



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

## KANSAS CITY KANSAS COMMUNITY COLLEGE

### Board of Trustees Meeting

October 22, 2019 – 9:00 A.M.

Room 146

Kansas City Kansas Community College – Pioneer Career Campus

1. **Call to Order & Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda**
4. **Audience to Patrons and Petitioners** (5-minute limit)
5. **Recognitions/Presentations**
  - Recognition of Dr. Stacy Tucker having served 20 years as advisor for the Mu Delta Chapter of Phi Theta Kappa Honor Society.
6. **Communications**
  - Resolution regarding the Consumption of Alcoholic Liquor / Artist Talk and Reception at KCKCC Art Gallery for exhibition, “Id.entities Filipinx”.
  - Resolution authorizing the offering for sale of lease purchase agreement refunding certificates of participation.
7. **Board Committee Reports**
8. **Consent Agenda:**
  - (Item A) - Approval of Minutes of the September 17, 2019 Meeting
  - (Item A1) - Approval of Amended Minutes of the September 17, 2019 Special Meeting
  - (Item A2) – Approval of Minutes of Executive Session on October 8, 2019
  - (Item B) - Approval of Recommendations for Payment
  - (Item C) - Ratification Items
  - (Item D) - Approval of Personnel Items (H.R.)
9. **Student Senate Report** – Mr. Jose Manuel “Manny” Paredes, Student President
10. **President’s Report** – Dr. Greg Mosier

11. Vice President Academic Affairs Report – Dr. Beth Ann Krueger
12. Vice President Student Affairs Report – Dr. Delfina Wilson
13. Vice President Strategic Initiatives & Outreach Report – Ms. Tami Bartunek
14. Chief Financial Officer Report – Mr. Michael Beach
15. Chief Human Resources Officer Report – Ms. Christina McGee
16. Chief Information Officer Report – Mr. Peter Gabriel
17. Unfinished Business – None scheduled.
18. New Business:
  - New Policy – Access to Personnel Files. Presented by Vice Chairman Ray Daniels.
  - Emergency Response Plan. Presented by Mr. Michael Beach.
  - Master Contract for Faculty FY2020 – FY2021. Presented by Dr. Greg Mosier.
19. Executive Session(s):
  1. Executive session will be for attorney client communications with action to follow in open session (10-minute duration). Open session will take place in Room 116.
  2. Executive session will be for attorney client communications with no action to follow in open session (5-minute duration). Open session will take place in Room 146.
20. Adjournment

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

**Tuesday, November 19, 2019 - 5:00 p.m. – KCKCC Main Campus**

Center for Excellence  
1625 Eastover Drive  
Jackson, MS 39211  
www.ptk.org



PHI THETA KAPPA  
HONOR SOCIETY

Headquarters  
p 601.984.3504  
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October 02, 2019

Dr. Greg Mosier  
President  
Kansas City Kansas Community College  
7250 State Ave  
Kansas City, KS 66112-3003

Dear Dr. Mosier,

We at Phi Theta Kappa owe a tremendous debt of gratitude to our chapter advisors whose dedicated service is responsible for the success of our local chapters. Advisors are truly the lifeblood of our organization, and we are delighted to recognize them for their years of service. On your campus, we are proud to honor Stacy Tucker for 20 years of service as advisor of the Mu Delta Chapter.

Please join with us in expressing gratitude to your chapter advisor for service rendered to Phi Theta Kappa over these many years by presenting the enclosed gift during an appropriate occasion. We ask that you convey to Stacy our sincere appreciation for the service and time given to further the ideals of Phi Theta Kappa at your college.

Many college presidents are further recognizing the dedication of their chapter advisors with an Alpha Courtyard Brick purchase in his/her honor that is placed at the Phi Theta Kappa Center for Excellence. The engraved bricks are given a permanent, prominent home in the Alpha Courtyard, and funds from the sales are directed to support the Society's educational and scholarship programs. You can find out more about The Alpha Courtyard, including the Courtyard Brick Request Form, as a way to honor your advisors, by visiting <http://www.ptk.org/Foundation/Giving/TheAlphaCourtyard.aspx>. In addition to the engraved brick, a commemorative certificate is provided for each brick purchased.

Thank you for your assistance in recognizing the achievements of your chapter advisor and for your continuing interest in our Society.

Sincerely,

Lynn Tincher-Ladner, Ph.D.  
President and CEO  
Phi Theta Kappa Honor Society

**RESOLUTION****A RESOLUTION REGARDING THE CONSUMPTION OF ALCOHOLIC LIQUOR IN  
ACCORDANCE WITH K. S. A. 41-719 (d)**

**WHEREAS**, Kansas Statute Annotated 41-719 (d) prohibits the consumption of alcoholic liquor on public property except where expressly permitted by law; and

**WHEREAS**, The Kansas City Kansas Community College (KCKCC) is authorized under Kansas law to exempt from the provisions of K. S. A. 41-719 (d) specified property which is under the control of the KCKCC Board of Trustees and which is not used for classroom instruction.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF KCKCC:**

Section 1: KCKCC hereby exempts for Thursday, November 14, 2019 from 5:00-7:00 p.m., the KCKCC Art Gallery at Kansas City Kansas Community College, from the requirement of K. S. A. 41-719 (d).

Section 2: This exemption is granted in connection with the closing reception and artist talk for the art exhibition "Id.entities Filipinx," with visiting artist, Alejandro Acierto.

**PASSED AND APPROVED by the Board of Trustees of KCKCC in a meeting held on October 22, 2019.**

BOARD OF TRUSTEES  
KANSAS CITY KANSAS COMMUNITY COLLEGE

Signature\_\_\_\_\_

Board Chairperson  
Print Name: Ms. Rosalyn Brown

Attest\_\_\_\_\_

Secretary  
Print Name: Dr. Greg Mosier

**RESOLUTION NO. 19-\_\_**

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF LEASE  
PURCHASE AGREEMENT REFUNDING CERTIFICATES OF  
PARTICIPATION, SERIES 2020A AND TAXABLE REFUNDING  
CERTIFICATES OF PARTICIPATION, SERIES 2020B, OF KANSAS CITY  
KANSAS COMMUNITY COLLEGE, WYANDOTTE COUNTY, KANSAS.**

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**WHEREAS**, Kansas City Kansas Community College, Wyandotte County, Kansas (the "College") has heretofore entered into a certain Lease Purchase Agreement dated as of December 1, 2010 (the "Original Lease") as amended and supplemented by a Supplemental Lease Purchase Agreement No.1 dated as of July 1, 2013 ("Supplemental Lease No. 1") and a Supplemental Lease Purchase Agreement No. 2 dated as of March 1, 2014 ("Supplemental Lease No. 2" and, with the Original Lease and Supplemental Lease No. 1, collectively, the "Lease") and there have been issued and there are outstanding certificates of participation evidencing proportionate interests in and rights to receive payments under the Lease ("Series 2010B Certificates," "Series 2013 Certificates," and "Series 2014 Certificates"); and

**WHEREAS**, due to the current interest rate environment, there is an opportunity to issue refunding certificates of participation in order to achieve an interest cost savings on the obligations represented by the Series 2010B Certificates, the Series 2013 Certificates, and the Series 2014 Certificates described as follows (collectively, the "Refunded Certificates");

<i>Series</i>	<i>Dated Date</i>	<i>Maturity Years</i>	<i>Amount</i>	<i>Redemption Date</i>
2010B	December 1, 2010	2021 – 2026	\$12,075,000	4/1/2020
2013	July 1, 2013	2024 – 2027	1,815,000	6/1/2021
2014	March 1, 2014	2027 – 2029	2,280,000	5/1/2022

**WHEREAS**, the College has selected the firm of Piper Jaffray & Co., Leawood, Kansas (the "Financial Advisor"), as financial advisor for one or more series of certificates of participation in the Lease (as defined herein, the Series 2020A Certificates and the Series 2020B Certificates) in order to provide funds to refund the Refunded Certificates; and

**WHEREAS**, the College desires to authorize the Financial Advisor to proceed with the solicitation of proposals from potential purchasers of said certificates of participation and with related activities; and

**WHEREAS**, one of the duties and responsibilities of the College is to prepare and distribute a preliminary official statement relating to said certificates of participation; and

**WHEREAS**, the College desires to authorize Gilmore & Bell, P.C. ("Bond Counsel") and the Financial Advisor to proceed with the preparation and distribution of a preliminary official statement and all other preliminary action necessary to sell said certificates of participation; and

**WHEREAS**, due to the volatile nature of the municipal bond market and the desire of the College to achieve maximum benefit of timing of the sale of said certificates of participation, the governing body desires to authorize the Chair to confirm the sale of such certificates of participation, if necessary, prior to a future meeting of the governing body, at which meeting the governing body would adopt the necessary resolution providing for the issuance thereof.

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

**Section 1.** The Financial Advisor, in conjunction with the President and Chief Financial Officer, is hereby authorized to proceed with the offering for sale of approximately \$12,225,000\* principal amount of "Refunding Certificates of Participation, Series 2020A, Evidencing Proportionate Interests In and Rights to Receive Payments Under a Lease Purchase Agreement" (the "Series 2020A Certificates") and \$4,390,000\* principal amount of "Taxable Refunding Certificates of Participation, Series 2020B, Evidencing Proportionate Interests In and Rights to Receive Payments Under a Lease Purchase Agreement" (the "Series 2020B Certificates"). Each of the Series 2020A Certificates and Series 2020B Certificates shall be sold, subject to the approving opinion of Bond Counsel, on a negotiated basis to a purchaser or purchasers (collectively the "Purchaser") to be designated by the President, in consultation with the Chief Financial Officer and Financial Advisor, after evaluating proposals submitted by prospective purchasers based on a request for proposals prepared by the Financial Advisor. The timing of offering for sale, the pricing, the determination of the structuring and repayment terms of the Series 2020A Certificates and Series 2020B Certificates and the selection of various other professionals necessary to complete the issuance of the Series 2020A Certificates and Series 2020B Certificates, shall be determined by the Chief Financial Officer, in consultation with the Financial Advisor and Bond Counsel.

The confirmation of the sale of each of the Series 2020A Certificates and Series 2020B Certificates shall be subject to the execution of a certificate purchase agreement or agreements between the Purchaser and the College (the "Certificate Purchase Agreement") in a form approved by Bond Counsel, the adoption of a resolution by the governing body approving the issuance of the Series 2020A Certificates or Series 2020B Certificates, or both, and the execution of various documents necessary to deliver each of the Series 2020A Certificates and Series 2020B Certificates. The Chair is hereby authorized to execute the Certificate Purchase Agreement subject to the following parameters: (a) with respect to the Series 2020A Certificates, the principal amount shall not exceed \$12,500,000 and the present value savings associated with refunding the Series 2010B Certificates shall be not less than 4% of the outstanding principal of the Series 2010B Certificates to be refunded; and (b) with respect to the Series 2020B Certificates, the principal amount shall not exceed \$4,500,000 and the present value savings associated with refunding the Series 2010B Certificates shall be not less than 2% of the outstanding principal of the Series 2013 Certificates and Series 2014 Certificates to be refunded.

**Section 2.** Bond Counsel, in conjunction with the Financial Advisor and the Chief Financial Officer, are hereby authorized to cause to be prepared a Preliminary Official Statement relating to the Series 2020A Certificates and Series 2020B Certificates. The Chief Financial Officer is authorized to review and approve such Preliminary Official Statement. Such officials and other representatives of the College, including the Purchaser, are hereby authorized to use such document in connection with the sale of the Series 2020A Certificates and Series 2020B Certificates.

**Section 3.** For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"), the Chief Financial Officer or other appropriate officers of the College are hereby authorized: (a) to approve the form of said Preliminary Official Statement, and to execute the "Certificate Deeming Preliminary Official Statement Final" in substantially the form attached hereto as *Exhibit A* as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the College's approval thereof; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to the Municipal Securities Rulemaking Board; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirement of the Rule.

**Section 4.** The College agrees to provide to the Purchaser within seven business days of the date of the sale of Series 2020A Certificates or Series 2020B Certificates, or both, or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of a final Official Statement to enable the Purchaser to comply with the requirements of Rule 15c2-12(3) and (4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

**Section 5.** The College Chair, President, Chief Financial Officer and the other officers and representatives of the College are hereby authorized and directed to take such action as may be necessary, after consultation with the Financial Advisor and Bond Counsel, to purchase or subscribe for the securities to be deposited in the escrow for any of the Refunded Certificates.

**Section 6.** The College Chair, President, Chief Financial Officer and the other officers and representatives of the College, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the sale of the Series 2020A Certificates and Series 2020B Certificates.

**Section 7.** This Resolution shall be in full force and effect from and after its adoption.

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**ADOPTED** by the governing body on October 22, 2019.

(SEAL)

ATTEST:

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Chair

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Secretary



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Board of Trustees Meeting Minutes**  
**September 17, 2019 – 9:00 A.M.**

Upper Jewell Lounge  
Kansas City Kansas Community College – Main Campus

1. **Call to Order & Pledge of Allegiance:** Chairwoman Brown called the meeting to order at 5:00 p.m. The Pledge of Allegiance was led by Matt Fowler.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Criswell, Daniels, McIntyre, and Sutton. Trustee Garner was absent.
3. **Approval of Agenda:** Chair Brown called for a motion to accept the Agenda. Trustee Criswell made the motion and Trustee McIntyre seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Brown extended the opportunity for anyone wishing to address the Board and asked that each person honor the five-minute time limit. The first to address the Board was Dr. Alan Organ, Partnership Specialist with the U.S. Census Bureau. Dr. Organ acknowledged that today is Constitution Day, the day upon which the U.S. Constitution was signed. Dr. Organ shared that the U.S. Census Bureau in Eastern Kansas is in the midst of the largest peace time hiring period with more than 400,000 people hired during this period. Kansas City, KS has some of the hardest areas to count for the census. Dr. Organ noted that much of the federal funding for education is based on the census numbers. The U.S. Census is offering jobs paying \$17/hour in the Kansas City area for students who are 18 years old, have a driver's license, and are U.S. citizens. Dr. Organ asked permission to meet with the Student Senate to get the word out to the students about why the census is important and where they should be counted. Trustee Daniels expressed support for the census and permitting Dr. Organ to visit with Student Senate as this is an important endeavor in Wyandotte County. Trustee Criswell agreed with Trustee Daniels' statement. Dr. Mosier added that the College is also supportive and encouraged Dr. Organ to please count on the College for full support.

Ms. Sandra Dark, AARP Tax Aid District Coordinator for District 23, shared that the organization provides tax preparation services to the Wyandotte community at five different locations from February 1<sup>st</sup> through April 15<sup>th</sup>. Ms. Dark noted that for ten years AARP has provided these

services for everyone, from students at the college having worked their first jobs to seniors. This year they will pay the fee, but next year, they will not be able to pay and are asking the College to waive the fee of \$75.00.

Trustee Criswell asked how many people are served at the College. Ms. Dark shared this past year, 474 returns were completed at KCKCC out of a total of 1,042 returns at all five sites combined. Dr. Mosier thanked Ms. Dark and shared that previously the College did not have a consistent process for offering facilities. Many of the costs for facilities rental have been waived. The only fee that is not waived is the \$75.00 dollars to help with the College's administrative costs.

5. **Recognitions/Presentations:** Chair Brown called Ms. Shai Perry and Ms. Jolene Morel to the podium for their presentation regarding the American Association of University Women (AAUW). Ms. Perry thanked the Board and shared that Ms. Morel was unable to make the meeting due to illness. Ms. Perry shared that this year AAUW sent the largest group of female students to the AAUW National Conference in Washington, D.C. Four of the students received scholarships to attend and the other finances for the conference were raised through fundraisers. The youngest AAUW student, age 14 years old, to attend was a dual-enrolled high school student. Ms. Perry introduced three students who then shared their experiences from the conference. The students were Ms. Jordan Faxion, Ms. Edith Garcia, and Ms. Faith Mathews. Ms. Perry concluded that the women are preparing for the "Day of the Girl" event in November.
6. **Communications:** Chair Brown recognized the resolution requested on behalf of the KCKCC Art Gallery. Dr. Mosier read the resolution for the consumption of alcoholic liquor during the Artist Talk and Reception for Ms. Sandra De Le Rosa Jimenez at KCKCC Art Gallery on Thursday, September 26, 2019 in accordance to K.S.A.41-719i for the Board. Trustee McIntyre made a motion to accept the resolution. Trustee Sutton seconded the motion. **Motion Carried.**

Chair Brown recognized the second resolution requested on behalf of the KCK Women's Chamber. Dr. Mosier read the resolution for the consumption of alcoholic liquor during the "Purses with A Purpose" Annual Women's Chamber of KCK Membership Drive and Scholarship Fundraiser at KCKCC Technical Education Center on Wednesday, October 16, 2019 in accordance to K.S.A.41-719i for the Board. Trustee McIntyre made a motion to accept the resolution. Trustee Sutton seconded the motion. **Motion Carried.**

Chair Brown recognized the last resolution requested by the Entrepreneurship and Workforce Center. Dr. Mosier read the resolution for the consumption of alcoholic liquor during the "Wine & Say 'Cheez'" Global Entrepreneurship Week (GEW) Event at the KCKCC Technical Education Center on Thursday, November 21, 2019 in accordance to K.S.A.41-719i for the Board. Trustee McIntyre made a motion to accept the resolution. Trustee Criswell seconded the

motion. **Motion Carried.**

**7. Board Committee Reports**

- Trustee Criswell shared that an excellent Board Finance Committee meeting was held on September 10<sup>th</sup>. The committee received updates regarding the Childcare Center as well as the Downtown building project. More details will be shared by Dr. Mosier and Mr. Beach regarding the refinancing of the College debt.
- Trustee Ash shared that a lot of great information was shared at the KACCT Quarterly Meeting and shared a few highlights from the meeting. Trustee Ash shared that the group would be reviewing the legislative agenda at the next quarterly meeting which will be at Johnson County Community College in December 2019. Trustee McIntyre expressed interest in participation on the KACCT Executive Committee. Chair Brown thanked Trustee McIntyre for stepping up and taking on the responsibility of serving on the KACCT Executive Committee and added that it was a great meeting.

8. **Consent Agenda:** Chair Brown called for a motion to accept the Consent Agenda. Dr. Mosier shared that there was an amendment to Item D – Personnel Items. In the report there is a promotion listed for Ms. Kinsey Huwaldt. This is a new hire versus a promotion. Trustee Ash moved to accept the Consent Agenda with the amendment to Item D – Personnel Items report. Trustee McIntyre seconded the motion. **The Motion Carried.**

9. **Student Senate Report:** Chair Brown called for the report from Student Senate. Mr. Jose Manuel “Manny” Paredes reported the following –

- Student Senate continues with the planning of activities for the students for 2019-2020 such as the upcoming Halloween Event on October 25<sup>th</sup>.
- The first Student Senate meeting occurred on Sept. 11<sup>th</sup> and was broadcasted on Facebook live. There were 238 people who viewed the meeting and 62 people engaged with likes and shares via Facebook. This engagement proved that Student Senate can use social media to engage the students.
- The first soccer game was hosted at KCKCC for the soccer team; the Lady Blue Devils won, 5-0, which was great.
- Grocery BINGO occurred and was much appreciated by the students.
- The Welcome Back Bash and the First 12 Days Club Rush occurred. There were 777 students who signed up in the 41 clubs and special interest groups on campus. This is about 30% of student population, which is impressive.
- The Catholic Students Club began hosting mass once per month. The first one occurred Wednesday, August 28<sup>th</sup> and the next one will be tomorrow.
- The Mindfulness Club began hosting weekly meditations.

Mr. Paredes asked for questions of the Board. Trustee Criswell asked about the US Census Bureau visiting with the students to recruit for jobs. Mr. Paredes shared that they were invited and had a table during the Club Rush, but their representation was not present. Dr. Mosier shared that there is currently a meeting scheduled with Dr. Delfi Wilson, Vice President of Student Affairs, to assist with getting the US Census and the Student Senate together. Dr. Wilson added that the meeting will occur this afternoon with Ms. Melinda Stanley, the US Census associate representative for Kansas, and her team to identify ways to partner together to assist students with completing census documents and getting jobs.

Chair Brown asked for a motion to accept the Student Senate report. Trustee Ash moved to accept the Student Senate report. Trustee Daniels seconded the motion. **The Motion Carried.**

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

- Thanked Andrica for being the first to dunk him in the Dunking Tank at the Welcome Back Bash.
- Attended the KACCT Quarterly Meeting in which 19 college presidents meet to have one voice and one vision for education in the state of KS. This year a key topic has been budget and support for the DACA and Dreamers. Dr. Mosier has signed the letter in support of DACA and the Dreamers on behalf of KCKCC.
- A ribbon cutting ceremony took place on Wednesday, Oct. 2<sup>nd</sup> at 5:30pm at the new Childcare center. A carnival and open house will occur on Friday, Oct. 4<sup>th</sup>.
- Announced the completion of a few remodeled spaces such as the watering hole and the classrooms. Now when you walk by, you will see bright colors, computer stations, comfortable furniture and lots of students.
- President's Cabinet Retreat met a week ago. The focus was how to increase communication and speaking with one voice. The College will be focusing a lot this year on excellence and communication.
- Dr. Krueger will share more about the GED graduation at the University of Kansas Hospital on Oct. 22<sup>nd</sup> at 3:30pm for the first cohort of graduates.
- Painting with the Prez occurred on Sept. 12<sup>th</sup> where about 20 students experienced the acrylic pour painting technique.
- Lastly, the College is one of 10 organizations in the state participating in the Second Chance Pell Program; in partnership with Donnelly College to offer two Information Technology certifications.

Chair Brown asked for a motion to accept the President's report. Trustee McIntyre moved to accept the President's report. Trustee Sutton seconded the motion. **The Motion Carried.**

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

- Introduced Ms. Cheryl Runnebaum, Dean of Career and Technical Education, who shared a letter from a May 2019 graduate who passed state boards and wrote to express her gratitude to the Cosmetology staff for the support and “going above and beyond” in helping her to get through the program and how it changed her life. Dean Runnebaum introduced Ms. Amber Crum who shared about the Cosmetology department. The Cosmetology department hours of operation are Tuesday – Friday, 8:30 a.m. – 3:00 p.m. There are approximately 100 students enrolled in the program.
- In her report, Dr. Krueger pointed out a photo of the mural and other renovations in the TEC.
- Shared an update to the data shared last month about the GED and ESL programs. The numbers shared were the number who showed interest, not those who had registered for classes. The actual numbers were shown in her report.

Trustee Sutton thanked Dean Wiggins for his work at Harmon High School regarding Pathways. She also congratulated Prof. Bryan Whitehead for receiving license to fly unmanned aircraft and asked if KCKCC will be owning drones. Dr. Krueger shared that the drone will be used in the digital media and photograph program.

Trustee Daniels asked whether the College and other instructors could benefit from the training and benefits of the 6 instructors who completed a certificate in effective college instruction. Dr. Krueger shared that the instructors have just completed the training and the expectation that there will be implementation in the classrooms as well as collaboration with the Center for Teaching Excellence (CTE) in the promotion of learner centered pedagogy. Trustee Daniels shared that he will look forward to the updates from the Learning Commons and CTE.

Trustee McIntyre mentioned transferability into other colleges and universities to make sure the students may continue to move on. Dr. Krueger shared that she is working on updating articulation agreements with the University of St. Mary’s and Central Missouri State University. Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Academic Affairs’ report. Trustee Daniels moved to accept the Vice President of Academic Affairs’ report. Trustee McIntyre seconded the motion. **The Motion Carried.**

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

- Enrollment headcount is up 2.68% an increase of 122 students.
- Thanked many areas and departments on campus for their efforts during enrollment. Many people stepped up to support the students in getting signup for classes in school.

- High school enrollment is up as well 37.9% as compared to this time last year. Lindsey and Mary, in the Admissions department, work directly with the high schools and have process almost 2,000 dual enrollment students this year. Trustee Daniels asked about staffing to cover the classes for the students. Dr. Wilson says that it is a possibility and her team is keeping watch and will manage the need for instructors accordingly. Looking to support the students at the TEC as well. Dr. Mosier added data from a study conducted recently showed that approximately 42% of students at TEC are dual enrollment students. Trustee Daniels asked about the report and the numbers. Dr. Mosier explained the data and details of the report.
- Enrollment at the Wyandotte campus – 8 students in Office Assistant program, 9 students in the GED program, and 37 in ESL program for a total of 54 students. The Wyandotte High School reception will be held on Sept. 25<sup>th</sup> from 5-7pm.
- At the Pioneer Career Center on Aug. 17<sup>th</sup>, attended the Post Activities Information and Registration (PAIR) Day at Ft. Leavenworth for leadership training for the military members (2500 people in attendance).
- Attended the annual commencement ceremony for United States Disciplinary Barracks and Joint Regional Correctional Facility along with several members of leadership here at KCKCC. There were 11 graduates for KCKCC.
- On Sept. 11<sup>th</sup>, the Veterans Center held a Raising of the Flag ceremony for those who lost their lives in that national tragedy. The ceremony was followed by a walk to kick-off of the healthy initiative at KCKCC. There were 3 walks scheduled for the day. There will be more to come.
- The Veteran Center anniversary celebration will be held on Sept. 18<sup>th</sup> from 11:00 a.m. – 1:00 p.m. with a reception in Veterans Center.
- Welcome Mr. Mark Turner as the lead for new Career Services team. Mr. Turner and other Student Affairs leadership will meet with US Census to discuss jobs for students during the census period.

Trustee Criswell made note of the 281 visitors in the month of August in the Veterans Center and asked what it may be attributed to. Dr. Wilson shared that she would find out from Mr. Wade Abel, Director of the Veterans Center and report back to the Board.

Trustee Sutton asked how self-enrollment will work for students. What will be in place so that students do not fall through the “cracks”. Dr. Wilson answered that previously the Advising Center had mandatory advising for students with less than 25 credit hours. This has been changed to 12 for a few reasons such as looking to remove barriers to getting enrolled, there are many high-functioning students who know what to take; updated degree plans to assist students in getting their classes; and at-risk students will continue to have mandatory advising. This is just one touchpoint, so additional touchpoints will be in place.

Trustee Sutton asked about training for the students. Dr. Wilson shared that there will be training for the advisors, not for the students.

Trustee Daniels asked about the early warning system. New system ADVISE will replace the early warning system and is incorporated into Ellucian

Trustee Ash acknowledged the international student report and recognized the growth in international students who come from 21 countries. Trustee Daniels asked how many languages are being spoken on campus as first a language. Dr. Wilson shared that she would need to research this answer and report back to the Board.

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

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

- Fox 41 News picked up a story regarding our new learning spaces. Dean Cleon Wiggins and Dr. Jelena Ozegovic from the Learning Spaces Committee were interviewed.
- New KCKCC logos and branding have been posted at Pioneer Career Center.
- Amazon classes are going well. We are working to offer additional 8-week courses.
- New videos from the 100 Stories of Impact are posted on the website. Ms. Bartunek invited the Board members to create a brief 100 stories videos.
- Shared that via Marketing email listing, upcoming campus events go each Monday to Board members and community members. Invited Board members to please share additional email addresses and groups whom they believe may benefit from the information.
- Working with Donnelly on new MOU.
- Social Media is doing great – over 13,000 people reached for Back to School Fair.

Trustee Criswell asked about the community outreach packet for the community members that includes the annual report. Ms. Bartunek shared that the information is disseminated and available electronically for community members. Trustee Criswell followed up with an inquiry about the distribution list efforts. Ms. Bartunek shared that there are different email lists broken down into even more targeted lists.

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

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

- The audit is well under way with the final report expected in October. Efforts are going well.
- CD has been reopened at Liberty Bank. It is an 18-month CD with interest rate of just under 1%.
- Facilities crew performs beautifully keeping remodels and other building projects on task.
- Police Academy enrollment numbers are up as well.
- Expenses and revenues are tracking nicely in the financial reports. No flags of any color and the College is off to good start.

Trustee Criswell asked about the cost of rented textbooks. Mr. Beach answered that this is a combined number.

Trustee Ash acknowledged Chief Greg Schneider's upcoming retirement and shared that he has done amazing things with Campus Police and raising the bar. Trustee Ash congratulated Chief Schneider and offered best wishes. The Kansas City Kansas Police Department has valued the relationship that Chief Schneider has fostered.

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

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

- Introduced Mr. Mark Turner, new Career Services Coordinator.
- Recognized and congratulated Ms. Nela Bruner, Staff Development Specialist, on the receipt of scholarship and books in pursuit of an associate degree.
- Employee Relations Committee met this month to review and develop/implement to (1.41) to assist with employee engagement.
- Talent acquisition is testing ApplicantStack software to discover a more streamlined hiring process.

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

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

- New classrooms are equipped with technology for learning. Mr. Gabriel thanked Facility Services and Media Services for their efforts.

- Thanked Computing Services department for their attention and commitment to finding solutions in the midst of new Blackboard login implementation.

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

## 17. Unfinished Business – None Scheduled

## 18. New Business:

- Chair Rosalyn Brown presented the Board of Trustee Policy and Regulation Handbook FY2020 for approval. Trustee McIntyre mentioned the typographical errors and problems with documentation and referral back to other organizations in the text. Trustee Daniels recommends moving forward with the understanding that this is a living document and will continue to be corrected over time. Trustee Sutton asked for a hard copy of the Handbook. Dr. Mosier answered that the plan is to have a hard copy and an annual review of the handbook. Trustee Ash reiterated that this is a living document and the committee will continue the process of review. Chair Brown asked if there were any questions. Hearing none, she asked for a motion to approve the Board of Trustee Policy and Regulation Handbook FY2020. Trustee Daniels moved to approve the Board of Trustee Policy and Regulation Handbook FY2020. Trustee Ash seconded the motion. **The Motion Carried.**
- Chair Brown invited Mr. Michael Beach to present on the refinance of the College debt. Mr. Beach shared in the packet there is a document that shares the benefit of refinance with the understanding that this is no commitment to refinance should we find within the process that this is no longer a benefit to the college. Call date is April 1, 2020, so we could refinance as early as January 2020. Will not extend maturity but will reduce the interest rates. Cost savings to the college will be significant. Next month a resolution as part of the refinancing packet will need approval from the Board. Trustee Criswell recognized this tremendous effort and expressed appreciation to Mr. Beach for bringing this to light. Trustee Ash seconded the sentiment. Chair Brown asked for a motion to approve the update on the refinancing of the College debt. Trustee Ash moved to approve the update on the refinancing of the College debt. Trustee Criswell seconded the motion. **The Motion Carried.**

19. **Executive Session(s) –**

1. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The first Executive Session would begin at 11:04 a.m. and return at 11:09 a.m. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

At 11:09 a.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to go into Executive Session.

2. At 11:09 a.m., Chair Brown announced that the Board and the College Attorney would recess into a second Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The second Executive Session would begin at 11:09 a.m. and return at 11:15 a.m. Trustee Criswell made a motion to accept. Trustee Ash seconded the motion. **The Motion Carried.**

At 11:14 a.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to go into a second Executive Session.

3. At 11:14 a.m., Chair Brown announced that the Board and the College Attorney would recess into a third Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The third Executive Session would begin at 11:14 a.m. and return at 11:19 a.m. Trustee Sutton made a motion to accept. Trustee McIntyre seconded the motion. **The Motion Carried.**

At 11:19 a.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to go into a third Executive Session.

4. At 11:19 a.m., Chair Brown announced that the Board and the College Attorney would recess into a fourth Executive Session for a period of 10 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with action to follow. The fourth Executive Session would begin at 11:19 a.m. and return at 11:29 a.m. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

At 11:29 a.m., Chair Brown called the open session to order. She then called for a motion to place Dr. Diane Plunkett on leave without pay status. Trustee Daniels made a motion to place Dr. Diane Plunkett on leave without pay status. Trustee Criswell seconded the motion. The Motion Carried.

5. At 11:29 a.m., Chair Brown announced that the Board and the College Attorney would recess into a fifth Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with action to follow. The fifth Executive Session would begin at 11:29 a.m. and return at 11:34 a.m. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. The Motion Carried.

At 11:34 a.m., Chair Brown called the open session to order. She then called for a motion to amend the agenda the fifth Executive Session from action to follow to no action to follow. Trustee McIntyre made a motion to accept with the amendment. Trustee Criswell seconded the motion. The Motion Carried.

20. **Adjournment:** Chair Brown called for a motion to adjourn. Trustee McIntyre made a motion and Trustee Criswell seconded the motion.

The meeting of the Board of Trustees adjourned at 11:35 a.m.

ATTEST: \_\_\_\_\_  
Chairperson, Rosalyn Brown

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

**Kansas City Kansas Community College**  
**Board of Trustees Special Board Meeting Minutes - AMENDED**  
**September 17, 2019**

**CONSENT AGENDA – Item A1**  
**Meeting Minutes**

The Board of Trustees met on Tuesday, September 17, 2019 at 8:06 a.m. in the Executive Board Room at Kansas City Kansas Community College - Main Campus. Trustees Ash, Brown, Criswell, Daniels, McIntyre, and Sutton were present. Trustee Garner was absent.

The meeting was called to order by Board Chair, Ms. Rosalyn Brown. The special meeting was called to discuss current College topics and other pertinent items.

Dr. Mosier shared the following:

- A review of the key areas in the monthly team report from the Wyandotte Economic Development Council newsletter.
- Inquired about the Voting Delegate Letter from ACCT. The group discussed the letter and the Board shared that the person attending the conference serves as voting delegate. This year, Chair Brown will be attending and serving as delegate.
- Update of Faculty Negotiations - a small subgroup has met a few times over the last month to finalize the draft of the Faculty Master Contract. Notable changes from the last contract were shared with the Board. The goal is to have the Faculty Master Contract ready to present to the Board at the October 2019 Board of Trustees meeting. A draft will come to the Board before the meeting for review.
- President's Cabinet is working together with other entities to create policies and processes to manage sick leave, vacation time, and other means for compensating employees. There was discussion about merit awards, performance evaluations, and supervisor training.
- The HLC Accreditation timeline and reviewed details regarding the HLC Accreditation Argument that must be submitted. The HLC Steering Committee is working to get feedback from faculty, staff and students regarding the argument.
- There will be a middle-management training group developed for all supervisors. This group will meet twice a semester for training and information sharing.
- Update on KCKCC Downtown site - PGVA conducted an architectural review of the building downtown. The building review showed some structural concerns that were shared. The Downtown Advisory Council met last week with a lot of positive energy in the room from the people in the Downtown area. The recommendation from PGVA was to demolish the building and rebuild. Dr. Mosier shared from Google Maps an aerial view of the section of land at 7<sup>th</sup> and Nebraska. In the discussions with the groups involved and the Downtown Advisory Council, there are thoughts that philanthropic support will be there for the building efforts. Dr. Mosier believes that the UG would be interested. Dr. Mosier recommends looking for a new location downtown from the original location that may double the cost of what was originally planned.

- An amendment to HR Report shared in the Board Meeting Packet.
- Stormwater Update – the Stormwater Committee met again last week with the Unified Government of Wyandotte County and Black & Veatch. The new proposal is to offer a base plus impervious. The plan is to be revisited in January 2020.

The meeting ended at 8:55 a.m. prior to the Regular Monthly Meeting of the Board of Trustees.

ATTEST:

\_\_\_\_\_  
Chairperson, Rosalyn Brown

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

**Kansas City Kansas Community College**  
**Board of Trustees Executive Session Minutes**  
**October 8, 2019**

**CONSENT AGENDA – Item A2**  
**Meeting Minutes**

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

Members Absent: Mr. Tyrone Garner

Chairwoman Brown called the meeting to order at 5:15 PM. She followed with a request for a motion to move into Executive Session for 30 minutes to discuss personnel matters of non-elected personnel to protect the privacy interests of the individual involved and for consultation with the Board's attorney on a matter protected by attorney-client privilege. Trustee Daniels made a motion to go into Executive Session. Trustee Criswell seconded the motion. Executive Session began at 5:15 PM.

At 5:45 PM, Chair Brown called the open session to order. She followed with a request for a motion to move into a second Executive Session, this one for 20 minutes, to discuss personnel matters of non-elected personnel to protect the privacy interests of the individual involved and for consultation with the Board's attorney on a matter protected by attorney-client privilege. Trustee Sutton made a motion to go into Executive Session. Trustee McIntyre seconded the motion. Executive Session began at 5:45 PM.

At 6:05 PM, Chair Brown called the open session to order. She followed with a request for a motion to adjourn the meeting. Trustee Daniels made a motion and Trustee Ash seconded the motion.

The meeting of the Board of Trustees adjourned at 6:06p.m.

ATTEST: \_\_\_\_\_  
Rosalyn Brown, Chair

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

# KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Recommendations for Payment**

### **CONSENT AGENDA – Item B**

**October 22, 2019**

- 1) Approval in the amount of \$33,700.00 to **DiaMedical USA** for classroom ambulance simulator. Requested by Beth Ann Krueger.
- 2) Approval in the amount of \$100,981.83 to **John A. Marshall Company** for furnishings and equipment for classroom updates. Requested by Michael Beach.
- 3) Approval in the amount of \$27,800.00 to **Relation Insurance Services** for health insurance for international students. Requested by Michael Beach.

September bills totaling \$4,023,182.07 includes August VISA bills of \$231,405.68.

# KANSAS CITY KANSAS COMMUNITY COLLEGE



## **Items for Ratification**

### **CONSENT AGENDA - Item C**

October 22, 2019

1. **\$14,995.00** to **Dell Marketing LP** for laptops and a charging station. Requested by Peter Gabriel.
2. **10,710.00** to **TED Systems LLC** for fire alarms for childcare center. Requested by Michael Beach.
3. **20,000.00** to **Kansas Highway Patrol Car Fund** for Campus Police vehicle. Requested by Michael Beach.
4. **11,754.16** to **Kansas Lawn & Garden** for lawn care services. Requested by Michael Beach.
5. **\$12,647.51** to **City Wide Maintenance** for TEC-1 Janitorial Services – October payment (1). Requested by Michael Beach.
6. **\$19,927.00** to **Pay-LESS Office Products, Inc** for furniture for Fire Science classrooms. Requested by Beth Ann Krueger.
7. **\$15,997.00** to **Tableau Software, Inc** for computer software license. Requested by Peter Gabriel.
8. **\$10,063.64** to **OSI Hardware Inc** for server equipment. Requested by Peter Gabriel.
9. **\$15,067.84** to **Elsevier Health Science** for textbooks. Requested by Michael Beach.
10. **\$13,683.60** to **Total Tool Supply, Inc.** for building and property tool kits. Requested by Beth Ann Krueger.

## HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D  
October 22, 2019

### SEPARATION INFORMATION

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>EFF. DATE</b>
Resigned from FT position	Baumli, Robert	Campus Police Officer	Campus Police	Finance & Facilities Services	09/30/19
Resignation	Disney, Brandon	Campus Police Officer	Campus Police	Finance & Facilities Services	10/12/19

\*\*During the September 2019 Board meeting, The Board of Trustees approved Kevin Steele, instructor, to be released from his contract. The Board of Trustees did not waive the \$1,500 fee based on stipulations identified in Article IX (Contract Release and Liquidated Damages) in the Master Contract.

### RECOMMENDATIONS / APPROVALS

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>EFF. DATE</b>	<b>SALARY</b>
Adding PT Campus Police Officer	Baumli, Robert	Campus Police Officer	Campus Police	Finance & Facility Services	10/01/19	\$20.83 per hour
New Hire	Brown, Nora	Site Coordinator II- Downtown	Enrollment Management	Student Affairs	10/14/19	\$58,000 annually
New Hire	Burton, Allison	Student Success Advisor	Enrollment Management	Student Affairs	11/04/19	\$67,772.35 annually
New Hire	Chaudhary, Suman	Adjunct-Biology	Biology	Academic Affairs	09/20/19	\$833 per credit hour
New Hire	Clemons, Elliott	Resident Assistant	Student Housing	Student Affairs	09/20/19	\$4,800.00 per academic year
New Hire	Enyart, Karleigh	Resident Assistant	Student Housing	Student Affairs	09/20/19	\$4,800.00 per academic year
New Hire	Gillepsie, Anne Salley	Adjunct-Culinary Arts	Culinary Arts	Academic Affairs	09/18/19	\$833 per credit hour

New Hire	Newby, Nathan	Resident Assistant	Student Housing	Student Affairs	09/20/19	\$4,800.00 per academic year
New Hire	Nunez, Ruth	Resident Assistant	Student Housing	Student Affairs	09/20/19	\$4,800.00 per academic year
New Hire	Ricketts, Clinton	Adjunct- Art	Art	Academic Affairs	09/30/19	\$833 per credit hour
New Hire	Sutton, Ronald	Campus Police Officer	Campus Police	Finance & Facility Services	10/02/19	\$45,000 annually
New Hire	Taylor, Kimberly	Site Coordinator II- Leavenworth	Enrollment Management	Student Affairs	10/07/19	\$58,000 annually
New Hire	Wright, Toriana	Resident Assistant	Student Housing	Student Affairs	09/20/19	\$4,800.00
Promotion	Dominguez, David	Student Success Advisor	Enrollment Management	Student Affairs	10/15/19	\$67,772.35 annually
Promotion	Haus, Rachael	Assistant Controller	Business	Finance & Facility Services	10/01/19	\$66,000 annually

## October 2019 Board Report KCKCC Academic Affairs

### Academic Support and Assessment – Dean Cecelia Brewer

The Learning Commons MakerSpace event, “Painting with the Prez”, took place on September 12th. Thirty-two members of the campus community attended. The mobile MakerSpace provides innovative tools to transform concepts into reality-serving as a hub for collaborative design and interdisciplinary skills. The MakerSpace builds confidence in making. Thanks, Dr. Mosier, for being our Maker-in-Residence!



Active Learning Classrooms (3201 to 3206) are being utilized by faculty in novel ways which have increased student learning engagement. Images shown are the same classroom rearranged.



## **October 2019 Board Report KCKCC Academic Affairs**

October Academic Symposium: "People of the Ecuadorian Rainforest" on Wednesday, October 23<sup>rd</sup> at 10AM in Upper Jewel. Presented by Nathan Horowitz, ESL (English as a Second Language) Adult Education Instructor.

An ESL Instructor from the University of Kansas requested that KCKCC live stream the event. The Center for Teaching Excellence is working with Media Services to make this possible.

November Academic Symposium: "Enforcing an Imaginary Line: A History of the Modern United States-Mexico Border" on Wednesday, November 13<sup>th</sup> at 11AM in room 2325. Presented by Dr. Aaron Margolis, Associate Professor of History and Mellon/American Council on Learned Societies Community College Faculty Fellowship, for his research project "Negotiating Boundaries: Resistance, Cooperation, and State-Building in the Guatemalan-Mexican Borderlands."

The first edition of *Beyond Measure: KCKCC's Assessment Newsletter* was sent to the campus community on Oct. 1. Moving forward, the newsletter will be distributed at the beginning of each month. The goal of the newsletter is to assist practitioners as they gather evidence to make decisions that support the learning and development of KCKCC students.

In August, the Learning Commons hosted its first Professional Student Worker orientation. The process prepared peer tutors, work-study recipients, and interns for the upcoming year. Topics covered included "Referral Services," "Communication Skills," and "Critical Thinking." Angie Biondo, faculty-tutor and winner of this year's adjunct TEACH award, provided tips on developing pre-professional skills and supporting student needs. Student workers for this year are athletes, ESOL students, musicians, and majors in psychology, nursing, liberal arts, education, biology, and engineering. Student workers will continue to receive training and opportunities for professional development throughout the semester.

The Writing Center and Digital Access Studio developed a new workshop series for students. Topics include: Understanding Research: Using Sources, Correct Citation, Formatting Styles, and Annotated Bibliographies; Get a Better Career with Stronger Writing: Cover Letters, Resumes, and Requesting References; Integrating Multiple Media into Academic Projects: A Brief Introduction to Adobe Creative Cloud and Video Production; Presentations & Practice. Students can prepare and practice presentations using Smart Board technology and One Button Recording Studio. Digital Access Studio provides space, tutors, and peer audience.

LibGuides: 13 Dual/Concurrent High School guides were created to directly and remotely assist that student population. During the month of August, the Learning Commons LibGuide pages had 3,479 views.

August 29 was the first monthly Snack and Learn event, which is sponsored by the Learning Commons. This topics this year promote Learning Commons databases. This month, the

## **October 2019 Board Report KCKCC Academic Affairs**

featured database was Swank Digital Campus and the movie *Freedom Writers*, which is one of the movies available to stream through this service, was streamed for this event.

Amanda Williams, Director of the Learning Commons, met with the student athletes regarding skills for success. Student athletes from Baseball, Softball, Men's Basketball, Men's Soccer, Women's Basketball, and Volleyball attended. The student athletes also completed a self-assessment. Learning Commons will use the results of the assessment for targeted programing, including:

1. Procrastination
2. Time Management
3. Juggling sports/school
4. Study habits
5. Lack of motivation

The Learning Commons collected votes on what their social media hashtags # should be. The two hashtags that won are: #CommonsKCKCC and #Iownmyfuture. Special event hashtags will also be developed.

### **Arts, Communication and Humanities – Dean Jerry Pope**

Mr. John Stafford, Associate Professor of Music, was selected as the 2020 Iowa All-State Vocal Jazz Ensemble Director. During this event, held from July 24 – 27, 2020 at Iowa State University, Professor Stafford will coach and perform with the top 16 Iowa high school jazz vocalists.

Ms. Julia Scozzafava, Adjunct Instructor of Music, recently appeared in the Lyric Opera of Kansas City's production of Mozart's "Abduction from the Seraglio." Additionally, Ms. Scozzafava is singing with the Kansas City Chorale in their upcoming concert of Gabriel Faure's "Requiem." The concert will also include the "Requiem" of fellow French composer Jean Langlais.

Mr. Robert Cole, Adjunct Instructor of English, published his poem "Pops" in the 2019 Summer/Fall issue of the *I-70 Review*.

Ms. Sarah LaBarr, Adjunct Instructor of Music, is one of four singing in Quality Hill Playhouse's "The Melody Lingers On," a cabaret revue of the composer Irvin Berlin.

Ms. Michelle Overholt, Assistant Professor and Coordinator of English Speakers of Other Languages (ESOL), and Ms. Elsje Smit, Associate Professor of ESOL, attended "Bridges to Success", the MidTESOL (Mid-America Teachers of English to Speakers of Other Languages) conference in Omaha, NE. Professor Overholt presented two sessions: "The Verb Project: Student-Friendly Verb Tenses" and "Dynamic Critical Thinking Activities for Reading." They

**October 2019 Board Report  
KCKCC Academic Affairs**

are planning a brown-bag session in the near future to share highlights of what they learned with other faculty.

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

Dr. Kremer attended the Open House for El Centro on September 27th.

Associate Professor, Biology, Angela Consani accepted position as member of KU Edwards Campus' newly formed board, the ***Bioscience Workforce Education Board*** or ***BioWEB***. *BioWEB* is an opportunity for industry professionals and KU bioscience program leaders to collaborate on education-to-business pathways, including advisement on curricula, experiential learning and talent development. The responsibilities of the members will be to serve in an *advisory capacity* for KU Edwards Campus's bioscience programs, which consist of undergraduate completion degrees in Biotechnology, Exercise Science and Molecular Biology.

Students Elijah Gibson and Bryanna Najera have been selected to attend the Association of Teacher Educators (ATE) Principal Investigators' Conference on October 23-25, 2019 in Washington, DC. Elijah and Bryanna will be presenting a poster session at the conference. The conference is hosted by the National Science Foundation (NSF) and the American Association of Community Colleges (AACC). The KCKCC students will be joining other students, ATE alumni, ATE program leaders, and representatives from industry and government at the conference, the theme of which is "Innovation and Impact: ATE for the Future." The AACC is paying the student's registration and hotel accommodations.

Ms. Consani has also been selected to attend the ATE Principal Investigators' Conference as well. Her selection is as part of her participation in the Biosciences Industry Fellowship Program. Ms. Consani will be present a poster session at the conference as well.

Dr. Kremer, Dr. Teri Huggins, and Professor Lakshmy Sivaratnam attended the accreditation workshop, for the Accreditation Council for Business Schools and Programs (ACBSP), hosted at JCCC.

Kris Ball from the Business Department, Coordinator of the Administrative Office Professionals program, was renewed as Subject Matter Expert for the IAAP (International Association of Administrative Professionals). In this role she will be writing new questions for the CAP exam (Certified Administrative Professional). It is notable that Ms. Ball has also earned this credential.

Associate Professor Karen Gaines will attend the October 2019 Kansas Core Outcomes Group (KCOG) to discuss the Principles of Management Course. Professor Julie Bichelmeyer will also attend the KCOG conference to discuss the Introduction to Exercise Science Course.

## **October 2019 Board Report KCKCC Academic Affairs**

Associate Professor Dagney Vaelazquez is meeting virtually in October with other KCOG math faculty representatives to discuss changes to the Trigonometry course.

Dr. Gena Ross was nominated to serve on the Walden University Diversity, Equity and Inclusion Advisory Board.

Dr. Ross Stites, Associate Professor, Engineering, visited Garmin with Mr. Rich Piper, Director of Technical Programs, for an event on non-traditional careers in engineering and technology. The event is specifically aimed at recruiting students into electronics technician and troubleshooting areas. Dr. Stites is currently arranging for Garmin engineers to visit KCKCC. He is also in the process of developing an advisory board for Engineering/Robotics/Electronics. See also Dean Runnebaum's division news for information on this event.

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

Professor Daryl Long, Coordinator of the Sociology, Economics and Anthropology departments, was recognized by the City Union Mission of Kansas City, Missouri for more than 15 years of volunteer service. Professor Long volunteers in numerous ways with a focus on improving the lives of the homeless in the community.

The work of Dr. Andres Cantillo, Professor of economics, entitled "Production Commitments and the Financial Foundations of Specialized Economies" was published on October 2<sup>nd</sup>, in the *Journal of Post Keynesian Economics* (an international publication).

On September 30<sup>th</sup>, Dr. Ewa Unoke, Coordinator of the Political Science and Pre-Law programs, attended a luncheon sponsored by the political science department of Johnson County Community College (JCCC) to discuss the possibility of KCKCC hosting an Organization of American States (OAS) simulation next year or in the near future. This semester JCCC is hosting an OAS simulation. The University of Kansas Center for Latin American and Caribbean Studies has received a grant to sponsor these events. Dr. Unoke, and members from the political science departments of JCCC and KU will continue to meet to explore the possibility of KCKCC hosting an OAS event.

Professor Kathleen McGowan of the Early Childhood Education and Development department attended the Governors Symposium on Early Childhood held in Wichita, Kansas on October 7<sup>th</sup>. The symposium was entitled "Strengthening Early Childhood in Kansas". The keynote speaker was Governor Laura Kelly, who shared her perspective on an early child care system that would meet the needs of all Kansans.

## **October 2019 Board Report KCKCC Academic Affairs**

Dean Cleon Wiggins has agreed to serve as a member of the Community Corrections Advisory Board for the Unified Government of Wyandotte County/Kansas City, Kansas. This position became vacant last month with the resignation of Professor Kevin Steele, Coordinator of the Criminal Justice program. Dean Wiggins will serve in this capacity until a new Coordinator of the Criminal Justice program is hired.

As a member of the KCKCC President's Downtown Advisory Council, Dean Wiggins has agreed to serve on the Council's Wraparound Services/Barriers to Education Sub-committee. More information to be provided in a future report.

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

Two KCKCC-TEC employees attended the Washington Live event at Washington High School on Thursday, August 29. The ribbon-cutting event highlighted the renovations to the new secure entrance, administrative and counseling offices at Washington High School. Mr. Rich Piper, Director of Technical Programs, provided information on the career training offered at KCKCC-TEC. Mr. Piper and Mr. Charles Knapp, Job Placement Coordinator, then transported individuals to KCKCC-TEC and provided tours of the facility. The photo below shows the newly renovated entrance.



With the goal to recruit soldiers into the 'Filling the USA Skills Gap One Warrior at a Time' program, KCKCC Career and Technical Education employees participated in the monthly Career Skills Program (CSP) held at Fort Riley on September 4, 2019. Mr. Rich Piper spoke to the soldiers about the program. Corporal Trey Kalawai is the third soldier to enroll in Welding Technology through this program.

**October 2019 Board Report  
KCKCC Academic Affairs**

The Kansas Department of Commerce (DOC) recently highlighted examples of educational institutions partnering to provide targeted training and recruitment for Kansas companies. Two KCKCC programs were included in a recent DOC communication:

- The industrial Maintenance Technician Workforce AID program, which started on August 12. Students have contingent offers of employment with Exide Batteries, Amsted Rail, INX International and Heartland Coca-Cola after completing the program. A total of eight trainees are participating. All of the trainees are current employees of the previously mentioned companies. The training program is 14 weeks long. *\$41,000 was awarded.*
- The Preventative Maintenance Inspection (PMI) Technician Workforce AID program, which started on September 16. TransAm and Geiger Ready Mix are currently recruiting for and making contingent offers of employment for students to participate in this free training. A total of seven trainees are involved with this cohort. TransAm has sponsored trainees in the last four cohorts. *\$21,000 was awarded.*

BotsKC Inc., a non-profit organization that is committed to getting youth involved in STEM related careers; held its annual kickoff meeting at KCKCC-TEC on September 21, 2019. Approximately 85 students and sponsors attended this meeting, including Mr. William "Liam" Riggs, Machine Technology Instructor; Mr. Eric Theel, Welding Technology Instructor; and Mr. Ron Sportsman, Welding Technology Instructors. Students involved in the organization will work in teams to create and build "battle robots" for local, regional and national competitions. Towards the end of the meeting, students and sponsors took tours of the Welding Technology and Machine Technology programs to gain first-hand information on parts creation for the robots utilizing equipment in each program.

Mr. Ross Stites, Associate Professor, and Mr. Rich Piper, Director of Technical Programs, attended an event held by Garmin – “Not Your Typical Jobs in Tech” - on September 24, 2019. About 150 students from all over the metropolitan area attended the event. Mr. Stites made several great contacts with the students pertaining to his degree offerings. See also Dr. Kremer’s division news for information on this event.

In mid-August, the Expungement Fair at KCKCC-TEC concluded. The Expungement Fair served 315 community members. Mr. Paul Hancock, Manager of Employment Services, along with the Wyandotte County District Attorney’s office, coordinated this outstanding event.

## **October 2019 Board Report KCKCC Academic Affairs**

Ms. Stephanie Marquez, Language Consultant, translated a 20-page brochure “Important Tips for Calling 911” into Spanish for the Mid-America Regional Council (MARC) on September 15, 2019. Ms. Marquez also conducts “Spanish for Telecommunicators (911)” for MARC.

Mr. David Beach, Director of Adult and Continuing Education, presented the Kansas Works “Champion Level” award to Ms. GERALYN Sosinski, Director of El Centro’s Academy for Children, in recognition of its partnership with KCKCC. The award celebration was held on September 26, 2019.

The KCKCC Wyandotte High School campus started offering Adult Education classes this fall. On September 25, 2019, Ms. Andrica Wilcoxon, Director of Student Activities, hosted a dinner for all the students and teachers at that evening campus. It was a nice time for students and staff to converse with one another. English as a Second Language (ESL) learners actively participated by engaging in English conversations with others at the event. Student activities is planning on hosting other activities with the Wyandotte High School campus in the future.

The Hispanic Chamber of Commerce of Greater Kansas City will present the 2019 Noche de Gala, Leading the Way, on October 18, 2019, at the Arrowhead Stadium North Club. Formal attire is required for this event that starts with a social hour at 5:30 PM and ceremony at 7:00 PM.

The KCKCC-TEC SkillsUSA chapter held its fall chapter meeting and election of officers on September 3, 2019.

### **Health Professions – Dean Dr. Tiffany Bohm**

In September, Mrs. Susan Andersen (Director of Nursing Education), Mrs. Kathy Eblen (Assistant Director of Nursing Education), and Nursing faculty Ms. Theresa Bachman and Ms. Lynn Swegle attended the National League for Nursing Education Summit in Washington DC. While they were at lunch, a gentleman at a table nearby began having a seizure. They immediately went to action, safely lowering him to the floor and providing care until EMS could arrive. They were also able to support his spouse while the event occurred. The couple was traveling from out of state, so it was a blessing that KCKCC nurses provided compassionate care and support during this scary event.

Mr. Kristofer White, EMT and Paramedic adjunct, participated in an item writing task force for the National Registry of EMT (NREMT). Mr. White was one of seven (7) individuals from across the United States selected to review and revise over 200 test items for this national exam. This was also a great learning experience for Mr. White; he has a better understanding about how items are written as well as the EMT and paramedic testing processes. Mr. White will participate in more sessions in the future as NREMT continues to revamp testing items.

## **October 2019 Board Report KCKCC Academic Affairs**

Mrs. Deanne Yates, Physical Therapist Assistant faculty, presented at the American Association of Adult and Continuing Education's 68th annual conference in St. Louis on October 9, 2019. She discussed portions of her doctoral research titled, "I'm Becoming My Mother: Informal Learning in the Mother-Daughter Dyad."

### **Other Academic Affairs News**

On October 7, Kansas City Kansas Community College Performance Report AY 2018 went before the Kansas Board of Regents Academic Affairs Standing Committee (BASCC) for approval. It was approved for 100% funding and there were no questions from the committee members. A copy of the report and pertinent BAASC agenda pages are attached. Many thanks to Dr. Mihir Chand, Director of Institutional Effectiveness, and his staff, Mr. Chris Day and Ms. Shazia Siddiqua, for their assistance in providing all the statistics and numbers for this report.

On September 26, Ms. Shai Perry, KCKCC Art Gallery Curator, hosted a reception for an exhibit "Borderlands", featuring artwork by Ms. Sandra de la Rosa. The artist is a Mexican immigrant and discussed how her experiences in and with the borderlands influence her art. Below is a photo of Ms. Perry with the artist, Ms. de la Rosa, and three KCKCC art gallery student interns, Jordon Thaxton, Baik Sung, and Karol Pineda.



### **Left to right:**

Jordan Thaxton – Parliamentarian on Student Senate, Treasurer for AAUW (American Association of University Women) Student Chapter, and Art Committee Secretary  
Baik Sung – President of the AAUW Student Chapter  
Sandra de la Rosa - Artist  
Shai Perry – KCKCC Art Gallery Curator  
Karol Pineda – President of ISO/SOL (International Student Org. & Student Org. of Latinos)

# Kansas City Kansas Community College Performance Report AY 2018

**Contact Person: Beth Ann Krueger**

Phone and email: 913-288-7111; bkrueger@kckcc.edu

AY 2018 FTE: 3,660

Date: 7/19/2019

Kansas City Kansas Community College	Foresight Goals	3 yr History	AY 2017 (Summer 2016, Fall 2016, Spring 2017)	AY 2018 (Summer 2017, Fall 2017, Spring 2018)	AY 2019 (Summer 2018, Fall 2018, Spring 2019)
			Institutional Performance Outcome	Institutional Performance Outcome	Institutional Performance Outcome
1 Increase the First to Second Year Retention Rate of First time Full time College Ready students	1	Fall 12 Cohort: 47.1% (154/327) Fall 13 Cohort: 55.3% (167/302) Fall 14 Cohort: 52.4% (161/307) Baseline: 51.5% (482/936)	65.0% (204/314) ↑	62.1% (226/364) ↑	
2 Increase the Number of Certificates and Degrees Awarded	1	AY2013: 1,270 AY2014: 1,217 AY2015: 1,324 Baseline: 1,270	1,243 ↓	1,267 ↓	
3 Increase the Percent of Students Employed or Transferred	2	2012: 53.1% (725/1,365) 2013: 55.2% (694/1,257) *2014: 56.4% (677/1,201) *Baseline: 54.8% (2,096/3,823)	56.6% (697/1,232) ↑	56.5% (691/1,223) ↑	
4 Increase the success rate in non-dev courses enrolled by students who were successful in dev courses		AY2013: 65.6% (1,534/2,337) AY2014: 66.7% (1,544/2,314) AY2015: 68.9% (1,301/1,888) Baseline: 66.9% (4,379/6,539)	68.9% (1,329/1,930) ↑	67.8% (2,010/2,963) ↑	
5 Increase the Number of Hispanic Students Enrolled at KCKCC	1	AY2013: 1,295 AY2014: 1,310 AY2015: 1,440 Baseline: 1,348	1,623 ↑	1,806 ↑	
6 Increase Fall to Spring Retention of Non-College Ready Students		AY2013: 68.1% (833/1,223) AY2014: 68.2% (717/1,052) AY2015: 69.4% (666/960) Baseline: 68.5% (2,216/3,235)	69.1% (808/1,170) ↑	66.6% (745/1,119) ↓	

\*Updated 4/20/2018

## Kansas City Kansas Community College Performance Report AY2018

### **Indicator 1: Increase First to Second Year Retention of First-time, Full-time College Ready Students**

**Description:** The First to Second Year Retention Rate measures the percentage of the college-ready cohort as reported by KHEDS, and is defined as the first-time, full-time, degree-seeking students who enrolled at KCKCC for two consecutive fall terms and tested into credit-bearing classes during the initial term of enrollment.

#### **Outcome/Results:**

New initiatives and strategies that have a positive impact on retention include the following: on-line and over-the-phone advising for students; allow students with less than 30 credit hours to enroll themselves; summer and late-fall orientation to acclimate new students to the college; redesign of the college success course “Freshman Seminar.” Career and Tech Education has created training videos for faculty about best practices in online teaching; several faculty cohorts have completed the ACUE (Association of College and University Educators) course in effective teaching practices (sponsored by a Kauffman Foundation grant); retention alert use by faculty has been encouraged; and Success Advisers trained in retention strategies making a significant effort to contact students to help them enroll.

### **Indicator 2: Increase the Number of Certificates and Degrees Awarded**

**Description:** The total number of certificates and degrees awarded is a three-year count of awards as reported by KHEDS; the baseline represents an average of these. The number of awards does not include programs of fewer than 16 credit hours.

#### **Outcome/Results:**

This indicator was lower than the baseline by only 3 students. It was increased by 24 students as compared to AY2017. Again, a strong labor market can contribute to fewer students returning to school. The increase in indicator 1 and the additional efforts in that regard will most likely lead to more graduates. Other efforts aimed at increasing completion include advising focused on pathways and working with high school partners to focus dual and concurrent students on pathways. For many of the technical programs, KCKCC is developing pathways that allow successful students to graduate with the certificate at the same time as, or soon after, they graduate high school. The Career & Tech Ed programs are also addressing ways to help students who drop (due to being offered a job in their training field at a high wage with benefits) complete their program. All programs have developed curriculum maps to ensure course sequence and progression is best suited for student success.

### **Indicator 3: Increase the Percentage of Students Employed or Transferred**

**Description:** The percent of students employed or transferred in Kansas is defined as the percentage of students who are employed or transferred within a year of graduation from KCKCC.

#### **Outcome/Results:**

This indicator is insignificantly different from AY2017. In order to move the needle up on this indicator, KCKCC is engaged in a variety of activities and initiatives. For example, articulations with transfer institutions are continually reviewed and updated (for instance, the Degree in 3 efforts with KU Edwards). KCKCC programs work in partnership with their advisory boards to ensure students receive the skills and current education necessary for employment. Many KCKCC faculty are well-respected and have strong university contacts and also ties in their respective subject area communities (for example, one of KCKCC’s faculty has very strong ties to the audio engineering community which leads to many of those students receiving good job offers). As another example, a representative from Bellevue University is located on campus to assist students with seamless transfer to that institution. In addition, the KCKCC Learning Commons provides space monthly for partner 4 year institutions to speak with prospective transfer students. The KCKCC Writing Center offers resume and cover letter writing workshops on a regular basis. The Career and Technical Center hosts numerous job fairs to connect students with business/industry partners. Also,

“Boutique Job Fairs” are designed to target specific certification areas.

**Indicator 4: Increase the success rate in non-developmental courses enrolled by the students who successfully complete the developmental courses**

**Description:** The denominator is the total number of class enrollments or number of grades in the developmental classes by the students who successfully completed in MATH0099, READ0092, and ENGL0099 with a grade of C or better. The numerator is the number of grades that are C or better in the non-developmental courses enrolled by the students who completed developmental courses successfully. The non-developmental courses are MATH-0104, ENGL-0101, ENGL-0102, PSYC-0101, SPCH-0151, MATH-0105, SOSC-0107, BIOL-0141, PHIL-0206. These are the top nine most frequently taken courses by the students after completing developmental courses.

**Outcome/Results:**

The math department offers intermediate and college algebra in a computer assisted format similar to the format used for developmental math courses. This allows students to transition to the college level math courses without having to learn a new technology format for work. This course now represents over half the enrollment in college algebra. Similarly, all instructors of developmental reading and English courses are encouraged to utilize the college Learning Management System Blackboard in their coursework to help prepare students for a smooth transition to the same course shells used in college courses. Finally, all KCKCC developmental courses continue to infuse better study skills, tutoring, and increased faculty interaction; which leads to better success in non-developmental courses.

**Indicator 5: Increase the Number of Hispanic Students Enrolled at KCKCC**

**Description:** This indicator represents the total number of unduplicated Hispanic students enrolled in an academic year, including both first-time and returning students. It is related to the strategic goal in KBOR’s Foresight 20/20, “Increasing Higher Education Attainment Among Kansans.”

**Outcome/Results:**

This indicator increased 34% (458 students) compared to baseline. As compared to AY 2017, it increased 11% (183 students). Over the last two years, all newly posted positions in the Enrollment Management Division annotate bilingual speaking in Spanish as preferred for the position. This has led to the hiring of several Spanish speaking professionals in multiple student service areas, including the campus operator and informational specialist; college recruiter; registration and records specialist; and three student success advisors. All recruitment materials, including the college application, have been converted into Spanish and made available upon request. Additionally, KCKCC community programs such as BizFest and the Saturday Academy are focused on recruiting more Hispanic students. College leadership is a part of Hispanic community advocacy groups such as El Centro and The Hispanic Chamber of Commerce, providing the college with more exposure in the Hispanic community. Some college programs are reaching out specifically to high schools that have a higher Hispanic population to increase enrollment, such as with the Medical Assistant program.

**Indicator 6: Increase Fall to Spring Retention of Non-College Ready Students**

**Description:** Non-college ready students are defined as those testing into one or more developmental classes, regardless of enrollment in said classes; retention is the re-enrollment of students from fall to the consecutive spring semester.

**Outcome/Results:**

It is unclear as to why this retention decreased by 1.9% from baseline. With a strong economy, students more frequently opt out of college to gain full time employment. KCKCC has implemented initiatives that should help address this decrease. For instance, the Learning Commons is very intentional about reaching out early to students who need academic support. Outreach includes one-on-one online tutoring and bringing math tutoring to students “where they are” in the student study area of the Math-Science Building. Furthermore, the change to multiple measures for developmental courses should aid in retention by placing students more appropriately, and often at a higher level, in the developmental sequence, thus accelerating their progress toward completion. Research shows that placing students correctly, or bypassing the developmental sequence, increases student’s success.

## Act on Performance Reports for Academic Year 2018

Samantha Christy-Dangermond  
Director, Academic Affairs

### Summary

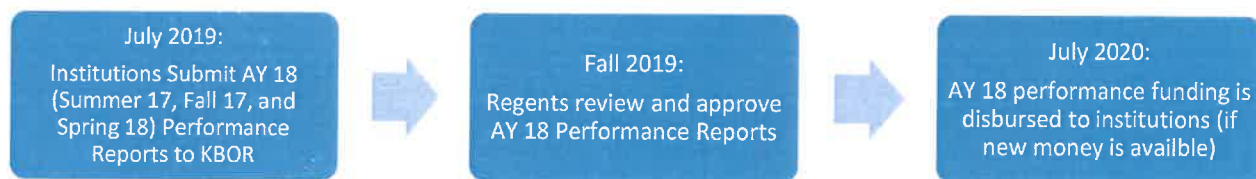
*In accordance with K.S.A. 74-3202d and the Board-approved Performance Agreement Guidelines and Procedures, the Academic Year 2018 Performance Reports are presented for review. Staff recommends approval of the attached performance reports.*

*October 7, 2019*

### Background

Through the 1999 adoption of (and subsequent amendments to) K.S.A. 74-3202d, the Kansas Board of Regents is authorized to 1) approve performance agreements (improvement plans) and 2) determine the amount of new state funds awarded as a result of those agreements. In October 2003, the Board adopted a performance agreement model along with funding guidelines. The performance agreement model, which is attached, guides institutions in developing their performance agreements, in which each institution chooses six “indicators” by which their performance will be measured.

As any new funding awarded is dependent upon the institution’s compliance with its Board-approved performance agreement, institutions submitted performance reports to Board staff for Academic Year 2018 (AY 2018). These reports will be the basis of awarding any new funds in July 2020. It is important to note that funds designated by the Legislature for a specific institution or purpose are exempted from these performance funding provisions. A timeline that details the AY 2018 performance reporting, reviewing, and funding cycle is detailed below.



Per the performance agreement funding guidelines which can be found on the KBOR [website](#), institutions establish a baseline for each indicator in the performance report. The baseline is an average of three previous years of data for the given indicator. **Awarding of new funding is based on the following three outcomes for the indicators in the performance report:**

1. maintaining the baseline
2. improving on the baseline or
3. declining from the baseline

The Board annually awards new funds based on the following levels of compliance:

- **100% of New Funding Available**  
The Board has determined the institution maintained the baseline or improved from the baseline in **four or more of the indicators**.
- **90% of New Funding Available**  
An institution will be awarded 90% of the new funding for which it is eligible if:
  - The institution has made a good faith effort;
  - The effort has resulted in the institution maintaining the baseline or improving from the baseline in **three of the indicators**; and
  - The performance report includes specific plans for improvement.

- **75% of New Funding Available**  
An institution will be awarded 75% of the new funding for which it is eligible if:
  - The institution has made a good faith effort;
  - The effort has resulted in the institution maintaining the baseline or improving from the baseline in **two of the indicators**; and
  - The performance report includes specific plans for improvement.
- **No New Funding Awarded**  
The institution did not make a good faith effort, as defined by:
  - Lacking an approved performance agreement;
  - Failing to submit a performance report; or
  - Maintaining or improving from the baseline in only **one indicator, or none of the indicators**.

In cases where an institution qualifies for the 0%, 75%, or 90% funding tier, the institution may make a case to move to the next higher funding tier. In such cases, an institution chooses one indicator for which it did not maintain or improve from the established baseline and submits evidence to BAASC that the indicator meets one or more of the following alternative evaluation criteria:

- Sustained excellence;
- Improvement from the prior year;
- Ranking on the indicator based on a relevant peer group;
- Improved performance using a three-year rolling average of the most recent three years; and/or
- Any extenuating circumstances beyond the control of the institution.

Staff provided a preliminary review and shared any concerns with the institution who subsequently revised the reports and resubmitted. Consistent with the Board's performance funding guidelines, staff recommends the schools listed below receive 100% of any new funding for which they are eligible.

University/College	Funding Recommendation	Page
Emporia State University	100% funding	7
Fort Hays State University	100% funding	10
Kansas State University	100% funding	13
Pittsburg State University	100% funding	16
Washburn University	100% funding	19
Wichita State University	100% funding	22
Butler Community College	100% funding	25
Fort Scott Community College	100% funding	28
Highland Community College	100% funding	31
Hutchinson Community College	100% funding	34
Johnson County Community College	100% funding	37
Kansas City Kansas Community College	100% funding	40
North Central Kansas Technical College	100% funding	43
Wichita State University Campus of Applied Sciences and Technology	100% funding	46

## BOARD OF TRUSTEES REPORT

October 2019

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

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

#### Enrollment Report

- Fall 2019 enrollment comparison (October 3, 2019 compared to October 4, 2018)
  - Headcount is up 1.851% (increase of 110 students) and credit hours are up 0.486% (increase of 260 credit hours)
    - High school enrollments are up in headcount 39.27% (increase of 368 students) and 40.84% in credit hours (increase of 2,101 credit hours)
    - TEC headcount is up 0.35% (increase of 3 students) and .84% in credit hours (increase of 86 credit hours)
    - See attached report - all information provided by Institutional Research as of 10/03/2019.

Campus	Headcount			Credit Hours		
	10.03.2019	10.04.2018	Change %	10.03.2019	10.04.2018	Change %
	Fall 2019	Fall 2018		Fall 2019	Fall 2018	
AMZN	11			60		
DWNTN	9			50		
FRSC	40	55	-27.27%	319	366	-12.84%
HS	1,305	937	39.27%	7,245	5,144	40.84%
MC	2,790	3,063	-8.91%	21,867	23,462	-6.80%
OC	288	336	-14.29%	890	834	6.71%
OL	1,849	1,918	-3.60%	9,974	10,279	-2.97%
PION	319	346	-7.80%	2,623	2,837	-7.54%
TEC	872	869	0.35%	10,381	10,295	0.84%
USDB	53	51	3.92%	270	202	33.66%
Total	6,050	5,940	1.85%	53,679	53,419	0.49%

### OFFICE OF ADMISSIONS - TINA CHURCH LEWANDOWSKI, DIRECTOR

Spring 2020 SOAR Orientation will be held on January 9, 2020

#### International Admissions

- The TEC Campus has been approved by DHS as a site of instruction, we can now admit M-1 international students at TEC.
- As of October 2 2019, 7 new (outside of the U.S.) F-1 international students have been accepted/admitted for the spring 2020 semester.

#### Dual/Concurrent Enrollment

- We have increased our course offering for spring with Basehor-Linwood High School.

#### Wyandotte High School “Downtown” location

- Nora Brown will start on October 14 as the Downtown Site Coordinator
- Jeremiah McCluney will resume his regular role on October 17
- Open enrollment for GED and ESL classes at Wyandotte High School will be held on October 14 at 5 pm

#### Admissions Activity Report

Total Events	16
Total Campus Visits	0
Total School Visits	11
Total People from all Events / Visits	550
Total Inquiry Cards Completed	178
# of Post Cards Mailed	0
# of Phone Calls Made	1
# of Emails to Prospective Students	52
# of Applications Completed for Month	430
# of Non-TEC Applications Processed for Month	571
# of TEC Applications Processed for Month	141

#### STUDENT FINANCIAL AID OFFICE- MARY DORR, DIRECTOR

##### Financial Aid Applications Received as of October 2

Academic Year	Total Number of Records	Records Received in September
2019-2020	8725	467
2018-2019	10,656	652
2017-2018	10,533	734

##### Financial Aid Disbursed to Student Accounts as of October 2

	FALL
2019-2020	\$4,705,717
2018-2019	\$5,131,628
2017-2018	\$5,192,555

##### Federal Financial Aid Disbursed - 3 Year History

Federal Pell Grant		
Academic Year	Amount	# of Students
2018-2019	\$8,243,880	2496
2017-2018	\$8,108,409	2475
2016-2017	\$8,150.864	2742

Federal SEOG Grant		
Academic Year	Amount	# of Students
2018-2019	\$150,743	369
2017-2018	\$168,447	388
2016-2017	\$139,444	346

Federal Direct Student Loans		
Academic Year	Amount	# of Students
2018-2019	\$3,670,537	830
2017-2018	\$4,406,347	1012
2016-2017	\$5,242,109	1146

Federal Work-Study		
Academic Year	Amount	# of Students
2018-2019	\$133,313	62
2017-2018	\$119,226	60
2016-2017	\$140,063	71

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

The Veteran Center continues to grow in the number of students served by the Veterans Center. During the month of September, the Center recorded its highest number of visitors to date with 313. These students are using a number of services and resources we provide on a daily basis.

Veteran Center Visitors			
	AY18-19	AY19-20	
August		281	
September	47	313	
October	185		
November	132		
December	105		
January	189		
February	218		
March	159		
April	209		
May	104		
June	56		
July	74		Total
Total	1479	594	2073

Branch of Service	
Army	1152
Navy	135
Marines	365
Air Force	255
Coast Guard	3
N/A	163
<b>Total</b>	<b>2073</b>

Type of Visitor	
Current Status	
Active Duty	341
Veteran	1255
Military/Veteran Dependent	303
Civilian	174
<b>Total</b>	<b>2073</b>

Term Certified	Number of Certs submitted	Hours Certified	Amount certified
SP19	170	Not tracked	199,002.00
SU19	75	Not tracked	40,524
FA19 to date	157	1501	203,161.00

Reason for Visit	
Study	537
Socialize	633
Benefit Questions	312
Enroll & Application Questions	148
Computer use	275
Other	168
<b>Total</b>	<b>2073</b>

#### September events:

**4 Sept:** The Veteran Center supported the Welcome Back / Club Rush. The Army National Guard, Air Force and Marine recruiters were on site throughout the activities.



KCKCC Student Veterans



Pull-up / Basketball Challenge



President Mosier at the dunk booth

**11 Sept:** The Veteran Center hosted a KCKCC 9/11 Tribute next to the flag poles in front of Jewell.



**28 Sept:** The Veteran Center celebrated its one-year anniversary with an open house.



#### October planned events:

14-16 Oct: The Director of Military and Veteran Student Services will attend a National Association of Veterans' Program Administrators (NAVPA) conference in Oklahoma City.

16 Oct: The Veteran Center staff will support a Career Fair on Fort Leavenworth.

20 Oct: The Veteran Center will be supporting the Departure Ceremony for the Kansas Army National Guard.

#### STUDENT SUCCESS CENTER - SHAY DODSON, LEAD ADVISOR

ADVISING TYPE / PURPOSE OF VISIT	MAIN	PION	TEC
General Advising	110	20	79
Degree / Cert Graduation Check	32	1	17
Degree Plan / Graduation Planning	3	9	0
New Enrollment	21	1	0
Returning Enrollment	18	5	0
Schedule Adjustment	1	0	0
Withdrawal/Drop	31	5	9
Financial Aid Exclusion	11	0	0
Dismissal/Reinstatement	4	0	0
KCPD Police Academy	0	0	0
Amazon Fulfillment Center	0	0	0
TOTAL	231	41	61

## ONLINE ADVISING (MAIN CAMPUS)

<b>Email Advising Data via <a href="mailto:advising@kckcc.edu">advising@kckcc.edu</a> / Shay</b>	
Advising inbox - general advising, student emails replies	77
Advising inbox - enrollments	3
Advising inbox - appointment requests	19
<b>TOTAL</b>	<b>99</b>
<b>Online Class Advisor Data via <a href="mailto:ocadvisor@kckcc.edu">ocadvisor@kckcc.edu</a> and Online Advising Forms / Marshall</b>	
Initial contacts	34
Number of inquiries	53
Contact activities generated	50
Students enrolled	6
<b>TOTAL</b>	<b>143</b>

Attrition / Withdrawal Reasons	MAIN	TEC
1. Fell behind/ can't catch up (2 withdrew per instructor because they fell so far behind, they could not catch up and pass the course)	4	2
2. Course no longer required	1	
3. Major Change	0	
4. Family reasons	0	1
5. Childcare	1	
6. Financial Difficulties	1	
7. No Financial Aid	1	
8. Physical Health concerns (details: one student has a terminal illness - brain tumor. She might consider returning in the future but right now cannot focus on school while seeking treatment. Support was provided, Appropriate referrals were made)	1	
9. Disliked Course Subject Matter	0	
10. Mental Health Concerns	1	
11. Personal Reasons (1 was a Family emergency)	3	
12. Time Management (lack of time to dedicate to school with other responsibilities; exceeded the # of allowed absences and withdrew per instructor)	9	2
13. Transferring (1 transferred back to Hutch CC; 1 accepted at Washburn Nursing program)	2	
14. Work conflict	5	
15. N/A Did not wish to disclose	2	1
16. Instructor Concerns	0	
17. Online Difficulties	0	
18. Other (3 relocated out of state and did not want or could not take classes online; 1 took an apprenticeship)	1	3
<b>TOTAL</b>	<b>32</b>	<b>9</b>
Full-term withdrawal / Retention Surveys Collected	1	

## Retention & Persistence Outreach

- Reinstatement appeals: 3
  - Outreach to students academically dismissed, reinstated for F19: 18
- Outreach to all FT and adjunct faculty re: early alert procedures / myDotte form link
  - Early Alerts Received by Faculty: **32**
  - Initial Early Alert outreach to students: **32**
- Advising team working on no-show outreach for 327 students who did not attend F19 classes
- Congratulations to HOPE Scholars sponsored by Honeywell! (rec'd from Rich Piper, TEC)
  - Elijah Gibson - PRE.ENGR.AS Pre-Engineering - Associate in Science
  - Kongpheng Vang - PRE.ENGR.AS Pre-Engineering - Associate in Science
  - A Chao Thao - CSTE.AAS Computer Software Technology - Assoc in Applied Science
    - *"Honeywell is paying for all expenses associated with getting a degree or a certification. Tuition, books, tools and other expenses associated with earning a degree or certificate. Once they finish and if their grades are respectable, they will receive a job offer from Honeywell. Jesus Herrera who just finished received an offer from Honeywell at 24 dollars an hour as a welder. Alejandro in Machine Tech started at 26 dollars an hour this past June, after finishing his certification. These young men are starting at 50k plus."* - Richard Piper

## Academic Affairs Collaboration

- AAS Paralegal curriculum track planning, substitute courses; collaboration w/ Kathryn Lask
- AA Elementary Education + KSTEP UP Grant: Developed transfer guide / course equivalency guide for KCKCC-to-KSU K-STATE UP Grant; collaboration with Dr. Nair

## Professional Development

- Sept 27<sup>th</sup> - NASPA Summit on Access, Persistence, and Completion for Underserved Students (KU Edwards Campus) <https://www.naspa.org/events/2019sapc>

Special Project: Transfer Fair organization. October 16. 40 colleges/universities scheduled to attend

## PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

9/4/19 Conducted interviews for the new Site Coordinator II for Leavenworth PCC. Kim Taylor started October 7<sup>th</sup>.

9/10/19 Back to School Bash



9/17/19 Community Blood Drive reached our goal of 25 registered with 26 registered and 22 donations.



9/24/19 Hosted the Women's Division of the Chamber of Commerce luncheon with lunch made by our culinary students and the program presented n by students in different technical programs.



9/29/19 Attended the Summit on Access, Persistence and Completion at KU Edwards.

#### DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY

JRCF Advising and registration. 10 advising with registrations for 12 into 2<sup>nd</sup> 8-week classes.

USDB Advising and registration - 4 new students and registrations for 10 for 2<sup>nd</sup> 8-week classes

#### CAREER SERVICES - MARK TURNER, COORDINATOR

##### Activities for the Career Center

- Talked with Susan Stuart about getting the message of the Career Center to her online students.
- Met with Elena Bonjour who is with the Kansas City Kansas Public Library. Helped Ms. Bonjour with a mock interview session at the library and answered questions client had.
- Made a presentation to the Faculty Senate to make them aware of the
- Helped 16 students with resume and career exploration plus some took the Career Assessment.
- Attended meeting at the Economic Development Center, speaker Laura Machala Transportation Planner talked about Employment and Transportation. Made one network connection from KU Med to work on project together.
- Met with George Clay talent agent with Waste Management, we discuss an apprenticeship program with our automotive students. The student will be compensated \$18.00 per hour while attending and strong possibility of permanent employment.
- Meeting with the 2020 Census Bureau about the effects of their data on our students.
- Talked to one of the Blue 101 about services the Career Center will offer.
- Work with simplicity(Launch U) to have employment come to one central Job Board
- Worked with the Federal Reserve Bank and Washington High School to help with Career Day.

## TESTING SERVICES - FAITH MOODY, TESTING SPECIALIST

Total Placement Tests This Semester

Fall 2019*	fall 2018	Fall 2017
936	1822	1580

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

September Placement Test sessions						
Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
September 2019**	38	10	3	85	0	136
September 2018	39	12	10	66	0	127
September 2017	32	12	14	17	0	75

\*\*2109 are ACCUPLACER Next Generation tests, the other years are ACCUPLACER Classic tests.

## REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

Clearinghouse Enrollment/Degree Verifications: 42

Withdrawal Processing

- Online Student Requests: 139
- Walk in withdrawals: 88
- Students Administratively Withdrawn: 91

Transcript Services:

- Transcript Requests
  - Unofficial: 26
  - Official
    - Ron processed 25
    - Parchment 433
- Transcripts received from Parchment - 37

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

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

A few highlights from our very busy September schedule:

- September 4- Hosted a table at the Welcome Back Bash and provided materials promoting self-care and substance abuse prevention.
- September 5, 11, 18 and 25 - Meet with the OQS Diversity club to plan Fall events

- September 9, 16, 23 and 30 - Hosted Self-Care for Student Success program series focusing on physical wellness.
- September 10- Observed National Suicide Prevention Day by encouraging employees and students to take the Ask Listen Refer training course. <http://www.asklistenrefer.org/kck>
- September 11- Attended the Student Senate meeting to share about upcoming programs
- September 16 and 24 - Trained with Academic Support and Assessment team on writing co-curricular outcomes.
- September 26- Co-hosted program, "Special K, Scooby Snacks & Roofies: How Do Drugs Impact Consent?" for sexual assault prevention.

## STUDENT ACCESSIBILITY AND SUPPORT SERVICES

### Students Requesting Accommodations:

Disability	September 2019	September 2018	September 2017
Autism Spectrum Disorder	14	11	4
Attention Deficit Disorder	35	27	14
Blind/Visual Impairment	11	8	2
Deaf/Hard of Hearing	3	3	3
Head Injury	1	3	2
Intellectual Disability	3	3	3
Learning Disability	78	86	24
Medical	10	3	5
Physical	5	7	2
Psychiatric	16	20	18
Other Health Impaired (OHI)	0	5	N/A
Total	176	176	77

### Narrative Activities:

- Alex and Robert met with Ronnie Moore about developing a procedure for Emotional Support and Service Animals in Housing.
- Alex presented to First and Second semester LPN students on test-taking skills.
- Alex presented to ENGL-0099 class on Learning preferences and Time management.
- Carly, Alex and Robert attended a Disability Service Meeting at Washington High School with Cheryl Palmer, a sped teacher at Washington H.S. In this meeting we went over the procedures KCKCC has for accommodating students with disabilities
- SASS had approximately 425 people come through the office
- Sara Reck, Alex Twitty and Robert Beach have presented several Sonocent training sessions. There are approximately 26 students and 4 staff currently signed up to use Sonocent.
- Robert presented a session on students with disabilities in the classroom for the Center for Teaching Excellence. This session was for new faculty.

## STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

### Student Activities

- Hosted 12 activities at the TEC: Approximately 230 students participated each day.
  - Club Hub Showcase all 12 days

- TEC Student Appreciation Day
- TEC Movie Day - 30 min movies
- Tabletop Gaming
- Ice cream social
- Happy Hour (.25 slushy and fountain drinks)
- TEC Night at the KCKCC Volleyball Game
- TEC Grocery Bingo
- Game Day Photo Booth
- Evening Reception at Wyandotte High School - 50 attendees
- Developing a Student Activities TV show with Media Services
- Midterm Relaxation activities at the Main Campus, TEC, and PCC
- Co-curricular activity with 2 Spanish classes and 1 BLUE 101 class
  - KCKCC Scavenger hunt
    - SLO - The student will be able converse in Spanish at phase level in present tense using everyday vocabulary and memorized expressions.
      - 1A - Utilize the foundation of grammatical structures and vocabulary
- Take Your Professor To Lunch - 3 Groups @ Main Campus

### **Game Room**

- Hosted 2 Esports Tournaments:
  - Mario Kart - 30 students participated
  - Just Dance - Oct. 11th
- Hosted three DnD Tabletop Gaming Days: 23 Students participated
  - Game room hours are 8 am - 5 pm
    - Approximately 135 students have utilized the game room each day
    - Approximately 675 students have utilized the game room per week
    - Approximately 1,620 students have utilized the game room for the first 12 days @ KCKCC (numbers include duplicate students)

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

- Catholic Students of KCKCC hosted their second Mass
- Gamer Club participated in the Esports Tournament and Tabletop game day
- Student Senate facilitated the Soccer Kickback
- Student Senate volunteered to assist with the Grocery Bingo at the TEC and PCC
- Mindfulness Club consistently hosts two mediation and relaxation workshops weekly
- NSLS hosted two orientations and two Leadership Training Days
- Art Club hosted a club trip to see Stonehenge at the Union Station
- Christian Student Union hosted a club trip to attend a retreat with Campus Crusade for Christ
- PTK hosted a regional PTK conference
- Blue Crew participated in the TEC night at the volleyball game
- AAUW, ENACTURS, Transfer Club, Music Club, Sigma Phi Sigma and Student Senate participated in the Silver City Parade.

## **Student Senate**

- Continued planning the 2019-2020 co-curricular activities
- Student Senate Committees established
  - College Senate: PTK, Debate, Art Society, College Dems
    - Committee Description: Attend meetings as a representative from Student Senate and report information back at the Student Senate meeting.
  - Judiciary Committee: Drama, AAUW, Therapy, Catholic Students
    - Committee Description: Assist with Student Senate election and participate in HLC and campus committees.

## **STUDENT HOUSING, HOUSING SUPERVISOR**

(Position Vacant report submitted by Ronnie Moore Housing Specialist)

### **KCKCC Student Status:**

- Currently have 136 students and 1 Housing Specialist; (20) general pop. students (116) athletes
- (4) Students has checked out of housing since August 15; (3) athletes and (1) general pop.
- We have (14) beds available 6-Single and 8-Double/Triple Occupancy

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

- Sept. 15 Staff meeting discussed RA duties, expectations, Do's and Don'ts of how to interact with students while on duty, how to write an incident reports, basic emergency management response e.g. fire alarm, 911, crowd control, where to stand during building emergency 200 feet, and who and when to contact during an emergency
- Sept. 22 Staff meeting discuss how eventful was RA's first week, Q&A about duties/what concerns they had etc., practice writing incident report
- Sept. 26 Staff meeting discussed programming for student housing: how to write a proposal for their program use my format.
- Oct. 6 staff meeting. I had individual meeting with RA's to see how they were adjusting academically and socially. Discuss upcoming student housing events

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

- September 30, 2019, H.U.N.K.S Moving Company was on campus to remove junk furniture from all units' lounges and rooms.
- Utilize unit's lounges for student programs, student leisure/studying, speaking engagements
- Student Housing Program: October 18, 2019

### **Interpersonal & Intrapersonal Competence - Social Engagement**

Students will learn to communicate thoughts and feelings effectively; and deal with conflict

- Guest Speaker (TBD)
- Cookout
- Movie on the lawn or games Oct. 18?

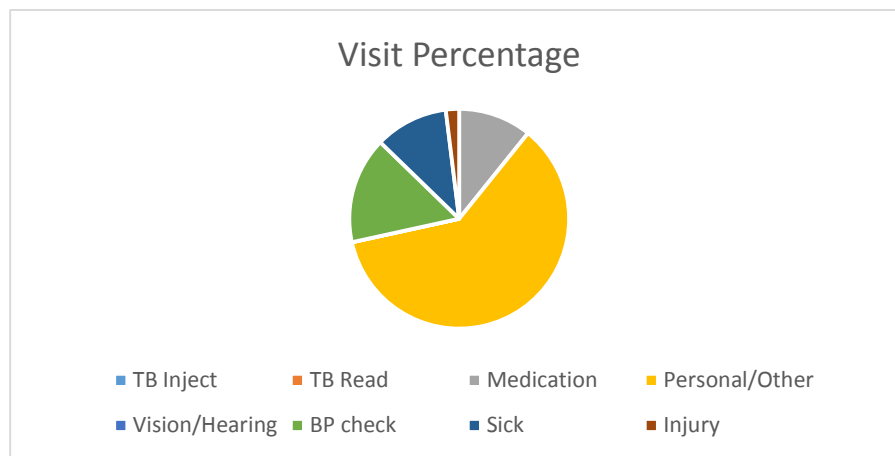
### **Daily Activity**

- Midday open basketball outside for student housing and day students on campus with student activity program
- Open Table Tennis in Unit 1 basement & Foosball Nightly in Unit 8 basement

## STUDENT HEALTH CENTER-KIM LELAND, NURSE

Student Health Services office is diverse in fulfilling the needs of student, faculty, staff and community. Those needs come in the form of attending events to assisting in daily life and educate individuals to become better consumers of health.

### VISITS for September



Visit Reason	%	total
TB Inject	0	0
TB Read	0	0
Medication	15	11
Personal/Other	83	62
Vision/Hearing	0	0
BP check	21	16
Injury	1	1
Sick	11	8

As you, see from the above information the Percentages of visits increased in September. Visits taken from a wide array of needs for staff/faculty, students and the community. This month brought in 134 visits, which is a decrease from the year prior due to TB injection shortage. Of the 135, we had 11 individuals referred to off campus resources.

### Accomplishments for September

- Student Health sponsored two successful blood drives. September 17 blood drive the Community Blood Center staff registered 26 volunteers and collected 21 units of blood at the Pioneer Campus. September 25 blood drive the Community Blood Center staff registered 56 volunteers and collected 45 units of blood at the Main Campus.
- Worked on Co-Curricular assessments to assist our college in the area of student health.

### Plans for October

- This year we are partnering with Mother & Child Health Coalition and Walgreens to sponsor our flu shot clinic October 2<sup>nd</sup> from 3-6 p.m. This event will allow 50 free flu shots to students or community members who do not have insurance.

## TRIO SSS-MICHAEL COZART, DIRECTOR

### Participants:

- 136 active TRIO students for AY 2019-20, which is four (4) away from the annual goal.
  - 96 First-Gen & Low-Income,
  - 26 First-Gen only
  - 9 Low-Income Only
  - 2 Disabled Only
  - 13 Low-Income w/Disability.
  - 8 new students to enroll in September

#### Grant Updates:

- We are on pace to have 26 students graduate this year.
- We began the new fiscal year September 1, 2019 with \$253,032, we had a carryover amount of \$8,296 for a total award amount for AY 2019-20 of \$261,328.
- We started the Heartland Camp with six (6) students. The MOU has been signed and services are on the way, the total award amount is \$28,895.

#### Activities and Events:

- Director attended the 44<sup>th</sup> Annual COE Conference in Chicago, September 8-11.
- Sara and I attended the KASFAA presentation at the TEC on September 17.
- I serve as the Chapter Advisor the on-ground National Society of Leadership and Success (NSLS) we had two (2) meeting September 17 @ 6:00 pm, and September 18 @ 3:00, we had a total of 62 students in attendance. Our chapter registrations deadline was on September 23, we have over 100 new (paid) memberships, and five (5) scholarship. We have two (2) charters, (on-ground & on-line) I serve as Advisor of the on-ground and Andrica serves as on-line Advisor, with over 85 on-ground members and over 20 on-line members.
- I attended the bi-monthly meeting for the Black Achievers, September 19.
- Marquida & I attended the Student Services Strategic Plan Goal #1 meeting on September 19
- I also Student Services Strategic Plan Goal #2 and attended that meeting on September 19.
- I attended my last MO-KAN-NE board meeting, as Kansas State Rep on September, 20.
- Sara & Katie attended the Student Services Strategic Plan Goal #4 meeting on September 20.
- Marquida attended the Administrative Assistant Lunch & Learn Workshop, September 24.
- TRIO staff attended the 4<sup>th</sup> Annual Summit on Access, Persistence & Completion, September 27.
- Sara met with Staff Senate Employee Appreciation subcommittee on September 30.
- We use Blackboard Organization, ReGroup and email to communicate with TRIO students.
- **We had two (2) campus visits scheduled this month:**
  - We had 2 TRIO students attend the Park University campus visit on September 18.
  - We had 3 TRIO students attend the KU campus visit on September 27
- **TRIO Workshop**
  - TRIO hosted a Foundation Scholarship Workshop September 11 & 12

## **ATHLETICS - TOMPKINS, ATHLETIC DIRECTOR**

**W. SOCCER:** Currently sitting in 2<sup>nd</sup> place in conference and had a ranking of #16 in the nation, which is the first time in the history of the program to ever have a top 20 NJCAA National Ranking. There is a lot of soccer to play, but they are still fighting to make it to the post season tournament.

**M. SOCCER:** Currently in 4<sup>th</sup> place in the conference. They have had some very tough losses in close games. They have to win a couple big games in order to secure a spot in the post season.

**VOLLEYBALL:** They volleyball team came up with a big win vs. Neosho to stay in the hunt for the final spot for the post season. The Region/Conference is extremely tough this year as 6 teams are ranked in the top 20 NJCAA National Ranking. Volleyball will have a couple of big conference games coming up this month to give them an opportunity to secure position in the post season.



Campus	Headcount				Credit Hours			
	10.03.2019	10.04.2018	Change #	Change %	10.03.2019	10.04.2018	Change #	Change %
	Fall 2019	Fall 2018			Fall 2019	Fall 2018		
AMZN	11				60			
DWNTN	9				50			
FRSC	40	55	-15	-27.27%	319	366	-47	-12.84%
HS	1,305	937	368	39.27%	7,245	5,144	2,101	40.84%
MC	2,790	3,063	-273	-8.91%	21,867	23,462	-1,595	-6.80%
OC	288	336	-48	-14.29%	890	834	56	6.71%
OL	1,849	1,918	-69	-3.60%	9,974	10,279	-305	-2.97%
PION	319	346	-27	-7.80%	2,623	2,837	-214	-7.54%
TEC	872	869	3	0.35%	10,381	10,295	86	0.84%
USDB	53	51	2	3.92%	270	202	68	33.66%
Total	6,050	5,940	110	1.85%	53,679	53,419	260	0.49%

Status	Fall 2019	Fall 2018	Change #	Change %
First-time	2,296	1,983	313	15.78%
Returning	3,754	3,957	-203	-5.13%

Gender	Fall 2019	Fall 2018	Change #	Change %
Female	3,587	3,582	5	0.14%
Male	2,463	2,358	105	4.45%

Race/Ethnicity	Fall 2019	Fall 2018	Change #	Change %
American Alaska Native	36	33	3	9.09%
Asian	297	258	39	15.12%
Black or African American	1,145	1,229	-84	-6.83%
Hawaiian Pacific Islander	11	13	-2	-15.38%
Hispanic	1,605	1,434	171	11.92%
Multi-racial	294	298	-4	-1.34%
Unknown	281	119	162	136.13%
White	2,381	2,556	-175	-6.85%

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

Headcount is up 1.851% for an increase of 110.

Credit Hours up 0.486%,

for an increase of 260 credit hours.

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

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



## 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

- Held the first Downtown President's Advisory Council meeting. We gathered leaders from business, non-profit, and government agencies. The Draft charge of this group is:

### **DRAFT – President's Downtown Advisory Council Charge**

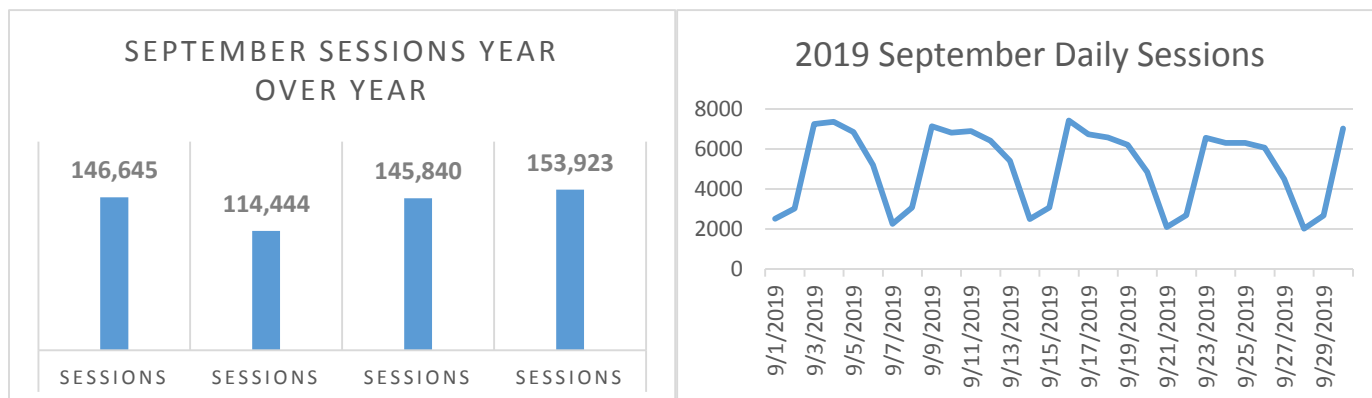
*The Kansas City Kansas Community College President's Downtown Advisory Council is purposefully comprised of proactive, highly-engaged, well-respected and influential leaders of our community who have a passion to educate and revitalize downtown Kansas City, Kansas. Providing insight, expertise and resources to the College, the Council provides guidance for the development and continued sustainability of a physical KCKCC Downtown site. Having robust downtown affiliations, the Council additionally serves as a conduit for informational flow back to the community.*

*Designed to increase accessibility to higher education and bridge the opportunity gap for residents of downtown Kansas City, Kansas, the overarching goal of the downtown site is to provide technical education opportunities that align with high-demand employment opportunities that provide sustainable and successful wages, academic programs for transfer to four-year institutions, and ESL and GED services to prepare community members to be successful in higher education. As a Special Focus Council of the KCKCC President's Executive Council, The Downtown Advisory Council will embrace the idea of true community and work diligently towards the creation and growth of an educationally-based Community Center in the heart of downtown Kansas City, Kansas.*

- Attended the KACCT September meeting in Chanute and connected with many of the Kansas Community College Presidents. Learned about funding issues and am helping to gather requested data.
- Attended Congressional Forum with our guest Senator Julia Lynn. Connected with several local business leaders and introduced Sen. Lynn to KCKCC supporters.
- Attended the Greater Kansas City Boys and Girls Club advisory Board Meeting as a guest, and have since been asked to officially join the Advisory group. The board consists of many fantastic Wyandotte leaders.

## General Website Information

- We used the Board of Trustee Candidate Forum event to test out the Post feature in Google's My Business services. This post can display on the various Google websites like its Search and Map websites. The post itself saw 603 views in total. We will be testing this feature again with the 'Into the Woods' play and Candlelighting Ceremony.



## Top Webpage

Webpage	Pageviews
Degree / Certificate Webpage	17,503
Technology Support	13,633
Academics	3,058
Class Schedule	3,019
WebAdvisor Technology Support	2,709


## Social Media Traffic to Website

Source	Sept 2019 Sessions	Sept 2018 Sessions	2018 vs 2019 Difference
<b>Total</b>	<b>476</b>	<b>721</b>	<b>- 34%</b>
Facebook	406	652	-37%
Twitter	29	62	-53%
YouTube	18	0	100%
Vimeo	15	0	100%
Instagram	3	5	-40%
LinkedIn	3	1	200%

## Social Media Posts

**Post Details**
Video
**Post**
Shares
See metrics for all videos


---



**Kansas City Kansas Community College** was live.

Published by Kelly Evenson Rogge [?] · September 17 at 9:00 AM · 🌐

⋮



02:39:40

👍 Get More Likes, Comments and Shares  
Boost this post for \$30 to reach up to 5,400 people.

<b>1,460</b> People Reached	<b>132</b> Engagements	<b>Boost Post</b>
--------------------------------	---------------------------	-------------------

👍❤️ Karol Steffany Pineda, Sarah Adams and 8 others    3 Shares

👍 Like
💬 Comment
➦ Share
🇺🇸 ▼

### Performance for Your Post

<b>1,460</b> People Reached		
<b>589</b> 3-Second Video Views		
<b>19</b> Reactions, Comments & Shares ⓘ		

<p><b>14</b> 👍 Like</p> <p><b>2</b> ❤️ Love</p> <p><b>0</b> Comments</p> <p><b>3</b> Shares</p>	<p><b>7</b> On Post</p> <p><b>2</b> On Post</p> <p><b>0</b> On Post</p> <p><b>3</b> On Post</p>	<p><b>7</b> On Shares</p> <p><b>0</b> On Shares</p> <p><b>0</b> On Shares</p> <p><b>0</b> On Shares</p>
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
**113** Post Clicks

<b>31</b> Clicks to Play ⓘ	<b>0</b> Link Clicks ⓘ	<b>82</b> Other Clicks ⓘ
----------------------------	------------------------	--------------------------

**NEGATIVE FEEDBACK**

<b>1</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts



**Kansas City Kansas Community College**

Published by Kelly Evenson Rogge · September 30 at 2:46 PM · 🌐

Little Leaders of KCK is putting the finishing touches on their classrooms just in time for its Carnival! The carnival is from 5 to 6:30 p.m. Oct. 4. Be sure to stop by to see all of the exciting things happening!

...


### Performance for Your Post




1,664 People Reached
38 Reactions, Comments & Shares ⓘ
<div>27 Like</div> <div>27 On Post</div> <div>0 On Shares</div>
<div>6 Love</div> <div>6 On Post</div> <div>0 On Shares</div>
<div>0 Comments</div> <div>0 On Post</div> <div>0 On Shares</div>
<div>5 Shares</div> <div>5 On Post</div> <div>0 On Shares</div>
<div>292 Post Clicks</div>
<div>135 Photo Views</div> <div>0 Link Clicks ⓘ</div> <div>157 Other Clicks ⓘ</div>

**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



+4

**Little Leaders of KCK**

September 29 at 10:52 PM · 🌐

Classrooms set up ✅  
Health Department visit ✅  
Staff training ✅

👍 Like Page



Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · September 11 at 11:19 AM · 🌐

KCKCC held a flag ceremony Wednesday morning in remembrance of Sept. 11. It was followed by a Patriot Walk at the KCKCC track. #NeverForget #BlueDevils





Get More Likes, Comments and Shares

Boost this post for \$30 to reach up to 5,400 people.

1,483

People Reached

418

Engagements

Boost Post

Performance for Your Post

1,483

People Reached

69

Reactions, Comments & Shares

56

Like

56

On Post

0

On Shares

8

Love

8

On Post

0

On Shares

4

Sad

4

On Post

0

On Shares

0

Comments

0

On Post

0

On Shares

1

Shares

1

On Post

0

On Shares

349

Post Clicks

236

Photo Views

0

Link Clicks

113

Other Clicks

NEGATIVE FEEDBACK

0

Hide Post

1

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 [?] · September 19 at 12:23 PM · 🌐

#KCKCCProud



KCKCC ESL Program

September 19 at 12:18 PM · 🌐

ESLing it.

1,450

People Reached

176

Engagements

Boost Unavailable




Ali Shamshirpoorian, Sandy Wright and 49 others

3 Comments

1 Share

# Performance for Your Post

1,450

People Reached

55

Reactions, Comments & Shares

41

Like

41

On Post

0

On Shares

10

Love

10

On Post

0

On Shares

3

Comments

3

On Post

0

On Shares

1

Shares

1

On Post

0

On Shares

121

Post Clicks

36

Photo Views

0

Link Clicks

85

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

## Tweet activity



**KCKCC** @KansasCityKSCC  
KCKCC attended the 2019 @UnitedWayWyCo Kickoff Breakfast Thursday morning @cmpark. Board of Trustee member and Wyandotte County Sheriff Don Ash was also recognized as the 2019 Spirit of Caring Award recipient. Congratulations! #KCKCCProud #WyCoWins [pic.twitter.com/jLFtZdCEQ1](https://pic.twitter.com/jLFtZdCEQ1)



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	1,179
Total engagements	35
Media engagements	17
Likes	8
Detail expands	5
Retweets	2
Profile clicks	2
Link clicks	1

## Tweet activity



**KCKCC** @KansasCityKSCC

Congrats to @bluedevil\_wsoc!! For the 1st time in school history, KCKCC Women's Soccer is ranked in the National NJCAA DI poll at #19. Way to go Blue Devils!! #KCKCCProud 🏆💙💛🏆  
[https://twitter.com/NJCAA\\_Soccer/status/1173678040150417413](https://twitter.com/NJCAA_Soccer/status/1173678040150417413)  
...



Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	1,279
Total engagements	59
Detail expands	33
Likes	17
Profile clicks	7
Retweets	1
Hashtag clicks	1

## Tweet activity



**KCKCC** @KansasCityKSCC  
The 2019 MakerSpace series kicked off Thursday afternoon with Painting with the Prez. Students, staff and faculty joined @KCKCCPrez Dr. Greg Mosier as he demonstrated the art of poured painting. #KCKCCProud #BlueDevils [pic.twitter.com/xcZmpQFigB](https://pic.twitter.com/xcZmpQFigB)

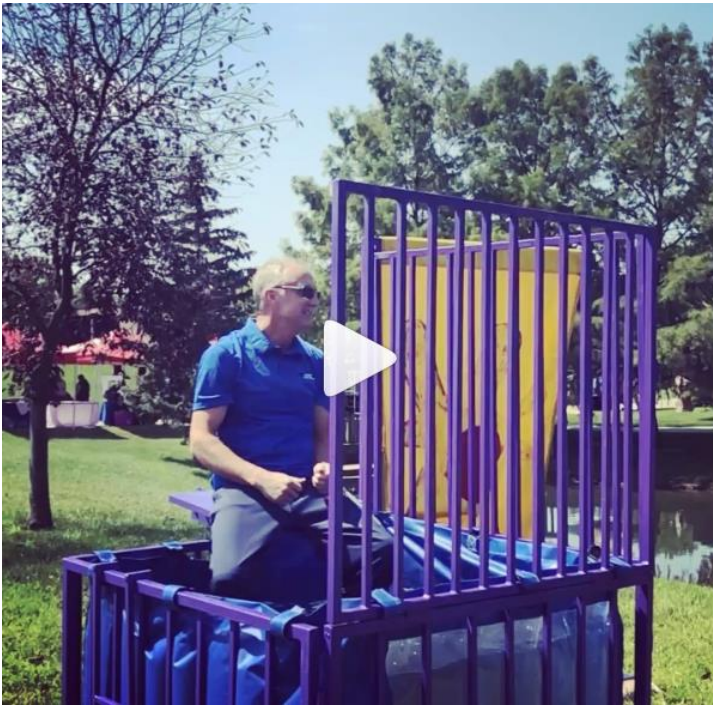


Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

Impressions	1,220
Total engagements	41
Media engagements	29
Likes	5
Detail expands	4
Link clicks	2
Profile clicks	1



kansascitykcc • Follow



Now that's the way to dunk the president! #kckccproud #bluedevils #communitycollege #kckcc #welcomeback #wecreateourfuture #foreverbluedevil #fall2019 #studentactivities

3w



123 views

SEPTEMBER 4

Log in to like or comment.



kansascitykcc • Follow



Congratulations to our Smash Bros tournament winners! Thank you to all out KCKCC Students who played! It was fun watching you all! #KCKCCRECESPORTSCLUB #KCKCCPROUD #kckcc #bluedevils #studentactivities #communitycollege #esports #smashbros

3w



27 likes

SEPTEMBER 4

Log in to like or comment.



 **kansascitykcc** • [Follow](#) ...

remembrance of Sept. 11. It was followed by a Patriot Walk at the KCKCC track. #NeverForget #BlueDevils #911anniversaryus #KCKCC #veterans #firstresponders #veteranscenter #communitycollege #neverforgotten

2w

 **determinationincorporated** Respect

2w   Reply

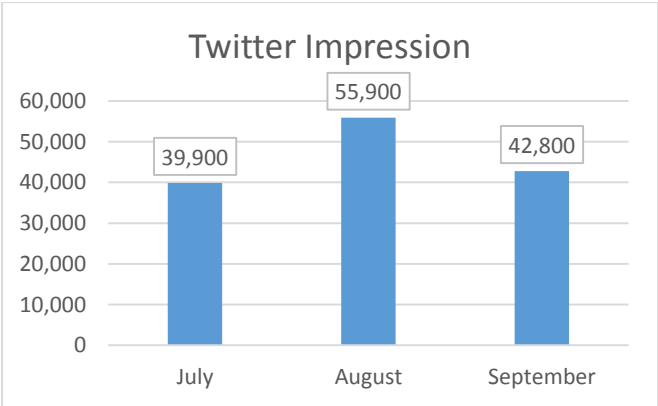
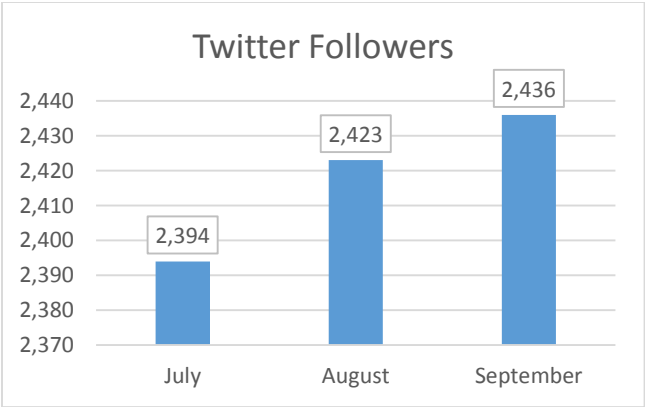
   

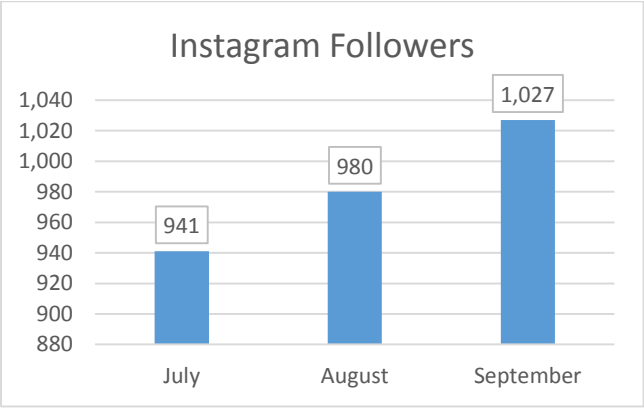
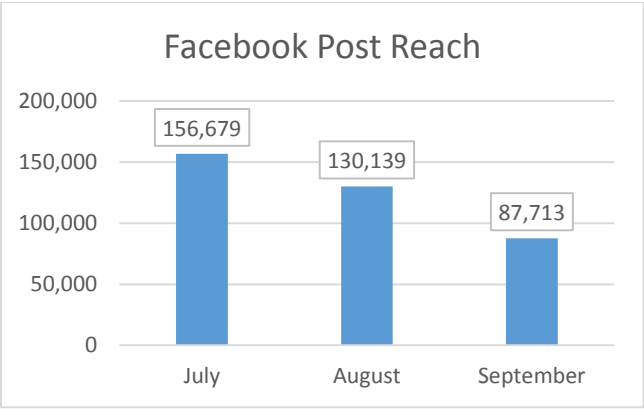
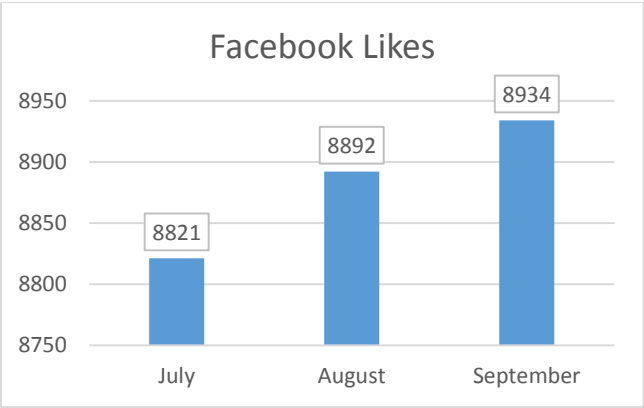
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SEPTEMBER 11

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

**FINANCE - MICHAEL BEACH, CFO**

- Safety Barriers (Trees and Boulders) should be installed this month.
- Annual Financial Statement Audit fieldwork is complete. The Board will have a full report in November.
- Sarah Cole, Head Cook in the cafeteria at TEC, passed away unexpectedly last month. We are grateful for her service and her smiles; she will be missed.

**BOOKSTORE - KASEY MAYER, DIRECTOR**

- We started receiving adoptions for the upcoming Spring semester.
- We sponsored 3 student activities events at TEC this fall, and they have generated an extra \$1,730 in revenue.
- Net sales at TEC Store this quarter (07/01-09/30).
  - \$146,433, which is an increase of \$39,386 year over year.
- Net sales at Main Store this quarter (07/01-09/30)
  - \$726,993, which is an increase of \$76,761 year over year.
- One of our employees, Chris Guthrie, is an advisor to the new gaming club on campus. We sponsored a couple of gaming events with FREE giveaways. We are also carrying items to support the club in our store, which has turned into \$1,246.40 in additional sales.

**FACILITY SERVICES - JEFF SIXTA, DIRECTOR**

Accomplishments:

- Set up and take down back to school bash
- Completed framing in Student Success area
- Installed 3 transformers on roof of Humanities
- Installed light pole at Bus Stop
- Installed water tight connections at soccer field gfci's
- Water shutoff walk through with crew
- Worked on handrails across campus
- Taught students how to lay concrete blocks at TEC 1
- Installed dedicated power at gas meter at TEC 1
- Replaced walk in freezer door equipment and seals at TEC 1

Goals for October:

- Continue remodel of Student Success
- Continue with hand rail installation across campus
- Install safety barriers
- Replace air handlers in Health Professions, upstairs and down

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

**SUMMARY:**

- Provided ALICE Training for Dean's Council (Officer Roland), Math/Science/Technology Department (Officer Pate), Student Services Division (Officer Roland and Sgt. Bailie), Humanities Division (Sgt. Bailie) and Victor Ammons Psychology classes (3-Officer Pate, 2-Officer Roland, 1-Sgt. Bailie, 1-Sgt. Wainwright and 1-Sgt. Swearingen)
- Assisted and maintained many key and lock changes for new hires and moving offices for different departments
- Re-keyed Child Care for Little Leaders of KCK

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

**Summary Statement of Net Position**

	<b>YTD FY2020</b>	<b>Unaudited Year-End FY2019</b>
Assets		
Current Assets	\$ 28,611,162	\$ 36,228,398 *
Noncurrent Assets	53,131,601	53,131,601 *
Total Assets	<u>\$ 81,742,763</u>	<u>\$ 89,359,999</u>
Liabilities		
Current Liabilities	\$ 9,935,085	\$ 13,921,388 *
Noncurrent Liabilities	21,721,260	21,721,260 *
Total Liabilities	31,656,345	35,642,648
Net Position	<u>50,086,418</u>	<u>53,717,351 *</u>
Total Liabilities and Net Position	<u>\$ 81,742,763</u>	<u>\$ 89,359,999</u>

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

	<b>YTD FY2020</b>	<b>Annual</b>	<b>Annual</b>	<b>YTD FY2019</b>	<b>Percent Used Actual to</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Budget</b>
Operating Revenues	\$ 10,943,346	\$ 27,315,064	\$ (16,371,718)	\$ 11,340,366	40.06%
Non-Operating Revenues, Net	7,490,007	57,959,925	(50,469,918)	8,228,931	12.92%
Total Revenues	18,433,353	85,274,989	(66,841,636)	19,569,297	21.62%
Operating Expenses	18,101,547	80,812,679	62,711,132	19,256,749	22.40%
Increase/(Decrease) in Net Positions	<u>\$ 331,806</u>	<u>\$ 4,462,310</u>	<u>\$ (4,130,504)</u>	<u>\$ 312,548</u>	

**Notes**

\* Balances changed from August report because of year-end audit adjustments

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD SEPTEMBER 2019							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
		2020	9/30/2019	2020	9/30/2018	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 12,612,000	\$ 5,742,859	\$ 12,612,000	\$ 5,853,852	\$ (6,869,141)	45.53%
	Federal Grants and Contracts	10,512,298	3,365,461	10,512,298	3,628,999	(7,146,837)	32.01%
	State Contracts	568,026	348,845	568,026	254,899	(219,181)	61.41%
	Private Gifts, Grants & Contracts	275,000	125,000	275,000	33,111	(150,000)	45.45%
	Auxiliary Enterprise Revenue	2,972,125	910,414	2,972,125	1,049,036	(2,061,711)	30.63%
	Other Operating Revenue	375,615	450,767	375,615	520,469	75,152	120.01%
	Total Operating Revenues	27,315,064	10,943,346	27,315,064	11,340,366	(16,371,718)	40.06%
Nonoperating Revenues (Expenses)							
	County Property Taxes	43,835,925	2,565,836	43,835,925	3,348,475	(41,270,089)	5.85%
	State Aid	10,365,001	5,182,501	10,365,001	5,088,248	(5,182,500)	50.00%
	SB155 AID	3,534,999	-	3,534,999	-	(3,534,999)	0.00%
	Investment Income	250,000	66,281	250,000	97,988	(183,719)	26.51%
	Interest Expense on Capital Asset Debt	(876,000)	(324,611)	(876,000)	(305,780)	551,389	37.06%
	Transfer from Capital Reserves	850,000	-	850,000	-	(850,000)	0.00%
	Total Nonoperating Revenues	57,959,925	7,490,007	57,959,925	8,228,931	(50,469,918)	12.92%
Total Revenues		85,274,989	18,433,353	85,274,989	19,569,297	(66,841,636)	21.62%
Operating Expenses:							
	Salaries & Benefits	45,704,930	9,260,949	45,704,930	9,626,078	(36,443,981)	20.26%
	Contractual Services	2,012,975	482,556	2,012,975	336,946	(1,530,419)	23.97%
	Supplies & Other Operating Expenses	11,564,727	2,528,645	11,564,727	3,042,003	(9,036,082)	21.87%
	Utilities	2,077,855	541,517	2,077,855	540,421	(1,536,338)	26.06%
	Repairs & Maintenance to Plant	4,595,883	1,267,420	4,595,883	1,594,144	(3,328,463)	27.58%
	Scholarships & Financial Aid	10,371,309	3,989,465	10,371,309	4,117,157	(6,381,844)	38.47%
	Strategic Opportunities	1,250,000	-	1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	30,995	250,000	-	(219,005)	12.40%
	Debt Service	2,985,000	-	2,985,000	-	(2,985,000)	0.00%
Total Operating Expenses		80,812,679	18,101,547	80,812,679	19,256,749	(62,711,132)	22.40%
Increase in Net Position		\$ 4,462,310	\$ 331,806	\$ 4,462,310	\$ 312,548	\$ (4,130,504)	

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

	<b>FY2020 Actual</b>	<b>Annual Budget</b>	<b>FY2019 Actual</b>	<b>Annual Budget</b>	<b>FY2018 Actual</b>	<b>Annual Budget</b>	<b>FY2017 Actual</b>	<b>Annual Budget</b>
Operating Revenues	\$ 10,943,346	\$ 27,315,064	\$ 11,340,366	\$ 29,246,544	\$ 11,631,263	\$ 28,475,721	\$ 11,859,368	\$ 28,867,852
Non-Operating Revenues, Net	7,490,007	57,959,925	8,228,931	53,604,198	7,323,322	46,028,088	7,760,931	44,909,478
Total Revenues	18,433,353	85,274,989	19,569,297	82,850,742	18,954,585	74,503,809	19,620,299	73,777,330
Operating Expenses	18,101,547	80,812,679	19,256,749	79,979,223	18,588,551	78,182,624	18,868,050	72,720,099
Increase/(Decrease) in Net Positions	\$ 331,806	\$ 4,462,310	\$ 312,548	\$ 2,871,519	\$ 366,034	\$ (3,678,815)	\$ 752,249	\$ 1,057,231

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	30-Sep-19	30-Sep-18
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 288,005		\$ 288,005	\$ 205,813
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 1,033,878		\$ 1,033,878	\$ 923,256
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,069,003	\$ 3,069,003	\$ 3,054,437
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 67,671		\$ 67,671	\$ 142,371
LIBERTY BANK	11	GENERAL FUND		\$ 500,000	\$ 500,000	\$ 562,751
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 665,858		\$ 665,858	\$ 586,348
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 1,310,536		\$ 1,310,536	\$ 1,272,085
SECURITY BANK***	11	GENERAL FUND	\$ 13,127,222		\$ 13,127,222	\$ 11,156,173
SECURITY BANK	15	TECHNICAL ED FUND	\$ 889,686		\$ 889,686	\$ 680,775
SECURITY BANK	16	STUDENT UNION	\$ 660,538		\$ 660,538	\$ 1,714,044
		(AUXILIARY SERVICES)				
	11	GENERAL FUND		\$ 1,000,000	\$ 1,000,000	\$ -
UMB BANK *	17	PAYROLL	\$ -		\$ -	
TOTAL			\$ 18,043,394	\$ 4,569,003	\$ 22,612,397	\$ 20,298,053
	Current	Month ago	Year Ago			
91-day Treasury Rate	1.910	1.950	2.180			
* 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	4,213,690	4,213,690	(7,470,104)	(7,470,104)	(3,256,414)	(3,256,414)			10,760,494	8,567,267
November	2,263,775	2,263,775	(6,080,099)	(6,080,099)	(3,816,324)	(3,816,324)			6,944,170	4,750,943
December	1,398,992	1,398,992	(5,425,532)	(5,425,532)	(4,026,540)	(4,026,540)			2,917,630	724,403
January	26,999,318	26,999,318	(7,471,965)	(7,471,965)	19,527,353	19,527,353			22,444,983	20,251,756
February	7,496,823	7,496,823	(8,284,267)	(8,284,267)	(787,444)	(787,444)			21,657,539	19,464,312
March	5,172,465	5,172,465	(9,849,981)	(9,849,981)	(4,677,516)	(4,677,516)			16,980,023	14,786,796
April	2,685,410	2,685,410	(7,074,615)	(7,074,615)	(4,389,205)	(4,389,205)			12,590,818	10,397,591
May	1,898,779	1,898,779	(6,582,603)	(6,582,603)	(4,683,824)	(4,683,824)			7,906,994	5,713,767
June	18,916,650	18,916,650	(7,518,128)	(7,518,128)	11,398,522	11,398,522			19,305,516	17,112,289
Totals	88,325,223	88,789,336	(86,131,996)	(85,599,025)	2,193,227		-	-		
Bold = Actual										
	9,781,079		(12,931,974)							
GL Balance	General Fund	\$ 13,127,222								
	TEC Fund	\$ 889,686								
		\$ 14,016,908								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Position**  
**YTD SEPTEMBER 2019**

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

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

**Summary Statement of Net Position**

	<b>Amended 10/8/19</b>	
	<b>YTD FY2020</b>	<b>Unaudited Year-End FY2019</b>
<b>Assets</b>		
Current Assets	\$ 31,265,263 **	\$ 36,228,398 *
Noncurrent Assets	<u>53,131,601</u>	<u>53,131,601 *</u>
Total Assets	<u><u>\$ 84,396,864</u></u>	<u><u>\$ 89,359,999</u></u>
<b>Liabilities</b>		
Current Liabilities	\$ 9,560,356	\$ 13,921,388 *
Noncurrent Liabilities	<u>21,721,260</u>	<u>21,721,260 *</u>
Total Liabilities	31,281,616	35,642,648
Net Position	<u>53,115,248</u>	<u>53,717,351 *</u>
Total Liabilities and Net Position	<u><u>\$ 84,396,864</u></u>	<u><u>\$ 89,359,999</u></u>

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

	<b>YTD FY2020</b>	<b>Annual</b>	<b>Annual</b>	<b>YTD FY2019</b>	<b>Percent Used Actual to Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	
Operating Revenues	\$ 7,636,724	\$ 27,315,064	\$ (19,678,340)	\$ 8,051,213	27.96%
Non-Operating Revenues, Net	<u>5,244,603</u>	<u>57,959,925</u>	<u>(52,715,322)</u>	<u>5,141,418</u>	<u>9.05%</u>
Total Revenues	12,881,327	85,274,989	(72,393,662)	13,192,631	15.11%
Operating Expenses	<u>9,004,972</u>	<u>80,812,679</u>	<u>71,807,707</u>	<u>9,726,887</u>	<u>11.14%</u>
Increase/(Decrease) in Net Positions	<u><u>\$ 3,876,355</u></u>	<u><u>\$ 4,462,310</u></u>	<u><u>\$ (585,955)</u></u>	<u><u>\$ 3,465,744</u></u>	

**Notes**

\* Balances were amended to include autoreversing entries for June 30, 2019 accruals.

\*\* Current Assets balance was amended for a manual entry for August 2019.

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

**Summary Statement of Net Position**

	<b>YTD FY2020</b>	<b>Unaudited Year-End FY2019</b>
Assets		
Current Assets	\$ 26,082,762	\$ 30,162,971
Noncurrent Assets	54,393,418	54,392,537
Total Assets	<u>\$ 80,476,180</u>	<u>\$ 84,555,508</u>
Liabilities		
Current Liabilities	\$ 9,560,356	\$ 10,865,067
Noncurrent Liabilities	22,081,260	25,046,886
Total Liabilities	31,641,616	35,911,953
Net Position	<u>48,834,564</u>	<u>48,643,555</u>
Total Liabilities and Net Position	<u>\$ 80,476,180</u>	<u>\$ 84,555,508</u>

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

	<b>YTD FY2020</b>	<b>Annual</b>	<b>Annual</b>	<b>YTD FY2019</b>	<b>Percent Used Actual to</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Budget</b>
Operating Revenues	\$ 7,636,724	\$ 27,315,064	\$ (19,678,340)	\$ 8,051,213	27.96%
Non-Operating Revenues, Net	5,244,603	57,959,925	(52,715,322)	5,141,418	9.05%
Total Revenues	12,881,327	85,274,989	(72,393,662)	13,192,631	15.11%
Operating Expenses	9,004,972	80,812,679	71,807,707	9,726,887	11.14%
Increase/(Decrease) in Net Positions	<u>\$ 3,876,355</u>	<u>\$ 4,462,310</u>	<u>\$ (585,955)</u>	<u>\$ 3,465,744</u>	

**Notes**

## ELECTRICAL USAGE

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

# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### OCTOBER 2019

#### **HR Update**

The Department of Labor has issued new overtime regulation that could possibly make some employees newly eligible for overtime pay. The Human Resources Department is reviewing this information along with our employee's records to ensure the College will be in compliance by the effective date of January 1, 2020.

#### **Employee Relations**

##### **Quarterly Employee Survey Reports**

##### **New Employee Follow-Up (July-Sept)**

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

Item:	Q1	Q2	Q3
The position description was well defined and representative of the position for which I interviewed.	4	4.5	4.38
I was introduced to team members appropriately.	4.75	4.5	4.50
I was given a clear understanding of my department's objectives.	4.25	4.5	4.50
I was given a clear understanding of my personal performance objectives.	4	4.3	4.00
I understand the requirements and expectations of my new position.	4.5	4.5	4.50
My interactions with my supervisor and coworkers are appropriate.	4.75	4.8	5.00
I am satisfied with the overall communication within KCKCC.	4.5	4.3	4.38

##### **What has KCKCC done well?**

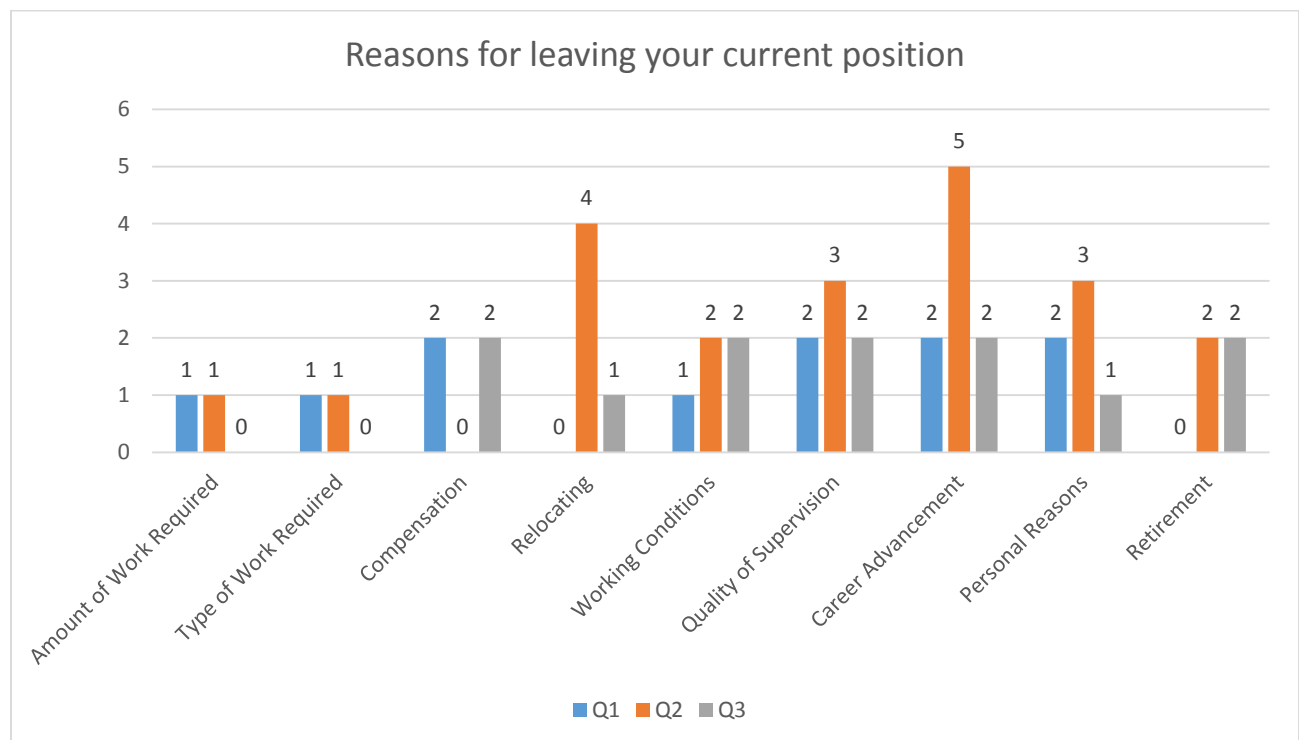
- The hiring process was set up well as I was able to meet full-time professors in my department, as well as my chair. That helps when having question or just looking for resources.
- KCKCC has done well in welcoming me. Everyone here is so pleasant and cheery to work with. It feels like a happy community of people. KCKCC has also done well with communication.

- I feel very welcome in my new position. Everyone I've met has greeted me with a smile and warm welcome.
- Email communication, KCKCCPD has been helpful (parking, new ID)

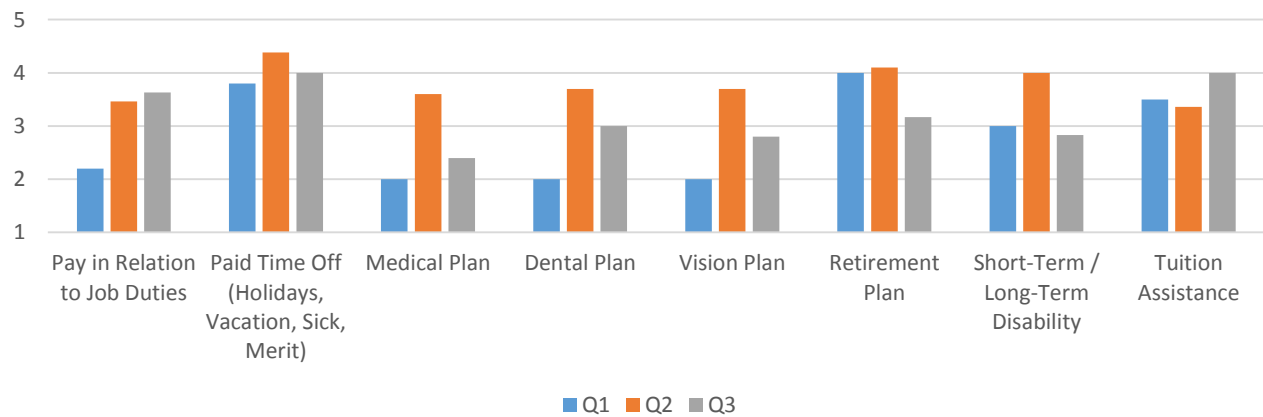
### What areas can KCKCC improve?

- I think the way certain information is communicated could be done more directly.
- I receive a lot of unnecessary emails to my KCKCC email address, which clutters my account quite a bit.
- Cohesion of interior design – implementing the new design throughout campus ASAP
- I did not have a computer in my new office for the first week. This made it very difficult to do my class prep or any new job assignments/expectations. I just got a file cabinet yesterday (week 8 of my new position).

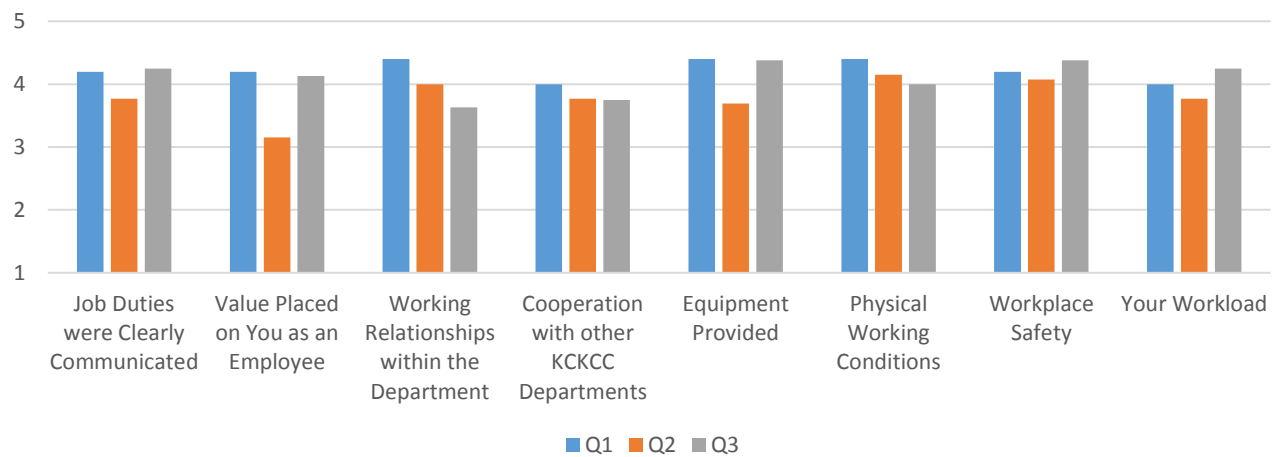
### Exit Survey



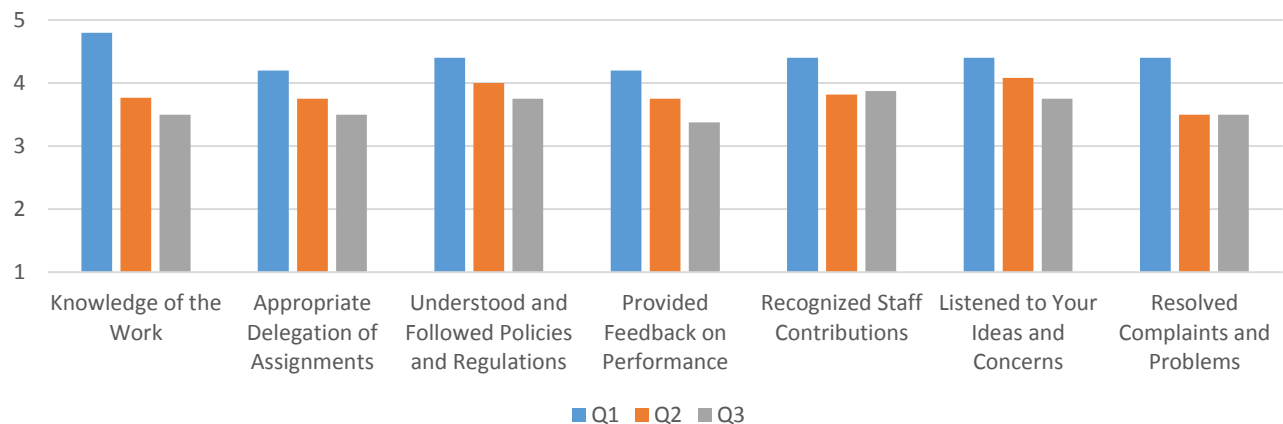
Rate the following compensation/benefit provisions at the College  
(5 = excellent, 1 = very poor)



Rate the following regarding your position and department  
(5 = excellent, 1 = very poor)



Rate your immediate supervisor in the following areas  
(5 = excellent, 1 = very poor)



## BOARD OF TRUSTEES REPORT

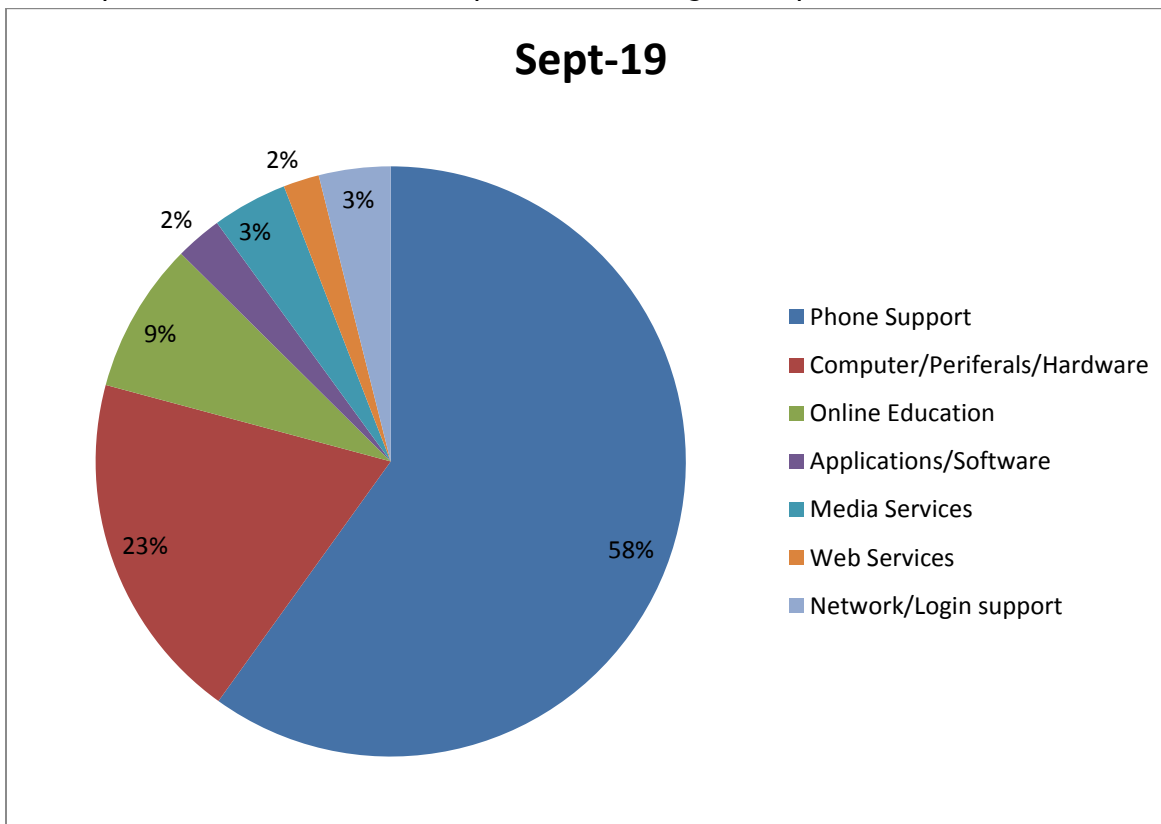
Peter Gabriel, Chief Information Officer

### ACADEMIC SUPPORT

- Developed and conducted eight training sessions on Microsoft products for faculty and staff
- Assisted president's office staff in producing printed materials for BOT
- Assisted concurrent enrollment students at District 500 in accessing classes online
- Assisted faculty in accessing One Note student folders through Blackboard
- Produced tech tips for faculty and staff
- Attended training on Ellucian Student Self Service
- Attended staff senate meeting to represent IT
- Met with Admissions Staff to develop work process documentation for Recruiter software
- Met with CTE staff to develop online surveys in Office 365
- Developed digital sign-in solution for Student Success Center

### COMPUTING SERVICES

- 375 tickets were issued during the month of September - 442 tickets were resolved.
- The average time spent on each ticket was 1.432 days
- 479 helpdesk calls were taken in September - average time per call was 2.88 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 audio at the flags and the track for the 9/11 memorial event.
- Streamed and recorded the Board of Trustees Candidates for the upcoming election.
- Recorded the Jazz Choir at the West Wyandotte Library. The recorded event will air on the college's cable channel, as well as the college's YouTube channel.
- Recorded Jazz by the Lake concert series. The recorded event will air on the college's cable channel, as well as the college's YouTube channel.
- Photos of Faculty, Staff, and Administration to align with the strategic initiative to improve employee engagement. The photos will include a pictorial directory of each employee.

## NETWORK SERVICES

- Student Recruiter Web App Availability - 99.98%
- MyDotte Web App Availability - 99.99%
- Email Availability for employees and students - 99.99%
- WebAdvisor Web App Availability - 99.98%
- Skype for Business Availability - 99.98%
- Network Switch and Phone and Availability - 99.95%
- Implemented new Fax over IP solution. Admin training for the new system to follow in October.

## **Policy: 2.06**

### **Access to Personnel Files**

#### **Purpose**

To provide guidance to employees about their obligations to access employee personnel files and the appropriate maintenance and handling of the employee file.

#### **Policy Statement**

The Human Resources Department is responsible for the maintenance of personnel records. Personnel files are maintained for each employee containing records related to employment, compensation, benefits, performance reviews, retirement and other pertinent documentation. Personnel files are the property of KCKCC and are considered confidential. Personnel files may not be taken and/or viewed outside the Human Resources Department.

Only one official personnel file shall be maintained by the College and is to be kept in the Human Resources Department. Supervisors are discouraged from keeping informal personnel files on employees. KCKCC recognizes, however, that it may be necessary for a supervisor to keep records concerning employee performance, which, because of an ongoing need for access and updating, cannot be solely maintained with the remainder of the employee's personnel file.

#### Access to Employee Files

A current and former employee is entitled to inspect or to obtain a copy of his or her own personnel file. Employee personnel files may only be examined within the confines of the Human Resources Department and in the presence of a human resources representative during normal business hours. A record will be maintained of all individuals and agencies requesting information from personnel files.

Information in such files will be provided voluntarily to federal or state agencies when: the agency has jurisdiction to make the particular inquiry, the information being sought is obtainable by subpoena, and the Chief Human Resources Officer, their designee or the KCKCC college attorney are satisfied that the information being sought is actually pertinent to the agency's inquiry.

Supervisors and administrative officers will not have access to personnel files maintained by Human Resources. However, information on the employee work record or employment history will be provided to supervisors or administrators by the Human Resources Officer assisting the department on a need-to-know basis.

# **Kansas City Kansas Community College**

## **Emergency Response Plan**

**Revised October 2019**

File located at: [www.kckcc.edu](http://www.kckcc.edu)

Log into MyDotte

“Click” Resources

“Click” Safety & Security

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# INTRODUCTION

It is the commitment of Kansas City Kansas Community College (KCKCC) to provide a safe working, educational, and recreational environment. The following procedures were developed toward this end.

While this document outlines responses of the College in the event of an emergency, it is critically important that each KCKCC student and employee become familiar with the prescribed procedures in this Emergency Response Plan, participate in all emergency drills and acquainted with the location of the nearest exits and routes to vacate from their respective office/room/lab.

## GOALS OF THE PLAN

This document has been developed to accomplish the following goals:

- **Provide Emergency Management**

Provide a management plan which addresses mitigation, preparedness, response and recovery when dealing with emergency incidents.

- **Protect Individuals**

Protect the lives, safety and health of all individuals that are directly involved in an emergency incident or that could be indirectly affected by an emergency incident.

- **Protect Property**

Protect and secure College facilities, property and/or equipment from loss as a result of an emergency incident.

- **Provide Restoration**

Provide for the restoration of College facilities, functions and services during an emergency incident in a timely manner, while meeting all required safety standards.

- **Provide Documentation**

Provide documentation concerning an emergency incident for preparation of any

required reports and any evaluation of procedures and/or associated safeguards.

- **Provide Information**

Provide information concerning an emergency incident that is factual, complete, accurate and timely for use by all involved organizations for coordinating efforts, making decisions, limiting rumors, preparing press releases, and providing factual information to other parties with a vested interest in the situation.

## **SCOPE OF THE PLAN**

This plan addresses the policies and procedures which will govern the College's management of major natural or technological emergencies/disasters and major planned or unplanned events that may result in adverse public or student reactions affecting only the college property and its operation.

## **COLLEGE LOCATIONS**

Kansas City Kansas Community College property consists of all College Property located at 7250 State Ave (Kansas City), 6565 State Ave (Kansas City), 6736 State Ave (Kansas City), and 1901 Spruce (Leavenworth).

## **LEVELS OF EMERGENCY RESPONSE**

This plan has been developed to deal with emergency incidents which occur totally within the jurisdiction of the College and which do not endanger the outside community. Emergency incidents will be classified by the level of response that will be required. The actual classification will be made by the Emergency Director or their designee as information first becomes available on an incident. The level of response may change as more information becomes available or conditions change. Where information is lacking the worst-case scenario will dictate the level of response.

### **Level I • Minor Emergency**

Minor Emergency Incidents are any emergency incident, potential or actual, which will not have a serious effect on the overall operation of the College and will require only the organizational resources immediately available. This plan would NOT be in effect for minor emergencies

## **Level II • Major Emergency**

Major Emergency Incidents are those, whether potential or actual, which affect an entire building or multiple buildings, the overall operation of the College, and/or will require organizational resources in addition to those immediately available.

## **Level III • Disaster**

Disasters are emergency incidents which have seriously impaired or halted operations of the College and/or involve mass casualties and/or severe damage and may require organizational resources from outside the local community.

## **Level IV • Adverse Reaction**

Adverse Reaction Incidents are those which have the potential for major disruptive public or student reaction.

# **LAW ENFORCEMENT TACTICS**

Law enforcement priorities during an “active threat” incident have changed since the events that have taken place at other public venues, schools and institutions. Police response tactics, as witnessed during recent events, are to respond to the threat immediately and take such action as is necessary to neutralize the threat as quickly as possible. The safety of all persons involved in an “active threat” incident is of paramount importance and responding officers will forego assistance to injured parties for the express purpose of meeting and neutralizing the threat, and thereby reducing the overall number of casualties.

Introduction:

1. Description: An “active threat” is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the College community.
2. Types of “active threats”:
  - a. Active shooter
  - b. Hostage/barricaded subject
  - c. Sniper
  - d. Suicide/Homicide bomber
  - e. Known or suspected terrorist threat (biological/chemical threat)

College Police will utilize the mass text distribution system to notify all faculty and staff that have signed up to be notified in the event of an emergency situation. If appropriate, the intercom voice system may be used to notify the College community.

Individuals are encouraged to minimize the use of personal cell phones unless it is to report on the status of the incident to assure their personal safety or the safety of others. Mass use of cell phone systems typically result in system overloads and the general failure of the system until traffic diminishes.

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas include classrooms, seminar rooms, conference rooms, lecture rooms, lounges and restrooms. During an "active threat" situation, there is no guarantee that persons occupying such space will receive a notification that an "active threat" exists. Therefore, departments are encouraged to establish mechanisms to notify persons in these areas (as long as it is safe to do so) of the status of an active threat situation. In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility on any single department.

"Active threat" situations are very dynamic and evolve quickly. Individuals need to assess their situation and be prepared to make decisions in a matter of seconds. An "active threat" situation typically does not last for a long period of time unless it evolves into a hostage situation.

Remainder of page purposefully left blank.

## Individual/Group Safety: ALICE/Armed Intruder/Workplace Violence

1. Stay calm and assess the situation, determine the location of the threat if possible.
2. Use ALICE to determine plan of action:

**Alert**, notify authorities and those in harm's way of the danger at hand.

It is important to be as clear and accurate with the information as possible. Remember to identify yourself, your location, the suspect information, type of weapon, direction of travel and a call back number. Don't hang up unless your safety is compromised or you are directed to by the dispatcher.

**Lockdown**, or shelter in place.

By locking down and barricading entry points, you are making yourself less of a target and creating a stronghold that nobody should be able to enter. Only police personnel may enter a locked-down room.

**Inform**, give real-time updates.

This can be accomplished with things such as video surveillance equipment or public address systems. Updates during a violent intruder incident allow you to make sound decisions about how to react and what steps, if any, to take next. They can also act as good distracters for the intruder.

**Counter** the attacker as a last resort.

There have been instances where victims did not have the ability to lockdown or get out because the violent incident occurred right next to them or they were in an area that was not securable. There is also the possibility of the intruder breaching a secured area. If this is the situation then total commitment to countering the attacker is essential. Many objects can be used as distraction devices, spread out, turn out the lights and be ready to cause confusion for the intruder and make yourself a hard target.

**Evacuate**, or get out!!

Your goal here is to put as much time and distance as possible between you and the attacker. Don't use the same rally point as with a fire or earthquake drill, you will want to move much further away from this danger zone.

## NOTIFICATION OF EMERGENCY INCIDENT

### Initial:

All initial notifications of an emergency incident will be made to KCKCC Police Department using the **913•288•7636** phone or other means available.

### Secondary:

KCKCC Police Department will notify on duty emergency response units and the Emergency Director or their designee of the emergency incident.

**Continuing:**

KCKCC Police Department will notify at least one (1) person from each organization required to respond due to the type of emergency incident, as indicated by the Emergency Director or their designee. The person contacted for each organization will be responsible for contacting other members of the organization expected to respond. Each organization will maintain a list of primary contacts with KCKCC Police Department and will maintain an internal call tree system for other personnel that may be required in the event of an incident.

**Other Contacts:**

Immediate notification of more than one (1) person within an organization and/or notification of persons solely for informational purposes will be made by KCKCC Police Department at the discretion of the Emergency Director or their designee. This is not intended to preclude anyone from using available non-emergency communications systems for this purpose.

## **ORGANIZATIONAL AND INDIVIDUAL RESPONSIBILITY**

**KCKCC PRESIDENT**

The KCKCC President will be responsible for decisions concerning the cancellation, rescheduling or relocation of classes, tests and other academic programs interrupted by an incident.

**EMERGENCY DIRECTOR**

The KCKCC Chief of Police is designated as the Emergency Director under this plan. The Emergency Director (or designee in their absence) is empowered to direct the activities of KCKCC Police personnel and commit KCKCC equipment and facilities for the duration of a major College emergency. The Emergency Director or designee will classify the level of an incident, insure that appropriate notifications are made, and provide corrective and protective actions during the incident. The Emergency Director or designee will coordinate College response activities with outside organizations and individuals. The Emergency Director or designee will remain in charge of the incident as long as an actual emergency exists, or operational authority has been transferred to a Recovery Manager or until relieved of the responsibility by the College President or Chief Financial Officer.

The Emergency Director or designee is also responsible for ensuring this plan is updated regularly, is in compliance with current laws and regulations, and consistent with other plans that may involve coordinated efforts.

### **INCIDENT SCENE COMMANDER**

The Incident Scene Commander will be the director of field operations at the site of a major emergency/disaster/adverse reaction incident. The Incident Scene Commander will be the senior person from the organization having primary responsibility in the following types of incidents. The following are types of incidents and the Scene Commander:

- Severe Weather, KCKCC Police
- Earthquake, KCKCC Police
- Floods, KCKCC Police
- Fire, KCK Fire Department
- Demonstrations/Events, KCKCC Police
- Civil Disorder, KCKCC Police
- Hazardous Materials, KCK Fire Department
- Power Failure, KCKCC Police
- Transportation Accidents, KCKCC Police
- Mass Health Incidents, KCKCC Police
- Hostage Incident, KCKCC Police

The Emergency Director will determine the primary type of incident where multiple circumstances exist.

### **KCKCC POLICE DEPARTMENT**

KCKCC Police Department will provide the initial contact point for College emergencies. KCKCC Police will be responsible for maintaining this emergency plan and coordinating training or information on general emergency response for College personnel.

The KCKCC Police Department will provide the initial information on an incident to the Emergency Director for their assessment. KCKCC Police will be responsible for first response to an incident, initial notification of one (1) representative of affected College organizations, notification of necessary outside local organizations, control and evacuation of affected areas, casualty identification, and any other duties assigned by the Emergency Director.

The KCKCC Police Department will be responsible for maintaining notification information, specific emergency communications systems and the mobile command post. KCKCC Police will provide support personnel as requested by the Emergency Director and/or Incident Scene Commander.

The KCKCC Police Planning Department will assist with the continued development of the emergency plan and operational procedures with internal and external emergency response organizations and individuals. KCKCC Police Planning will provide support personnel and information as requested by the Emergency Director and/or Incident Scene Commander.

### **KCK FIRE DEPARTMENT**

The KCK Fire Department is responsible for assisting in the assessment of incidents believed to involve hazardous chemicals, infectious agents, and radioactive sources. The KCK Fire Department will provide advice on evacuation and decontamination of individuals and facilities. KCKCC personnel will not enter an actual site when appropriate personal protective gear is not available and/or when proper training has not been provided to insure the immediate safety and long term health of the individual.

### **VICE PRESIDENT OF STUDENT AFFAIRS**

The VPSA will be responsible for handling inquiries or communications with families that are specific to individual students, providing rumor control, dealing with any special accommodations involving foreign students/families and handicapped students, and coordinating volunteer assistance in temporary shelter, meals, clothing, and other accommodations. VPSA will also be instrumental in coordinating efforts for major planned or unplanned events.

In addition to the immediate services provided by groups within this area, the VPSA will coordinate the compiling and dissemination of information that may be required over an extended period of time on the effects of and the recovery from a major situation. The VPSA oversees the services provided by the following groups or individuals:

- **Dean of Student Services**

The Dean of Student Services' responsibility is best addressed within the individual departments of that division. The division will be responsible for

developing procedures in the listed areas to be included in this plan. The Dean of Student Services will appoint a coordinator for emergency planning and operations, who facilitates the Division's response to college emergencies.

- **Student Health Services**

Student Health Services will be responsible for developing procedures that will provide medical services and coordinate health and medical efforts with other external providers.

- **Counseling and Advocacy**

Counseling will be responsible for the implementation of a response to the emotional reactions and other mental health needs of parties involved in an emergency situation. This could include but is not limited to providing assessment and referral for ongoing treatment, short term grief counseling, debriefing for students, employees, and emergency workers, and consultation to service providers and College administrators.

- **Dean of Enrollment Management**

The Dean of Enrollment Management will be responsible for emergency information on students and building occupants or users (based on class schedules and/or reservations). This division will develop a displaced student registration system that can reconcile occupant information and known survival/whereabouts information for internal and external inquiries.

## **CHIEF FINANCIAL OFFICER**

The Chief Financial Officer is responsible for coordinating the deployment of College financial and human resources in the most efficient way possible. This individual oversees the efforts of the following individuals and groups:

- **Director of Facilities Services**

In addition to the immediate services, information, and temporary/ permanent repairs for facilities provided by the various groups in this area, the Director of Facilities will determine the extent that a facility can support normal operations safely. If normal operations cannot be maintained, the Director of Facilities Services will provide information on the extent to which the facility can support any operations and an approximate time period that the facility can be restored to full operation.

The Director of Facilities Services is responsible for coordinating responses and/or providing procedures that will minimize an incident's effect on the educational mission of the College.

- **Recovery Manager**

The CFO may appoint a Recovery Manager to coordinate the KCKCC effort to restore facilities and services after a major emergency incident has been stabilized and is no longer considered an immediate threat to life or property. Selection of a Recovery Manager will be based on the type of expertise necessary to handle the remaining problems or hazards caused by the incident.

The Recovery Manager is responsible for:

- Assessing the impact of response operations on assigned resources and identifying repair maintenance and replenishment needs
- Identifying and requesting additional recovery resources
- Establishing priorities and allocating available resources
- Coordinating resource delivery and support
- Coordinating resource management activities among requesters, users and providers
- Releasing necessary resources

- **Facilities Services Department**

The Facilities Services Department through maintenance professionals will provide information on the facilities and property under their control. These maintenance professionals will be responsible for coordinating their efforts with other internal or external organizations involving the manipulation of mechanical, gas, water, steam and electrical systems within an affected facility. This organization will be involved in the eventual restoration of utility services and non-hazardous cleanup of an affected facility. In many cases Facilities Services may be called upon to provide equipment and perform other related tasks by the Emergency Director or the Recovery Manager. The various maintenance supervisors will also be responsible for developing emergency response procedures for this plan involving physical and utility support systems and coordinating training for KCKCC staff on their operations and procedures.

The KCKCC Facilities Services Department is also responsible for maintaining information on hazardous materials present at any college location, providing emergency operation procedures required by this plan for handling hazardous material incidents, preparing the required reports or documents required in a hazardous materials incident and coordinating

training for other KCKCC personnel in response to hazardous material incidents.

KCKCC Facilities Services will be responsible for providing information on college structures and assessing structural damage/soundness of affected facilities. Staff from this organization may be called upon to act as recovery manager for major restoration projects.

- **Purchasing Office**

The Purchasing Office will be responsible for coordinating and processing emergency purchases of equipment and supplies necessary for proper handling of a specific emergency incident.

## **VICE PRESIDENT FOR STRATEGIC INITIATIVES AND OUTREACH**

The VPSIO will be responsible for providing all communications between the College, media and other interested parties during an emergency. The VPSIO is responsible for coordinating information for the preparation of news releases from their own office, College Administration, the Emergency Director, and the Recovery Manager (if so named) concerning an incident. This individual will assist in developing procedures concerning the release of information in an emergency or other crisis.

- **Crisis Communication Team**

The VPSIO coordinates under the direction of the College President the efforts of the Crisis Communication Team. The Crisis Communication Team is the conduit through which the College responds quickly to the College community, external community, and media in the event of an emergency or crisis. This team is responsible for communicating facts and updates in a timely manner, providing relevant and accurate communication to those affected, and identifying those groups that should be informed of the crisis situation.

During an emergency any and all response and communication with the College community, external community, and media goes through the Crisis Communication Team, other than direct communication from and between emergency personnel. The Crisis Communication Team includes:

- College President
- The President's Cabinet Members
- Chief of College Police

During a crisis, other individuals could be added to the Crisis Communication Team with the approval of the College President or designee.

**CHIEF INFORMATION OFFICER**

The CIO will be responsible for reestablishing information systems as necessary under the circumstances and provide temporary emergency operations and Services as needed. Information Services will be responsible for developing procedures and priorities in reestablishing operations.

The CIO will maintain the internal and external communication systems for the college. The CIO will be responsible for developing and implementing critical procedures and priorities necessary to reestablish communication and network systems services.

**CHIEF HUMAN RESOURCES OFFICER**

The Chief Human Resources Officer will be responsible for maintaining emergency information on employees, handling inquiries about specific employees and coordinating efforts to keep employees informed on an incident's effect on their job responsibilities.

**OTHER COLLEGE ORGANIZATIONS AND INDIVIDUALS**

Other College organizations and individuals may be called upon at any time during an emergency incident because they have special knowledge or skills that have direct bearing on the situation. Organizations and individuals, so contacted, will cooperate fully with College authorities.

## Appendix

# **Appendix 1**

## **Emergency Response Guide**

### **Emergency Phone Numbers**

To report any police, fire, or medical emergency, call:

**From College: 7636**

**Off College or from a cell phone: 913•288•7636.**

In the event of a fire, activate the building's fire alarm system BEFORE calling College Police.

Evacuate the building immediately!

When calling College Police:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

If 9•1•1 is called first, be sure to contact College Police immediately afterwards to report the incident. They will be able to respond sooner than other off College agencies.

## **Appendix 2**

### **Crime Prevention and Resources**

If you witness a crime:

- If you witness a crime or become the victim of a crime, call College Police at 288•7636 to report the incident.
- If you observe a perpetrator commit a crime, do not block their avenue of escape. Instead, get a good description of the perpetrator, note their direction of travel, and obtain vehicle information if pertinent.
- Do not follow the perpetrator. Let the perpetrator leave the scene. If followed, the perpetrator may panic and cause you harm.

#### **Personal safety tips:**

- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call the police.
- In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact the police department immediately.
- Always keep the door to your room locked when you are working alone.
- Don't investigate a suspicious person or noise outside by yourself.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Walk in an alert and confident manner, and actively pay attention to your surroundings.
- Choose the best lit, most traveled paths when walking.
- Take a self-defense course.

## **Appendix 3**

### **Procedures in Event of Fire Alarm**

Should fire or smoke be discovered, the College Police should be notified immediately by dialing the direct emergency phone number, 288•7636 (Ext. 7636 from internal College phone), or by use of one of the emergency phones located throughout the College, or by dialing "0" for the Switchboard Operator. College Police should be notified of:

1. Location of the fire
2. Extent of the Fire

#### **Responsibility of the Individual Discovering the Fire**

1. Activate the nearest fire alarm by pulling the switch on the wall mounted unit.
2. If time and conditions permit, use a fire extinguisher or hose to combat the fire.
3. If the fire is beyond control or endangers your safety, leave the building immediately.

#### **Responsibility of Faculty, Staff, and Students**

1. Upon hearing a fire alarm (audible tone and verbal direction) all persons should evacuate the area.
2. Respond to the nearest exit and exit the building.
3. Use the nearest stairwell to go from one building level to another; Do not use the elevator.
4. The last person leaving a room should close the door behind them.

#### **Responsibility of College Police**

If notified of the location of the fire, officers should respond and:

1. Determine if the fire can be extinguished by use of a fire extinguisher or hose.
2. Ensure that all persons have been evacuated from the area.

If a fire is discovered:

1. Determine if the fire can be extinguished using a fire extinguisher or hose.
2. After a fire is extinguished and the building is deemed safe, or if no fire is discovered:
  - Notify all persons that it is safe to reenter the building.
  - College personnel should reset the fire alarm.

## Appendix 4

### Fire / Fire Extinguisher Use

#### USING A FIRE EXTINGUISHER:

1. Report the fire.
2. Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method.
  - **P** ull the pin. This will break the tamper seal if one is provided.
    - Then **TAP** extinguisher on the ground and test squeeze.
  - **A** im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
  - **S** queeze the handle to release the extinguishing agent.
  - **S** weep from side to side at the base of the fire until the fire is out. Watch the area.

If the fire reignites, repeat the steps above.

## Appendix 5

### Procedures in Event of Tornado Alarm

Located in the College Police Office is a weather radio alert system that provides notification from the National Weather Service of Severe weather conditions. College Police also monitor the Kansas City, Kansas Police Department radio frequency. When College Police become aware of a tornado warning via the weather radio, the police dispatcher, or sounding of the city's tornado alert siren, an officer will ensure that the College tornado warning alarm is sounded. THE ALARM CONSISTS OF an audible tone and verbal direction.

When the tornado alarm is sounded, evacuation procedures should be as follows:

- Persons in **the Humanities, Social Science, Science, Math, Nursing, Flint, and Performing Arts** Buildings should go to the lower level hallways.
- All persons in the **Jewell Center** should go to the lower level hallways of the Science or Social Science Buildings.
- Persons in the **Learning Commons** should go to the southeast corner computer room in the lower level.
- Persons in the **Health Professions Building** should go to the restrooms on the lower level.
- Persons in the **Community Education Building** should go to the east side of the lower level.
- Persons in the **Child Care Center** should go to the center of the building close to the inner walls.
- Persons in the **Field House** should go to the dressing room areas in the lower level.
- Persons in the **Print Shop** should go to the lower level restrooms of the Health Professions Building or inside the Supervisor's office.
- Persons in the **Fire Science Building** should go to the janitor's closet located in the interior part of the building.
- **Student Housing** should go to the lowest level of the building to the innermost hallway.
- Persons located at **TEC 1** main building should go to the rear hallway area behind the multipurpose room. TEC 1 Plaza areas should go to the restrooms located in their respected areas.
- Persons located in **TEC 2** or **TEC 3** should go into the restrooms located in the center of the buildings
- Persons located at the **PCC** in Leavenworth should go into the basement directly below the old library or the ARC.

In all of the above cases it is important to stay away from glassed areas. When it is determined that the threat of a tornado no longer exists, the College Police will sound an "all clear" signal, which will consist of three short siren blasts. At this

signal all persons may leave their sheltered areas.

## Tornado and Weather Emergencies

**Tornado Watch** means tornadoes are possible in your area. Remain alert for approaching storms, and be prepared to seek shelter.

**Tornado Warning** means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to your predesignated place of safety immediately!

**Severe Thunderstorm Watch** means severe thunderstorms are possible in your area.

**Severe Thunderstorm Warning** means a severe thunderstorm is imminent or has been indicated by Doppler radar or reported by storm spotters.

### What to do during a tornado warning:

When the tornado sirens sound or a tornado has been sighted, go to a safe shelter immediately.

1. Move to a predesignated shelter, such as a basement. Assist those with special needs in getting to the shelter area.
2. Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.
3. If there is no basement, go to an interior room on the lowest level (closets, interior hallways, or restrooms). Do not open windows.
4. In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible.

Do not call College Police unless you need to report an emergency, such as a fire, medical emergency or severe building damage. College Police lines need to be kept open and available for emergency calls.

5. Get out of vehicles, trailers, and mobile homes immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.
6. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
7. Never try to outrun a tornado in a car or truck, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
8. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

## **Appendix 6**

### **Procedures in Event of Hostage or Active Shooter Situation**

Should a hostage situation or active shooter situation occur on College, the College Police should be notified immediately, if you can do so and maintain your safety, by dialing the direct emergency phone number, 288•7636 (Ext. 7636 from internal College phone), or by use of one of the emergency phones located throughout the College. College Police should be notified of:

1. Type of situation
2. Location of the situation
3. Number of people involved
4. Any other details that may assist the College Police in responding to the situation.

#### **Responsibility of Faculty, Staff, and Students**

1. The first step in personal safety is to maintain an awareness of the situation and environment around you.
2. LOCK DOWN and BARRICADE – the majority of classrooms are equipped with always locked door knobs.
  - If you are in a classroom, close the door, turn off the lights and stay away from the door.
    - Do not use your cell phone!
    - Remain very quiet as to not draw attention to your location.
    - Barricade as many items as you can in front of the door.
  - If you are in an office complex, close and lock the door, turn off the lights and stay away from the door.
    - Do not use your cell phone!
    - Remain very quiet as to not draw attention to your location.
    - Barricade as many items as you can in front of the door.
3. If a threat presents itself, seek cover and create a barricade by placing as much material between you and the threat – remain quiet and turn off lights to make the area appear unoccupied; Classrooms should already be locked and provide you with some basic protection. College Police will assess the situation and determine if it is safe to evacuate the building away from the situation or if a lockdown should be implemented. If you are in an open or common area you should move into a classroom area so that you can find cover.
4. Do not approach emergency responders – let them come to you.
5. Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit.
6. Follow the directions given by College Police as you receive them.

7. Evacuate the area (whether inside or outside a building) if you know that it is safe to do so – seek shelter.

### **Responsibility of KCKCC Police**

1. If notified of the location of the Hostage situation or Active shooter situation, officers should respond and:
  - a. Determine the validity of the situation and request outside agency assistance to help control the situation and set the law enforcement response plan in motion.
  - b. Determine if the best course of action to contain the suspect(s).
  - c. Determine if the students, staff, and faculty can be evacuated or if a lockdown is a better course of action for their safety.

## **Appendix 7**

### **Bomb Threat**

**If a bomb threat is received:**

- Stay calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close by, point to this information, and have that person call College Police at 288•7636. This call should be made out of hearing range from the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.

**Bomb Threat Check Sheet is provided on the next page.**

## Bomb Threat Check Sheet

Exact time of call \_\_\_\_\_

Exact words of caller

---

---

Questions to ask:

1. When is bomb going to explode?

2. Where is the bomb?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. Where are you calling from?

9. What is your address?

10. What is your name?

---

Caller's voice: (circle)

Calm	Disguised	Nasal	Angry	Broken	Stutter
Slow	Sincere	Lisp	Rapid	Giggling	Deep
Crying	Squeaky	Excited	Stressed	Accent	Loud
Slurred	Normal				

If voice is familiar, whom did it sound like?

---

Were there any background noises?

---

Remarks:

---

---

---

Person receiving call:

---

---

Telephone number

call received at:

---

---

Date of Incident: \_\_\_\_\_

Report call immediately to College Police at 288•7636.

## Appendix 8

### Suspicious Package

If you receive or discover a suspicious package or device:

**DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!**  
**IMMEDIATELY** call College Police at 288•7636.

**\*DO NOT USE A CELL PHONE WITHIN 300 FEET OF THE SUSPICIOUS PACKAGE**

What constitutes a suspicious letter or parcel?

- Some typical characteristics which ought to trigger suspicion include letters or parcels that:
- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

**What to do if you receive a suspicious package or parcel:**

- Handle with care. Do not shake or bump.
- Isolate it immediately.
- Don't open, smell, touch, or taste.
- Treat it as suspect. Call College Police.

## Appendix 9

### Medical Emergencies

For Life threatening Emergencies call 911 first, then call College Police at 288•7636.

If you suspect a head or spinal injury, DO NOT MOVE the victim unless there is an immediately life-threatening emergency.

#### Cardiopulmonary Resuscitation (CPR)

##### 1. Assess the situation:

- Is the person conscious or unconscious?
- If the person appears unconscious, tap or shake his shoulder and ask loudly, "Are you OK?"
- If the person doesn't respond, call College Police and then follow the steps below.

##### 2. Send someone if available or you go locate an Automatic External Defibrillator (AED) if one is immediately available.

- Use the AED as you have been trained to do and/or follow the prompts from the device. Once the AED arrives open the AED, apply the defibrillation pads to the victim and follow the prompts.

##### 3. Immediately begin chest compressions

- Position the person so you can check for signs of life by laying the person flat on their back on a firm surface.
- If there are no signs of life, no response, movement, or breathing • begin chest compressions. Place the heel of one hand over the lower part of the breastbone and your other hand on top, keep your elbows straight and position your shoulders directly above your hands to make the best use of your weight.
- Push down 2 inches at a rate of 100 to 120 times a minute. The pushing down and letting up phase of each cycle should be equal in duration. Allow the chest to fully recoil without removing yours hands. Perform continuous compressions for 2 minutes. After two minutes, push the analyze button on the AED and follow the prompts.
- If you feel comfortable performing rescue breaths or have a barrier device you may perform compressions and rescue breaths at 30 compressions to 2 breaths for 2 minutes. After 30 compressions, breathe into the person's mouth twice. To give breaths, pinch the victim's nostrils closed, make a seal around the mouth or ensure the barrier device covers the nose and mouth and makes a seal. Give 2 full breaths over 2 seconds.
- After 2 minutes of 30 compressions and 2 breaths, push the analyze button on the AED if available. Otherwise, check for signs of life. If there

are no signs of life, continue rescue maneuvers as long as there are no signs of life.

- If a victim has a pulse but is not breathing, open the person's airway by performing the Head Tilt-Chin Lift maneuver by lifting the chin forward and tilting the head back only if no neck or spinal injury is suspected. Pinch the victim's nostrils closed, make a seal around the mouth or ensure the barrier device covers the nose and mouth and makes a seal. Give one breath every six seconds.
- If the victim recovers but remains unconscious, lay the victim on their side to protect their airway and continue monitoring until emergency personnel arrive.

### **To Control Bleeding:**

- 1. Have the injured person lie down.** If possible, position the person's head slightly lower than the trunk or elevate the legs. This position reduces the risk of fainting by increasing blood flow to the brain. If also possible, elevate the site of bleeding.
- 2. Remove any obvious dirt or debris from the wound.** Don't remove any large or more deeply embedded objects. Don't probe the wound or attempt to clean it at this point. Your principle concern is to stop the bleeding.
- 3. Apply pressure directly on the wound.** Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.
- 4. Use a tourniquet on arms or leg wounds.** If bleeding cannot be controlled through direct pressure, apply a tourniquet device directly above the wound.
- 5. Maintain pressure until the bleeding stops.** When it does, bind the wound tightly with a bandage (or even a piece of clean clothing) and adhesive tape.
- 6. Don't reposition displaced organs.** If the wound is abdominal and organs have been displaced, don't try to reposition them. Cover the wound with a moist dressing. Call College Police or 911.
- 7. Don't remove the gauze or bandage.** If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don't remove it. Instead, add more absorbent material on top of it.
- 8. Immobilize** the injured body part once the bleeding has stopped. Leave the bandages in place and get the injured person to the emergency room as soon as possible.

### **Chemical Burns:**

If a chemical burns the skin, follow these steps:

- 1. Remove the cause of the burn** by flushing the chemicals off the skin surface with cool, running water for least 20 minutes or more. If the burning chemical is a powder like substance such as lime, brush it off the skin without exposing yourself before flushing.
- 2. Remove clothing or jewelry** that has been contaminated by the chemical.
- 3. Cover the burned area** with a dry, sterile dressing or a clean cloth.
- 4. All chemical burns should be evaluated by a physician.**

**If you're unsure whether a substance is toxic, call the poison control center at 1-800-222-1222 or utilize the MSDS for the chemical or substance.**

If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.

#### **Burns:**

##### **First-degree**

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin hasn't been burned through. Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin, or buttocks or a major joint.

##### **Second-degree**

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned, the injury is termed second-degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance.

Second-degree burns produce severe pain and swelling. If the burned area is larger or if the burn is on the hands, feet, face, groin, or buttocks or over a major joint, get medical help immediately.

##### **Third-degree**

The most serious burns are painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

#### **General Treatment:**

**For minor burns**, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

**Cool the burn.** Hold the burned area under cool or tepid running water for 15 minutes, don't put ice on the burn. If the first-degree burn covers a large area, the victim should be evaluated by a physician.

**Cover the burn with a sterile gauze bandage.** Don't use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on burned skin. Bandaging keeps air off the area, reduces pain, and protects blistered skin.

#### **Caution:**

**Don't use ice.** Putting ice directly on a burn can cause frostbite, further damaging your skin.

**Don't break blisters.** Fluid filled blisters protect against infection.

**For major burns**, dial 9-911 from a College phone or 911 from a cell phone or non-College phone or call for emergency medical assistance. Until an emergency unit arrives, follow these steps:

**1. Don't remove burnt clothing.** However, do make sure the victim is no longer in contact with smoldering

materials or exposed to smoke or heat.

**2. Make sure the burn victim is breathing.** If breathing has stopped or you suspect the person's airway is blocked try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR).

**3. Cover the area of the burn.** For third - degree burns, use a dry sterile dressing or plastic wrap.

**All second-degree and third-degree burns should be evaluated by a physician.**

## **Appendix 10**

### **Flooding**

Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps.

In case of imminent or actual flooding:

1. If you can do so safely:
  - Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
  - Shut off all nonessential electrical equipment.
  - Wait for instructions from Public Safety.
2. Move all personnel to a safe area, away from the building in danger. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
3. Do not return to the building until instructed to do so by College Police or Facilities Services.
4. Call Facilities Services for assistance with flood clean-up.

## **Appendix 11**

### **Civil Disturbance**

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

- Call College Police at 288•7636.
- Provide the address, location, and all possible details to the dispatcher.
- Do not provoke or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.

## **Appendix 12**

### **Gas Leak • Fumes • Vapors**

**If you detect natural gas, fumes or vapors:**

- Call College Police at 288•7636.
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

**If a building or area evacuation is ordered by the emergency responders:**

- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your department's designated gathering point to be accounted for.

## **Appendix 13**

### **Power Outage**

In the event of a power outage, many College facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building.

To report a localized power outage, contact Facilities Services at 288•7213.

After normal business hours, Contact College Police at 288•7636.

#### **Be prepared:**

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

#### **In the event of a large-scale power outage:**

- Remain calm.
- Follow directions provided by Public Safety through the established College communications systems.
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If additional assistance is necessary, contact College Police at 288•7636
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

#### **If people are trapped in an elevator:**

- If you are able to communicate with them, let the passengers know help has been summoned.
- Call College Police at 288•7636.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

## **Appendix 14**

### **Hazardous Materials • Pollutants Incident**

**If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel, or oil) spill, incident, or release for which assistance is needed:**

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area, Call College Police at 288•7636.
- Be prepared to provide the following information regarding the spill or release:
  - Name of the material
  - Quantity of material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosion is involved
  - Your name, phone number, and location
- Follow instructions provided by the emergency responders.
- Arrange for someone to meet the emergency responders.
- Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.

**Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.**

**If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:**

- Clear the area immediately if instructed to do so by the emergency providers, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.
- Take roll call of your unit, and report headcounts to your unit head.

**If you observe what you believe to be an unauthorized release of any pollutants to the environment, call College Police immediately at 288•7636.**



**Kansas City Kansas  
Community College™**

MASTER CONTRACT

Between

THE BOARD OF TRUSTEES

Kansas City Kansas Community College  
and THE FACULTY ASSOCIATION OF KNEA  
Kansas City Kansas Community College  
07/01/2019 – 06/30/2021

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## Article I. Definitions

<b>TITLE</b>	<b>DEFINITIONS</b>
<b>ADMINISTRATION</b>	All persons employed by the Board in the following positions: President, Vice Presidents , Chief Officers, Deans, and Directors whose salaries are not determined by the Professional Employee's salary schedule.
<b>ASSOCIATION</b>	The Kansas City Kansas Community College Faculty Association which is affiliated with the Kansas National Education Association (KNEA) and the National Education Association (NEA).
<b>BOARD</b>	The Board of Trustees of the Kansas City Kansas Community College.
<b>DAYS</b>	A day for 182-day employees and 212-day employees shall mean the regular working school day
<b>DUTY DAY</b>	Faculty duty days are those days on which a faculty member (professional employee) performs either non-teaching assignments or teaching assignments. On days in which classes are not scheduled college-wide, excluding holiday break periods, faculty will be expected to participate in entire campus meetings, committee meetings, division or departmental meetings, in-service trainings, or other specific assignments.
<b>KNEA</b>	Kansas National Education Association
<b>PROFESSIONAL EMPLOYEE</b>	Any employee employed by the Board whose salary is determined by either the 182 or 212-day Professional Employee's salary schedule.
<b>INTERIM EMPLOYEE</b>	Any employee who accepts a non-renewable contract.
<b>YEAR</b>	The year, for the 182-day employee, shall mean the 2 semester academic year. The year, for the 212-day employee, shall begin on July 1 and continue through June 30 of the following year and include the 212-days the employee contracts to work.
<b>TRADE AND INDUSTRY FACULTY</b>	Faculty who teach in a Trade and Industry program.

<b>TRADE AND INDUSTRY PROGRAM</b>	Technical programs that are designed to operate and function not only as classes, but as a mimic of conditions in industry. These courses are meant to be taken as a group of simultaneous classes. The design, form, and function of these courses is to be determined by the faculty member, the Dean in charge of the program, and industry input to make it mimic work conditions for that field as much as possible.
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## Article II. General Provisions

- A. **Contract Reference and Term.** The agreement set forth herein shall be included by reference in the contracts of all professional employees employed by the Kansas City Kansas Community College. This agreement shall be made part of the professional employee's individual comprehensive contract with the same force and effect as though fully set forth therein; and it shall remain in full force and effect from and after July 1, 2019 to June 30, 2021.
- B. **Savings Clause.** If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, until such time as a higher authority overturns the decision of a lower court, at which time such provision or applications shall continue in full force and effect.
- C. **Successor Agreement Clause.** The Board and the Faculty Association agree that this agreement shall be binding on their successors, if any, during the term of this agreement.
- D. **General Provisions.** Should any agreement in the Master Contract be inconsistent with the Policy Manual, the manual will be superseded by the Master Contract.
- E. **Distribution.** Upon execution of the Master Contract, the Board will have a copy of it made available to each professional employee within thirty days in digital or hardcopy format.
- F. **Amendment to Agreement.** This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement.
- G. **Negotiations Procedures.** Parties shall negotiate a procedure which shall be agreeable to both sides to facilitate negotiations.

**H. Memoranda of Understanding.** An agreement between the Board of Trustees of Kansas City Kansas Community College and the KCKCC Faculty Association/KNEA.

## Article III. Leaves and Absences from Campus

### A. Absences from Campus

1. Professional Employees must notify the Dean of their Division, when possible, if they are to be absent from campus.
2. In case of illness, notification should be given to the Professional Employee's Dean at least one hour prior to the beginning of the first class to be missed.
3. Absences should be submitted online to the Professional Employee's supervisor. If not submitted before the absence, it should be submitted as soon as the Professional Employee returns to work.

### B. Leaves

1. **Community Engagement Leave:** Community Engagement leave can be taken by Professional Employees that want to volunteer to support eligible programs or agencies that focuses on enriching the lives of members in the community. An eligible organization is defined as a non-profit organization, governmental organization, health care facility or public charity.
2. KCKCC will grant eight (8) hours per contract year for the purposes of participating in volunteer activities. The leave can be taken in one full day or two half days. Leave that is not used by June 30<sup>th</sup> of each fiscal year is forfeited and will not be carried into the next calendar year. Unused leave will not be paid out upon separation of employment. The leave does not vest
3. In the event of a request for consideration of any leave of this nature, each leave shall be considered on the basis of its individual merit, with the final decision resting with the Professional Employees immediate supervisor.
4. The immediate supervisor has the discretion to deny approval of the requested leave if it inters with the business needs of the department. .
5. **Emergency Leave.** Subject to the approval of the President or his/her designee, a maximum of five days' absence without deduction in pay for each event during any academic year shall be allowed for reasons of death or critical illness in the immediate family. Whenever possible, requests for approval of an absence under emergency leave provisions shall be made prior to the absence.
  - a. Emergency leave time shall not accumulate.

- b. As used herein, "immediate family" shall be used to designate the professional employee's spouse, children, parents, grandparents, brothers, sisters, aunts, uncles, or anyone of like relationship by marriage, or any person living in the household of the faculty members.
  - c. In the event of controversy, the final decision on cases involving emergency leave as rendered by the President or his/her designee may be appealed to the Board of Trustees.
  - d. Emergency leave with pay shall be limited to a total of fifteen (15) days in any academic year.
6. **Personal Leave.** Professional employees shall be granted up to three (3) days personal leave per year subject to the following provisions:
- a. Notice of personal leave shall be made in advance of or on the day of leave. If the request is not submitted in advance or on the day of the leave, the request must be submitted within 48 hours after the employee returns to work and shall be submitted online to the professional employee's immediate supervisor for approval.
  - b. Professional employees shall not be required to state reasons for requesting personal leave.
  - c. Personal leave time may be denied if the professional employee's absence will directly interfere with the operation of the College during the time requested.
  - d. Personal leave time for 182-day faculty may be taken in 0.5 hour increments.
  - e. Personal leave time for 212-day faculty may be taken in 0.5 hour increments.
7. **Professional Leave.** Membership in professional organizations is recommended.
- a. Professional employees who attend meetings as school representatives will be reimbursed for expenses incurred.
  - b. Professional employees who attend meetings of professional organizations will be granted time off without loss of pay, provided that their request is approved prior to the meeting by their immediate supervisor.
  - c. Professional leave time may be denied if the professional employee's absence will directly interfere with the operation of the College during

the time requested.

8. **Birth or Care of a Child.** This leave shall be granted for the birth, adoption or foster care of a child and must be taken within the twelve (12) month period following the birth, adoption or placement of a child. Birth or Care of a Child leave is a leave without pay as permitted under the Family Medical Leave Act of 1993. However, Professional Employees are required to use any other available paid or unpaid leave concurrently with Birth or Care of a Child Leave. This includes sick, personal or vacation leaves. All available paid leave is to be exhausted prior to having unpaid time-off under and approved Birth or Care of a Child leave.

- a. If a 182 or 212-day instructional, professional employee requests Birth or Care of a Child leave, the Professional Employee should submit their request in writing to the immediate supervisor and Human Resources. Notice should ordinarily be provided at least 30 days in advance of the requested leave. Once approved, suspension of responsibilities shall begin upon the date medically determined or at the time agreed upon by the employee and the immediate supervisor and Human Resources.
- b. Benefit accruals, such as personal, sick or holiday benefits will be suspended during the unpaid portion of the leave. Employees will remain active in the group health insurance program. KCKCC will continue to pay the percentage of premiums normally paid for KCKCC and they will be responsible for continuing to pay the regular portion of the premiums for group health insurance coverage.
- c. The length of the leave is to be agreed upon by the professional employee and the immediate supervisor but shall not exceed 318 days (the time equivalent of three semesters).
- d. Upon completion of Birth or Care of a Child leave, the professional employee will be placed on the salary schedule at the next level above that which was applicable during his/her last full-time employment. No professional employee will advance on the salary schedule more than one step per academic year.
- e. Professional employees on Birth or Care of a Child leave who wish to return to duty on a reduced hour basis prior to exhausting their leave may negotiate their return with their dean and Human Resources. The agreement is subject to the approval of the appropriate Vice President.

The agreement to return must include the nature of the work to be performed, the proportionate share of the faculty workload that the returning employee will perform, and the proportionate share of compensation of the normal workload. For example, if a faculty member has agreed to teach a three-credit hour course, he/she will be

KCKCC Master Contract July 1, 2019 – June 30, 2021  
compensated at one-fifth of the compensation of the normal workload.

Declination of the leave request, including rationale, shall be submitted in writing to the professional employee no later than thirty days of leave request.

9. **Sick Leave.** During the first academic year of employment, each new professional employee is entitled to one day's sick leave for each month of employment.
- a. After the first academic year of employment, the full annual sick leave (ten (10) days for 182-day contract and eleven (11) days for 212-day contract) will be credited on July 1<sup>st</sup> and be available to the professional employee for use.
  - b. Sick leave shall accrue from year to year without limitation.
  - c. Days of accumulated sick leave credited to a professional employee under the previous sick leave policy of the college shall remain to the credit of the professional employee.
  - d. Unless taken as intermittent leave under the FMLA, sick leave must be taken in no less than 0.5 hour increments per event.. When sick leave is taken in connection with FMLA Intermittent leave, the amount of leave actually taken by the employee to address the circumstances that precipitated the need for the leave will be deducted from the employee's sick leave entitlement.
  - e. 182-day professional employees employed for the summer session are entitled to one (1) day of sick leave without loss of pay in the case of illness. Summer sick leave days shall accrue to the total accumulative sick days at the first reporting day of the academic year.
  - f. Sick leave may be used for any temporary disability due to a maternity condition.
  - g. Professional Employees shall not be required to provide an explanation of the illness for which sick leave is requested. However, Professional Employees may be requested to provide a statement of health condition and/or physicians verification that they may safely return to work after three (3) consecutive days of absence on sick leave.
  - h. In keeping with the FLSA compliance requirements, a professional employee who is absent for less than a full day due to sickness will still be paid the employee's regular salary even if the employee has a negative leave balance. If the professional employee has a negative

leave balance and does not work any portion of their regular day due to illness, the professional employee will not receive their regular salary.



10. **Sabbatical Leave.** A professional employee will be eligible for consideration for a sabbatical leave after six years of full-time continuous service.

Sabbatical leaves related to 212-day professional employees shall equate to 106 days as equivalent to one semester.

- a. Compensation for a one-year sabbatical shall be one-half (.5) the annual contract rate based on his/her class and step. Professional employees on a one semester sabbatical shall receive one-half (.5) of the annual contract rate based on the instructor's class and step. No sabbatical leave shall extend beyond two semesters. If the professional employee on leave accepts gainful employment during the leave period, the amount of compensation received shall be deducted from the one semester's pay.
- b. The number of professional employees that may be on sabbatical leave is limited to three per academic year with no more than two on sabbatical during a single semester.

The purpose of granting such sabbatical leave is to provide an opportunity for the professional employee to pursue a fulltime approved program of study that would enhance his/her professional career for the improvement of the quality of education at the college.

- c. Upon completion of a sabbatical, the Professional Employee would be required to return to full-time instruction at the college for a period of two years.

If the Professional Employee does not complete the approved program or fails to return to full-time duties at the end of the leave period, the total sum of money paid during the sabbatical leave including fringe benefits must be repaid to the college by July 1. If he/she returns for only a portion of the two-year requirement the amount of money owed to the college will be determined as follows:

- 1) Return for only one full semester - three-fourths (3/4) of the total sum;
- 2) Return for only two full semesters - one-half (1/2) of the total sum;
- 3) Return for only three full semesters - one-fourth (1/4) of the total

sum.

Portions of semesters will not be prorated, and all amounts owed to the college will be payable upon demand. If, for any reason beyond the control of the Professional Employee, the Board does not offer the professional employee a full-time contract for either of the two years following the sabbatical, the Professional Employee shall refund none of the moneys, neither wages nor benefits.

- d. Applications for sabbatical leave must be submitted on or before the third Friday in October of each year. The initial submission must be made through the immediate supervisor in consultation with the applicant's peers.

The application will be forwarded to the Dean within the professional employee's supervisory chain. Upon approval of the Dean, the Vice President of Academic Affairs and the President, a recommendation shall be made to the Board for final action. A request for sabbatical leave which does not receive a positive recommendation from the Professional Employee's Dean, the Vice President of Academic Affairs and the President shall be deemed denied. The application should contain a general description or outline of the proposed course of study.

- e. If approved, a more detailed educational plan shall be submitted at a time designated by the Vice President of Academic Affairs, prior to the regularly scheduled meeting of the Board of Trustees in which action on the sabbatical leave request is to be considered. If approved by the Board, a contract would be proffered containing the specific terms of the program, compensation, and return agreement, etc.
- f. The Board shall reserve the right to deny all applications for sabbatical leave either because of budget limitations or if the proposed study is not deemed to be of sufficient value to the institution to warrant the additional cost. The operational efficiency of the remaining or available staff in the division would also have to be considered.
- g. Upon the Professional Employee's return to duty, he/she shall submit to the Vice President of Academic Affairs, the President or the professional employee's Dean, a full written report on sabbatical leave regarding the use of sabbatical leave and/or record of his/her activities during the period of the leave.

- h.** Upon returning to full-time professional assignments after completion of the sabbatical period, the Professional Employee will be placed on the salary schedule at the next level above that which was applicable during his/her last full-time employment. Such Professional Employee will be placed in the appropriate class on the salary schedule.
- 11. Academic Leave.** A leave of absence will be considered for all Professional Employees when requested by the professional employee concerned for the purpose of furthering additional graduate level pursuits. The leave of absence shall cover one academic year only, and the graduate work shall be full time. During such periods of absence, any Professional Employee will be provided a contract for a minimum legal amount to bind same, probably one dollar (\$1.00), and the college shall assume no other financial liability. In the event federal grant funds are available to assist said Professional Employee with expenses connected with this graduate study, consideration will be given toward the allocation of same. Upon returning to full-time teaching assignments after completion of the leave of absence period, the Professional Employee will be placed on the salary schedule at the next level above that which was applicable during their last full-time employment. Such Professional Employee will be placed in the appropriate class on the salary schedule.

Notice of intention to return to active duty or a request for extension of the leave must be made prior to March 1, so that any Professional Employee(s) appointed for the interim can be notified as to whether or not their contract is to be renewed prior to March 15.

### **C. Other Leaves and Absences**

- 1.** Any Professional Employee desiring leave for reasons other than the above mentioned should apply in writing to the Board of Trustees through the President of the College.
- 2.** Faculty are expected to attend in-service programs; development days; advisement/assessment days; and enrollment. Absences during non- duty days will be charged at a rate of 7.5 hours per day. During these non-teaching days, faculty members will be expected to provide up to seven and one half (7.5) hours per day on campus when multiple duty days occur consecutively, such as prior to the beginning of the semester. When a duty day occurs during a work week when classes are scheduled, faculty members will be expected to provide six (6.0) hours on campus. College Commencement (graduation) and any award convocations are also duty days.

## Article IV. Grievance Procedure

- A. Purpose.** The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems arising from a complaint by a Professional Employee or group of professional employees based on an alleged violation, misinterpretation or misapplication by the administration of a negotiated contract or agreement, a board policy, administrative regulation or practice affecting the condition of employment. This procedure shall not apply to disputes between or among faculty members, which shall be handled by the Faculty Senate. Moreover, it is not the intent of the parties that disputes alleging unlawful discrimination be resolved through the grievance procedure. Such matters shall be resolved in accordance with the College's nondiscrimination policies. However, challenges via the grievance process to the severity of the discipline imposed by the College President in response to a finding that a faculty member has violated the College's policy prohibiting unlawful discrimination may be submitted to the Board of Trustees. In connection with such a challenge, the accused faculty member may be represented by legal counsel or a Faculty Association representative.
- B. Steps in Procedure.** The period to file a grievance or initiate the Informal Grievance Procedure will be within thirty (30) days of the incident.
- C. Number of Days.** All reference to number of days in this procedure shall be determined to mean working school days for Professional Employee.
- D. The Levels in the Grievance Procedure.** The levels in the grievance procedure will be the following:
1. **Informal Grievance Procedure:** Conference between the aggrieved and the administration, specifically the person against whom the grievance is being brought. If the grievance cannot be solved through the informal grievance procedure, as indicated by written notice from either party to the other, then the aggrieved shall proceed to the Formal Grievance Procedure.
  2. **Formal Grievance Procedure**
    - a. **Level One: Faculty Association**
      - i. If the aggrieved person is not satisfied with the disposition of his/her grievance at the Informal Grievance Procedure level, he/she may file the grievance with the Association or its designee for transmittal within five days of the conclusion of the Informal Grievance Procedure to the Faculty Unit Grievance Committee, appointed by the Faculty Association.
      - ii. Within five (5) days after receipt of the written grievance by the Faculty Association Grievance Committee, the Faculty Association Grievance Committee will meet with the aggrieved person and his/her representative

from the association in an effort to resolve it. The Faculty Association Grievance Committee shall submit its recommendation in writing to the aggrieved person, the Association, and the Administrator against whom the grievance will be brought within ten (10) days of the last meeting on the matter.

**b. Level Two: Administrator against whom the grievance is to be brought**

- i If the aggrieved person is not satisfied with the disposition of his/her grievance in Level One, the grievance should be filed in writing simultaneously with the Association, or its designee, and the Administration. A grievance against the Vice President of Academic Affairs or Chief Officers shall commence at Level Three. A grievance against the President shall commence at Level Four. A grievance against the Board of Trustees shall commence at Level Five.
- ii Within five days after receipt of the written grievance by Administrator, the Administrator will meet with the aggrieved person and his/her representative of the Association in an effort to resolve it. After the meeting between the aggrieved and the Administration, the Administration shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days after the meeting.

**c. Level Three: The Appropriate Vice President**

- i If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance with the Association or its designee for transmittal within five days to the appropriate vice president.
- ii Within five (5) days after receipt of the written grievance by the Vice President of Academic Affairs of the College, the Vice President of Academic Affairs of the College will meet the aggrieved person and his/her representative from the Association in an effort to resolve it. The Vice President of Academic Affairs of the College shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days of the last meeting on the matter.

**d. Level Four: President**

- i If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may file the grievance with the Association or its designee for transmittal within five (5) days to the President of the College.
- ii Within ten (10) days after receipt of the written grievance by the President of the College, the President of the College will meet the aggrieved person

and his/her representative from the Association in an effort to resolve it. The President of the College shall submit his/her decision in writing to the aggrieved person and the Association within ten days of the last meeting on the matter.

**e. Level Five: Board of Trustees**

- i. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Four, he/she may file the grievance with the Association or its designee for transmittal within five days to the Board of Trustees.
- ii. Upon receipt of the written grievance, the Board shall meet at its next regularly scheduled Board meeting with the aggrieved person and his/her representative from the Association in an effort to resolve it. If the grievance to the Board is submitted in less than ten (10) days of the next regularly scheduled Board meeting, the Board will meet with the aggrieved person and his/her representative at its following regularly scheduled Board meeting. The Board shall submit its decision in writing to the aggrieved person and the Association within ten days of the meeting.

**E. Rights of Professional Employees to Representation.**

1. No reprisals of any kind will be taken by the Board of Trustees or by any member or representative of the administration against any aggrieved person, any party in interest, any Grievance Representative, or any other participant in the grievance procedure by reason of such participation.
2. A Professional Employee may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a Grievance Representative selected by the Association. If a Professional Employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

**F. Miscellaneous**

1. Documentation. At every level of the grievance, the transfer of documents must be acknowledged by the recipient with his/her signed and dated receipt. This may be accomplished in person, by either party's designated agent, or by Certified US Mail with Signature Receipt.
2. Time Limits. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing and signed by both parties. Time limits will not become effective during the period that the administrator is either on sick leave or on professional leave conducting college business. The time limit will commence upon the administrator's return to campus.

3. Year-End Grievance. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the academic year and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of 30 (thirty) days thereafter.
4. If, on levels one through four, no written decision is presented within the time allotted after the grievance hearing, such failure to act shall be considered a non-decision and the grievance will automatically advance to the next step. If, on levels one through four, the grievant and/or his/her representative fails to advance the grievance in a timely manner, the grievance shall be terminated.
5. If the Board of Trustees does not present a written decision within the time allotted after the grievance hearing, such failure to act shall be an admission that the grievance was justified and the aggrieved person shall receive the remedy he/she is seeking.
6. If, in the judgment of the Association, a grievance affects a group or class of Professional Employees, the Association may initiate and submit such grievance in writing to the Vice President of Academic Affairs directly and the processing of such grievance will be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure even though there is no individual aggrieved person who wishes to do so. Upon written request from two or more Professional Employees, the Association must initiate a grievance under the terms of this clause.
7. Decisions rendered at Levels Two through Four of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association or its designee.
8. When it is necessary for a Grievance Representative, or other representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the school day, the representative, upon notice to his/her immediate superior by the Association or its designee, will be released without loss of pay in order to permit participation in the activities as described above. Any employee whose appearance in such investigations, meetings, or hearings as a witness is necessary will be accorded the same right.
9. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
10. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Board and the Association and given appropriate distribution by the Association as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.

## **Article V. Travel Pay**

Professional Employees who are required to use their personal vehicles in the performance of professional duties will be reimbursed for such use at the rate established by the Internal Revenue Service for all college use. All Professional Employees shall submit a monthly statement of the mileage driven by them in the preceding calendar month on forms to be furnished by the college. Mileage shall be reimbursed anytime within the year when such reimbursement has accumulated to the sum of thirty-five dollars (\$35.00), but in no event later than the last working day of the Professional Employee. Only mileage claimed for travel that has received approval according to college policy will be reimbursed.

## **Article VI. Severance Pay**

Upon termination of employment, by retirement or release through no fault of his/her own or death, the full-time Professional Employee or his/her estate shall receive compensation equal to the number of accumulated days of sick leave in excess of ninety multiplied by the daily base rate of his/her salary class. The 90-day minimum will be decreased ten (10) days for every complete ten (10) years of service (no partial decades). No 182-day Professional Employee shall be compensated for more than one hundred eighty-two (182) days. No 212-day Professional Employee shall be compensated for more than two hundred twelve (212) days.

## **Article VII. Professional Workload**

### **A. Normal Workload**

No workload will exceed thirty (30) semester hours for the two-semester academic year. The load will consist usually of between twelve (12) and eighteen (18) hours of instruction per semester, together with at least 10 clock hours per week of service hours to the College. Services hours can include but are not limited to regularly scheduled office hours for student conferences, paper checking, supervision, preparation and campus-based activities. Service hours to the College shall be taken in no less than 30-minute increments.

Professional Employees are required to provide a total of 10 (ten) hours of service to the College per week. The service hours shall be scheduled over a minimum of three (3) days. The distribution of the services hours to the College is as follows:

- Six (6) hours for student office hours
- Two (2) scheduled hours for service to students and/or the College
- Two (2) unscheduled hours for service to student and/ or the College

Professional Employees who teach at off-campus sites may keep office hours where they meet students. Such office hours should be for the benefit of the off-campus students. For those Professional Employees who teach online courses, no less than 50% of the required service hours shall be held on campus. Office hours of Professional Employees shall not interfere with the responsibilities of Professional Employees to participate in campus-based activities. Professional Employees will make arrangements with supervisors for participation in campus-based activities, including but not necessarily limited to division meetings and in-services.

For every three (3) semester hours, or fraction thereof, above 15, the Professional Employee will be required to have one (1) additional service hour to the College. This is to be determined by the Professional Employee and his/her academic dean.

The total semester hour load will depend, in part, upon the number and nature of preparations and the number of clock hours of instruction caused by student contacts and may vary from semester to semester. Contact hours which cannot be specifically designated as semester credit hours shall be calculated on the formula for credit equivalent (C.E.) as follows:  $C.E. = 0.7$  (contact hours minus credit hours). Teaching load will be credit hours plus credit equivalent (C.E.) hours. Those contact hours in excess of credit hours plus credit equivalents (C.E.) shall be considered as being office hours for that Professional Employee. Any teaching that cannot be designated as contact hours or credit hours shall be decided by agreement between the Division Dean and the Professional Employee.

Each credit hour of composition courses shall be counted as 1.25 credit hours in the computation of the workload of the Professional Employee.

Normal full-time workload for the Nursing Professional Employees shall consist of up to fifteen (15) contact hours of didactic and clinical instruction (institution/simulation/community setting) with student groups, in addition to at least ten (10) clock hours per week of service hours as previously described. Any exception to this workload must be mutually agreed to by the Professional Employee, the Dean of Health Professions and the Vice President of Academic Affairs.

Teaching load for professional employees who teach math science and nursing courses shall be calculated as one (1) hour equivalent per contact hour.

Teaching load for professional employees who teach ARTS and DIGI studio courses shall be calculated as one (1) hour equivalent per contact hour.

Unless a waiver is granted, a total of ten (10) students in a class shall constitute a full class for purposes of computation of teaching load. For auditioned ensembles and career and technical classes, a total of eight (8) students in a class shall constitute a full class for purposes of computation of teaching load.

The Vice President of Academic Affairs will have discretion to allow classes with less than 10 students to be taught. No class that is allowed to be taught will be subject to proration. The Vice President of Academic Affairs will meet with Deans and Department Coordinators and work closely with them in the preparation of a teaching schedule that meets the needs of the College's students and its service areas.

- B.** The 182-day employee's normal workload shall be 12 - 18 semester hours per semester, with a maximum of 30 in a two-semester year.

**C. Workload for Trade and Industry Professional Employees**

The workload for Trade and Industry Faculty will adhere to the following guidelines:

- It shall not exceed 40 hours per week.
- The 40 hours will consist of a combination of lecture hours of instruction (classroom lecture), contact hours of lab instruction (one credit hour of classroom lecture = two contact hours of lab instruction), and a maximum of ten hours for office hours and/or institutional assignments.
- The number of lecture hours, contact hours of lab instruction, or some combination of the two will vary depending upon the characteristics of the instructional activity within each program.
- The work schedule will be established by the instructional dean in consultation with the faculty member and subject to the approval of the Vice President of Academic Affairs.

**D. Coordinators' Workload**

Vocational coordinators shall be compensated for coordinating duties by receiving 6 hour's release time per year.

In addition, vocational coordinators of programs that maintain external accreditation (and that do not have a full-time director) shall be compensated for additional accreditation duties by receiving up to an additional 6 (six) credit hours release time per year as determined by joint consultation of vocational coordinator and the respective Dean using the accreditation release chart as guidance. Total release time will be subject to final approval of the Vice President of Academic Affairs.

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**Vocational Coordinator Accreditation Release Chart**

<b>A.</b>	<b>Flat Accreditation Release Per Semester</b>	<b>Reassigned Time per semester</b>
	Program Accreditation required	2 credits
	Program Accreditation not required	Up to 1 credit
<b>B.</b>	<b>Semester Prior to Accreditation Visit</b>	
	Program Accreditation required	3 credits
	Program Accreditation not required	Up to 2 credits
<b>C.</b>	<b>Semester After Accreditation Visit</b>	
	Program Accreditation required	Up to 2 credits (depending on visit outcomes)
	Program Accreditation not required	Up to 2 credits (depending on visit outcomes)
<b>D.</b>	<b>Semester of Visit. Same as A. or B.</b>	VPAA Approved Rate

Those coordinators with internship students will compute credit hour equivalency at the rate of 0.2 times the number of students enrolled.

**E. Adjunct Coordinators**

Adjunct Coordinators will receive reassigned time for the Fall and/or Spring semesters. The reassigned time will be allocated based on the number of adjuncts currently teaching in the discipline that semester. The reassigned time is as follows:

1-20 adjuncts	1 reassigned credit hour
21-50 adjuncts	2 reassigned credit hours
51+ adjuncts	3 reassigned credit hours

**F. 212 Day Employee Workload**

When the college is open five days per week, 212 day employees shall work a 35-hour week across five (5) days, or for an equivalent period, as approved by the immediate supervisor. When the college is open four days per week, 212 day employees shall work a 28-hour week across four (4) days, or for an equivalent period, as approved by the immediate supervisor.

**G. Special Assignments**

If a Professional Employee has a teaching load below thirty (30) credit hours or its equivalent for both semesters, the Professional Employee may be assigned up to thirty (30) clock hours per semester. The Division Dean and the instructor may mutually arrange for the Professional Employee to perform assignments which will be in the area of the professional employee's expertise where the College has a need. Such assignment shall be assigned on a non-discriminatory basis. A copy of

the work schedule as approved by the Division Dean shall be provided for the Vice President of Academic Affairs prior to the commencement of the assignment.

For each credit hour equivalency, the Professional Employee may be assigned up to thirty (30) clock hours per semester.

#### **H. Professional Service**

Professional Service includes: classroom instruction, office hours, division meetings, in-service programs, assessment/advisement, and institution-related service. The duty day shall not exceed twelve (12) hours without written consent of the professional employee and administration. Time between days shall not be less than twelve (12) hours without written consent of the Professional Employee and administration. The duty day is the time from first instructional responsibility until the last instructional duty is finished.

#### **I. Outside Employment**

Professional Employees will be expected to devote full-time to their positions with the college. No outside employment will be allowed which will interfere or conflict with the Professional Employee's scheduled classroom work or office hours, or any other college required schedules, or be considered a professional conflict of interest.

#### **J. Work Year**

The 182-day Professional Employee shall be required to work no more than 182-days during the two-semester school year. The 212-day Professional Employee shall be required to work no more than 212-days during the July 1 - June 30 contract year.

- No Professional Employee shall be required to work more than five (5) days during any one calendar week.
- The academic calendar shall be mutually developed by the Vice President of Academic Affairs and Faculty Senate and presented to the Board for approval. Parameters will be worked out prior to developing the calendar. A target date for completing the calendar will be December 1.

**K. Release Time for Faculty Association President, Faculty Senate President and College Senate President**

The elected President of the Faculty Association, the College Senate and the Faculty Senate shall each receive three (3) credit hours per semester as part of their normal work load for duties related to their respective positions.

The elected presidents of both the Faculty Senate and the College Senate, when the College Senate President is a member of the faculty, will be members of the President's Extended Cabinet and each will be considered service hours for serving on the PEC.

The past president of the Faculty Senate will serve as an ex officio of the President's Extended Cabinet and this will be considered service hours for serving on the PEC.

**Article VIII. Professional Employee Evaluation**

- a) Evaluation of full-time Professional Employees shall be made pursuant to KSA 71-201 et seq.
- b) The primary purpose of the Professional Employee Evaluation is to provide a systematic method for improvement in instruction and to improve the educational program. The intent of the evaluation procedures shall be to promote job understanding, to provide a means for improving performance, to provide a means for evaluating the instructional process, and to provide a means for promoting growth of Professional Employees.
- c) This policy is based on the premise that only qualified, competent Professional Employees are initially employed; thus, the task of evaluation is directed toward improvement of the educational system and the improvement of instruction.
- d) Professional Employees will be evaluated according to the classes they are teaching, and by the frequency found in the evaluation cycle shown below. The five categories of evaluation are student evaluation, peer evaluation, self-evaluation, portfolio evaluation, and performance evaluation. Evaluative procedures for these five categories are found in the Faculty Handbook.
- e) Evaluation Cycle is as follows:
  - 1 In the first semester of year 1, all Professional Employees will be evaluated according to the appropriate student evaluation questionnaires that address the type of courses they are teaching. Each student questionnaire will include a summation of the questionnaire by the instructional dean as well as an assessment of the faculty's non-instructional duties. Faculty will also have the option of utilizing an additional evaluation instrument of their choice.

During this first semester, the Dean will conduct a summative evaluation of the student evaluation, as well as make an assessment of the faculty's non-instructional role. These specific roles are participation in student advisement and enrollment, department assessment plan, participation in at least one committee, attendance at department and division meetings, and attention to office hours.

- 2 In the second semester of year 1, Professional Employees will be evaluated by an instrument of their choice at or near the end of the semester. The Dean will conduct a summative evaluation.
- 3 In year 2, the same process as in year 1 will be used in both semesters to evaluate Professional Employees, including the summative evaluation by the Dean.
- 4 In year 3, the same process is to be repeated as with year 1 and 2. During the third year of employment, a determination is traditionally made by the Dean as to the future non-probationary status of the Professional Employee.
- 5 A faculty member may request a supplemental evaluation under the terms of this agreement at any point in time and such request shall not be unreasonably denied. It is deemed important for professional employees and the dean to look for patterns and not to over-emphasize a solitary semester in this "systems-styled" evaluative strategy for improving faculty teaching and student learning.
- 6 In accordance with Kansas law, written notice to terminate the contract of a probationary Professional Employee shall be served by the Board upon the Professional employee on or before the third Friday in May.
- 7 In accordance with Kansas law, after year 3 of employment, Professional Employees achieve non-probationary status and are to be evaluated by student evaluations in one semester every three years. Faculty are encouraged to use an additional evaluation instrument of their choice. The schedules of these evaluations will be prepared and maintained by the Dean so that each employee will know the year in which he/she is to be evaluated. The Dean may conduct a formative evaluation using this selected instrument in addition to providing an assessment of the Professional Employees' non-instructional responsibilities. A Professional Development Plan may be prescribed in writing by the Dean in conjunction with the Director of Faculty and Staff Development.
- 8 Professional Employees will evaluate the appropriate Dean using a college-wide instrument annually (see faculty handbook).
- 9 All evaluations are to be made in writing, and the evaluation documents and responses by Professional Employees are to be maintained in a personnel file for Professional Employees for a period of not less than 3 years from the date each evaluation is made.
- 10 Non-probationary Professional Employees cannot be disciplined, discharged, or deprived of any employment right or benefit without Just Cause.
- 11 Professional Employees are permitted to have union representation at

disciplinary and investigatory meetings.

- 12 Professional Employees who are non-instructional (part-time teaching excluded) will be evaluated annually using the Performance Appraisal instrument while they are probationary. After year 3 of employment, Professional Employees who achieve non-probationary status are to be evaluated using an instrument of the employees' choice from either the performance appraisal instrument or appropriate student evaluation instrument. Additionally, these Professional Employees may utilize one other evaluation instrument to supplement the results of their performance evaluation. The results of these instruments will be considered together by the appropriate administrator.

## **Article IX. Contract Release and Liquidated Damages**

If a Professional Employee desires a release from his/her contract on or after June 1st (212-day employees) or July 15th (182-day employees), but prior to the first reporting day of the school year, said Professional Employee shall request such release by written request to the Board of Trustees through the office of the President. The Board of Trustees may, but shall not be obligated to, grant said release. In the event the Board of Trustees shall grant said release, the Professional Employee shall pay to the College such sums of money as the Board of Trustees shall determine under the circumstances of the case, but in no event shall said sum exceed five hundred (\$500.00) dollars.

In the event a Professional Employee who is under contract to the College fails to report for duty on the first duty day without prior consent of or a reasonable explanation to the President of the College, or his designee, such failure to report shall be considered a breach of the contract by the Professional Employee, and said professional employee shall be terminated and shall pay to the College the sum of one thousand (\$1,000.00) dollars as and for liquidated damages.

If a Professional Employee desires a release from his/her contract at any time between the first duty day and the last duty day of the academic year, said Professional Employee shall request such release by written request to the Board of Trustees through the office of the President. The Board of Trustees may, but shall not be obligated to, grant said release. In the event the Board of Trustees shall grant said release, the Professional Employee shall pay to the College such sums of money as the Board of Trustees shall determine under the circumstances of the case, but in no event shall said sum exceed one thousand five hundred (\$1,500.00) dollars.

## **Article X. Reduction in Force**

- A. Prior to recommending to the Board to reduce the number of Professional Employees, the administration shall attempt to provide the professional employee or employees with a full load as defined in the master contract's professional work load provisions by assigning the Professional Employee or employees any day or evening classes which are assigned to either part-time or interim employees. If a full load cannot be achieved in accordance with the provisions of Article VII (G) (professional duty day), said Professional Employee shall waive the provisions of Article VII (G) in order to achieve a full load.
- B. When the Board of Trustees, in their sole judgment, deems it advisable to reduce the number of Professional Employees for any reason beyond the control of the professional employees, such reduction in force shall be carried out by non-renewing the contract of the Professional Employee or employees with the least continuous service with the Kansas City Kansas Community College within the discipline where the reduction is to be effected. Should two or more Professional Employees have equal periods of continuous service, the professional employee with the highest number of hours applicable to lateral movement on the salary schedule shall be retained.
- C. Any Professional Employee whose contract is non-renewed pursuant to the provisions of paragraph B above shall have preference in connection with any future positions as a Professional Employee which may be available within said professional employee's discipline. Such preference shall be offered for a period of two (2) years following the date of the Professional Employee's last working day. If a Professional Employee rejects reemployment or fails to report acceptance of recall as directed within fourteen (14) days after receiving a recall notice, such action or failure to act by the Professional Employee shall be construed as a resignation. Notification of recall will be sent by certified mail.
- D. If a laid off Professional Employee is recalled and begins employment during the next academic year, the Professional Employee will be reimbursed by the College for his/her actual expense for participation in the College's insurance plans during the period of lay off the same as employed Professional Employees. A laid off Professional Employee and his/her family shall continue to be eligible for participation in the College's insurance plans at his/her own expense for a period of two (2) years from the date of the Professional Employee's last working day.

## Article XI. Compensation

### A. Salary Schedule

1. The Class IV Step 1 182-day salary base for the 2019-2020 year will be \$46,271.94
2. The Class IV Step 1 212-day salary base for the 2019-2020 year will be \$53,897.56
3. The Class IV Step 1 182-day salary base for the 2020-2021 year will be \$46,734.66
4. The Class IV Step 1 212-day salary base for the 2020-2021 year will be \$54,436.53

Professional Employees continuously employed by the College shall be compensated in accordance with Salary Schedule attached.

*Step and class structure of the salary schedule and index are set forth below.*

### B. Conditions

1. (a) Advancement on the salary schedule up to and including Step 21 shall be at the rate of one step per year of satisfactory service. No Professional Employee shall advance more than one step per year.

(b) There is no Kansas City Kansas Community College requirement of additional credit hours in order to advance each step on the salary schedule, however, each Professional Employee must take whatever courses are necessary, if any, to maintain his/her certification.

2. Pay will be distributed twice monthly over a 12-month period through direct deposit according to the pay schedule established by the College.
3. Overload pay and pay for teaching summer courses shall be 2.1% of the base salary per semester hour equivalent for the duration of this contract. The Professional Employee is allowed to teach up to 24 T.E.'s per semester as overload.

**3.1 Reference and Note:** Payment for faculty teaching overload in fall 2019 will occur in four (4) equal payments in the fall (November and December). Payment for faculty teaching overload in spring 2020 will occur in two (2) equal payments in April. Payment for faculty teaching overload in fall 2020 will occur in one (1) payment on the first pay cycle November. Payment for faculty teaching overload in spring 2021 will occur in one (1) payment on the first pay cycle in April.

Faculty not teaching or reassigned to other projects for a full 30 credit annual load will be required to repay any overpayments. Summer pay will be paid over four installments beginning with the June 15 pay date and ending with the July 31 pay date.

4. Co-curricular activities and assignments shall be compensated with supplemental income of no less than 6% of the base salary (Class II Step 1).
5. Any Professional Employee who may work additional days outside the school year shall be compensated at the hourly rate of 0.1% of the base salary.
6. Professional Employees who teach applied lessons in the music department will be compensated as the number of credit hours multiplied by .25.
7. Professional Employees who teach honors courses will be compensated at 1.4 times the course contact hours. Professional Employees who teach individual students who enroll in non-honors courses for honors credit will be compensated at 1.4 times the course contact hours times .07, times the number of students.
8. Professional Employees, their spouses, and legal dependents meeting the IRS definition of dependent, as well as KCKCC retirees and their spouses, are eligible for a 100% employee scholarship for classes taken at KCKCC. Professional Employee will be responsible for paying any course fees associated with a class in which they are enrolled. Priority of enrollment in classes will be given to students who pay full tuition up to an including the first day of classes.
  - a) KCKCC dependents will not be denied continuation in the program if they have satisfactorily completed the preceding semester.
  - b) Dependents who pay full tuition to ensure their spot will not be required to pay the 2<sup>nd</sup> half of the full tuition if the program is not full on the first day of classes.

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

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

## **9. Benefits**

A paid health and hospitalization program, dental insurance, and a thirty-five thousand dollars (\$35,000) term life insurance policy will be provided by the Board to all Professional Employees. This fringe benefit is in addition to salary applicable to Professional Employees as determined by the salary schedule.

The employee contribution for dental benefits will be \$10.00 per month. The employee contribution for health benefits through December 2020 will be \$25.00 per month. Employee contributions shall be applied to the Employee's salary before federal and state income tax, FICA tax, and KPERS are deducted.

Future changes to annual health benefit costs exceeding a ten percent (10%) increase to the employee's contribution will require the Contract be re-opened for negotiation on this one matter. Future changes to the employee's contribution for Professional Employees on "Employee Only" plans will be calculated at the predetermined 2019 base rate for that plan; i.e. PPO = \$125, HPDP = \$61, I-35 PPO = \$36, and I-35HPDP = \$25. Any increase made to the employee contributions to the "Employee Only" plans will be proportionate to the College's increase.

## **Voluntary Salary Reduction Contribution**

Each Professional Employee member shall be entitled once annually, on forms provided, to elect to have a portion of that Employee's salary be used by the Board to purchase additional benefits under the Plan.

## **Plan Benefits**

Optional benefits to be offered at employee cost shall include at least the following:

- Dependent health and dental insurance premiums.
- Individual group term life insurance premiums.
- Disability insurance premiums.
- Qualified dependent childcare.
- Qualified medical expenses not covered by insurance.
- Post retirement life insurance premiums. (When available).
- Cash
- Vision Insurance

Selection of any option(s) by a Professional Employee will be permitted upon original employment and thereafter prior to the beginning of each succeeding Plan contract year. The Employee shall be permitted to change options once during the contract year if evidence of change in family and/or insurability status is presented in writing to the President of the college or his/her designated representative.

The Health and Benefits Committee, convened by Human Resources, is established to provide timely communication about the latest issues and options impacting health and benefits at the College. The committee membership consists of cross-representation of employees at the College. Professional Employees shall have five (5) representatives, chosen by the Faculty Association, participating on the committee.

### **Unused Funds**

Funds designated in the Plan that are not used for the designated portion of the Plan prior to thirty (30) days from the end of the contract year shall become the property of the KCKCC Board of Trustees.

### **Benefit Period**

Benefits for a new Professional Employee or one returning from an unpaid leave shall be effective on the first day the employee is on duty and continue through June of the terminal contract year of employment.

### **Board of Trustees Obligations**

The Board shall:

- a. Develop and administer detailed guidelines as necessary for the operation of the program.
- b. Have the option of including in the Plan any other group of employees.

10. The College shall pay the Professional Employee two (2) times per month.

## **Article XII. PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM**

The administration will make available a total of \$6,000 as incentive for participation in approved faculty professional development for the academic year.

1. Five (5) hours of professional development will constitute one (1) unit.
2. Each professional development unit will be awarded \$100.
3. A minimum of three (3) units must be earned before any compensation is awarded. Upon completion of the first three (3) units, the remaining units can be compensated in single unit increments.
4. The maximum number of professional development units for which a faculty member can receive compensation during an academic year is six (6) units.
5. Human Resources will provide a list of approved professional development workshops and/or activities which will count towards a professional development unit. This list will be submitted to the Vice President of Academic Affairs.
6. The Faculty Development Committee will administer the program.
7. Faculty will have to provide proof of attendance and/or participation in professional development activities to Human Resources if they wish to submit their activity for consideration.
8. Faculty will have the option of submitting workshops and/or activities that enhance teaching and learning to Human Resources for inclusion in the program. However, they will need to receive approval from the Faculty Development Committee prior to participating if they want the activity to qualify towards compensation.
9. Documentation of participation in the activity will be required.
10. Conferences that are partially or fully funded by the college and attended by an individual are not eligible for this program.
11. Incentive point payments will be on a first-come-first-serve basis. Thus, those who qualify for payments under this program first will be paid. As soon as the funds are depleted, payments will cease.
1. It is the responsibility of the individual faculty member to ensure he/she receives the proper credit for attendance at qualifying professional development events. You must sign your name on the attendance sheet provided for the event (Attendees who leave an event prior to its conclusion will not receive credit for the event). If you participate in a Starlink webinar (online), you must submit a Professional Development Completion Form (found on the Starlink website) and provide a copy of the form's email response to the Faculty and Staff Development Office. If you attend a Kansas City Professional Development Council (KCPDC) event, you must sign the attendance roster and stay for the entire event. Rosters of attendees are provided to Human Resources by the KCPD.

KCKCC Master Contract July 1, 2019 – June 30, 2021

"A" designates the 182-days faculty line

"B" designates the 212-days faculty line

KCKCC SALARY SCHEDULE FOR 2019-2020

Base Salary for Schedule:

\$46,271.94

		AAS/Cert	B.A.	B.A.+Cert	M.A.	M.A.+15	M.A.+30	M.A.+45	Doctorate
Step	Status	Class1	Class2	Class3	Class4	Class5	Class6	Class7	Class8
1	A	\$39,331.15	\$41,644.75	\$ 43,958.34	\$ 46,271.94	\$48,585.54	\$ 50,899.13	\$ 53,212.73	\$ 57,839.93
	B	\$46,193.28	\$48,506.87	\$ 51,199.90	\$ 53,897.56	\$56,590.58	\$ 59,288.24	\$ 61,981.26	\$ 67,371.94
2	A	\$41,182.03	\$43,495.62	\$ 45,809.22	\$ 48,122.82	\$50,436.41	\$ 52,750.01	\$ 55,063.61	\$ 59,690.80
	B	\$48,349.55	\$50,663.15	\$ 53,356.17	\$ 56,053.83	\$58,746.86	\$ 61,444.51	\$ 64,137.54	\$ 69,528.22
3	A	\$43,032.90	\$45,346.50	\$ 47,660.10	\$ 49,973.70	\$52,287.29	\$ 54,600.89	\$ 56,914.49	\$ 61,541.68
	B	\$50,505.82	\$52,819.42	\$ 55,512.45	\$ 58,210.10	\$60,903.13	\$ 63,600.78	\$ 66,293.81	\$ 71,684.49
4	A	\$44,883.78	\$47,197.38	\$ 49,510.98	\$ 51,824.57	\$54,138.17	\$ 56,451.77	\$ 58,765.36	\$ 63,392.56
	B	\$52,662.09	\$54,975.69	\$ 57,668.72	\$ 60,366.37	\$63,059.40	\$ 65,757.05	\$ 68,450.08	\$ 73,840.76
5	A	\$46,734.66	\$49,048.26	\$ 51,361.85	\$ 53,675.45	\$55,989.05	\$ 58,302.64	\$ 60,616.24	\$ 65,243.44
	B	\$54,818.37	\$57,131.96	\$ 59,824.99	\$ 62,522.65	\$65,215.67	\$ 67,908.70	\$ 70,606.35	\$ 75,997.03
6	A	\$48,585.54	\$50,899.13	\$ 53,212.73	\$ 55,526.33	\$57,839.93	\$ 60,153.52	\$ 62,467.12	\$ 67,094.31
	B	\$56,974.64	\$59,288.24	\$ 61,981.26	\$ 64,678.92	\$67,371.94	\$ 70,064.97	\$ 72,762.63	\$ 78,153.31
7	A	\$50,436.41	\$52,750.01	\$ 55,063.61	\$ 57,377.21	\$59,690.80	\$ 62,004.40	\$ 64,318.00	\$ 68,945.19
	B	\$59,130.91	\$61,444.51	\$ 64,137.54	\$ 66,835.19	\$69,528.22	\$ 72,221.24	\$ 74,918.90	\$ 80,309.58
8	A	\$52,287.29	\$54,600.89	\$ 56,914.49	\$ 59,228.08	\$61,541.68	\$ 63,855.28	\$ 66,168.87	\$ 70,796.07
	B	\$61,287.18	\$63,600.78	\$ 66,293.81	\$ 68,986.84	\$71,684.49	\$ 74,377.52	\$ 77,075.17	\$ 82,461.22
9	A	\$54,138.17	\$56,451.77	\$ 58,765.36	\$ 61,078.96	\$63,392.56	\$ 65,706.15	\$ 68,019.75	\$ 72,646.95
	B	\$63,443.46	\$65,757.05	\$ 68,450.08	\$ 71,143.11	\$73,840.76	\$ 76,533.79	\$ 79,231.44	\$ 84,617.50
10	A	\$55,989.05	\$58,302.64	\$ 60,616.24	\$ 62,929.84	\$65,243.44	\$ 67,557.03	\$ 69,870.63	\$ 74,497.82
	B	\$65,595.10	\$67,908.70	\$ 70,606.35	\$ 73,299.38	\$75,997.03	\$ 78,690.06	\$ 81,383.09	\$ 86,773.77
11	A	\$57,839.93	\$60,153.52	\$ 62,467.12	\$ 64,780.72	\$67,094.31	\$ 69,407.91	\$ 71,721.51	\$ 76,348.70
	B	\$67,751.37	\$70,064.97	\$ 72,762.63	\$ 75,455.65	\$78,153.31	\$ 80,846.33	\$ 83,539.36	\$ 88,930.04
12	A	\$59,690.80	\$62,004.40	\$ 64,318.00	\$ 66,631.59	\$68,945.19	\$ 71,258.79	\$ 73,572.38	\$ 78,199.58
	B	\$69,907.65	\$72,221.24	\$ 74,918.90	\$ 77,611.92	\$80,309.58	\$ 83,002.61	\$ 85,695.63	\$ 91,086.31
13	A	\$61,541.68	\$63,855.28	\$ 66,168.87	\$ 68,482.47	\$70,796.07	\$ 73,109.67	\$ 75,423.26	\$ 80,050.46
	B	\$72,063.92	\$74,377.52	\$ 77,075.17	\$ 79,768.20	\$82,461.22	\$ 85,158.88	\$ 87,851.91	\$ 93,242.59
14	A	\$63,392.56	\$65,706.15	\$ 68,019.75	\$ 70,333.35	\$72,646.95	\$ 74,960.54	\$ 77,274.14	\$ 81,901.33
	B	\$74,220.19	\$76,533.79	\$ 79,231.44	\$ 81,924.47	\$84,617.50	\$ 87,315.15	\$ 90,008.18	\$ 95,398.86
15	A	\$65,243.44	\$67,557.03	\$ 69,870.63	\$ 72,184.23	\$74,497.82	\$ 76,811.42	\$ 79,125.02	\$ 83,752.21
	B	\$76,376.46	\$78,690.06	\$ 81,387.72	\$ 84,080.74	\$86,773.77	\$ 89,471.42	\$ 92,164.45	\$ 97,555.13
16	A	\$67,094.31	\$69,407.91	\$ 71,721.51	\$ 74,035.10	\$76,348.70	\$ 78,662.30	\$ 80,975.90	\$ 85,603.09
	B	\$78,532.74	\$80,846.33	\$ 83,543.99	\$ 86,237.01	\$88,930.04	\$ 91,627.70	\$ 94,320.72	\$ 99,711.40
17	A	\$68,945.19	\$71,258.79	\$ 73,572.38	\$ 75,885.98	\$78,199.58	\$ 80,513.18	\$ 82,826.77	\$ 87,453.97
	B	\$80,689.01	\$83,002.61	\$ 85,700.26	\$ 88,393.29	\$91,086.31	\$ 93,783.97	\$ 96,476.99	\$101,867.68
18	A	\$70,796.07	\$73,109.67	\$ 75,423.26	\$ 77,736.86	\$80,050.46	\$ 82,364.05	\$ 84,677.65	\$ 89,304.84
	B	\$82,845.28	\$85,158.88	\$ 87,856.53	\$ 90,549.56	\$93,242.59	\$ 95,935.61	\$ 98,633.27	\$104,023.95
19	A	\$72,646.95	\$74,960.54	\$ 77,274.14	\$ 79,587.74	\$81,901.33	\$ 84,214.93	\$ 86,528.53	\$ 91,155.72
	B	\$85,001.55	\$87,315.15	\$ 90,012.80	\$ 92,705.83	\$95,398.86	\$ 98,091.89	\$ 100,789.54	\$106,180.22
20	A	\$74,497.82	\$76,811.42	\$ 79,125.02	\$ 81,438.61	\$83,752.21	\$ 86,065.81	\$ 88,379.41	\$ 93,006.60
	B	\$87,157.83	\$89,471.42	\$ 92,169.08	\$ 94,857.48	\$97,555.13	\$ 100,248.16	\$ 102,945.81	\$108,331.87
21	A	\$76,348.70	\$78,662.30	\$ 80,975.90	\$ 83,289.49	\$85,603.09	\$ 87,916.69	\$ 90,230.28	\$ 94,857.48
	B	\$89,314.10	\$91,627.70	\$ 94,325.35	\$ 97,013.75	\$99,711.40	\$ 102,404.43	\$ 105,102.08	\$110,488.14

Salary increase calculation: Steps 1-20, one percent (1%) to Base and one (1) Step; Step 21, one percent (1%) to Base and one percent (1%) annual increase starting one contract year after reaching Step 21

KCKCC Master Contract July 1, 2019 – June 30, 2021

"A" designates the 182-days faculty line

"B" designates the 212-days faculty line

KCKCC SALARY SCHEDULE FOR 2020-2021

Base Salary for Schedule:

\$46,734.66

		AAS/Cert	B.A.	B.A.+Cert	M.A.	M.A.+15	M.A.+30	M.A.+45	Doctorate
Step	Status	Class1	Class2	Class3	Class4	Class5	Class6	Class7	Class8
1	A	\$39,724.46	\$42,061.19	\$ 44,397.93	\$ 46,734.66	\$ 49,071.39	\$ 51,408.13	\$ 53,744.86	\$ 58,418.33
	B	\$46,655.21	\$48,991.94	\$ 51,711.90	\$ 54,436.53	\$ 57,156.49	\$ 59,881.12	\$ 62,601.08	\$ 68,045.66
2	A	\$41,593.85	\$43,930.58	\$ 46,267.31	\$ 48,604.05	\$ 50,940.78	\$ 53,277.51	\$ 55,614.25	\$ 60,287.71
	B	\$48,833.05	\$51,169.78	\$ 53,889.74	\$ 56,614.37	\$ 59,334.32	\$ 62,058.96	\$ 64,778.91	\$ 70,223.50
3	A	\$43,463.23	\$45,799.97	\$ 48,136.70	\$ 50,473.43	\$ 52,810.17	\$ 55,146.90	\$ 57,483.63	\$ 62,157.10
	B	\$51,010.88	\$53,347.61	\$ 56,067.57	\$ 58,792.20	\$ 61,512.16	\$ 64,236.79	\$ 66,956.75	\$ 72,401.34
4	A	\$45,332.62	\$47,669.35	\$ 50,006.09	\$ 52,342.82	\$ 54,679.55	\$ 57,016.29	\$ 59,353.02	\$ 64,026.48
	B	\$53,188.72	\$55,525.45	\$ 58,245.41	\$ 60,970.04	\$ 63,689.99	\$ 66,414.63	\$ 69,134.58	\$ 74,579.17
5	A	\$47,202.01	\$49,538.74	\$ 51,875.47	\$ 54,212.21	\$ 56,548.94	\$ 58,885.67	\$ 61,222.40	\$ 65,895.87
	B	\$55,366.55	\$57,703.28	\$ 60,423.24	\$ 63,147.87	\$ 65,867.83	\$ 68,587.79	\$ 71,312.42	\$ 76,757.01
6	A	\$49,071.39	\$51,408.13	\$ 53,744.86	\$ 56,081.59	\$ 58,418.33	\$ 60,755.06	\$ 63,091.79	\$ 67,765.26
	B	\$57,544.39	\$59,881.12	\$ 62,601.08	\$ 65,325.71	\$ 68,045.66	\$ 70,765.62	\$ 73,490.25	\$ 78,934.84
7	A	\$50,940.78	\$53,277.51	\$ 55,614.25	\$ 57,950.98	\$ 60,287.71	\$ 62,624.44	\$ 64,961.18	\$ 69,634.64
	B	\$59,722.22	\$62,058.96	\$ 64,778.91	\$ 67,503.54	\$ 70,223.50	\$ 72,943.46	\$ 75,668.09	\$ 81,112.68
8	A	\$52,810.17	\$55,146.90	\$ 57,483.63	\$ 59,820.36	\$ 62,157.10	\$ 64,493.83	\$ 66,830.56	\$ 71,504.03
	B	\$61,900.06	\$64,236.79	\$ 66,956.75	\$ 69,676.70	\$ 72,401.34	\$ 75,121.29	\$ 77,845.92	\$ 83,285.84
9	A	\$54,679.55	\$57,016.29	\$ 59,353.02	\$ 61,689.75	\$ 64,026.48	\$ 66,363.22	\$ 68,699.95	\$ 73,373.42
	B	\$64,077.89	\$66,414.63	\$ 69,134.58	\$ 71,854.54	\$ 74,579.17	\$ 77,299.13	\$ 80,023.76	\$ 85,463.67
10	A	\$56,548.94	\$58,885.67	\$ 61,222.40	\$ 63,559.14	\$ 65,895.87	\$ 68,232.60	\$ 70,569.34	\$ 75,242.80
	B	\$66,251.05	\$68,587.79	\$ 71,312.42	\$ 74,032.37	\$ 76,757.01	\$ 79,476.96	\$ 82,196.92	\$ 87,641.51
11	A	\$58,418.33	\$60,755.06	\$ 63,091.79	\$ 65,428.52	\$ 67,765.26	\$ 70,101.99	\$ 72,438.72	\$ 77,112.19
	B	\$68,428.89	\$70,765.62	\$ 73,490.25	\$ 76,210.21	\$ 78,934.84	\$ 81,654.80	\$ 84,374.76	\$ 89,819.34
12	A	\$60,287.71	\$62,624.44	\$ 64,961.18	\$ 67,297.91	\$ 69,634.64	\$ 71,971.38	\$ 74,308.11	\$ 78,981.58
	B	\$70,606.72	\$72,943.46	\$ 75,668.09	\$ 78,388.05	\$ 81,112.68	\$ 83,832.63	\$ 86,552.59	\$ 91,997.18
13	A	\$62,157.10	\$64,493.83	\$ 66,830.56	\$ 69,167.30	\$ 71,504.03	\$ 73,840.76	\$ 76,177.50	\$ 80,850.96
	B	\$72,784.56	\$75,121.29	\$ 77,845.92	\$ 80,565.88	\$ 83,285.84	\$ 86,010.47	\$ 88,730.43	\$ 94,175.01
14	A	\$64,026.48	\$66,363.22	\$ 68,699.95	\$ 71,036.68	\$ 73,373.42	\$ 75,710.15	\$ 78,046.88	\$ 82,720.35
	B	\$74,962.39	\$77,299.13	\$ 80,023.76	\$ 82,743.72	\$ 85,463.67	\$ 88,188.30	\$ 90,908.26	\$ 96,352.85
15	A	\$65,895.87	\$68,232.60	\$ 70,569.34	\$ 72,906.07	\$ 75,242.80	\$ 77,579.54	\$ 79,916.27	\$ 84,589.73
	B	\$77,140.23	\$79,476.96	\$ 82,201.59	\$ 84,921.55	\$ 87,641.51	\$ 90,366.14	\$ 93,086.10	\$ 98,530.68
16	A	\$67,765.26	\$70,101.99	\$ 72,438.72	\$ 74,775.46	\$ 77,112.19	\$ 79,448.92	\$ 81,785.66	\$ 86,459.12
	B	\$79,318.06	\$81,654.80	\$ 84,379.43	\$ 87,099.39	\$ 89,819.34	\$ 92,543.97	\$ 95,263.93	\$100,708.52
17	A	\$69,634.64	\$71,971.38	\$ 74,308.11	\$ 76,644.84	\$ 78,981.58	\$ 81,318.31	\$ 83,655.04	\$ 88,328.51
	B	\$81,495.90	\$83,832.63	\$ 86,557.26	\$ 89,277.22	\$ 91,997.18	\$ 94,721.81	\$ 97,441.77	\$102,886.35
18	A	\$71,504.03	\$73,840.76	\$ 76,177.50	\$ 78,514.23	\$ 80,850.96	\$ 83,187.69	\$ 85,524.43	\$ 90,197.89
	B	\$83,673.74	\$86,010.47	\$ 88,735.10	\$ 91,455.06	\$ 94,175.01	\$ 96,894.97	\$ 99,619.60	\$105,064.19
19	A	\$73,373.42	\$75,710.15	\$ 78,046.88	\$ 80,383.62	\$ 82,720.35	\$ 85,057.08	\$ 87,393.81	\$ 92,067.28
	B	\$85,851.57	\$88,188.30	\$ 90,912.93	\$ 93,632.89	\$ 96,352.85	\$ 99,072.81	\$ 101,797.44	\$107,242.02
20	A	\$75,242.80	\$77,579.54	\$ 79,916.27	\$ 82,253.00	\$ 84,589.73	\$ 86,926.47	\$ 89,263.20	\$ 93,936.67
	B	\$88,029.41	\$90,366.14	\$ 93,090.77	\$ 95,806.05	\$ 98,530.68	\$ 101,250.64	\$ 103,975.27	\$109,415.19
21	A	\$77,112.19	\$79,448.92	\$ 81,785.66	\$ 84,122.39	\$ 86,459.12	\$ 88,795.85	\$ 91,132.59	\$ 95,806.05
	B	\$90,207.24	\$92,543.97	\$ 95,268.60	\$ 97,983.89	\$ 100,708.52	\$ 103,428.48	\$ 106,153.11	\$111,593.02

- Salary increase calculation: Steps 1-20, one percent (1%) to Base and one (1) Step; Step 21, one percent (1%) to Base and one percent (1%) annual increase starting one contract year after reaching Step 21

### Salary Schedule Index 1.00

Step	Status	AAS/Cert	B.A.	B.A.+Cert	M.A.	M.A.+15	M.A.+30	M.A.+45	Doctorate
		Class1	Class2	Class3	Class4	Class5	Class6	Class7	Class8
1	A	0.8500	0.9000	0.9500	1.0000	1.0500	1.1000	1.1500	1.2500
1	B	0.9983	1.0483	1.1065	1.1648	1.2230	1.2813	1.3395	1.4560
2	A	0.8900	0.9400	0.9900	1.0400	1.0900	1.1400	1.1900	1.2900
2	B	1.0449	1.0949	1.1531	1.2114	1.2696	1.3279	1.3861	1.5026
3	A	0.9300	0.9800	1.0300	1.0800	1.1300	1.1800	1.2300	1.3300
3	B	1.0915	1.1415	1.1997	1.2580	1.3162	1.3745	1.4327	1.5492
4	A	0.9700	1.0200	1.0700	1.1200	1.1700	1.2200	1.2700	1.3700
4	B	1.1381	1.1881	1.2463	1.3046	1.3628	1.4211	1.4793	1.5958
5	A	1.0100	1.0600	1.1100	1.1600	1.2100	1.2600	1.3100	1.4100
5	B	1.1847	1.2347	1.2929	1.3512	1.4094	1.4676	1.5259	1.6424
6	A	1.0500	1.1000	1.1500	1.2000	1.2500	1.3000	1.3500	1.4500
6	B	1.2313	1.2813	1.3395	1.3978	1.4560	1.5142	1.5725	1.6890
7	A	1.0900	1.1400	1.1900	1.2400	1.2900	1.3400	1.3900	1.4900
7	B	1.2779	1.3279	1.3861	1.4444	1.5026	1.5608	1.6191	1.7356
8	A	1.1300	1.1800	1.2300	1.2800	1.3300	1.3800	1.4300	1.5300
8	B	1.3245	1.3745	1.4327	1.4909	1.5492	1.6074	1.6657	1.7821
9	A	1.1700	1.2200	1.2700	1.3200	1.3700	1.4200	1.4700	1.5700
9	B	1.3711	1.4211	1.4793	1.5375	1.5958	1.6540	1.7123	1.8287
10	A	1.2100	1.2600	1.3100	1.3600	1.4100	1.4600	1.5100	1.6100
10	B	1.4176	1.4676	1.5259	1.5841	1.6424	1.7006	1.7588	1.8753
11	A	1.2500	1.3000	1.3500	1.4000	1.4500	1.5000	1.5500	1.6500
11	B	1.4642	1.5142	1.5725	1.6307	1.6890	1.7472	1.8054	1.9219
12	A	1.2900	1.3400	1.3900	1.4400	1.4900	1.5400	1.5900	1.6900
12	B	1.5108	1.5608	1.6191	1.6773	1.7356	1.7938	1.8520	1.9685
13	A	1.3300	1.3800	1.4300	1.4800	1.5300	1.5800	1.6300	1.7300
13	B	1.5574	1.6074	1.6657	1.7239	1.7821	1.8404	1.8986	2.0151
14	A	1.3700	1.4200	1.4700	1.5200	1.5700	1.6200	1.6700	1.7700
14	B	1.6040	1.6540	1.7123	1.7705	1.8287	1.8870	1.9452	2.0617
15	A	1.4100	1.4600	1.5100	1.5600	1.6100	1.6600	1.7100	1.8100
15	B	1.6506	1.7006	1.7589	1.8171	1.8753	1.9336	1.9918	2.1083
16	A	1.4500	1.5000	1.5500	1.6000	1.6500	1.7000	1.7500	1.8500
16	B	1.6972	1.7472	1.8055	1.8637	1.9219	1.9802	2.0384	2.1549
17	A	1.4900	1.5400	1.5900	1.6400	1.6900	1.7400	1.7900	1.8900
17	B	1.7438	1.7938	1.8521	1.9103	1.9685	2.0268	2.0850	2.2015
18	A	1.5300	1.5800	1.6300	1.6800	1.7300	1.7800	1.8300	1.9300
18	B	1.7904	1.8404	1.8987	1.9569	2.0151	2.0733	2.1316	2.2481
19	A	1.5700	1.6200	1.6700	1.7200	1.7700	1.8200	1.8700	1.9700
19	B	1.8370	1.8870	1.9453	2.0035	2.0617	2.1199	2.1782	2.2947
20	A	1.6100	1.6600	1.7100	1.7600	1.8100	1.8600	1.9100	2.0100
20	B	1.8836	1.9336	1.9919	2.0500	2.1083	2.1665	2.2248	2.3412
21	A	1.6500	1.7000	1.7500	1.8000	1.8500	1.9000	1.9500	2.0500
21	B	1.9302	1.9802	2.0385	2.0966	2.1549	2.2131	2.2714	2.3878

## Article XIII. Academic Rank

Academic rank at Kansas City Kansas Community College is determined according to whichever number is greater, years of full-time service at KCKCC or step placement on the salary schedule:

### **Up to and Including Bachelors**

#### Experience

0 - 10 years

11 or more years

#### Academic Rank

Instructor

Assistant Professor

### **With Masters**

#### Experience

0 - 5 years

6 - 10 years

11-15 years

16 or more years

#### Academic Rank

Instructor

Assistant Professor

Associate Professor

Professor

### **With Doctorate**

#### Experience

0-5 years

6-12 years

13 or more years

#### Academic Rank

Assistant Professor

Associate Professor

Professor

## Article XIV. Quality Assurance in Online Education

The Board of Trustees of Kansas City Kansas Community College recognizes the need for quality control, faculty involvement in final course acceptance and approval, which includes the traditional division, dean, and Academic Policies process, and realistic student load.

To assure quality control, each faculty member desiring to develop online courses will first take the KCKCC Online Development course as approved by the Vice President of Academic Affairs. Completion of this course will familiarize faculty with the frustrations and techniques encountered in online development.

In order to facilitate student learning and maintain consistency of format, all faculty who teach online will be required to successfully complete and comply with the quality assurance program, as approved by the Vice President of Academic Affairs.

The minimum number of students necessary to make an online class is ten (10). The maximum limit will be eighteen (18), unless special permission is obtained from the instructor for additional students.

## **Article XV. Miscellaneous**

- A. The terms and conditions of a Part-Time Bargaining Unit (Part-Time Employee) Member to teach more than ten (10) credit hours in a semester shall be governed by this Master Contract, and his/her compensation shall be prorated on the appropriate step and class.
  - 1. for less than 13 hours the rate of one third (1/3) of the appropriate class and step in the 9-month salary schedule.
  - 2. for 13 hours or more, the rate of one half (1/2) of the appropriate class and step in the 9-month salary schedule.
  - 3. The terms of this article do not apply to Part-Time Bargaining Unit Members who teach up to and including 1.25 credit hour equivalents of composition.
  - 4. For program and curriculum needs the ten (10) credit hour limit for adjuncts is waived once per semester for each instructional division and once per semester for the Vice President of Academic Affairs. If these exceptions occur in the same area for three semesters within two academic years, the position shall convert automatically to a full-time position covered under the KCKCC Master Contract.
- B. All of the hours earned after the granting of the Master's Degree must be graduate hours unless undergraduate credit hours are approved by the President prior to enrollment. Also all hours counted for this purpose must be in the field of teaching or a closely allied field from a regionally accredited college or university.
- C. New Professional Employees with a Master's Degree and previous teaching experience may be entered on the salary schedule no higher than Step 4 except with the approval of the Board of Trustees.
- D. Each individual on a 212-day contract shall receive at least 1 block of two consecutive weeks of non-assigned time and 2 one full week blocks of unassigned time per contract year.

- E. The assigned work schedule for 212-day Professional Employees shall be agreed to at the beginning of the contract year. In the event agreement cannot be reached between the appropriate director and the Professional Employee, the director shall have the sole discretion of establishing the schedule consistent with terms and conditions of this agreement.

**F. Complaints Against a Professional Employee**

If a complaint regarding a Professional Employee is received by an administrator or by the board of trustees and the administrator or trustee causes the complaint to be filed in the Professional Employee's file, a copy of the complaint shall be provided to the Professional Employee. The Professional Employee shall have a period of fourteen (14) days from the date the Professional Employee received a copy of the complaint to respond to the complaint in writing. Such response shall be attached to the complaint and made a part of the Professional Employee's personnel file.

Any Professional Employee who is grieved against by a student who utilizes the College Student Grievance Procedure shall have full rights to representation by the person or agency of the Professional Employee's choice throughout the processing of such grievance. The Professional Employee shall also have the right to full disclosure of any information available to the administration prior to any formal hearing conducted.

**G. Personnel Files**

Any Professional Employee's personnel file shall be open to the inspection and available for reproduction of the individual professional employee at all times, and upon written request of the Professional Employee, a representative of the Association may inspect the Professional Employee's file. The Professional Employee shall have the right to respond to all materials contained in said file. Such response shall become part of the file. Credentials and related papers from employee placement bureaus which by their own regulations are labeled as "confidential" shall be excluded from the employee's review. No material derogatory to the Professional Employee's conduct, service, character or personality shall be placed in the file unless the faculty member has had an opportunity to review the material.

## **Article XVI. Duration Clause**

This Master Contract shall be in effect when ratified by the parties and shall continue in effect until June 30, 2021.

## LEVEL ONE – FACULTY UNIT GRIEVANCE COMMITTEE

(Attach copy of the informal grievance notification)

- I. I request that this grievance be transmitted to the Faculty Unit Grievance Committee.
- II. Statement of Grievance: Give a concise statement of the problem, citing the specific provision(s) of the contract, Board Policy, administrative regulation or practice allegedly violated, misinterpreted, or misapplied.
- III. Remedy: Specify the action sought to remedy the alleged problem.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

Received by Assoc. Pres.  
Date\_\_\_\_\_Time\_\_\_\_\_

Distribution  
2 copies to Association Pres.  
1 copy retained by Grievant

## LEVEL TWO: ADMINISTRATOR

Submission of Grievance: This form must be completed in full and signed by the Grievant.

Grievant's name \_\_\_\_\_ Department \_\_\_\_\_

Date Alleged grievance occurred \_\_\_\_\_

Date of Conference \_\_\_\_\_

- I. Statement of Grievance: Give a concise statement of the problem, citing the specific provision(s) of the contract, Board Policy, administrative regulation or practice allegedly violated, misinterpreted, or misapplied.
  
- II. Remedy: Specify the action sought to remedy the alleged problem.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Received by Administrator

### Distribution

1 copy to Administrator

1 copy to Association President

1 copy retained by Grievant

Date \_\_\_\_\_ Time \_\_\_\_\_

## **LEVEL THREE: THE VICE PRESIDENT OF ACADEMIC AFFAIRS**

(Attach copy of Level Two grievance and response)

I. Why is grievance being appealed to Formal Level 3?

II. Remedy: Specify the action sought to remedy the alleged problem.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Vice President of  
Academic Affairs

### Distribution

1 copy to The Vice President of Academic Affairs

1 copy to Administrator

1 copy to Association President

1 copy retained by Grievant

## LEVEL FOUR: PRESIDENT

(Attach copy of Level Two and Level Three grievance and responses)

- I. Why is grievance being appealed to Formal Level 4?
  
  
  
  
  
  
  
  
  
  
- II. Remedy: Specify the action sought to remedy the alleged problem.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by President

### Distribution

1 copy to President

1 copy to The Vice President of Academic Affairs

1 copy to Administrator

1 copy to Association President

1 copy retained by Grievant

Date\_\_\_\_\_Time\_\_\_\_\_

## GRIEVANCE FORM LEVEL FIVE: BOARD OF TRUSTEES

(Attach copies of Levels Two, Three, and Four of grievance and responses)

I. Why is grievance being appealed to Formal Level 5?

II. Remedy: Specify the action sought to remedy the alleged problem.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Board Chairman

### Distribution

- 1 copy to Board Chairman
- 1 copy to President
- 1 copy to The Vice President of Academic Affairs
- 1 copy to Administrator
- 1 copy to Association President
- 1 copy retained by Grievant

Date\_\_\_\_\_Time\_\_\_\_\_

## **Workload for Trade and Industry Professional Employees**

### **MOU between**

### **Board of Trustees, Kansas City Kansas Community College And The KCKCC Faculty Association Kansas City Kansas Community College**

This MOU to the 2019-2021 Master Contract Agreement is entered into by and between the Board of Trustees, Kansas City Kansas Community College and the Faculty Association, Kansas City Kansas Community College.

Originated July 1, 2016 (Continued July 1, 2019)

#### **Article I. Mission Statement**

Composed of representatives from the KCKCC Faculty Association and Administration, the mission of the Workload for Trade and Industry Professional Employees taskforce is to explore workload for a Trade and Industry Professional with a full-enrollment class. The intent of the establishment of this taskforce is to conduct a comprehensive assessment of workload for Trade and Industry Professional Employees to ensure that faculty professional work is both fair and equitable and aligned to the performance expectations placed upon the college.

#### **Article II. Purpose**

The purpose of the Taskforce is to study the relationship of contact hour to credit hour as it relates to an instructor's hour load.

#### **Article III. Membership**

The Taskforce will be staffed by:

- Curriculum Specialist
- Faculty
- Human Resource
- Two Administrators
- KNEA President or his/her designee

#### **Article IV. Selection**

The Vice President of Academic Affairs shall determine a time suitable for representatives to attend and preside over the meetings.

#### **Article V. Meetings**

The Taskforce will meet as needed, but no less than three times per semester

**End of Memoranda**

**MEMORANDUM OF UNDERSTANDING**

**WORKLOAD FOR TRADE AND INDUSTRY PROFESSIONAL EMPLOYEES**

**BETWEEN**

**BOARD OF TRUSTEES, Kansas City Kansas Community College**

**and**

**PROFESSIONAL EMPLOYEES, Kansas City Kansas Community College**

**approved and ratified this**

**22<sup>nd</sup> day of October, 2019**

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**for the Board of Trustees**

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**for the Professional Employees**

## **Professional Employee Evaluation**

### **MOU between**

### **Board of Trustees, Kansas City Kansas Community College And The KCKCC Faculty Association Kansas City Kansas Community College**

This MOU to the 2019-2021 Master Contract Agreement is entered into by and between the Board of Trustees, Kansas City Kansas Community College and the Faculty Association, Kansas City Kansas Community College.

Originated July 1, 2016. (Continued July 1, 2019)

#### **Article I. Mission**

Composed of representatives from the KCKCC Faculty Association and Administration, the mission of the Professional Employee Evaluation Taskforce (PEET) is to explore instruments and conduct a complete review and assessment of faculty evaluation issues. The intent of the establishment of the PEET is to conduct a comprehensive assessment of faculty evaluation to ensure that supervisor reviews of faculty professional work are both fair and equitable and aligned to the performance expectations placed upon the college.

#### **Article II. Purpose**

The purpose of the PEET is the following:

- To explore and create instruments for Student Ratings of Instruction, Feedback System for Administrators and Feedback System for Faculty, that make the evaluation process transformative.
- To advocate and promote students' assessment and learning outcomes.
- To work on cross-functional team projects as needed and assigned by chairpersons.
- To submit non-binding recommendations on preferences for professional development.
- To report recommendations to the Negotiations Team no later than March 13, 2017.

#### **Article III. Membership**

The PEET will be staffed as follows:

- Chairpersons will be the KCKCC Faculty Association President or designee and the Vice President of Academic Affairs (VPAA).
- The Administration and KCKCC Faculty Association will select five constituents from their groups.

#### **Article IV. Meetings**

PEET will meet as needed, but no less than three times per semester.

**End of Memoranda**

**MEMORANDUM OF UNDERSTANDING**

**PROFESSIONAL EMPLOYEE EVALUATION**

**BETWEEN**

**BOARD OF TRUSTEES, Kansas City Kansas Community College**

**and**

**PROFESSIONAL EMPLOYEES, Kansas City Kansas Community College**

**approved and ratified this**

**22<sup>nd</sup> day of October, 2019**

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**for the Board of Trustees**

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**for the Professional Employees**

**CONTRACT JULY 1, 2019 – JUNE 30, 2021**

**BETWEEN**

**BOARD OF TRUSTEES, Kansas City Kansas Community College**

**and**

**PROFESSIONAL EMPLOYEES, Kansas City Kansas Community College**

**approved and ratified this**

**22<sup>nd</sup> day of October, 2019**

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**for the Board of Trustees**

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**for the Professional Employees**