it!
 #KCKCCProud #bluedevils #kckcc #enrollnow #missyou #bluedevilfamily #createyourfuture #endlessopportunities #wecreateourfuture #flexible #startnow

2w
 32 likes
 APRIL 16

Add a comment... Post



kansascitykcc • Following

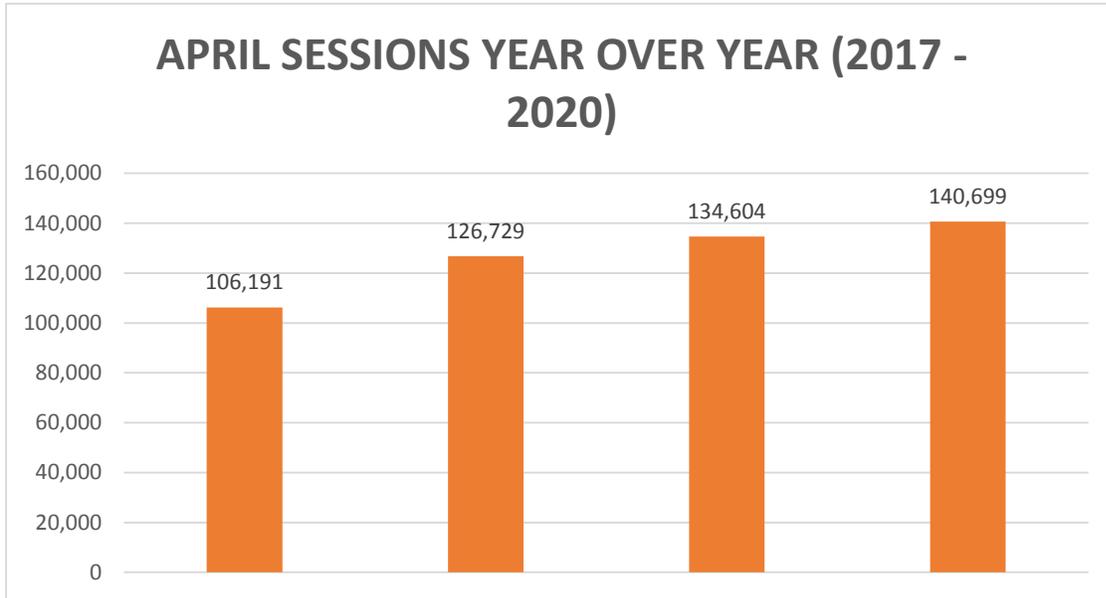
kansascitykcc We love seeing our students enjoying their online class in the EMS program. Keep it up Blue Devils!!
 #KCKCCProud #bluedevils #kckcc #communitycollege #studentlife #online #class #onlinelearning #newexperiences #endlessopportunities #ems #medical

4w
 29 likes
 APRIL 3

Add a comment... Post

General Website Information

The COVID-19 information page continues to be used a lot by website visitors. For the month of April 2020, there were over 3,300 page visits, with an average time on the page of close to 2 minutes.



Top Webpages for April 2020

Webpage	Pageviews
Degree / Certificate Webpage	16,323
Technology Support	13,290
Class Schedule	6,311
Steps to Enrollment	4,456
Coronavirus Information Home Page	3,317



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

FINANCE - MICHAEL BEACH, CFO

- Released Housing Project RFQP on May 1st
- FY 2020-2021 Budget process continues to move forward in accordance with planned timeline
- Coordinating with College Police and Facilities Services to have College locations opened for employees and all necessary student services
- Maintenance workers back on site to resume maintenance and remodel projects
- Custodial crews will be employing extra measures to ensure clean and sanitized public and common areas of the College. These added measures will include the use of Electrostatic Misting or Fogging equipment to sanitize larger areas more efficiently.

BOOKSTORE - KASEY MAYER, DIRECTOR

- We have completed all Summer and Fall textbook adoptions.
- We have placed all textbook and merchandise orders for Summer and Fall.
- Returns: We have a total of \$7,847.00 in credits that are ready to apply to future invoices.
- I am currently working on a solution for students to return their rental books using USPS at no cost to them.

FACILITY SERVICES - JEFF SIXTA, DIRECTOR

Accomplishments:

- Continue with Upper & Lower Humanities remodels and Air handler replacement
- Started Acoustic panel removal and replacement, spraying of ceiling, patching and painting the walls of the band room
- Installed new water heater in Lower Humanities
- Working on repair of the baseball press box per drawings okayed by the city

Goals:

- Continue with Upper & Lower Humanities remodel
- Begin the Nursing elevator rebuild and install

**BOARD OF TRUSTEES REPORT
FINANCE & ADMINISTRATIVE SERVICES
MICHAEL BEACH, CFO
PAGE 2**

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

SUMMARY:

- Due to COVID-19 the college closed all locations starting March 14. Police Department office was point of access for Faculty and Essential Staff to report. All access was monitored, documented and approvals verified
- Due to COVID-19 Police Department, at the request of IT, started issuing laptops to Students, Faculty and Staff
- 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 April 29
- Restarted hiring process for 6 Full-Time Officers to set up interviews
- Participated with Chiefs of Police and Wyandotte County officials on weekly COVID-19 planning discussions

KANSAS CITY KANSAS COMMUNITY COLLEGE
Interim Summary Financial Statements -April 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	\$ 27,209,992	\$ 33,159,395
Noncurrent Assets	<u>53,131,601</u>	<u>56,200,604</u>
Total Assets	<u>\$ 80,341,593</u>	<u>\$ 89,359,999</u>
Liabilities		
Current Liabilities	\$ 7,238,068	\$ 13,930,479
Noncurrent Liabilities	<u>21,721,260</u>	<u>21,721,260</u>
Total Liabilities	28,959,328	35,651,739
Net Position	<u>51,382,265</u>	<u>53,708,260</u>
Total Liabilities and Net Position	<u>\$ 80,341,593</u>	<u>\$ 89,359,999</u>

Summary Statement of Revenue Expenses and Changes in Net Position

	YTD FY2020	Annual	Annual	YTD FY2019	Percent
	Actual	Budget	Variance	Actual	Used Actual to
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Operating Revenues	\$ 22,286,100	\$ 27,315,064	\$ (5,028,964)	\$ 24,256,092	81.59%
Non-Operating Revenues, Net	<u>33,610,978</u>	<u>57,959,925</u>	<u>(24,348,947)</u>	<u>31,696,446</u>	<u>57.99%</u>
Total Revenues	55,897,078	85,274,989	(29,377,911)	55,952,538	65.55%
Operating Expenses	<u>59,959,708</u>	<u>80,812,679</u>	<u>20,852,971</u>	<u>61,770,563</u>	<u>74.20%</u>
Increase/(Decrease) in Net Positions	<u>\$ (4,062,630)</u>	<u>\$ 4,462,310</u>	<u>\$ (8,524,940)</u>	<u>\$ (5,818,025)</u>	

Notes

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD APRIL 2020							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	PERCENT
		2020	4/30/2020	2020	4/30/2019	TO BUDGET	USED ACTUAL
							TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 12,612,000	\$ 11,121,994	\$ 11,531,000	\$ 11,715,195	\$ (1,490,006)	88.19%
	Federal Grants and Contracts	10,512,298	8,017,417	10,375,000	8,967,257	(2,494,881)	76.27%
	State Contracts	568,026	428,246	568,026	430,053	(139,780)	75.39%
	Private Gifts, Grants & Contracts	275,000	263,000	263,000	195,911	(12,000)	95.64%
	Auxiliary Enterprise Revenue	2,972,125	2,272,665	2,422,600	1,962,678	(699,460)	76.47%
	Other Operating Revenue	375,615	182,778	202,700	984,998	(192,837)	48.66%
	Total Operating Revenues	27,315,064	22,286,100	25,362,326	24,256,092	(5,028,964)	81.59%
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	221,526	240,000	159,091	(28,474)	88.61%
	Interest Expense on Capital Asset Debt	(876,000)	(816,148)	(860,000)	(898,272)	59,852	93.17%
	Transfer from Capital Reserves	850,000		850,000	-	(850,000)	0.00%
	Total Nonoperating Revenues	57,959,925	33,610,978	57,965,925	31,696,446	(24,348,947)	57.99%
	Total Revenues	85,274,989	55,897,078	83,328,251	55,952,538	(29,377,911)	65.55%
Operating Expenses:							
	Salaries & Benefits	45,704,930	34,703,325	42,643,900	35,169,898	(11,001,605)	75.93%
	Contractual Services	2,012,975	1,542,998	1,851,600	1,632,992	(469,977)	76.65%
	Supplies & Other Operating Expenses	11,564,727	8,830,714	10,596,900	9,268,064	(2,734,013)	76.36%
	Utilities	2,077,855	1,483,771	1,780,525	1,686,229	(594,084)	71.41%
	Repairs & Maintenance to Plant	4,595,883	2,440,687	3,950,000	2,119,389	(2,155,196)	53.11%
	Scholarships & Financial Aid	10,371,309	8,576,041	10,298,800	9,384,516	(1,795,268)	82.69%
	Strategic Opportunities	1,250,000	-	* 1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	58,289	250,000	4,475	(191,711)	23.32%
	Debt Service	2,985,000	2,323,883	2,985,000	2,505,000	(661,117)	77.85%
	Total Operating Expenses	80,812,679	59,959,708	75,606,725	61,770,563	(20,852,971)	74.20%
	Increase in Net Position	\$ 4,462,310	\$ (4,062,630)	\$ 7,721,526	\$ (5,818,025)	\$ (8,524,940)	
* We have utilized \$558,883.26 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 APRIL 2020

	FY2020 Actual	Annual Budget	FY2019 Actual	Annual Budget	FY2018 Actual	Annual Budget	FY2017 Actual	Annual Budget
Operating Revenues	\$ 22,286,100	\$ 27,315,064	\$ 24,256,092	\$ 29,246,544	\$ 25,151,096	\$ 27,226,000	\$ 25,804,488	\$ 28,530,000
Non-Operating Revenues, Net	33,610,978	57,959,925	31,696,446	53,604,198	33,169,452	47,643,635	32,975,581	44,052,254
Total Revenues	55,897,078	85,274,989	55,952,538	82,850,742	58,320,548	74,869,635	58,780,069	72,582,254
Operating Expenses	59,959,708	80,812,679	61,770,563	79,979,223	61,843,141	74,620,000	60,367,044	72,259,190
Increase/(Decrease) in Net Positions	\$ (4,062,630)	\$ 4,462,310	\$ (5,818,025)	\$ 2,871,519	\$ (3,522,593)	\$ 249,635	\$ (1,586,975)	\$ 323,064

**KANSAS CITY KANSAS COMMUNITY COLLEGE
BANK BALANCES PER GENERAL LEDGER**

FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	YTD 30-Apr-20	PRIOR YEAR 30-Apr-19
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 427,019		\$ 427,019	\$ 212,861
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 1,280,562		\$ 1,280,562	\$ 922,934
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,069,003	\$ 3,069,003	\$ 3,069,003
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 267,044		\$ 267,044	\$ 67,654
LIBERTY BANK	11	GENERAL FUND		\$ 501,172	\$ 501,172	\$ -
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 296,536		\$ 296,536	\$ 684,659
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 769,003		\$ 769,003	\$ 1,229,086
SECURITY BANK***	11	GENERAL FUND	\$ 12,613,599		\$ 12,613,599	\$ 9,217,212
SECURITY BANK	15	TECHNICAL ED FUND	\$ 880,343		\$ 880,343	\$ 1,351,816
SECURITY BANK	16	STUDENT UNION	\$ 1,251,547		\$ 1,251,547	\$ 1,203,416
		(AUXILIARY SERVICES)				
	11	GENERAL FUND			\$ -	\$ 1,000,000
UMB BANK *	17	PAYROLL	\$ -		\$ -	
TOTAL			\$ 17,785,653	\$ 3,570,175	\$ 21,355,828	\$ 18,958,641
	Current	Previous Month	Previous Year			
91-day Treasury Rate	0.120	0.090	2.390			
* 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	1,898,779	1,898,779	(6,582,603)	(6,582,603)	(4,683,824)	(4,683,824)			8,810,118	5,713,767
June	18,916,650	18,916,650	(7,518,128)	(7,518,128)	11,398,522	11,398,522			20,208,640	17,112,289
Totals	91,879,011	88,789,336	(88,782,660)	(85,599,025)	3,096,351		-	-		
Bold = Actual										
	71,063,582		(74,681,929)							
GL Balance	General Fund	\$ 12,613,599								
	TEC Fund	\$ 880,343								
		\$ 13,493,942								

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD APRIL 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	<u>\$3,080,000</u>	<u>\$360,000</u>	5/15/2020	<u>\$371,250</u>	<u>\$11,250</u>	\$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



BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

MAY 2020

HR Updates

- The merit leave taskforce met to discuss next steps as we draft a proposal for recommendations to make changes to the current merit leave process in efforts to enhance the performance evaluation structure and effectively reward employees for their work performance. In conjunction with the Staff Senate, a second survey was sent out this month to staff employees to elicit feedback.
- Reviewed and updated internal processes in the area of benefits to ensure we can effectively manage and track COVID-19 related leaves of absence and/or accommodations.
- The deadline to complete the annual Title IX training was April 30th. We are spending time this month working with supervisors and their employees to make sure all current employees complete the training as required by Title IX legislation.

BOARD OF TRUSTEES REPORT

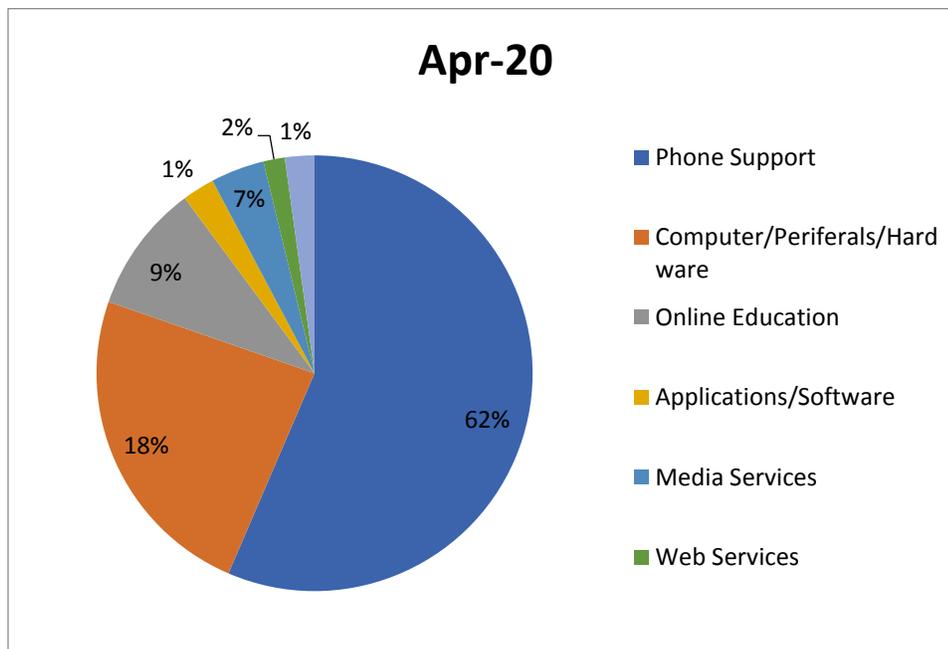
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Delivered ongoing support and trainings on virtual meetings.
- Facilitated online interviews with Veteran’s Center.
- Assisted in producing and presenting BOT meeting online.
- Developed online forms for Medical Assistant faculty.
- Responded to various help desk requests.

COMPUTING SERVICES

- 234 tickets were issued during the month of April -541 tickets were resolved.
- The average time spent on each ticket was 1.23 days.
- 372 helpdesk calls were taken in April - average time per call was 3.45 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.
- Setting up a virtual Graduation. The Virtual Graduation will live stream on May 21, 2020 at 2:00 PM and 7:00 PM.
- Setting up a virtual live event for the Blue Devil Comeback Plan.

NETWORK SERVICES

- Student Recruiter Web App Availability - 99.98%
- MyDotte Web App Availability - 99.98%
- Email Availability for employees and students - 99.99%
- WebAdvisor Web App Availability - 99.96%
- Network Switch and Phone and Availability - 99.95%
- VMware server infrastructure firmware and software updates have been completed.
- Ellucian authentication process change project, testing has finished with WebAdvisor and the change to the production will be scheduled in May after the semester has finished and grades have been turned in.
- System Center Configuration Manager (SCCM), the first major system update to SCCM has been completed.
- Wireless access in the parking lot at the LVPCC campus has been completed.

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