



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

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

September 17, 2019 – 9:00 A.M.

Upper Jewell Lounge

Kansas City Kansas Community College – Main Campus

1. **Call to Order & Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda**
4. **Audience to Patrons and Petitioners** (5-minute limit)
5. **Recognitions/Presentations**
 - American Association of University Women (AAUW). Presented by Shai Perry and Jolene Morel.
6. **Communications**
 - Resolution regarding the Consumption of Alcoholic Liquor / “Wine & Say ‘Cheez’” Global Entrepreneurship Week (GEW) Event at KCKCC Technical Education Center
 - Resolution regarding the Consumption of Alcoholic Liquor / “Purses with A Purpose” Annual Women’s Chamber of KCK Membership Drive and Scholarship Fundraiser at KCKCC Technical Education Center
 - Resolution regarding the Consumption of Alcoholic Liquor / Artist Talk and Reception at KCKCC Art Gallery
7. **Board Committee Reports**
8. **Consent Agenda:**
 - (Item A) - Approval of Minutes of the August 13, 2019 Meeting
 - (Item A1) - Approval of Minutes of the August 13 Special Meeting
 - (Item B) - Approval of Recommendations for Payment
 - (Item C) - Ratification Items
 - (Item D) - Approval of Personnel Items (H.R.)
9. **Student Senate Report** – Mr. Jose Manuel “Manny” Paredes, Student President

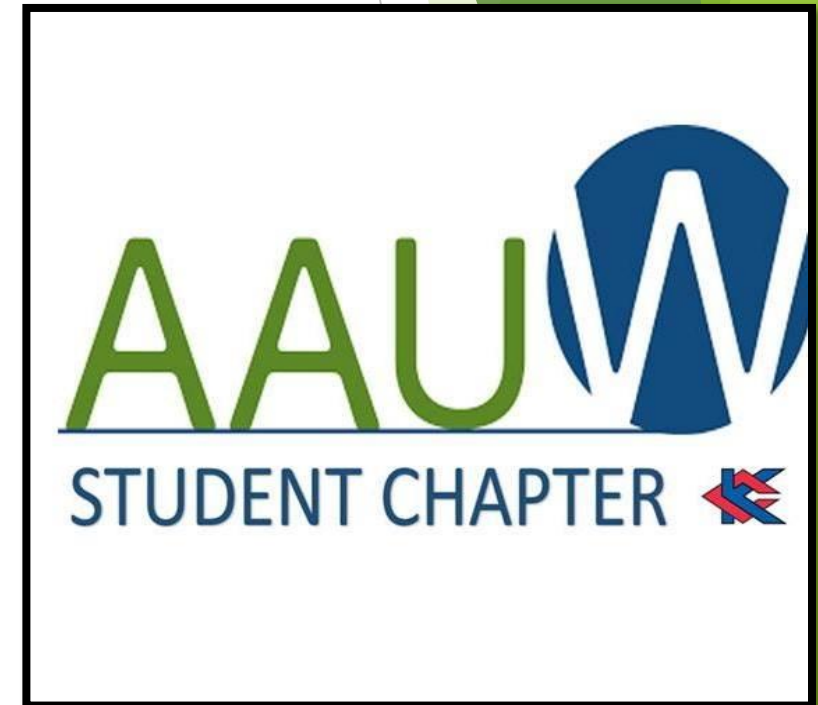
10. **President's Report** – Dr. Greg Mosier
11. **Vice President Academic Affairs Report** – Dr. Beth Ann Krueger
12. **Vice President Student Affairs Report** – Dr. Delfina Wilson
13. **Vice President Strategic Initiatives & Outreach Report** – Ms. Tami Bartunek
14. **Chief Financial Officer Report** – Mr. Michael Beach
15. **Chief Human Resources Officer Report** – Ms. Christina McGee
16. **Chief Information Officer Report** – Mr. Peter Gabriel
17. **Unfinished Business** – None Scheduled
18. **New Business:**
 - Board of Trustee Policy and Regulation Handbook FY2020. Presented by Chair Rosalyn Brown.
 - Refinance of College Debt. Presented by Mr. Michael Beach.
19. **Executive Session(s)** –
 1. 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 the Executive Board Room.
 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 the Executive Board Room.
 3. 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 the Executive Board Room.
 4. Executive session will be for attorney client communications with action to follow in open session (10-minute duration). Open session will take place in the Executive Board Room. Action will be taken upon completion of all Executive Sessions.
 5. Executive session will be under the personnel exception with action to follow in open session (5-minute duration). Open session will take place in the Upper Jewell Lounge.
20. **Adjournment**

Next Meeting of the Board of Trustees:

Tuesday, October 22, 2019 - 9:00 a.m. – Pioneer Career Center

AAUW - American Association of University Women

- Shai Perry and Jolene Morel: Co-Advisors



NCCWSL - National College Conference for Women Student Leaders



Women's Equality Day - August 26, 2019



Day of the Girl - November 13, 2019



The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern, layered effect on the right side of the slide.

Thank You!

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, September 26, 2019 from 4:00-6:00 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 "Borderlands," with visiting artist, Sandra De La Rosa Jimenez.

PASSED AND APPROVED by the Board of Trustees of KCKCC in a meeting held on September 17, 2019.

BOARD OF TRUSTEES
KANSAS CITY KANSAS COMMUNITY COLLEGE

Signature_____

Board Chairperson
Print Name: Rosalyn Brown

Attest_____

Secretary
Print Name: Dr. Greg Mosier

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

Section 1: KCKCC hereby exempts for Wednesday, October 16, 2019 from 5:30-8:30 p.m., the Multi-Purpose room at the Dr. Thomas R. Burke Technical Education Center (TEC), from the requirement of K. S. A. 41-719 (d).

Section 2: This exemption is granted in connection with the holding of the Women's Chamber of Commerce of Kansas City, KS membership drive and scholarship fundraiser, "Purses with a Purpose."

PASSED AND APPROVED by the Board of Trustees of KCKCC in a meeting held on September 17, 2019.

BOARD OF TRUSTEES
KANSAS CITY KANSAS COMMUNITY COLLEGE

Signature_____

Board Chairperson
Print Name: Rosalyn Brown

Attest_____

Secretary
Print Name: Dr. Greg Mosier

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

Section 1: KCKCC hereby exempts for Thursday, November 21, 2019 from 1:00 p.m.-7:00 p.m., the Multi-Purpose room at the Dr. Thomas R. Burke Technical Education Center (TEC), from the requirement of K. S. A. 41-719 (d).

Section 2: This exemption is granted in connection with the KCKCC Entrepreneurship & Workforce Center hosting of a Global Entrepreneurship Week (GEW) Event.

PASSED AND APPROVED by the Board of Trustees of KCKCC in a meeting held on September 17, 2019.

BOARD OF TRUSTEES
KANSAS CITY KANSAS COMMUNITY COLLEGE

Signature_____

Board Chairperson
Print Name: Rosalyn Brown

Attest_____

Secretary
Print Name: Dr. Greg Mosier



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

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

August 13, 2019 – 5:00 P.M.

Multipurpose Room 1,
Thomas R. Burke Technical Education Center

Budget Hearing Minutes

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 Mr. Murrel Bland.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Criswell, Daniels, Garner, McIntyre, and Sutton.
3. **Audience to Patrons and Petitioners:** Chair Brown called for anyone wishing to address the Board. Mr. Murrel Bland, Executive Director of Business West, thanked the Board for the opportunity to speak. He expressed his gratitude for working with the College over the years. Mr. Bland addressed the Board on behalf of the 75 members of Business West. He asked the College not to increase the property taxes. Ms. Andrica Wilcoxon, Director of Student Activities, expressed gratitude on behalf of students, faculty, and staff to the Buildings and Grounds department at KCKCC for their consistent, hard work in preparation of the college for the return of the students, staff, and faculty. She shared that they have given their time and attention to everything from stains, to delivering boxes, and moving furniture. Through all the major incidents and projects, she says that the Buildings and Grounds crew have worked cordially and with a smile always willing to help wherever they can, and they take care of business. Ms. Wilcoxon shared that everyone makes a difference and they are all much appreciated.
4. **Approval of the 2019-2020 Budget <Attachment A>**: Trustee Daniels offers a motion to approve the 2019-2020 Budget and is pleased to report that there is no tax increase. Trustee Ash seconded the motion. **The Motion Carried.**
5. **Adjournment:** Chair Brown called for a motion to adjourn the Budget Hearing. Trustee Ash moved to adjourn. Trustee McIntyre seconded the motion. The budget hearing adjourned at 5:07 p.m.

Board of Trustees Meeting
(Immediately Following Budget Hearing)

Meeting Minutes

1. **Call to Order:** Chair Brown called the board meeting to order at 5:08 p.m.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Criswell, Daniels, Garner, McIntyre, and Sutton.
3. **Approval of Agenda:** Chair Brown called for a motion to accept the Agenda. Trustee McIntyre made the motion and Trustee Sutton seconded the motion. The Motion Carried.
4. **Audience to Patrons and Petitioners:** Chair Brown offered the opportunity again for anyone wishing to address the Board. Seeing and hearing none, she moved to the Communications section of the agenda.
5. **Recognitions/Presentations** (None scheduled)
6. **Communications:** Chair Brown recognized the resolution requested by the Catholic Students of KCKCC student organization. Dr. Mosier read the resolution for the consumption of alcoholic liquor in observance of Catholic Mass on the dates designated in accordance to K.S.A.41-719i for the Board. Trustee Ash made a motion to accept the resolution. Trustee Criswell seconded the motion. Motion Carried.
7. **Board Committee Reports:** Chair Brown called for reports from the Board Committees. Hearing none, she moved to the Consent Agenda.
8. **Consent Agenda:** Chair Brown called for a motion to accept the Consent Agenda. Trustee McIntyre moved to accept the Consent Agenda. Trustee Sutton seconded the motion. The Motion Carried.
9. **Student Senate Report** – Chair Brown called for the report from Student Senate. Mr. Jose Manuel “Manny” Paredes, Student President, addressed the Board. Student Senate is getting ready for the upcoming semester. The first school wide event will be the Back to School Bash. There is a lot of excitement for the school year to come. Mr. Paredes shared that last week, he attended the Demo Fest with the KCKCC Democrats Club along with other students across the state. He shared that he is looking forward to giving his best this year as Student Senate President. Trustee Sutton asked the date of the Back to School Bash. It will be held on Wednesday, September 4th from Noon – 2pm. Trustee Ash gave a compliment on the Student Senate polo shirts that the students were dressed in. Trustee Daniels asked to be introduced to the other Student Senate members presenting with Mr. Paredes. Daniel Zacapa, the Student Senate Chief Information Officer, and Nadia Vallecillo, the Student Senate Treasurer, introduced themselves. They shared of their experiences of their summer travels to their country, Honduras. Nadia thanked the Board for their support.
10. **President’s Report** – Chair Brown called for the President’s report. Dr. Mosier reported the following:
 - Getting ready for the beginning of the semester with the great energy and anticipation of students returning to our campuses. Classes begin on Monday.

- Fall Convocation 2019 occurred yesterday which is the kick-off to Professional Development week. He expressed pride in the efforts and all that went into the preparation for the event.
- Celebrated faculty members who received the ACUE certification and awarded them with a pin and certificate.
- Discussed economic developments in the community and the needs for technically and generally educated people to fill the new jobs that are to come.
- Dean Cecelia Brewer and her team gave a presentation on assessment and shared about the processes and the means of creating a culture of assessment.
- Discussed the accreditation process - what it is about and what it means for the College. The chair of the accreditation committee, Ms. Kris Ball, and her team, put together the “Acredi-Dating Game” as a fun way to educate the College on the basics of accreditation.
- In addition to implementing the Strategic Plan that the College developed last year, the College will also be developing other plans. There will be an Academic Master Plan, which will address the future of our academic and technical programs, what they look like and the resources that they need. Dr. Beth Ann Krueger presented this at convocation and will be leading this initiative. There will be a College Facility Master Plan, which will address what KCKCC looks like in 2-years, 5-years, 10-years, and 20-years. It is a time to look at the technical aspects and it is a time to dream. This was presented and the effort will be led by Mr. Mike Beach. There will be a Strategic Enrollment Management Plan which will address not only how we get students enrolled, but also getting students from the first semester through graduation. Dr. Delfina Wilson offered a great presentation and will lead this initiative. To fund these efforts, the College will need resources. We will embark on a Capital Campaign, beginning first with a Feasibility Study, which will tell us about the feasibility of our community in being to help with the Capital Campaign.
- A presentation on diversity and the hidden gems we have among our faculty and staff here at the College.
- A discussion on becoming a healthy college and what that may look like for KCKCC was led by Mr. Rob Crane, Director of the Wellness Center, and Ms. Kim Leland, our College Nurse. They will be leading the Healthy College initiative this year.
- Today was Assessment Day with lots of great break-out sessions across the college.

Chair Brown asked for a motion to accept the President’s Report. Trustee Criswell moved to accept the President’s Report. Trustee McIntyre seconded the motion. **The Motion Carried.**

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

- Exciting things to report as there are many fun upcoming events hosted by Academic Assessment and Support department such as Snack and Learn at the Library, Maker Space “Painting with the President”. Trustee Sutton asked what exactly is “Painting with the President”? Dr. Krueger invited Dr. Mosier to explain. Dr. Mosier shared that he will demo the process of Acrylic Pour painting. It consists of a mixture of glue, acrylic paint, and water, combined in different layers of color in a cup that is poured on a canvas to create abstract art. Dr. Mosier invited the Board to his office where he has a few canvas on display. He shares that it is a lot of fun and anyone can do it. The College has purchased enough materials for 40 students to create their own acrylic pour painting. This event will occur on Sept. 12th at 2:30pm – 4:30pm on the outdoor patio of the Learning Commons. Dr. Krueger thanked Dr. Mosier for describing the process.

- Dr. Ian Corbett, Professor or of Audio Engineering, was elected to Board of Governor for the Audio Engineering Society as Vice President for Central USA and Canada for a 2-year term. Dr. Krueger noted that it is very exciting to see KCKCC faculty members taking leadership positions in professional organizations.
- Music Department is continuing in amazing things – Mr. John Stafford, Associate Professor of Music, received notice from the Kansas Music Educator Association that the KCKCC jazz vocal ensemble, The Standard, has been invited to perform at the 2020 in-service workshop in Wichita, KS. This is the fifth year in a row that The Standard has been invited to perform at a state, regional, or national conference.
- Dr. Paul Hemmerla, Professor and Coordinator for Art Department, completed an art show featuring art of KCKCC students at the West Wyandotte and Schlagle High School libraries. The exhibits ran in May and June. A few examples are in the report.
- KCKCC New Century Jazz Orchestra, which is an elite group of musicians made up of KCKCC alumni, music educators, and past and present students debuted to a full house at the Mason Jar Restaurant on Thursday, August 1st. Mr. Marlon Cooper was the featured musician in honor of his legacy of being one of the first jazz music educators in Kansas City.
- In the Math, Science, Business and Technology department, Ms. Angela Consani, Biology Assistant Professor, attended a week-long conference at JCCC as part of the National Science Foundation Grant Program called “Fostering a Community of Scholarship Among Community College STEM Faculty through Support for Disciplined-Based Education Research.” As mention last month, Ms. Consani was also involved in leading a workshop teaching biotechnology to area high school and community college teachers. Dr. Krueger shared that this is helpful because this is an area that could lead to very good careers for students.
- Dr. Gena Ross, Assistant Business Professor, was induced into the National Society of Leadership and Success at Walden University on August 2nd.
- Mr. Cleon Wiggins, Dean of Social and Behavioral Sciences and Public Services, and Dr. Ewa Unoke, Professor and Political Science Coordinator, met with leadership at J.C. Harmon High School to discuss the development of a government and political science pathway for high school students. If successful, this project will expand into other high schools in the area. Trustee Sutton asked what the hope or goal of the government and political science pathway. Dr. Krueger replied that the goal of pathways guide students from high school through college so that they have focus and know which classes to take through school. Studies have shown that this method helps students to be successful in completing college instead of being left to choose classes on their own and getting lost in the process. The Complete College America website is a great resource of information on pathways. Trustee Sutton clarified that these pathways are means to getting students interested in the social and behavioral sciences. Dr. Krueger affirmed that this is the case in this instance.
- Update from Kids on Campus – The sponsoring partners were Kansas State University, The Learning Club, Fear-V, KC United, and AmeriCorps. Kids on Campus is a 6-week summer session that focuses on activities in science, technology, education, arts, and math. Each week there were different focuses in these areas. Enrollment was 236 kids.

- Physical Therapy Assistant program graduate had a 100% first-time pass rate on their state board exams.
- Noted that the mid-term grades due date in the 2019-2020 calendar has been updated from Sept. 9th to Sept. 16th, which is the 4th week of the first 8-week fall term.

Dr. Krueger thanked the Board for their interest in her report. Chair Brown asked if there were any additional questions. Hearing none, Chair Brown asked for a motion to accept Dr. Krueger's report. Trustee McIntyre moved to accept the Vice President of Academic Affairs Report. Trustee Sutton seconded the motion. **The Motion Carried.**

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

- Recent SOAR Orientation, which is the Student Orientation Advisement and Registration session hosted every semester for first time freshmen and families. The orientation is led by the Admission department with the support of many other departments on campus as an introduction to KCKCC for the new students and their families. It includes an introduction to many of the services and resources available at KCKCC. There were 3 sessions – one on August 6th with 54 students and their parents/guardians, another on August 7th with 38 students and their parents/guardians, and the last on August 8th with 52 students and their parents/guardians for a total 204 people having attended. There will be more to come in the spring.
- Enrollment still going on with the Student Success Advisors; as of 3pm today 104 new students were served with shows that students are interested. Dr. Wilson shared that she is hopeful that enrollment will continue to increase. She thanked the deans and program coordinators for their flexibility in providing additional seats in the classes to support the students.
- Student Enrollment Management Plan is an exciting opportunity to bring all areas across campus together to strategize regarding enrollment and retention efforts. The team will include members from every area on campus, from Buildings & Grounds, Campus Police, to staff and faculty to participate on the subcommittees. Data from Dr. Mihir and the Institutional Effectiveness team will support the efforts. This will be a long-term plan.
- Ms. Andrica Wilcoxen, Director of Student Activities, will invite students and instructors to participate with "Invite Your Professor to Lunch." This is for groups of students who would like to invite a shared instructor to lunch to in the KCKCC Deli and will be facilitated by the Student Activities office. This opportunity is designed to encourage students to get to know and asking questions of their professor that they may not have the opportunity to ask in class.
- Encouraging instructors if they are planning to be out of class to work with Ms. Wilcoxen to plan an outside activity in place of that class that is co-curricular to supplement the class.

Trustee Criswell thanked Dr. Wilson for her excellent report and asked who would be paying for the lunches with the instructors. Dr. Wilson answers that the funds will come from the Student Activities department budget. Trustee Criswell followed with a second question asking what time of day the SOAR Orientations were offered and if there were evening meeting times available. Dr. Wilson answered that the orientations are an all-day event and there currently are no evening sessions planned. The students and families meet with Dr. Mosier and other campus leadership. Both student and parents/guardians attend sessions to support with education about KCKCC, getting ID cards, financial aid, etc.

Trustee Sutton shared that she is pleased to see that enrollment has increased with dual enrollment of high school students. Trustee Sutton asked about the data regarding the high school students continuing with KCKCC after graduating. Dr. Wilson says there is currently no way to track this matriculation. She is planning to work with Dr. Mihir, Director of Institutional Effectiveness, to create a way to track those students.

Trustee Sutton followed with a question about a pilot program for notetaking for students who require additional support to get their notes called Sonocent, as mentioned in Dr. Wilson's report. The software transcribes the lecture for students. Dr. Wilson desires to open it to all students.

Trustee Daniels offered gratitude for the Strategic Enrollment Management Plan. He believes that this will be a comprehensive plan will make a huge impact on enrollment for the College. Trustee Daniels thanks Dr. Wilson for her report and shared that he expects that this would be a great tool for students. Dr. Wilson agreed that this project will take the efforts of people from different departments at KCKCC. Trustee Daniels shared that this initiative should become a part of the culture at the College – where each person takes responsibility for what the College does.

Trustee McIntyre offered to learn more from high school students about their plans after graduation, to ask the students of their future intent. Dr. Wilson thanked Trustee McIntyre for the great idea and pointed out that this type of sharing of ideas is exactly the benefit of developing and having a strategic Student Enrollment Management Plan.

Trustee Ash shared that he noticed that the enrollment at the United States Disciplinary Barracks (USDB) has increased 174% in credit hours and asked what they may be a result of. Dr. Wilson shared that Dr. Mosier may have more detailed information regarding this topic. Dr. Mosier shared that last fall, not as many students could take classes and the students were limited to 6 credit hours. Those restrictions were lifted this year to allow more students to take classes and to be allowed to take more than 6 credit hours. The Board celebrated these efforts.

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

13. **Vice President Strategic Initiatives & Outreach Report** – Chair Brown called for the Vice President of Strategic Initiatives & Outreach report from Ms. Tami Bartunek. Ms. Bartunek reported the following:
- Distributed and shared copies of the Annual Report for 2018-2019. This was the first public viewing. The report includes many wonderful highlights of our faculty, students, and staff from the past academic year. Trustee Daniels asked what the College plans to use the Annual Report for and how it will be disseminated. Ms. Bartunek shared that the document would be available to share in an electronic form and a short run will be printed as an outreach tool. She offered kudos to the Print Shop for their beautiful work.
 - A video clip from the monthly program highlights with the President was shared where Dr. Mosier spent time with the EMT/Paramedic students was shown. The video showcased the scenario-based learning model used at KCKCC. Dr. Mosier shares that the College will use these short videos to showcase the programs offered at KCKCC. One program offered at KCKCC will be showcased each

month of the semester. Ms. Bartunek received enthusiastic response from the deans when inquiring about which programs Dr. Mosier should visit with.

- Stories of impact are still being built to reach 100. Ms. Bartunek shared a story of meeting a new student in the hallway who seemed to be lost. In speaking with her, Ms. Bartunek learned that the student was 76 years old and had recently returned to school to study what she had always wanted to study. The student shared that her daughter had graduated many years before from KCKCC and so, together, the student and her daughter will do a combined Impact Story for the College.
- The Back to School Fair served more than 2,100 children with well over 3,000 people, including the children, in attendance.
- From the front page of the Strategic Initiatives and Outreach report, the amount of Facebook post reach jumped to 156,000 in reach which is significantly more than the 60,000 that has been the norm. The Marketing team is conducting research to learn what caused the increase. Weekly the Marketing team is tweaking the algorithms and monitoring the analytics to expand the reach.
- In addition to the growth in enrollment at USDB and the Expungement Fairs offered over the summer months, KCKCC is looking to partner with DA Mark Dupree's Office to provide online courses to short-term stay inmates who are in the county facilities. Trustee Criswell asked who might be funding these efforts. Ms. Bartunek responded that the details are still in the works as the partnership is in the beginning stages. She will share more details with the Board as they become available. Trustee McIntyre suggested that the first course to be offered to the group be a career development class, which could lead to career ladders, career development, and recruitment to KCKCC.
- Relaunch of KCKCC Mobile Application will be launched in the next couple of weeks. This app will allow for student registration, course information and on the go information for students via their cell phones.

Trustee Criswell asked about the targets for the hard-copy and soft-copy distribution of the annual report and asked whether there is a database of community member and other target audience information. Ms. Bartunek answered that there are multiple lists on campus that are being consolidated for sharing this information. Trustee Criswell adds that this is a great way to reach out to the neighborhood and citizen groups, as well as the legislatures, to boost enrollment, excitement and interest from the overall community. Ms. Bartunek invited Trustee Criswell to share the specific groups that she may have in mind for the College to reach out to via email. Trustee Criswell agreed to do so.

Trustee McIntyre congratulated Ms. Bartunek on the offering of the Expungement Fair and asked if there were varied in time of day of offering. Ms. Bartunek shared that the Expungement Fairs were offered at the same time each day but varied in the days of the week they were offered throughout the summer. Trustee McIntyre shared on behalf of some community members that they would like to have access to the resources offered at the Expungement Fair at later times in the day for people with families.

Trustee Garner shared that the Strategic Plan was presented very well and asked if it is being shared or marketed. Ms. Bartunek affirmed that the Strategic Plan is being shared digitally via the KCKCC website. Dr. Mosier added that with these documents KCKCC is telling our story and getting it out to the community. The beautifully printed documents show that KCKCC is a professional organization that companies can do business with. These tools will be used in the fundraising efforts of the College. Trustee Criswell recommended sending the electronic versions of these documents via email with links

to the KCKCC website to avoid spam filters. Chair Brown shared that this is exactly what is needed to get the story of KCKCC out into the community. She commended Ms. Bartunek on an excellent job.

Chair Brown asked for a motion to accept Ms. Bartunek's report. Trustee McIntyre moved 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 from Mr. Michael Beach. Mr. Beach reported as follows:

- Expressed appreciation for Ms. Wilcoxon's acknowledgment and notice of the work of the Facility Services department.
- Classrooms nearing completion in Social Science building. Dr. Jelena Ozegovich, Assistant Professor of Psychology, has chaired the committee and been the driving force throughout the project. Mr. Beach expressed his appreciation to Dr. Ozegovich for being the heart, passion and drive for the Learning Spaces project.
- Shared about an opportunity to refinance college debt. Mr. Beach noted that the interest rates have decreases and may continue to do so. This would place the College in a good financial position in the future. The cost to refinance the College's debt would be between \$800,000 and \$1 million dollars. There will be more details to come in the September Finance Committee meeting with a proposal at the next Board of Trustees meeting.

Trustee Criswell offers appreciation for Mr. Beach's efforts with regards to the financial management of the College, particularly his persistence to look for options to place the College in great financial positions. Mr. Beach added as follow up on a request made at the last Board meeting, that the account has been opened at Liberty Bank and funds will be able to be transferred in the next few days.

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

15. Chief Human Resources Officer Report – Chair Brown called for the Chief Human Resources Officer's report from Ms. Christina McGee. In Ms. McGee's absence, Mr. Sean Burkett, Employee Relations Business Partner, in the Human Resources department. Mr. Burkett shared the report as follows:

- The Employee Engagement Committee will begin meeting next month. This committee will be comprised of faculty, staff, and administration members and will address the College's strengths and areas of opportunity regarding the Strategic Plan Priority 3 - Employee Engagement.
- Our Staff Development Specialist, Ms. Nela Bruner, and her office are creating a training and development calendar which will showcase a variety of internal and external trainings available to staff and faculty. Training such as customer service and conflict management, as well as other external training offered by the Kansas City Professional Development Council (KCPDC) will be available. Signing up for training will be done electronically and all changes managed by the employees via the professional development system.

Trustee Sutton asked that the Human Resources Department keep the Board updated on the progress of the Employee Engagement Committee. Mr. Burkett agreed to keeping the Board informed.

Trustee McIntyre asked if the Human Resources Department has considered including the training offerings of other local colleges, as well as degree programs to support the employees in their professional development. It would be a great way to continue to foster the relationships with the other colleges and universities in the area. Mr. Burkett said he appreciated the idea and will share that with Ms. McGee and Ms. Bruner.

Chair Brown asked if there were any additional comments or questions. Hearing none, Chair Brown asked for a motion to accept Mr. Burkett's report. Trustee Sutton moved to accept the Chief Human Resource Officer's Report. Trustee Criswell seconded the motion. **The Motion Carried.**

16. Chief Information Officer Report – Chair Brown called for the Chief Information Officer's report from Mr. Peter Gabriel. Mr. Gabriel's report was as follows:

- Announced the relaunch of the KCKCC mobile app. It is being rebuilt and is expected to go live the second week of classes.
- Mr. Gabriel expressed gratitude for the efforts of the employees in Information Services for the successful delivery of laptops to the KCKCC Downtown site, Wyandotte High School on Friday, August 9, 2019.
- Introduced Pat Kelly, the Academic Support Coordinator, to share the information gathering process for the Back to School Fair. Mr. Gabriel asked the Board for questions before Mr. Kelly would present.

Chair Brown asked about where the KCKCC app disappeared to. Mr. Gabriel answered that the app had been available all along, but there were out of date factors that prevented optimal use of the app. Everything has been updated and rebuilt for optimal use.

- Mr. Kelly shared that he was asked to meet with the Back to School Fair Committee to increase the speed and ease by which the data of the children and families being served was gathered and available. Initially, all data gathering and input was done by hand and shared by hand. Mr. Kelly used SurveyMonkey and other resources already at hand, with the support and expertise of Mr. Chad Haynes, Computing Services Specialist, and other Information Services personnel, so there were no additional dollars spent on this process. With teams of two volunteers, one person to gather information and one person to place bracelets to guide the students through, the team ensured that the student received the right type of backpack for their grade and school. The last students entered and served at about 12:00 p.m. The data report of the students served was available by 12:30 p.m. The data was reported out both numerically and in bar graphs – how many students were served, what grade level, what school, the student's zip code and gender. Mr. Kelly will meet with Ms. Arlana Coleman, the organizer of the Back to School Fair, to support her with leveraging the data in support of reporting back for current grants and, perhaps, in the increase of the funds via new grants to come. Mr. Kelly noted that once the tools, people and process were in place, there was not much to do, so he was able to look around and observe the joy on the faces of the people the Back to School Fair were serving. He shared that he was inspired and looks forward to working with the group next year. Lastly, Mr. Kelly noted that all the data gathering occurred outside, instead of the students having to wait to come inside and register at a table. The team was able to go outside of the building, stay online and record data due to the upgraded Wi-Fi system. This all shows off the amazing skills and expertise of the Information Services Department in working with a widely varied group of people and come up with solutions to meet their needs. We served more than 3,000 people in four hours.

Trustee Criswell offered a job well done to Mr. Kelly and the Information Services Department. Chair Brown added that this goes to show what KCKCC can do.

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

Trustee McIntyre added that the media coverage of the event was excellent.

17. Unfinished Business –

- KCKCC Board-CEO Communication Protocol - Chair Brown shared that the Board of Trustees created the Board-CEO Communication Protocol at the 2019 Board Retreat on July 20th.

Chair Brown asked for a motion to accept the Board-CEO Communication Protocol. Trustee McIntyre moved to accept the protocol. Trustee Sutton seconded the motion. **The Motion Carried.**

18. New Business –

- Action for continuance of contract for president of KCKCC – Chair Brown shared that, in addition to the protocol, the Board had an action for the continuance of the contract for the president of KCKCC.

Chair Brown asked for a motion to accept the continuance of contract for president of KCKCC. Trustee McIntyre moved to accept the action for continuance. Trustee Criswell seconded the motion. **The Motion Carried.**

Daniels shares that the goals will be posted on the website.

- KCKCC Board of Trustees FY2020 Goals

Chair Brown asked for a motion to accept the KCKCC Board of Trustees FY2020 Goals as presented and stated that, although they are lofty, the Board expects to accomplish them. Trustee Criswell moved to accept the Board goals. Trustee McIntyre seconded the motion. **The Motion Carried.**

Trustee Daniels asked whether the Board Goals will be posted to the website. Dr. Mosier affirmed that the goals will be posted on the website.

Trustee Garner shared that during his interview, Dr. Mosier shared that he wanted to be out in the community making an impact and he is doing exactly what he said he wanted to do. Trustee Garner expressed his appreciation for the positive feedback he has received from the community in seeing Dr. Mosier out in the community and seeking to make a difference by become a great partner with the people of Wyandotte County. Trustee Garner shared that KCKCC should be proud. He thanked Dr. Mosier for the leadership that it took to motivate the Board and the College in getting the childcare center reinstated as well. Dr. Mosier expressed his gratitude and shared the celebration with the President's Cabinet.

19. Executive Sessions –

1. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 5 minutes under the personnel exception with action to follow. Executive Session began at 6:35 p.m.

At 6:40 p.m., Chair Brown called the open session to order. Chair Brown called for a motion to accept the resignation of Larry Schmitendorf. Trustee Ash asked if there was a need to specify details or terms of the resignation. Dr. Mosier shared that it was not necessary per the request. Trustee Criswell made a motion to accept. Trustee McIntyre seconded the motion. **The Motion Carried.**

Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 15 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 began at 6:40 p.m. to return at 6:55 p.m. Trustee Ash made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

At 6:55 p.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to go into Executive Session.

2. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 10 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The third Executive Session began at 6:55 p.m. to return at 7:05 p.m. Chair Brown called for a motion to go into Executive Session. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

At 7:05 p.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to amend the agenda to call an Executive Session for non-elective personnel action with no action to follow and to delete the fifth Executive Session. Chair Brown called for a motion to accept the amended agenda. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

3. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 10 minutes for the purpose of protecting the interests of non-elective personnel with no action to follow. The fourth Executive Session began at 7:10 p.m. to return at 7:20 p.m. Chair Brown called for a motion to go into Executive Session. Trustee Ash made a motion to accept. Trustee Daniels seconded the motion. **The Motion Carried.**

At 7:20 p.m., Chair Brown called the open session to order.

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

The meeting of the Board of Trustees adjourned at 7:21p.m.

ATTEST: _____
Chairperson, Rosalyn Brown

Secretary, Dr. Greg Mosier

Kansas City Kansas Community College
Board of Trustees Special Board Meeting Minutes
August 13, 2019

CONSENT AGENDA – Item A1
Meeting Minutes

The Board of Trustees met on Tuesday, August 13, 2019 at 4:00 p.m. in Multipurpose Room 2 at the Technical Education Center (TEC). 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 foundational information regarding the upcoming Higher Learning Commission (HLC) visit to Kansas City Kansas Community College in March 2020.

Dr. Mosier shared background information regarding HLC, KCKCC's visit and what it means for KCKCC's accreditation to be reaffirmed with HLC. Additionally, he explained the criteria, core components and subcomponents identified for KCKCC and the College's plans to meet these components. Dr. Mosier explained the previous status of KCKCC regarding HLC reporting and the Standard Pathway which the college is currently on. Trustee McIntyre congratulated Dr. Mosier and the College for being accepted into the HLC Assessment Academy.

Trustee Daniels asked how the HLC criteria play into the College's Strategic Plan. Dr. Mosier shared that KCKCC's Strategic Plan incorporates the plans and goals of HLC for the college. He spoke of the plans this fall to share regularly the actions taken to meet the HLC criteria campus-wide. He also discussed how the Watermark software will support these efforts related to assessment. Trustee Daniels asked for regular information to keep the Board updated.

Dr. Mosier shared a drafted list of potential members of the KCKCC Downtown Advisory Council, with the charge and a coffee meeting to come. He also mentioned the creation of a President's Advisory Council that is in the works.

The stormwater initiative was discussed. KCKCC's current stormwater charge is approximately \$600 dollars per year. The new U.G. proposal will increase the College's rate to more than \$50,000 dollars per year. Dr. Mosier will share the upcoming public hearing dates with the Board and asked that the Board members would reach out to the commissioners and ask them to consider alternatives in the drafting of their plan.

The meeting ended at 4:57 p.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



Recommendations for Payment

CONSENT AGENDA – Item B

September 17, 2019

- 1) Approval in the amount of \$41,282.18 to **Macmillan Holdings LLC** for textbooks. Requested by Michael Beach.
- 2) Approval in the amount of \$80,050.96 to **Redshelf, Inc.** for Spring 2019 Inclusive Access. Requested by Michael Beach.
- 3) Approval in the amount of \$113,693.00 to **Ronald A. Mather Construction Co.** for childcare center remodel. Requested by Michael Beach. Early Childhood Consultants will reimburse the college approximately \$59,000 of these expenses.
- 4) Approval in the amount of \$39,972.08 to **Pearson Education** for textbooks. Requested by Michael Beach.
- 5) Approval in the amount of \$37,243.45 to **Pivot Point International, Inc.** for Cosmetology kits and textbooks. Requested by Michael Beach.
- 6) Approval in the amount of \$45,096.50 to **Royal Ridge Apartments** for monthly payment for student housing. This is 1/12th of the annual fee commitment of \$541,158.00. Requested by Michael Beach.
- 7) Approval in the amount of \$37,984.45 to **SKC Communications Products LLC** for user licenses, support, and maintenance. Requested by Peter Gabriel.

August bills totaling \$2,209,975.11 includes July VISA bills of \$196,150.21.

KANSAS CITY KANSAS COMMUNITY COLLEGE



Items for Ratification

CONSENT AGENDA - Item C

September 17, 2019

1. **\$10,062.66** to MVP (McAnany, Van Cleave & Phillips) for 1/12th annual flat fee payment of \$8,866.66 plus \$1,196.00 total of itemized services. Requested by Michael Beach.
2. **\$10,280.00** to B&H Photo for media equipment. Requested by Peter Gabriel.
3. **\$12,647.51** to City Wide Maintenance for TEC-1 Janitorial Services – August payment (2). Requested by Michael Beach.
4. **\$12,647.51** to City Wide Maintenance for TEC-1 Janitorial Services – September payment (1). Requested by Michael Beach.
5. **\$11,754.16** to Kansas Lawn & Garden for lawn care services. Requested by Michael Beach.
6. **\$21,600.00** to Macmillan Holdings LLC for textbooks. Requested by Michael Beach.
7. **\$11,886.40** to Rigdon Floor Coverings for carpeting in Science classrooms. Requested by Michael Beach.
8. **\$12,138.00** to Steel City Media for fall enrollment advertisements. Requested by Tami Bartunek.
9. **\$17,148.00** to Tico Productions LLC for advertising partnership. Requested by Tami Bartunek.
10. **\$20,002.26** to UMKC for Summer Academy housing. Requested by Beth Ann Krueger.
11. **\$16,905.00** to Yellow Dog Network Inc. for Barracuda Archiver annual subscription. Requested by Peter Gabriel.
12. **\$16,536.35** to Proquest LLC for Research Database subscription. Requested by Beth Ann Krueger.
13. **\$16,500.00** to Ad Astra Information Systems LLC for facility scheduling software. Requested by Michael Beach.

14. \$95,792.43 to **ServPro** for Jewell Building water leak restoration. The College has received a reimbursement check from the insurance company for all services relating to this incident. Requested by Michael Beach.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

September 17, 2019

SEPARATION INFORMATION

| ACTION | NAME | JOB TITLE | DEPT | DIV | EFF. DATE |
|-------------|-----------------------|--|----------------------|---------------------------------|-----------|
| Resignation | Baumli, Robert | Campus Police Officer | Campus Police | Financial and Facility Services | 08/19/19 |
| Resignation | King, Jennifer | PT Lab Assistant | Paramedic/Fire Medic | Health Professions | 08/16/19 |
| Retirement | Kline, Darryl W. | Maintenance /CAD Coordinator I | Facility Services | Financial and Facility Services | 09/30/19 |
| Separation | Richardson, Lakeishia | Student Housing Supervisor | Student Housing | Student Affairs | 09/03/19 |
| Retirement | Schneider, Gregory | Chief of Campus Police | Campus Police | Financial and Facility Services | 09/30/19 |
| Retirement | Singer, Sonia | Developmental Reading Instructor | Reading | ACH | 08/30/19 |
| Resignation | Steele, Kevin | Associate Professor-Criminal Justice Coordinator | Criminal Justice | SBSPS | 08/26/19 |
| Resignation | Volkan, Ani | Adjunct- Art | Arts | ACH | 09/11/19 |

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

STIPEND/MISCELLANEOUS

| ACTION | NAME | JOB TITLE | DEPT | DIV | EFF. DATE | AMOUNT |
|--------|------|-----------|------|-----|-----------|--------|
|--------|------|-----------|------|-----|-----------|--------|

| | | | | | | |
|---------------------------------------|---------------|--------------------------------|-----------------|------------------|---------------------|------------|
| Additional duties – Asst. Dir. Of AOK | Maxwell, Tyra | Adult Ed Transition Instructor | Adult Education | Academic Affairs | 01/01/19 - 08/07/19 | \$8,939.47 |
|---------------------------------------|---------------|--------------------------------|-----------------|------------------|---------------------|------------|

RECOMMENDATIONS/APPROVALS

| ACTION | NAME | JOB TITLE | DEPT | DIV | EFF. DATE | SALARY |
|---------------------|-------------------------|--|--------------------------------|---------------------------------|------------------|-----------------------|
| Rehire | Schmitendorf, Larry | Adjunct-CAD | CAD | Career and Technical Education | 8/10/2015 | \$783 per credit hour |
| Additional position | Singla, Neena | Part-Time Lab Assistant | Chemistry | MSCT | 08/30/19 | \$22.06 per hour |
| Lateral Move | Wahl, Margaret | Administrative Assistant I | Military and Veterans Center | Student Affairs | 09/03/19 | \$33,000 annually |
| New Hire | Alexander, Audrey A, | Administrative Assistant I | Foundations | President | 08/26/19 | \$37,300 annually |
| New Hire | Beach, David | Director of Adult and Continuing Education | Adult and Continuing Education | Career and Technical Education | 09/16/19 | \$77,200 annually |
| New Hire | Beckman, Braden M. | Adjunct-Psychology | Psychology | SBSPS | 08/12/19 | \$783 per credit hour |
| New Hire | Bratt, Jordan | Adjunct-Psychology | Psychology | SBSPS | 08/12/19 | \$783 per credit hour |
| New Hire | Ferrell, Mark | Part-Time Staff Accompanist | Music | ACH | 08/22/19 | \$30 per hour |
| New Hire | Kuzila JR., Christopher | Part-Time Cashier | Bookstore | Financial and Facility Services | 09/03/19 | \$11.57 per hour |
| New Hire | Rasheed, Reem | Adjunct- English for Speakers of Other Languages (ESOL) | ESOL | ACH | 08/19/19 | \$783 per credit hour |
| New Hire | Riddle, Jack E. | Maintenance Specialist I | Facility Services | Financial and Facility Services | 09/04/19 | \$32,600 annually |
| New Hire | Weimer, Jon | Adjunct-Psychology | Psychology | SSBPS | 08/12/19 | \$783 per credit hour |
| New Hire | Wilcken, Geoffrey | Part-Time Staff Accompanist | Music | ACH | 08/19/19 | \$30 per hour |
| Promotion | Allen, Risala | Executive Administrative Partner to the President and Board of Trustee | President | President | 09/02/19 | \$62,416.20 annually |
| Promotion | Brown, Ladrian | Instructor-Biology | Biology | MSCT | 08/12/19 | \$62,764.91 annually |
| Promotion | Huwaldt, Kinsey | Coordinator of Athletic Compliance | Athletics | Student Affairs | 08/28/19 | \$45,000 annually |

| | | | | | | |
|--|------------------------|---------------------------------|--------------------------|---------------------------------------|----------|-----------------------|
| Rehire | Epperson, Yvette R. | Adjunct- Clinical Instructor | Nursing | Health Professions | 08/12/19 | \$783 per credit hour |
| Salary adjustment- additional duties. | Andersen, Susan | Director of Nursing | Nursing | Health Professions | 09/02/19 | \$89,660 annually |
| Salary Adjustment | Wilson, An'drienna | Records Coordinator | Enrollment Management | Student Affairs | 06/30/19 | \$47,061 annually |
| Promotion | Bartunek, Graham | HVAC Specialist I | Facility Services | Financial and Facility Services | 07/01/19 | \$42,953 annually |

**September 2019 Board Report
KCKCC Academic Affairs**

Academic Support and Assessment – Dean Cecelia Brewer

The Association of College and University Educators *Certificate in Effective College Instruction* program was facilitated by the Center for Teaching Excellence using a grant awarded by the Kauffman Foundation. The following faculty completed the year-long program and were honored at Convocation:

Dr. Rochelle Beatty (Math), Alphonse Mendy (Science), Bob Shaffer (Fire Science), Eric Scruggs (Fire Science), Heidi English (Psychology), Jennifer Gilmore (Respiratory Therapy), Julia Bichelmeyer (Exercise Science), Kathy Eblen (Nursing), Patricia Weaver (Adult Education), Dr. Teri Huggins (Business), Dr. Todd Gordon (Science), Tyrun Flaherty (Science), Raemee Knepper (Physical Therapy), and Dr. Stephen Terry (Enrollment Management).

The KCKCC Chapter of the Phi Theta Kappa International Honors Society (PTK) was selected to host the Kansas-Nebraska Regional PTK Leadership Conference this fall. This conference will feature presentations on project management, scholarship writing, team building and goal setting for approximately 100 Phi Theta Kappa members from both states. The conference will be held on the KCKCC campus at 7250 State Avenue on September 20-21, 2019.

Ms. Gracie Guzman, Administrative Assistant to the Dean, has successfully completed a Mastering Excel certificate; offered through KCKCC Continuing Education. Ms. Guzman has already put her new skills to good use by creating amazing budget spreadsheets for the divisions' departments.

Dr. Jelena Ozegovic, Faculty Director of the Center for Teaching Excellence, was interviewed for *41 Action News* about the newly renovated classrooms. Dean Cleon Wiggins was also included in the interview.

Academic Symposiums, Fall 2019

- a. *Cultural Influences Based on Travel to Ecuador and Austria* by Adjunct Professor Nathan Horowitz, October 2019. Hosted by the KCKCC Center for Teaching Excellence. Specific date/time/room to be announced soon.
- b. *Enforcing an Imaginary Line: A History of the Modern United States-Mexico Border*, by Associate Professor of History, Dr. Aaron Margolis, November 2019. Hosted by the Center for Teaching Excellence. Specific date/time/room to be announced soon.

Assessment Day took place on Tuesday, August 13th. The event provided full-time faculty members and co-curricular staff members with information on recent assessment accomplishments, assessment deadlines, and professional development opportunities. Presentations were given on rubric utilization, co-curricular assessment, and data-based decision making. Dean Cecelia Brewer, Dr. Cynthia Goudeau, Dr. Jelena Ozegovic, and Dr. Stacy Tucker

September 2019 Board Report
KCKCC Academic Affairs

were among the presenters from the division. Approximately 130 faculty and staff attended the event.

Arts, Communication and Humanities – Dean Jerry Pope

Mr. Jim Mair, Professor of Music (saxophones and flute), Mr. Rod Fleeman, Adjunct Instructor of Music (guitar), and Dr. Justin Binek, Assistant Professor of Music (voice and piano) recently traveled to Bismarck, ND, along with Kansas City vocalist Eboni Fondren to perform in a "Kansas City Jazz Meets Bismarck Jazz" concert at the Sleepy Hollow Performing Arts Park alongside Darren King (bass) and Scott Prebys (drum set). Prebys, who annually serves as a judge at KCKCC's Kansas City Jazz Summit and teaches at KCKCC's Kansas City Jazz Camp, organized the event, which was also sponsored by the Midwest Arts Council and Prairie Public Radio. The concert received rave reviews from the hundreds of attendees who came out on a beautiful summer night to attend. Plans are already underway to make this an annual event.

Professors Binek, Fleeman, and Adjunct Instructor of Music Mr. Brett Jackson (saxophone) were also recently part of the concert "Kansas City Jazz: Bringing Legends to Life," which took place at the Liberty, MO Performing Arts Center and was part of Kansas City's annual Charlie Parker Jazz Celebration. Binek sang and played piano with Greg Carroll's Midnight Blue Jazz Quintet, while Fleeman and Jackson performed with the Vine Street Rumble jazz band. The concert paid tribute to sixteen legends of Kansas City Jazz and featured an all-star band of students from Liberty High School and Liberty North High School. The hundreds of attendees at this concert included the family of Ben Kynard and the widows of Ahmed Aladeen and Luqman Hamza, all three of whom were honored on the concert.

KCKCC music graduate Ms. Nellie Bills is now singing in the Kansas City Symphony Chorus.

Adjunct Professor Ms. Sarah LaBarr emceed the George Meany and Community Labor Partner Awards Dinner for the Boy Scouts of America held at Argosy Casino on Thursday, August 22. Kansas governor Laura Kelly was the featured speaker.

Professor of Journalism Dr. Bryan Whitehead recently obtained FAA certification as an unmanned aircraft pilot. This certification will allow the college to include drone photography and videography in students' digital storytelling classes and activities.

Mr. Robert Cole, Adjunct Instructor of English, participated in a prose poetry workshop sponsored by the Iowa Summer Writing Festival in Iowa City, IA.

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

The Math, Science, Business, and Technology Division has hired two new fulltime faculty, who are both Original Dots. David Jones is the new Assistant Professor of Mathematics and is teaching at Wyandotte High School and Basehor Linwood High School this fall. Ladrian Brown, MD is the new Assistant Professor of Biology and is teaching Anatomy & Physiology and Physiology this fall.

September 2019 Board Report
KCKCC Academic Affairs

Professor Curtis Smith, PHD was selected for the Center for Teaching Excellence and Colleague Honor Award T.E.A.C.H. for full-time faculty Spring 2019.

Professor Lakshmy Sivaratnam and Adjunct Professor Susan Courtney, PHD; attended the graduation ceremony on August 29th at the United States Disciplinary Barracks (USDB) where nine KCKCC students received their diploma.

Dr. Kremer attended the El Centro Board Meeting on August 20th and the Board Finance Meeting on August 29th.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Mr. Douglas W. Copeland, adjunct professor of economics, announced the publication of his most recent works which include:

- (1) Being a contributing author to the work entitled Economics for Today 10th ed., 2019, by Irvin B. Tucker III and published by Cengage Publishing.
- (2) Being a contributing author to the work entitled Survey of Economics 10th ed., 2019, by Irvin B. Tucker III and published by Cengage Publishing.
- (3) Authoring the instructor's manual which accompanies the work entitled Economics: Principles and Policy, 14th ed., published by Baumo/Blinder.

As a follow-up to an item in last month's report regarding a new public administration pathway at J. C. Harmon High School, Dean Wiggins has received and is currently reviewing a draft of the Government & Public Administration Career pathway for USD 500 and hopes to meet again with Ms. Tara Lindahl, the College and Career Academy Facilitator at J.C. Harmon High School in the coming weeks. Ms. Lindahl is currently proposing that the new pathway be offered at Harmon High School.

Dean Wiggins has accepted an invitation from Dr. Alan Penrose and Mr. Stephen St. Louis of Turner High School to visit the Turner campus, tour the facilities and to discuss the criminal justice program. The program, according to Dr. Penrose, has grown to over 60 student per semester and will be responsible for 720 credit hours this academic year. Dean Wiggins will meet with Dr. Penrose on September 11th to continue building this partnership.

Dean Wiggins has accepted an invitation from Mr. Jared Jackson, the Assistant Principal of Basehor-Linwood High School. In his invitation, Mr. Jackson mentioned the fact that the district

**September 2019 Board Report
KCKCC Academic Affairs**

is currently in the construction phase of opening a new Early Childhood Center for the next school year and he would like to discuss opportunities to “. . . grow our Early Childhood offerings for our high school students.” Dean Wiggins will meet with Mr. Jackson as well as the Assistant Superintendent and the school counselor on August 24th.

The Early Childhood Education and Development Department is using Reality Works® RealCare Baby simulators for class experiential learning activities. The dolls are programmable simulators that monitor students’ responses to the baby’s crying. The professor programs the doll simulators to cry at different times and for a variety of reasons. The doll will continue to cry until the student accurately identifies the problems and applies the correct responses. Use of the dolls takes student learning to a significantly higher level.

The Early Childhood Professionals Club will crochet purple infant hats to be donated to new parents to bring awareness of the stage in a baby’s life called the “Period of Purple Crying.” The Period of Purple Crying starts when a baby is about two or three weeks of age and can last until they are 4 months old. During this time, the baby may cry for no apparent reason and there isn’t much a parent can do to stop the crying.

Career and Technical Education – Dean Chef Cheryl Runnebaum

A graduate of the Cosmetology Program sent a letter of gratitude (attached at report’s end).

Several instructors attended training for the National Coalition of Certification Centers (NC3) Train-the-trainer in July 2019. Mr. James Carmack, Electrical Technology instructor, obtained the NC3 Trainer certification for Building Automation Systems I (BAS I). Mr. Dave Wheatman, HVAC instructor, obtained the NC3 Trainer certification for Residential HVAC Systems. Mr. Michael Florence, Commercial and Residential Equipment Technology instructor, obtained the NC3 Trainer certification for Residential HVAC Systems. These Train-the-Trainer Certifications are required to achieve the school certification for KCKCC as a NC3 Leadership Center, which is industry recognized nationally.

Mr. Marshall Dominguez, Business & Industry Services Manager, secured a contract with Connections to Success for training computer skills and enhancing career readiness. Multiple types of on-site trainings are planned throughout the year to groups of about 15 trainees. Training services will be provided in both Kansas and Missouri.

Ms. Marcelyn Humphery, Office Professional, and Ms. Elena Pemberton, Business Coach, represented the KCKCC Entrepreneurial Innovation Center (EIC) at Congresswoman Sharice Davids Veteran-Owned Business Roundtable on August 2, 2019. The EIC was recognized as a resource for Veterans seeking to start or grow their own business.

September 2019 Board Report KCKCC Academic Affairs

KCKCC-TEC and PCC held new student orientations the first week of school. Items discussed at orientation included the following:

Welcome of students, photo release forms, and share with students how to be successful here at TEC/PCC; financial aid; certification/degree checks; campus police discuss rules and parking stickers; student identification (ID) badges, WebAdvisor, student e-mail, Blackboard, Microsoft Office 365, and all available students services; Student Code of Conduct and due process; scholarship opportunities; SkillsUSA chapter opportunities; and Title IX training.

More than 142 new post-secondary students attended at KCKCC-TEC on August 19; 277 new high school students attended orientation August 21-23 at KCKCC-TEC. And, KCKCC-PCC held a combined new post-secondary and high school orientation for 69 students on August 20.

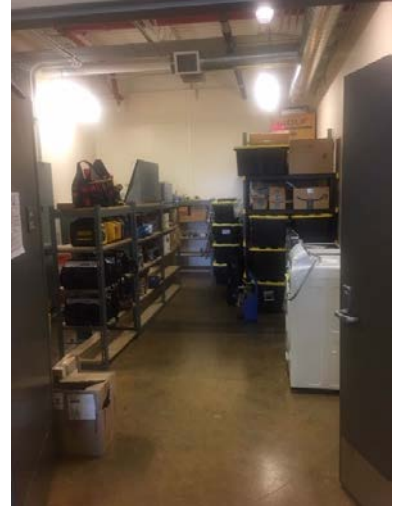
Various TEC program classrooms were updated over the summer. Below are some photos of the resulting learning environments:

Building Engineering and Maintenance Technology Classroom (Mr. Shawn McGivern, and Mr. Chris Zeko – Instructors)

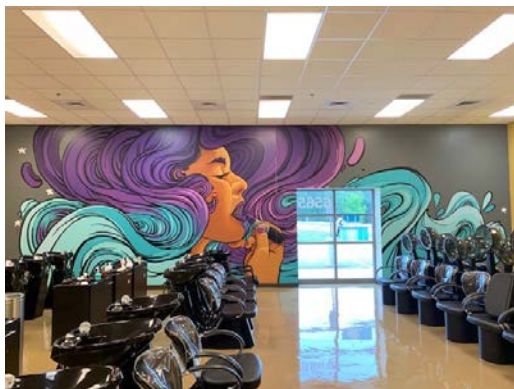
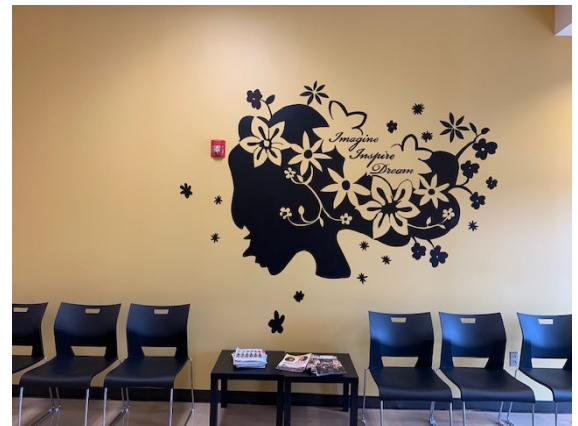
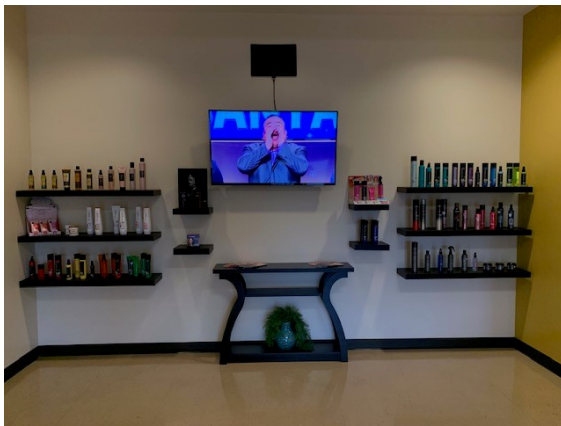


**September 2019 Board Report
KCKCC Academic Affairs**

Commercial Residential and Equipment Technology (Mr. Michael Florence – Instructor)



Cosmetology (Ms. Deb Wolf, Ms. Amber Crum, Ms. Kristy Davis – Instructors)



September 2019 Board Report
KCKCC Academic Affairs

Multimedia/Video Production (Mr. John Brandt – Instructor)



Health Professions – Dean Dr. Tiffany Bohm

For the first time, the Medical Assistant program started the semester with a full class AND a waiting list! This is also the first semester high school students have started the program and there are five (5) from various high schools. Congratulations to Dr. David Noll and his team for their excellent work recruiting!



1st semester Medical Assistant students



High school students in the program

**September 2019 Board Report
KCKCC Academic Affairs**

Email Letter of Gratitude from Cosmetology Graduate, September 9, 2019

Dear Dean of Kansas City Kansas Community College. I'm writing to you to let you know what amazing instructors you have in cosmetology department! I'm a student who just graduated in May of 2019 and I passed my state boards and obtained my license. I'm extremely grateful to the program because I'm currently employed at Beauty Brands as a hairstylist! It seems like it happened so fast once I completed the course but I know if it wasn't for my instructors going above and beyond I wouldn't have made it. These women wake up every day with a mission to see us succeed. They challenged us daily to bring out our creative side! Most of all they all had a heart to lend whenever we might be going through life and encouraged us to keep fighting and finish what we started and follow our dreams. I'm so humbly thankful for all of them. The amount of time they invested in me is amazing and it showed! I'm better because of them. I'm happy and blessed. Please let these wonderful instructors know that they are amazing and they are changing people's life. Sincerely, Tumaka Campillo

The data provided for the GED and ESL programs in the August Board Report need to be corrected. The data given were the number of students who had expressed an interest in GED and ESL, not those who registered for the classes. The inaccurate numbers resulted from a variety of items, including leadership turnover, a lack of process, and use of confusing terms. Those items have been addressed and corrected.

The actual numbers are given below:

| Location: | Section | Interested Students # reported to the Board | Actually Enrolled | Difference of Interested and Enrolled | % Difference |
|--------------------|----------------|--|--------------------------|--|---------------------|
| | | | | | |
| KCKCC - GED | AM | 54 | 29 | -25 | -46% |
| | PM | 55 | 30 | -25 | -45% |
| | | | | | |
| KCKCC - ESL | AM | 108 | 70 | -38 | -35% |
| | PM | 155 | 127 | -28 | -18% |
| | | | | | |
| PCC | Total | 44 | 30 | -14 | -32% |
| | | | | | |
| WYANDOTTE | GED | 17 | 9 | -8 | -47% |
| | ESL | 31 | 23 | -8 | -26% |
| | | | | | |
| LIBRARY | | 6 | 6 | 0 | 0% |
| | | | | | |
| TOTALS | | 470 | 324 | -146 | -31% |

BOARD OF TRUSTEES REPORT

September 2019

ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN

Enrollment Report

- Fall 2019 enrollment comparison (September 6, 2019, compared to September 7, 2018)
 - Headcount is up 1.434% (increase of 85 students) and credit hours are up .73% (387 credit hours)
 - High school enrollments are up in headcount 35.63% (increase of 331 students) and 36.43% in credit hours (increase of 1,872 credit hours)
 - TEC headcount is up 0.99% (increase of 9 students) and 3.56% in credit hours (increase of 376 credit hours)
 - See attached report - all information provided by Institutional Research as of 9/06/2019.

| Campus | Headcount | | | | Credit Hours | | | |
|--------|------------|------------|----------|----------|--------------|------------|----------|----------|
| | 09.06.2019 | 09.07.2018 | Change # | Change % | 09.06.2019 | 09.07.2018 | Change # | Change % |
| | Fall 2019 | Fall 2018 | | | Fall 2019 | Fall 2018 | | |
| AMZN | 11 | | | | 60 | | | |
| DWNTN | 9 | | | | 50 | | | |
| FRSC | 40 | 55 | -15 | -27.27% | 323 | 366 | -43 | -11.75% |
| HS | 1,260 | 929 | 331 | 35.63% | 7,011 | 5,139 | 1,872 | 36.43% |
| MC | 2,772 | 3,038 | -266 | -8.76% | 21,804 | 23,353 | -1,549 | -6.63% |
| OC | 289 | 329 | -40 | -12.16% | 893 | 825 | 68 | 8.24% |
| OL | 1,801 | 1,876 | -75 | -4.00% | 9,729 | 9,992 | -263 | -2.63% |
| PION | 323 | 352 | -29 | -8.24% | 2,626 | 2,893 | -267 | -9.23% |
| TEC | 917 | 908 | 9 | 0.99% | 10,945 | 10,569 | 376 | 3.56% |
| USDB | 51 | 51 | - | 0.00% | 285 | 202 | 83 | 41.09% |
| Total | 6,009 | 5,924 | 85 | 1.43% | 53,726 | 53,339 | 387 | 0.73% |

WYANDOTTE HIGH SCHOOL “DOWNTOWN” LOCATION - JEREMIAH MCCLUNEY, ADMISSIONS OPERATIONS COORDINATOR

- Classes are off to a great start at Wyandotte High School, Jeremiah McCluney has been serving as the interim site coordinator.
 - 8 students in Office Assistant program courses
 - 9 students in GED courses
 - 37 students in ESL courses
 - 54 students in total
- Plans for September reception with Student Activities underway

OFFICE OF ADMISSIONS - TINA CHURCH LEWANDOWSKI, DIRECTOR

Personnel

- Admissions front desk Admissions Specialist I position posted for hiring.

SOAR Orientation Participation since 2017

| SOAR Orientation Year | Total Students | Total Parents/Supporters | Grand Totals |
|-----------------------|----------------|--------------------------|--------------|
| Fall 2017 | 154 | 119 | 273 |
| Spring 2018 | 36 | 8 | 44 |
| Fall 2018 | 206 | 104 | 308 |
| Spring 2019 | 36 | 22 | 58 |
| Fall 2019 | 226 | 144 | 370 |

International Admissions

- International (F-1 status) students at KCKCC since 2015

| AY15-16 Total#: | 16 | AY16-17 Total#: | 31 | AY17-18 Total # : | 29 | AY18-19 Total# : | 39 | AY19-20 Total# : | 41 |
|--------------------|----|--------------------|----|----------------------|----|---------------------|----|---------------------|----|
| COUNTRY | # | COUNTRY | # | COUNTRY | # | COUNTRY | # | COUNTRY | # |
| Brazil | 3 | Benin | 1 | Brazil | 8 | Austria | 1 | Brazil | 4 |
| Canada | 1 | Brazil | 7 | Cameroon | 1 | Brazil | 8 | Burkina Faso | 1 |
| Denmark | 1 | Cameroon | 1 | Canada | 2 | Cameroon | 1 | Cameroon | 1 |
| Gambia, The | 2 | Canada | 1 | Colombia | 2 | Colombia | 1 | Colombia | 1 |
| Kenya | 6 | Colombia | 2 | Croatia | 1 | Denmark | 1 | Egypt | 1 |
| Nigeria | 1 | France | 1 | Egypt | 2 | Egypt | 1 | France | 2 |
| United Kingdom | 1 | Gambia, The | 2 | India | 1 | Germany | 3 | Gambia, The | 1 |
| Yemen | 1 | India | 2 | Kenya | 6 | Greece | 1 | Germany | 1 |
| | | Kenya | 7 | Kuwait | 1 | India | 1 | Greece | 1 |
| | | Kuwait | 1 | Saudi Arabia | 3 | Jamaica | 1 | India | 1 |
| | | Poland | 1 | Spain | 1 | Kenya | 9 | Italy | 3 |
| | | Saudi Arabia | 3 | United Kingdom | 1 | Kuwait | 1 | Japan | 1 |
| | | Turkey | 1 | | | Nepal | 1 | Kenya | 7 |
| | | Yemen | 1 | | | Saudi Arabia | 1 | Nepal | 1 |
| | | | | | | Serbia | 1 | New Zealand | 2 |
| | | | | | | South Africa | 1 | Serbia | 1 |
| | | | | | | Spain | 3 | South Africa | 2 |
| | | | | | | Turkey | 1 | South Korea | 2 |
| | | | | | | United Kingdom | 2 | Spain | 5 |
| | | | | | | | | Turkey | 1 |
| | | | | | | | | United Kingdom | 2 |

Dual/Concurrent Enrollment

- Sumner High School rejoined KCKCC's Dual/Concurrent Enrollment Partnership.

- Lindsey and Mary have visited all the high schools to process enrollments and are working to complete roster reconciliations.
- Lindsey and Mary worked with TEC to process TEC dual/concurrent enrollment. We will be collaborating with the staff at the TEC center to continue to in our efforts to serve high school students.

Admissions Activities August 2019

| | |
|---|-----|
| Total Events | 4 |
| Total Campus Visits | 1 |
| Total School Visits | 1 |
| Total People from all Events / Visits | 270 |
| Total Inquiry Cards Completed | 7 |
| # of Post Cards Mailed | 0 |
| # of Phone Calls Made | 0 |
| # of Emails to Prospective Students | 0 |
| # of Applications Completed for Month | 963 |
| # of Non-TEC Applications Processed for Month | 822 |
| # of TEC Applications Processed for Month | 141 |
| # of International Students Inquiries for Month | 0 |

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

8/16/19 represented KCKCC/PCC at the farewell for the United States Penitentiary Warden.

8/17/19 Attended Fort Leavenworth PAIR Day which is the Post Activities Information and Registration Day for the new class on post. Approximately 2500 people attended.



8/19/19 and 8/20/19 Along with Student Activities, we provided donuts for the first day of classes.



8/22/19 Hosted the local TRIO group for their evening of “Fun and Futures.” They shared with the participants information about the variety of options that were available here at PCC. Had demonstrations in our HVAC program and tours of the other program spaces. Approximately 100 participants.





8/23/19 Along with Women and Gender Advocacy we had a luncheon and streamed the presentation from main campus.

8/30/19 Chef Kelly and Marcia Irvine took 19 of our first-semester culinary students to Shatto Milk Company, to learn about the process from cow to finished product, and got to sample some yummy ice cream, milk, and cheese.



DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY

8/29/19 Annual Commencement Ceremonies at Prisons, in attendance Dr. Greg Mosier (graduation speaker), Dean Pope, Dean Wiggins, Dean Terry, Marcia Irvine, John Olson, Sue Courtney, and Lakshmy Sivaratnam.

Joint Regional Correctional Facility

Cory Anderson AGS Liberal Arts 07/19 Magna Cum Laude

Eddie Ellis AGS Liberal Arts 07/19

The United States Disciplinary Barracks

Donald D. Edwards - Associate of General Studies - Liberal Arts

Mario A. Gordillo - Associate of General Studies - Liberal Arts, Magna Cum Laude

Willie J. Holt III - Associate of General Studies - Liberal Arts Cum Laude

Benjamin C. Mason - Associate of General Studies - Liberal Arts, Cum Laude

Jeffery A. Page - Associate of General Studies - Liberal Arts, Cum Laude

Charles E. Robinson III - Associate of General Studies - Liberal Arts

Billy J. Smith Jr. - Associate of General Studies - Liberal Arts, Magna Cum Laude
 Frank M. Vargas - Associate of General Studies - Liberal Arts, Cum Laude
 Rex A. Wilhite - Associate of General Studies - Liberal Arts, Magna Cum Laude

STUDENT FINANCIAL AID - MARY DORR, DIRECTOR

Financial Aid Disbursed to Student Accounts as of September 3, 2019

| | FALL | SPRING | SUMMER | TOTAL |
|-----------|-------------------------------|-------------------------------|-------------------------------|--------------|
| 2019-2020 | Disbursement Date: 9/11/19 | Disbursement Date: 2/11/20 | Disbursement Date: 6/23/20 | |
| 2018-2019 | \$6,962,561 | \$6,190,877 | \$933,722 | \$14,087,160 |
| 2017-2018 | \$7,395,628 | \$6,447,917 | \$997,109 | \$14,840,654 |
| 2016-2017 | \$7,831,544 | \$7,035,535 | \$794,186 | \$15,661,265 |

FASFAs Received

| Academic Year | Total | Received in August |
|---------------|-------|--------------------|
| 2019-2020 | 8223 | 1316 |
| 2018-2019 | 9956 | 1692 |
| 2017-2018 | 9717 | 1642 |

Financial Aid Exclusion Appeals Processed for Fall

The Student Financial Aid Office processed 71 appeals for students who were placed on “Financial Aid Exclusion” who requested financial aid for Fall 2019. Students were required to explain their situation, meet with an academic advisor and submit an academic plan. A committee made up of faculty and staff reviewed the appeals and approved of 92 students to return for the fall with limitations regarding credit load and student borrowing. One student was denied.

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

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

| Veteran Center Visitors | | |
|--------------------------------|----------------|----------------|
| | AY18-19 | AY19-20 |
| August | | 281 |
| September | 47 | |
| October | 185 | |
| November | 132 | |
| December | 105 | |
| January | 189 | |
| February | 218 | |
| March | 159 | |

| | | | |
|--------------|-------------|------------|--------------|
| April | 209 | | |
| May | 104 | | |
| June | 56 | | |
| July | 74 | | Total |
| Total | 1479 | 281 | 1760 |

| Branch of Service | |
|-------------------|-------------|
| Army | 1027 |
| Navy | 98 |
| Marines | 292 |
| Air Force | 219 |
| Coast Guard | 2 |
| N/A | 122 |
| Total | 1760 |

| Type of Visitor | |
|----------------------------|-------------|
| Current Status | |
| Active Duty | 288 |
| Veteran | 1080 |
| Military/Veteran Dependent | 263 |
| Civilian | 129 |
| Total | 1760 |

Certifications:

| 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 | 148 | 1172 | 181,176.00 |

| Reason for Visit | |
|--------------------------------|-----|
| Study | 455 |
| Socialize | 509 |
| Benefit Questions | 292 |
| Enroll & Application Questions | 143 |
| Computer use | 228 |

August events:

| | |
|--------------|-------------|
| Other | 133 |
| Total | 1760 |

August 1st: Senator Lynn Visited the Veteran Center (no photos available)

August 19-23rd: The Veteran Center hosted a welcome back week for our Military Affiliated students. Lunch was provided for the students on Tuesday and Wednesday.



August 21st: Congressman Roger Marshall dropped by the Veterans Center for a short visit.



August 28th: The KCKCC Student Veterans Organization conducted the first meeting of the year. The meeting filled some key positions on the Executive Board and the group discussed ways to include Veteran students at the PCC and TEC in upcoming events.



September planned events:

4 Sept: The Veteran Center will support the Welcome Back / Club Rush. We currently have the Army National Guard and Marine recruiters coming in to set up static displays.

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

28 Sept: The Veteran Center will celebrate its one year anniversary with an open house.

STUDENT SUCCESS CENTER - SHAY DODSON, LEAD ADVISOR

| On Campus Advising Type / Purpose of Visit | MAIN | PION | TEC |
|--|-------------|------------|------------|
| General Advising | 131 | 63 | 81 |
| Degree / Cert Graduation Check | 6 | 0 | 1 |
| Degree Plan | 3 | 29 | 0 |
| New Enrollment | 374 | 10 | 39 |
| Returning Enrollment | 312 | 95 | 22 |
| Schedule Adjustment | 289 | 7 | 4 |
| Withdrawal/Drop | 40 | 4 | 9 |
| Financial Aid Exclusion | 34 | 0 | 3 |
| Dismissal/Reinstatement | 18 | 0 | 2 |
| | 1207 | 208 | 161 |
| Walk-In Advising | 980 | 176 | 179 |
| Advising Appointments | 227 | 52 | 31 |
| GRAND TOTAL | 1207 | 228 | 210 |
| | | | |
| Off-Campus Advising / Enrollment | | | |
| KCPD Police Academy | 9 | 0 | 0 |
| Amazon Fulfillment Center | 0 | 0 | 11 |
| TOTAL | 9 | 0 | 11 |

ONLINE ADVISING (MAIN CAMPUS)

| | |
|--|------------|
| Email Advising Data via advising@kckcc.edu / Shay | |
| Advising inbox - general advising, student emails replies | 314 |
| Advising inbox - enrollments | 146 |
| Advising inbox - appointment requests | 10 |
| TOTAL | 470 |
| | |
| Online Class Advisor Data via ocadvisor@kckcc.edu and Online Advising Forms / Marshall | |
| Initial contacts | 115 |
| Number of inquiries | 201 |
| Contact activities generated | 227 |
| Students enrolled | 36 |

| | |
|-------|-----|
| TOTAL | 579 |
|-------|-----|

ADVISING ACTIVITIES

- Late enrollment email outreach to all students to encourage students to enroll with an advisor, included steps to enroll and tutorials on how to use degree audit to self-enroll.
- Planning Degree Audit and self-enrollment workshops with IT this Fall for students over 12/CR.
- Dismissal outreach to 90 students academically dismissed (GPA fell below 1.6) after SP19.
 - 18 Dismissed students met with me (1 with Renee) in person for a Reinstatement Appeal
 - 17 students were reinstated to KCKCC for Fall 2019. I will follow up with them throughout the semester to track their progress.
- Teleconference with Dr. Krueger, Dean Runnebaum, Tami Bartunek and Tina Church Lewandowski and Amazon
 - Coordinated with Tina Church Lewandowski and Tami Bartunek to organize four August visits to the Amazon Fulfillment Center to meet with interested students
 - 1st Amazon Cohort, Computer Software Technology Certificate = 11 students enrolled
 - Shay Dodson, Ashley Irvin, Chris Munoz, and admissions team members were in attendance over four evenings in August to admit students, process applications, advise, and enroll students in two 1st 8-week classes held at the Amazon FC.
 - 11 students currently enrolled in CIST-0101-40 Computer Concepts and Applications
 - 10 students currently enrolled in CIST 0111-40 Microcomputer Business Software
 - There have been 3 students who've dropped out of the program since the start of the courses: attempted to retain all 3 to continue in the program or continue at KCKCC in other programs.
 - 1 student realized he already took these classes at another college (not originally disclosed) - he will continue with us in the future.
 - 1 student could not handle the course workload with her other jobs
 - 1 student did not wish to disclose his reason for leaving the program/dropping Amazon courses stating it was due to work-related issues.
- KCPD Police Academy Admission & Enrollment: 9 Recruits Admitted to KCKCC and will be retroactively enrolled in CRJS coursework after they complete KCPD Academy courses this semester. Attended with Anita and Yamel (Admissions team)
- Ongoing Search Committees: Student Success Advisors (2), PT K-State Step Up Grant Advisor (1), Site Coordinator - Downtown (1)

CAREER SERVICES - MARK TURNER, CAREER SERVICES COORDINATOR

Activities Accomplished

- Was able to assist two students with resume preparation.
- Helped a student with Career Exploration looking at what could be done
- Attended networking event sponsored by Kansas City Kansas Chamber of Commerce at the Kansas School of the Blind.

- Attended meeting at the Economic Development of Greater Kansas City, KS. The topic of the meeting was about early childhood education and given by former KCK mayor Joe Reardon who is now president of Greater KC Chamber.

Next month's objectives

- Work on a branding campaign starting with the Blue Classes
- Collaborate with other instructors about coming into their classes and introducing myself and what the Career Centers function will be about.
- Working with other departments like TRIO in sending out some type of social media BLAST to let students know about the new services being offered
- Discuss with all instructors times to do workshops in their classes, and if that presents a problem I will work on individual bases.

TESTING SERVICES - FAITH MOODY, TESTING SPECIALIST

Total Placement Tests This Semester

| | | |
|------------|-----------|-----------|
| Fall 2019* | Fall 2018 | Fall 2017 |
| 801 | 1822 | 1580 |

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

| August Placement Test sessions | | | | | | |
|--------------------------------|-------------|-----|-----|--------------|--------------------|-------|
| Year | Main Campus | PCC | TEC | High Schools | Distance Education | Total |
| August 2019** | 386 | 77 | 31 | 303 | 4 | 801 |
| August 2018 | 586 | 70 | 68 | 232 | 7 | 963 |
| August 2017 | 543 | 99 | 53 | 172 | 1 | 868 |

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

August Developmental Numbers

| Year | Test Sessions for: | Reading Placement | Composition Placement | Math Placement | Overall |
|---------------|--------------------|-------------------|-----------------------|----------------|---------|
| August 2019** | # Administered | 565 | 636 | 374 | 801 |
| | Developmental | 313 | 421 | 217 | 523 |
| | % Developmental | 55% | 66% | 58% | 65% |
| August 2018 | # Administered | 758 | 821 | 449 | 963 |
| | Developmental | 452 | 505 | 351 | 702 |
| | % Developmental | 60% | 62% | 78% | 73% |
| August 2017 | # Administered | 682 | 727 | 515 | 868 |
| | Developmental | 385 | 432 | 381 | 649 |
| | % Developmental | 56% | 59% | 74% | 75% |

STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

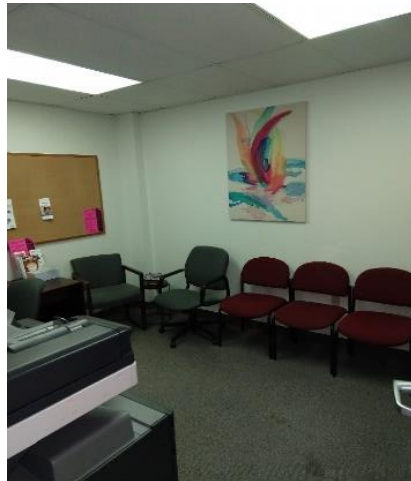
Student Services Fulfills!

DEAN OF STUDENTS SERVICES EVENTS

- Welcome our New Student Housing Specialist Ronnie Moore
- Presented Student Code of Conduct & Title IX information to students attend SOAR.

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

- The highlight of our August has been **KCKCC Students** returning to campus!
- The new Self Care for Student Success booklet is out thanks to **Taylor Bolls** for her assistance.
- We have two interns this year:
 - **Matt Crawford** is pursuing a MA in Counseling Psychology from University of Saint Mary. He is interested in becoming a Certified Mental Performance Consultant before he graduates. Matt is an assistant baseball coach at William Jewell. He will be working with student athletes at KCKCC to sharpen the mental aspects of their game.
 - **Benjamin Howard** brings a wealth of higher education experience to his internship experience, having worked at several institutions in the area while pursuing his MA in Counseling and Guidance from the University of Missouri-Kansas City. Benjamin enjoys presenting and public speaking.
- We co-host the Women's Equality Day event at KCKCC on August 23rd. Two amazing Wyandotte County trailblazers, **Carol Marinovich** and **Kathy Wolfe-Moore**



STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

| Disability | August 2019 | August 2018 | August 2017 |
|--------------------------|-------------|-------------|-------------|
| Autism Spectrum Disorder | 12 | 11 | 4 |

| | | | |
|----------------------------|------------|------------|-----------|
| Attention Deficit Disorder | 33 | 25 | 14 |
| Blind/Visual Impairment | 11 | 8 | 2 |
| Deaf/Hard of Hearing | 3 | 3 | 3 |
| Head Injury | 0 | 3 | 2 |
| Intellectual Disability | 3 | 3 | 3 |
| Learning Disability | 74 | 83 | 24 |
| Medical | 8 | 3 | 4 |
| Physical | 2 | 6 | 2 |
| Psychiatric | 12 | 17 | 14 |
| Other Health Impaired | 0 | 5 | 0 |
| Total | 158 | 167 | 72 |

Assistive Technology Users By Disability:

| | August 2019 | August 2018 | August 2017 |
|--------------|-------------|-------------|-------------|
| Blind | 1 | 3 | 0 |
| Low Vision | 7 | 3 | 11 |
| L D | 31 | 19 | 22 |
| Physical | 0 | 2 | 1 |
| Total | 39 | 27 | 34 |

Narrative Activities:

- Alex, Robert & Sara Reck offered several Sonocent training sessions throughout the month. We have approximately 20 participants in the program with more that are interested.
- Robert met with Senator Lynn to discuss disability services at KCKCC.
- Carly planned, assisted and presented at TEC and PCC orientations for all new post-secondary students and high school students.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Finishing up the First 12 Days @ KCKCC

- Hosted 15 activities for the main campus:
 - Club Hub Showcase: over 300 students signed up for clubs on the Main Campus
 - Donut & Coffee (2 days): 240 students participated - First time hosting this activity
 - Free Dessert Day: approximately 350 students participated
 - Soccer Kickback: approximately 150 students participated
 - Taco Tuesday: approximately 400 students, faculty, and staff participated
 - Grocery Bingo: approximately 110 students participated - this is a 50% increase from Spring 2019
 - Evening Student Reception (2 days): approximately 375 students participated. This is a 53% increase. This is the first time we hosted two receptions.
 - KCKCC Spirit/Selfie Day: approximately 75 students, faculty, and staff participated
- Developing a Student Activities TV show with Media Services

- Will host the first intramural Kickball game on Saturday, September 7th
- Will host the first intramural basketball game on Sunday, September 8th
- Student Activities co-hosted with ESOL and the ICC a co-curricular activity for students.
 - SLOs for this event:
 - Students will connect to the KCKCC community and resources.
 - Students will practice interpersonal skills, including autonomy.
 - PLO's:
 - ESOL PLO #3: Students will be able to actively and appropriately engage in oral/aural academic tasks and environments.

Game Room

- Hosted for the first time an Esports Tournament:
 - Smash Bros, August 23rd - 30 students participated
 - Mortal Kombat, September 6th
- Hosted three Tabletop Gaming Days: 15 Students participated
- Approximately 15 students have been in the game every hour
 - Students are required to sign in each time they enter the game room. Many students start their day in the game room, leave to go to class and come back to the game room after class.
 - Game room hours are 8 am - 5 pm
 - Approximately 135 students have utilized the game room each day
 - Approximately 675 student 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

- First Student Senate meeting on Wednesday, September 11th at 2:15 pm
- Club Hub Showcase: over 300 students signed up for clubs on the Main Campus
- Three College Dems students participated in Demofest in Wichita, KS
- Spirit Squad hosted tryouts August 26th, 28th, and 29th

FBOE

- On Friday, August 16, 2019, we took students to the 816 Film Festival, in order to observe up-and-coming directors and their current projects. We were able to talk to Morgan Cooper, writer and director of the now-internet-viral trailer for Bel-Air.
- 45 active members in FBOE.

STUDENT HOUSING

Housing Residence:

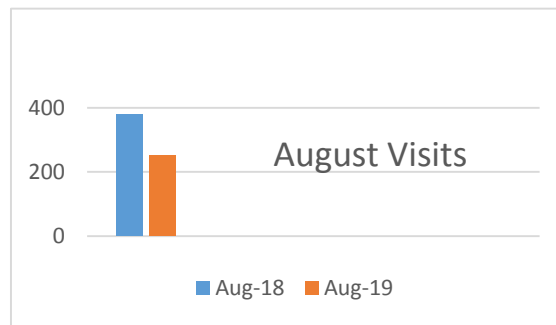
- 118: Student Athletes
- 20: Non-Athletes
- 138: Students are currently in Student Housing

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 August

| Visit Reason | % | total |
|----------------|----|-------|
| TB Inject | 34 | 86 |
| TB Read | 29 | 72 |
| Medication | 4 | 11 |
| Personal/Other | 16 | 40 |
| Vision/Hearing | 4 | 11 |
| BP check | 10 | 24 |
| Injury | 1 | 3 |
| Sick | 2 | 5 |



As you, see from the above information the percentages of visits decreased in August. This may be due to the decreased hours and/or the national shortage of TB serum. This month we had 252 visits from a wide array of needs for staff/faculty, students and the community. Of the 252, we had 9 individuals who had to be referred to off campus resources.

Accomplishments for August

- Working with the Health Department and Kansas Department of Health and Environment due to national shortage of PPD (TB serum). Due to shortage unable to give usual number of tests.
- Saturday Aug. 3rd assisted in Back to School event at KCKCC. This year was a great turn out and no injuries or overheating.

Plans for September

- Blood Drives: September 17th at Pioneer Campus
September 25th at Main Campus

TRIO SSS-MICHAEL COZART, DIRECTOR

Participants:

- 140+ active TRIO students for AY 2108-19 (met objective).
 - 96 First-Gen & Low-Income
 - 30 First-Gen only
 - 15 Low-Income Only
 - 16 Low-Income w/Disability (We have met the required objective for the grant)
- 15 new students to enroll in TRIO in August.
- 27 students graduated in AY 2018-19 (Exceeded objective)
- 53 TRIO students who made the Honor Roll AY 2018-19 (met objective)

Activities and Events:

- Hosted the KU TRIO Talent Search YES Week July 30-August 1

- Meet with Dr. K, Dr. Derriott & Stacy Mendez to discuss new partnership with KU Heartland CAMP TRIO grant
- Director of KCKCC SSS TRIO attended a two-day retreat for Heartland CAMP at KU, August 8-9
- Michael Cozart, Director of KCKCC TRIO started the Ed.D in Higher Education Leadership program at Baker University
- Published the quarterly TRIO Chronicles in July.

ATHLETICS- Tony Tompkins, Athletic Director

Women's Soccer:

- Volunteered on a Saturday morning to cleaning up brush and trash for the local Piper Soccer Club organization allowing them to practice for the summer and fall months.
- The team is currently 3-1 on the season and 1-1 in Conference play. They came very close to upsetting Butler, who was ranked 5th in the nation.

Volleyball

- Team volunteered during the Back to School event hosted at KCKCC serving the local community.
- They are currently 6-4 on the season. KCKCC Volleyball was ranked #20 in the nation in the latest poll. They have an extremely tough schedule this as six teams in the conference are ranked in the top 20.

Men's Soccer

- Currently 2-1-1 on the season and 1-0 in conference. They recently upset Neosho who was #7 in the nation.

Baseball

- Hosted a free baseball clinic for the local community sponsored by local business and community members.
- There were 75 plus campers signed up for the clinic.

Professional Development/Leadership:

Tony Tompkins is continuing to serve in the role as NJCAA Region VI Assistant Women's Region Director. He is currently serving on the W. Soccer (Division 1), W. Basketball (Division 2), and Softball (Division 2) sport committees for the NJCAA.

Matt Goldbeck (Baseball), Joe McKinstry (W. Basketball), and Mary Bruno-Ballou (Volleyball) are the coach's representatives for the Jayhawk Conference.

Academic Success: Study table requirements for student-athletes.

- Standards for Study Time/Tutoring time in the Student Learning Center
 - o Based on Core Classes and Cumulative Grade Point Average
 - o All Freshman students will attend 8 study hall hours per week in their first semester.
 - o After their first semester study hall hours will be determined by their GPA.
 - 3.0 GPA and Above: 0 Hours
 - 2.5-2.99 GPA: 4 Hours
 - 2.49 and Below: 8 Hours



| Campus | Headcount | | | | Credit Hours | | | |
|--------|------------|------------|----------|----------|--------------|------------|----------|----------|
| | 09.06.2019 | 09.07.2018 | Change # | Change % | 09.06.2019 | 09.07.2018 | Change # | Change % |
| | Fall 2019 | Fall 2018 | | | Fall 2019 | Fall 2018 | | |
| AMZN | 11 | | | | 60 | | | |
| DWNTN | 9 | | | | 50 | | | |
| FRSC | 40 | 55 | -15 | -27.27% | 323 | 366 | -43 | -11.75% |
| HS | 1,260 | 929 | 331 | 35.63% | 7,011 | 5,139 | 1,872 | 36.43% |
| MC | 2,772 | 3,038 | -266 | -8.76% | 21,804 | 23,353 | -1,549 | -6.63% |
| OC | 289 | 329 | -40 | -12.16% | 893 | 825 | 68 | 8.24% |
| OL | 1,801 | 1,876 | -75 | -4.00% | 9,729 | 9,992 | -263 | -2.63% |
| PION | 323 | 352 | -29 | -8.24% | 2,626 | 2,893 | -267 | -9.23% |
| TEC | 917 | 908 | 9 | 0.99% | 10,945 | 10,569 | 376 | 3.56% |
| USDB | 51 | 51 | - | 0.00% | 285 | 202 | 83 | 41.09% |
| Total | 6,009 | 5,924 | 85 | 1.43% | 53,726 | 53,339 | 387 | 0.73% |

| Status | Fall 2019 | Fall 2018 | Change # | Change % |
|------------|-----------|-----------|----------|----------|
| First-time | 2,283 | NA | NA | NA |
| Returning | 3,726 | NA | NA | NA |

| Gender | Fall 2019 | Fall 2018 | Change # | Change % |
|--------|-----------|-----------|----------|----------|
| Female | 3,563 | 3,544 | 19 | 0.54% |
| Male | 2,446 | 2,380 | 66 | 2.77% |

| Race/Ethnicity | Fall 2019 | Fall 2018 | Change # | Change % |
|---------------------------|-----------|-----------|----------|----------|
| American Alaska Native | 36 | 34 | 2 | 5.88% |
| Asian | 295 | 259 | 36 | 13.90% |
| Black or African American | 1,136 | 1,228 | -92 | -7.49% |
| Hawaiian Pacific Islander | 11 | 13 | -2 | -15.38% |
| Hispanic | 1,605 | 1,430 | 175 | 12.24% |
| Multi-racial | 293 | 299 | -6 | -2.01% |
| Unknown | 278 | 117 | 161 | 137.61% |
| White | 2,355 | 2,544 | -189 | -7.43% |

| 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 1.434% for an increase of 85.

Credit Hours up 0.725%,

for an increase of 387 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 Bolls Graphic Designer
Joy Cicero Production Assistant
Kelly Rogge Public Information Manager
Matt Fowler Web Designer

August 2019

Strategic Initiatives and Outreach

- Classes are taking place at the KCK Amazon Distribution center! We have built a strong relationship with local leadership and have also been “introduced” via conference calls to leadership in Washington state. We anticipate offering additional 8-week courses in Spring 2020, after Amazon’s peak holiday season.
- Met with management from Bank of Labor and talked about the 100 Stories of Impact. Bank of Labor employees multiple KCKCC alumni and are happy to support their employees to create videos for our engagement initiative.
- Had a wonderful meeting with KS [Senator Julia Lynn](#). She is the Chair for the Commerce Committee and Vice Chair for the Legislative Post Audit Committee. Further, she is a member of several other committees. She has agreed to attend, as the guest of KCKCC the Sept. 20th Congressional Forum luncheon.
- KCKCC was invited to attend the USD500 Fall 2019 convocation. I was honored to attend for the college.
- KCKCC was invited to attend the ground breaking *Governor’s Summit for Regional Collaboration* news conference on Aug. 13th. Dr. Mosier and I attended and chatted with several KCKCC supporters.
- As part of the 100 Stories of Impact initiative, we have met amazing alumni and have begun to capture unique and inspiring stories. Stay tuned!
- Attended the Women’s Chamber event with local female elected officials. This was a great event to chat with local officials and continue to share the KCKCC story.


Marketing

Tweet activity





KCKCC @KansasCityKSCC
We are excited to be working again w/ @Chiefs for ALL 10 home games. Use promo code KCKCCF when purchasing your tickets at (link: <http://bit.ly/2n8oCsg>)
<http://bit.ly/2n8oCsg> & \$10 will go back to the KCKCC Foundation.
#KCKCCProud #ChiefsKingdom 🍌🍌
pic.twitter.com/3gLebWpxv4



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

Get started


| | |
|-------------------|-------|
| Impressions | 1,874 |
| Total engagements | 85 |
| Media engagements | 37 |
| Detail expands | 23 |
| Likes | 10 |
| Retweets | 6 |
| Link clicks | 5 |
| Profile clicks | 4 |

Tweet activity





KCKCC @KansasCityKSCC
KCKCC was pleased to attend @KCKChamber's Congressional Forum, featuring Speaker DA Mark Dupree.
#KCKCCProud pic.twitter.com/1G8wXMSskD



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

Get started


| | |
|-------------------|-------|
| Impressions | 1,757 |
| Total engagements | 32 |
| Media engagements | 11 |
| Likes | 8 |
| Detail expands | 6 |
| Link clicks | 4 |
| Retweets | 2 |
| Profile clicks | 1 |

Tweet activity





KCKCC @KansasCityKSCC
KCKCC was pleased to attend the @KCKChamber & @shawneechamber's Over the Fence event Thursday. The event featured @GovLauraKelly.
#KCKCCProud pic.twitter.com/nQw4SS9rKs



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

Get started

| | |
|-------------------|-------|
| Impressions | 1,731 |
| Total engagements | 56 |
| Media engagements | 25 |
| Detail expands | 12 |
| Link clicks | 7 |
| Likes | 5 |
| Profile clicks | 4 |
| Retweets | 3 |



kansascitykccc • Follow



kansascitykccc Thank you to all who served and came to our "Nacho Money" event Wednesday! We will be serving FREE nachos again today from 1-3 p.m. in the Foundation office (Room 3500). Make sure you come by and learn about our Foundation Scholarships available to KCKCC students. It's "nacho" money until you apply! Why spend yours when you can spend ours? #kckccproud #bluedeils #kckccfoundation #students #scholarships #kckcc #foundation #nachos #communitycollege

1w



28 likes

AUGUST 29

Log in to like or comment.



kansascitykccc • Follow



kansascitykccc Thank you to everyone who made the 2019 Wyandotte Back to School Fair a success!! #kckcc #backtoschool #wyandotte #bluedeils #kckccproud #school #schoolsups #fall2019 #community

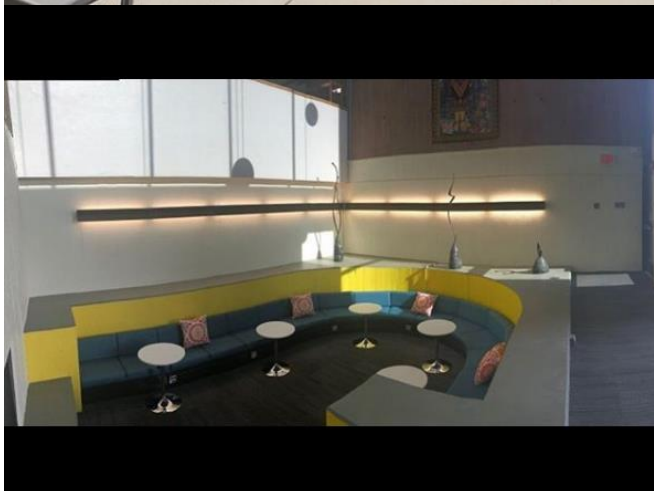
4w



31 likes

AUGUST 7

Log in to like or comment.



kansascitykccc • Follow



kansascitykccc Check out the renovations made to the Watering Hole this summer! Blue Devils! #KCKCCProud #ForeveraBlueDevil #kckcc #bluedeils #welcomeback #students #newsemester #communitycollege


2w



26 likes

AUGUST 19


Log in to like or comment.






Kansas City Kansas Community College
Published by Kelly Evenson Rogge [?] · August 21 at 1:15 PM ·

KCKCC hosted a ribbon-cutting ceremony Wednesday afternoon for our newly renovated student space - the Humanities Watering Hole. Featuring a new, fresh color scheme, new furniture and a mural and textiles from local artists, this space is ready for students to study, relax or hang out between classes.

The ribbon cutting was held in conjunction with the 3rd annual Paint Throwdown that featured demonstrations from local artists.
[#KCKCCProud](#) [#Fall2019](#)



Performance for Your Post

2,063 People Reached

43 Reactions, Comments & Shares ⓘ

| | | |
|----------------------|----------------------|-----------------------|
| 28 Like | 19 On Post | 9 On Shares |
| 2 Love | 0 On Post | 2 On Shares |
| 1 Haha | 1 On Post | 0 On Shares |
| 0 Comments | 0 On Post | 0 On Shares |
| 12 Shares | 8 On Post | 4 On Shares |

331 Post Clicks


| | | |
|---------------------------|---------------------------|------------------------------|
| 193 Photo Views | 0 Link Clicks ⓘ | 138 Other Clicks ⓘ |
|---------------------------|---------------------------|------------------------------|

NEGATIVE FEEDBACK

| | |
|-------------------------|-------------------------|
| 3 Hide Post | 0 Hide All Posts |
| 0 Report as Spam | 0 Unlike Page |

Reported stats may be delayed from what appears on posts

Post Details



Kansas City Kansas Community College
Published by Kelly Evenson Rogge [?] · August 7 at 12:25 PM ·

As KCKCC plans for our centennial in 2023, we are collecting stories of IMPACT. We know that KCKCC has a great impact, and the personal 100 stories shared by alums, staff and community members will help tell our story.

Videos will be posted monthly, so if you have a story to share contact Kelly Rogge at krogge@kckcc.edu for more information.
<https://vimeo.com/352269051...> See More



VIMEO.COM

100 Stories of Impact: Gena Ross

As KCKCC plans for our centennial in 2023, we are collecting stories of...

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

Performance for Your Post

1,400 People Reached

13 Reactions, Comments & Shares ⓘ

| | | |
|----------------------|---------------------|-----------------------|
| 9 Like | 6 On Post | 3 On Shares |
| 1 Love | 0 On Post | 1 On Shares |
| 0 Comments | 0 On Post | 0 On Shares |
| 3 Shares | 3 On Post | 0 On Shares |

24 Post Clicks

| | | |
|-------------------------|----------------------------|-----------------------------|
| 0 Photo Views | 13 Link Clicks ⓘ | 11 Other Clicks ⓘ |
|-------------------------|----------------------------|-----------------------------|

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College
 Published by Matthew Fowler [?] · August 3 ·

Come out today (Aug 3) for the 2019 Back to School Fair, 8 am to 12 pm, at our main campus. There will be free resources available for Wyandotte county students for the upcoming school year. For more details, go to <https://www.facebook.com/WyandotteCountyBackToSchoolFair/> #KCKCCProud




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

13,545
 People Reached

1,608
 Engagements





Boost Post


 Linda Hoskins Sutton and 70 others · 17 Comments · 115 Shares

Performance for Your Post

13,545 People Reached

354 Reactions, Comments & Shares

| | | |
|--|-----------------------|------------------------|
| 150  Like | 62 On Post | 88 On Shares |
| 36  Love | 10 On Post | 26 On Shares |
| 1  Wow | 1 On Post | 0 On Shares |
| 1  Angry | 0 On Post | 1 On Shares |
| 44 Comments | 29 On Post | 15 On Shares |
| 122 Shares | 115 On Post | 7 On Shares |

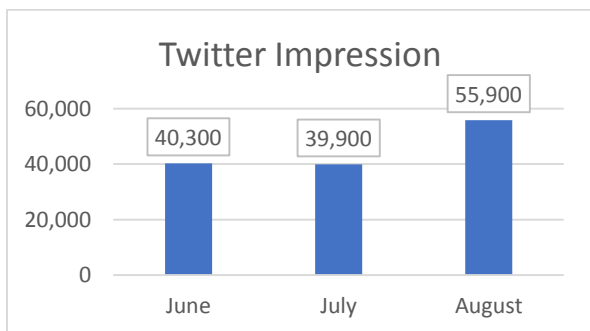
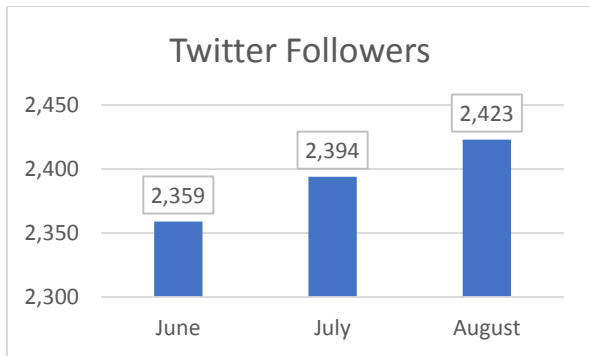
1,254 Post Clicks

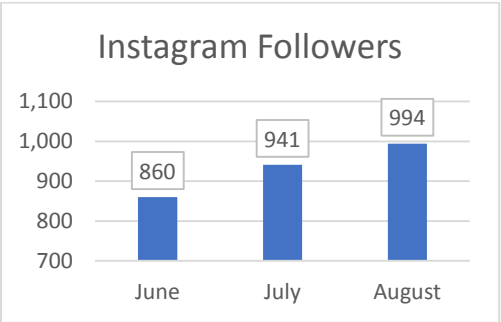
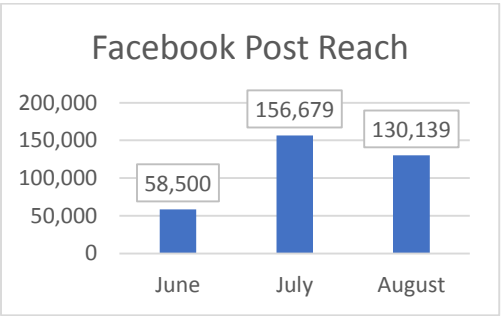
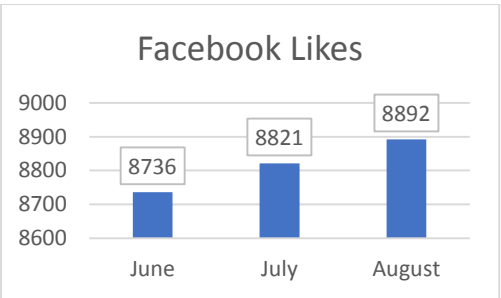
| | | |
|--------------------------|-------------------------|------------------------------|
| 82 Photo Views | 0 Link Clicks | 1,172 Other Clicks |
|--------------------------|-------------------------|------------------------------|

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts





Website

Sessions

171.9K

↑ 17.7% from previous year

Pageviews

347.2K

↑ 6.6% from previous year

Summary

We have updated the Degree and Certificate webpage with a table that is sortable by degree/certificate type or alphabetically. It is also searchable. This should make it easier for students to find the degree/certificate they are looking for.

Sessions Per Day



The highest spike (15,243 sessions) was August 19 which was the start of the Fall 2019. An increase of 4,532 sessions compared to Aug 20, 2018, the start of Fall 2018. This is the highest amount of sessions in one day. Previous record was 14,591 in January 18, 2011.

Top Pages

| Page Title | Sessions |
|---|----------|
| Kansas City Kansas Community College - #WECREATEOURFUTURE | 112,523 |
| Degrees and Certificates KCKCC | 17,410 |
| Class Schedules KCKCC | 3,858 |

Top Apply Events

| Event Action | Total Events |
|---------------------------------|--------------|
| Apply Click - Global Navigation | 3,268 |
| Apply Click - Homepage | 1,273 |
| Apply Click - Admissions | 271 |
| Apply Click - Footer | 245 |

Social Media Traffic to Website

| Social Network | Sessions | % Δ |
|----------------|----------|----------|
| Facebook | 459 | -48.9% ↓ |
| Twitter | 27 | -47.1% ↓ |
| LinkedIn | 9 | 800.0% ↑ |
| Instagram | 7 | 133.3% ↑ |



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

FINANCE - MICHAEL BEACH, CFO

- Annual Financial Statement audit is underway
- Account and CD have been reopened and funded at Liberty Bank, 18 month CD at \$500,000

BOOKSTORE - KASEY MAYER, DIRECTOR

- Fall rush went well, and now we are starting our cycle towards getting things ready for Spring.
- We rented 958 books this semester, which equated to \$19,568.98 in savings to our students!
- We increased profits at the TEC store by a good margin this Fall rush.
 - From 8/06/18 to 9/09/18 the TEC store made \$125,446.56.
 - From 8/05/19 to 9/06/19 the TEC store made \$151,765.88
 - Increase of \$26,319.32 or 21% over the same period last year.
- We received our marketing cart and it looks amazing! We used it at the school bash that student activities threw.
- Our new cashier Christopher Kuzila started last week.

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

FACILITY SERVICES - JEFF SIXTA, DIRECTOR

Accomplishments:

- Completed the Social Science “Learning Spaces” remodel
- Continue with Student Success remodel (phases 1&2 are now complete)
- Installed new benches in Math and Social Science hallways
- Oversee Child Care Remodel
- Installed new exterior light pole at Bus stop area
- Completed Humanities waterhole remodel
- Pm all vehicles on campus

Goals:

- Finish painting the Deli area
- Work on the Student Success area
- Repair backstop at softball field

CAMPUS POLICE - GREG SCHNEIDER, DIRECTOR

SUMMARY:

- Campus Police successfully passed the KCJIS audit from the Kansas Highway Patrol August 6
- Provided coverage, directions and unlocks for Back to School backpack giveaway community event August 3 along with week leading up to event with planning
- Prepared gate cards and extra patrols for housing move-ins
- Had extended hours the first 2 weeks of class to provide services to students

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

| | YTD FY2020 | Unaudited Year-End FY2019 |
|------------------------------------|-----------------------|--|
| 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

| | YTD FY2020 | Annual | Annual | YTD FY2019 | Percent Used Actual to |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------------|
| | Actual | Budget | Variance | Actual | Budget |
| 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

| KANSAS CITY KANSAS COMMUNITY COLLEGE | | | | | | | |
|--------------------------------------|--|---------------|--------------|---------------|--------------|----------------|-------------|
| STATEMENT OF REVENUES AND EXPENSES | | | | | | | |
| YTD AUGUST 2019 | | | | | | | |
| | | BUDGET | YTD | FORECAST | ACTUAL | VARIANCE | PERCENT |
| | | FISCAL YEAR | ACTUAL | FISCAL YEAR | YTD | ACTUAL | USED ACTUAL |
| | | 2020 | 8/31/2019 | 2020 | 8/31/2018 | TO BUDGET | TO BUDGET |
| Operating Revenues: | | | | | | | |
| | Student Tuition and Fees | \$ 12,612,000 | \$ 5,968,181 | \$ 12,612,000 | \$ 6,091,208 | \$ (6,643,819) | 47.32% |
| | Federal Grants and Contracts | 10,512,298 | 235,003 | 10,512,298 | 273,667 | (10,277,295) | 2.24% |
| | State Contracts | 568,026 | 335,645 | 568,026 | 254,899 | (232,381) | 59.09% |
| | Private Gifts, Grants & Contracts | 275,000 | 102,500 | 275,000 | 33,111 | (172,500) | 37.27% |
| | Auxiliary Enterprise Revenue | 2,972,125 | 566,221 | 2,972,125 | 993,523 | (2,405,904) | 19.05% |
| | Other Operating Revenue | 375,615 | 429,174 | 375,615 | 404,805 | 53,559 | 114.26% |
| | Total Operating Revenues | 27,315,064 | 7,636,724 | 27,315,064 | 8,051,213 | (19,678,340) | 27.96% |
| Nonoperating Revenues (Expenses) | | | | | | | |
| | County Property Taxes | 43,835,925 | - | 43,835,925 | - | (43,835,925) | 0.00% |
| | 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 | 62,852 | 250,000 | 53,170 | (187,148) | 25.14% |
| | Interest Expense on Capital Asset Debt | (876,000) | (750) | (876,000) | - | 875,250 | 0.09% |
| | Transfer from Capital Reserves | 850,000 | - | 850,000 | - | (850,000) | 0.00% |
| | Total Nonoperating Revenues | 57,959,925 | 5,244,603 | 57,959,925 | 5,141,418 | (52,715,322) | 9.05% |
| Total Revenues | | 85,274,989 | 12,881,327 | 85,274,989 | 13,192,631 | (72,393,662) | 15.11% |
| Operating Expenses: | | | | | | | |
| | Salaries & Benefits | 45,704,930 | 5,736,459 | 45,704,930 | 6,168,417 | (39,968,471) | 12.55% |
| | Contractual Services | 2,012,975 | 370,957 | 2,012,975 | 251,607 | (1,642,018) | 18.43% |
| | Supplies & Other Operating Expenses | 11,564,727 | 1,492,188 | 11,564,727 | 2,334,805 | (10,072,539) | 12.90% |
| | Utilities | 2,077,855 | 336,805 | 2,077,855 | 402,312 | (1,741,050) | 16.21% |
| | Repairs & Maintenance to Plant | 4,595,883 | 938,629 | 4,595,883 | 437,354 | (3,657,254) | 20.42% |
| | Scholarships & Financial Aid | 10,371,309 | 98,939 | 10,371,309 | 132,392 | (10,272,370) | 0.95% |
| | 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 | 9,004,972 | 80,812,679 | 9,726,887 | (71,807,707) | 11.14% |
| Increase in Net Position | | \$ 4,462,310 | \$ 3,876,355 | \$ 4,462,310 | \$ 3,465,744 | \$ (585,955) | |

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

| | FY2020 Actual | Annual Budget | FY2019 Actual | Annual Budget | FY2018 Actual | Annual Budget | FY2017 Actual | Annual Budget |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Operating Revenues | \$ 7,636,724 | \$ 27,315,064 | \$ 8,051,213 | \$ 29,246,544 | \$ 8,523,202 | \$ 28,475,721 | \$ 8,727,527 | \$ 28,867,852 |
| Non-Operating Revenues, Net | 5,244,603 | 57,959,925 | 5,141,418 | 53,604,198 | 4,953,027 | 46,028,088 | 4,954,801 | 44,909,478 |
| Total Revenues | 12,881,327 | 85,274,989 | 13,192,631 | 82,850,742 | 13,476,229 | 74,503,809 | 13,682,328 | 73,777,330 |
| Operating Expenses | 9,004,972 | 80,812,679 | 9,726,887 | 79,979,223 | 8,733,338 | 78,182,624 | 8,515,220 | 72,720,099 |
| Increase/(Decrease) in Net Positions | \$ 3,876,355 | \$ 4,462,310 | \$ 3,465,744 | \$ 2,871,519 | \$ 4,742,891 | \$ (3,678,815) | \$ 5,167,108 | \$ 1,057,231 |
| | | | | | | | | |

| KANSAS CITY KANSAS COMMUNITY COLLEGE | | | | | | |
|---|----------|----------------------|---------------|--------------|---------------|---------------|
| BANK BALANCES PER GENERAL LEDGER | | | | | | |
| | | | | | | |
| | | | | | YTD | PRIOR YEAR |
| FINANCIAL INSTITUTION | FUND NO. | FUND | CHECKING | INVESTMENTS | 31-Aug-19 | 31-Aug-18 |
| BROTHERHOOD BANK | 25 | FEDERAL PROGRAMS | \$ 268,758 | | \$ 268,758 | \$ 188,748 |
| BROTHERHOOD BANK | 61 | CAPITAL OUTLAY | \$ 1,033,422 | | \$ 1,033,422 | \$ 1,708,983 |
| BROTHERHOOD BANK | 61 | CAPITAL OUTLAY | | \$ 3,069,003 | \$ 3,069,003 | \$ 3,054,437 |
| BROTHERHOOD BANK | 74 | BOARD SCHOLARSHIP | \$ 67,651 | | \$ 67,651 | \$ 142,351 |
| | | | | | | |
| COUNTRY CLUB BANK** | 13/14 | ABE-CONT. EDUCATION | \$ 648,272 | | \$ 648,272 | \$ 685,272 |
| COUNTRY CLUB BANK** | 72 | INCIDENTAL (AGENCY) | \$ 1,739,470 | | \$ 1,739,470 | \$ 1,108,412 |
| | | | | | | |
| SECURITY BANK*** | 11 | GENERAL FUND | \$ 13,071,678 | | \$ 13,071,678 | \$ 11,339,422 |
| SECURITY BANK | 15 | TECHNICAL ED FUND | \$ 889,716 | | \$ 889,716 | \$ 680,835 |
| SECURITY BANK | 16 | STUDENT UNION | \$ 798,121 | | \$ 798,121 | \$ 1,021,106 |
| | | (AUXILIARY SERVICES) | | | | |
| | 11 | GENERAL FUND | | \$ 1,000,000 | \$ 1,000,000 | \$ 562,751 |
| | | | | | | |
| UMB BANK * | 17 | PAYROLL | \$ - | | \$ - | |
| | | | | | | |
| TOTAL | | | \$ 18,517,088 | \$ 4,069,003 | \$ 22,586,091 | \$ 20,717,316 |
| | | | | | | |
| | Current | Month ago | Year Ago | | | |
| 91-day Treasury Rate | 1.950 | 2.070 | 2.080 | | | |
| | | | | | | |
| * 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 | 8,275,439 | 8,275,439 | (8,448,948) | (8,448,948) | (173,509) | (173,509) | | | 13,787,885 | 11,823,681 |
| October | 4,213,690 | 4,213,690 | (7,470,104) | (7,470,104) | (3,256,414) | (3,256,414) | | | 10,531,471 | 8,567,267 |
| November | 2,263,775 | 2,263,775 | (6,080,099) | (6,080,099) | (3,816,324) | (3,816,324) | | | 6,715,147 | 4,750,943 |
| December | 1,398,992 | 1,398,992 | (5,425,532) | (5,425,532) | (4,026,540) | (4,026,540) | | | 2,688,607 | 724,403 |
| January | 26,999,318 | 26,999,318 | (7,471,965) | (7,471,965) | 19,527,353 | 19,527,353 | | | 22,215,960 | 20,251,756 |
| February | 7,496,823 | 7,496,823 | (8,284,267) | (8,284,267) | (787,444) | (787,444) | | | 21,428,516 | 19,464,312 |
| March | 5,172,465 | 5,172,465 | (9,849,981) | (9,849,981) | (4,677,516) | (4,677,516) | | | 16,751,000 | 14,786,796 |
| April | 2,685,410 | 2,685,410 | (7,074,615) | (7,074,615) | (4,389,205) | (4,389,205) | | | 12,361,795 | 10,397,591 |
| May | 1,898,779 | 1,898,779 | (6,582,603) | (6,582,603) | (4,683,824) | (4,683,824) | | | 7,677,971 | 5,713,767 |
| June | 18,916,650 | 18,916,650 | (7,518,128) | (7,518,128) | 11,398,522 | 11,398,522 | | | 19,076,493 | 17,112,289 |
| Totals | 89,102,420 | 88,789,336 | (87,138,216) | (85,599,025) | 1,964,204 | | - | - | | |
| Bold = Actual | | | | | | | | | | |
| | 1,120,087 | | (5,848,294) | | | | | | | |
| GL Balance | General Fund | \$ 13,071,678 | | | | | | | | |
| | TEC Fund | \$ 889,716 | | | | | | | | |
| | | \$ 13,961,394 | | | | | | | | |

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD AUGUST 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 | <u>\$3,080,000</u> | <u>\$360,000</u> | 5/15/2020 | <u>\$371,250</u> | <u>\$11,250</u> | <u>\$0</u> |
| | | | <u>\$42,815,401</u> | <u>\$23,910,000</u> | | <u>\$3,858,697</u> | <u>\$873,697</u> | <u>\$20,925,000</u> |

ELECTRICAL USAGE

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



BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

SEPTEMBER 2019

Employee Recognition

Nela Bruner, staff development specialist, received a scholarship from the Kansas City Women's Chamber towards tuition and books to assist with her pursuing an associate's degree at KCKCC.

Employee Relations

The employee relations committee met this month to discuss the committee's purpose and goals that will align with the College's strategic plan.

Talent Acquisition

The Human Resources Department is in the process of reviewing and testing our current candidate screening platform (Applicant Stack) to improve the user experience and create efficiencies in the screening process for search committees and the Human Resources Department.

BOARD OF TRUSTEES REPORT

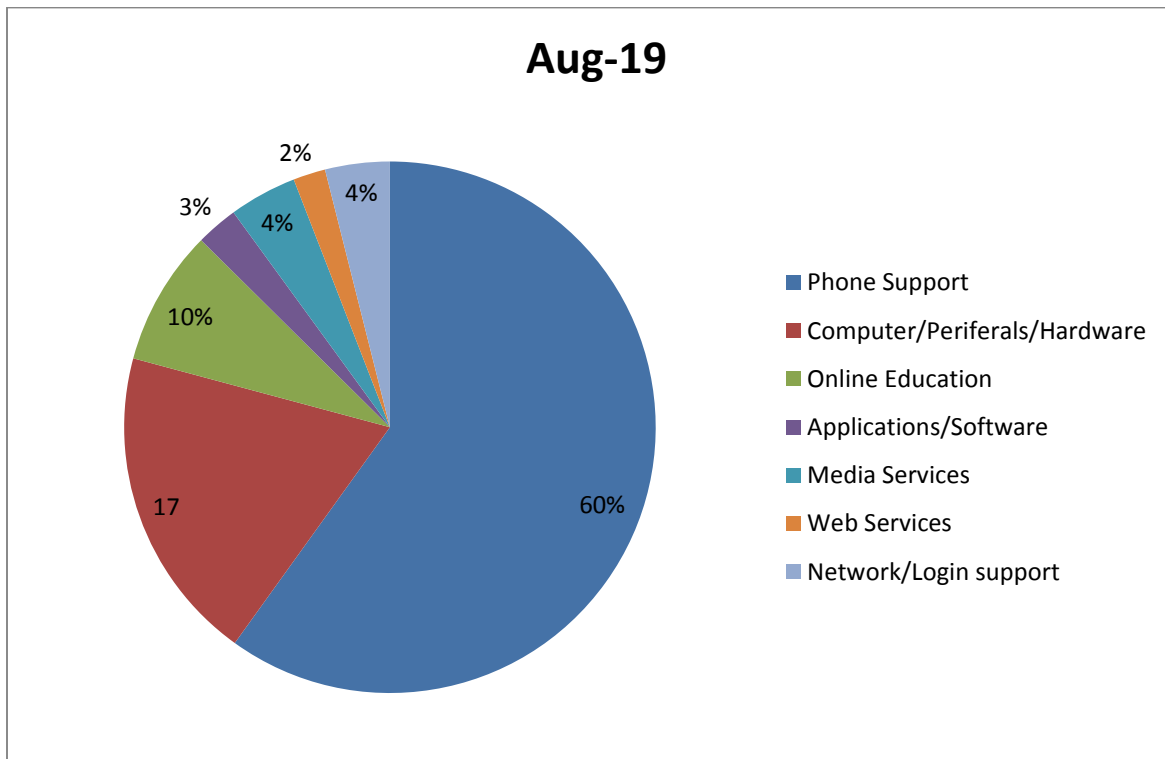
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Collected digital data on students attending the Back to School backpack event
- Delivered six hours of training on digital and cloud assets and online video capture to faculty during back to school week
- Delivered eight training sessions for faculty and staff on Pivot Tables in Excel, video conferencing and MS Teams
- Developed and deployed online feedback form for PTA clinical evaluators
- Continued production of video Tech Tips

COMPUTING SERVICES

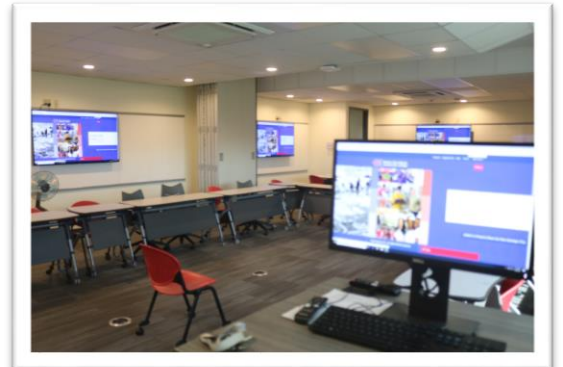
- 481 tickets were issued during the month of August - 540 tickets were resolved.
- The average time spent on each ticket was 1.235 days
- 341 helpdesk calls were taken in July - average time per call was 3.73 minutes.



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 and installed 18 monitors in the newly remolded active Learning Classrooms. Media Services, Information Services, and Buildings and Grounds helped with the installation of the monitors for the first day of classes on August 19, 2019.



- Streamed the Women's Equality Day luncheon to the Pioneer Career Center on August 23, 2019.
- Recorded three guests for the 100 Stories of Impact series. Media Services and Strategic Initiatives and Outreach departments are producing 100 Stories of Impact that KCKCC has made on the college and community.
- Recorded English and Spanish versions for the automated phone system. This was recorded in the studio and formatted to meet the specs of our phone system.
- In the production phase of recording a new show that will air on the college's cable and YouTube channel about local musicians and their history behind the music. Instructors in the Music department are taking part in the production, including Mike Ning and Rod Freeman. This will be an on-going production as future musicians will be taking part in the show.

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 - 99.98%
- Successful deployment and cutover of new voicemail system, it brings back the message light function on the desktop phones and all voicemails are delivered into each user's mailbox.
- Upgrade of domain complete, all domain controllers were successfully upgraded to Windows Server 2019.
- Successful upgrade of internal and external DNS servers complete.
- Working on SAML configuration for a new application "Taskstream" by Watermark.



KANSAS CITY KANSAS COMMUNITY COLLEGE BOARD OF TRUSTEE

POLICY AND REGULATION HANDBOOK

Approved September 17, 2019

KCKCC VISION

The vision of Kansas City Kansas Community College is to be a national leader in academic excellence & partner of choice in the communities we serve.



Trusteeship at a Glance

A Guide to Success

As I fulfill the responsibilities of being a trustee, I shall strive to remember that:

- I am a member of a citizen board. I represent the public's interests.
- I am a member of a team. I know that the board has power only as a unit and I have no authority as an individual trustee.
- We make policies that establish institutional goals and define ethical and legal limits for college operations. We do not administer the college.
- We hire and evaluate the CEO as the institutional leader.
- We ensure institutional performance by monitoring progress toward the goals and student learning outcomes.
- We ensure fiscal soundness and stability through our fiscal policies and auditing processes.
- We set high standards for personnel hiring and performance.
- We act as a bridge and buffer between the College and the community we serve. We advocate on behalf of the College.
- Through our policies and actions, we establish a climate which encourages innovation, integrity and professionalism.
- I am responsible for contributing to the effectiveness of the governing board. I seek opportunities to increase my knowledge and abilities as a trustee.



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INTRODUCTION


The *Kansas City Kansas Community College Trustee Policy and Regulation Handbook* has two main purposes: First, it is designed to serve as an orientation and resource guide to new and existing Trustees of the College. It should be used as a supplement to and not a replacement for the *KCKCC Policy and Procedures Manual*, the *KCKCC Strategic Plan*, or various state laws and regulations that guide the management and operations of KCKCC. It is not intended to replace any existing Board-approved documents that define and guide the operations of the College.

Secondly, the *Kansas City Kansas Community College Trustee Policy and Regulation Handbook* is intended to assist the Trustees of the College and improve their understanding of the College as part of the national, state and local environment in which the College operates and serves the local community. The intent of the Trustee Handbook is to address the specific and unique needs of the Kansas City Kansas Community College and its Board of Trustees.

HISTORY

The history of the community college in Kansas dates back to 1917 when the Kansas Legislature authorized any city of the first or second class to “provide for an extension of the high school course of study.” Local school boards established a two-year advanced course prescribed for accredited high schools by the State Board of Education. In 1919, four cities elected to take advantage of this legislation and public junior colleges were established at Fort Scott, Garden City, Holton, and Marysville. Holton and Marysville gave up after a short period, thus have the dubious distinction of the only Kansas public two-year colleges that have perished.

Junior colleges in Garden City and Fort Scott were joined by Arkansas City in 1922; Coffeerville, Iola, Kansas City, and Parsons in 1923; Independence in 1925; El Dorado in 1927; Hutchinson in 1928; Dodge City in 1935; Chanute in 1936; and Pratt in 1938. Also in 1938, Highland, established in 1858 as a private college, and one of the oldest institution of higher education in Kansas, was reorganized as a public junior college under state laws.



The 1960's brought about the establishment of five more colleges as part of the comprehensive community college movement that was sweeping the country. Colby was established in 1964; Barton County and Cloud County in 1965; and Johnson County and Seward County in 1967.

The Kansas Association of Public Junior Colleges, the historical forerunner of the Kansas Association of Community College Trustees, was established in 1922 by C.E. Vinsonhaler, Superintendent of the Garden City Schools, and M.M. Rose, Superintendent at Fort Scott. According to Mr. Vinsonhaler, Mr. Rose decided that the junior colleges (there were only two at the time) should have a state association, so they organized one. As Vinsonhaler put it, "I elected Mr. Rose president and he elected me secretary-treasurer. It was practically unanimous and very harmonious."

Kansas City Kansas Community College grew in line with the community college movement of the mid-20th century. The College moved rapidly to address the emerging education, training, and community service needs of Wyandotte and Leavenworth counties. The local community college accepted its unique and historical responsibility to provide open access, low cost admission to the range of citizens seeking education beyond high school without regard to race, ethnicity, or national origin; gender; age; disability; sexual orientation; prior educational status; or any other unreasonable basis for discrimination.

The emphasis on access to a community college education is one of the basic educational values at KCKCC and is a major reason that fees have remained low over the years. As a county education institution, the College offers affordable courses and programs for adults and youth in its recruitment and service area.

Enrollment in KCKCC is open to any person with a high school diploma or any person 18 or over who can benefit from instruction. Concurrent enrollment of high school students is permitted according to agreements reached between the college and local school districts.



Kansas Association of Community College Trustees (KACCT)

Leadership and coordination of Kansas community colleges rests at the state level with the Kansas Board of Regents (KBOR), and the statewide leadership provided through the Kansas Association of Community College Trustees. The KBOR provides coordination and management supports for the Kansas system. The KACCT provides an independent leadership voice to the Kansas Legislators for Kansas' community colleges through the leadership of the trustees of local community colleges throughout the state.

Kansas has nineteen two-year community colleges. The 19 colleges are members of the KACCT located in Topeka, Kansas. The KACCT, through the leadership of an executive officer and small staff, supports the legislative work of Kansas community colleges and the development activities of local trustees at the state and national level. The KACCT office works cooperatively with regional and national ACCT structures to guide and support the development of trustees and local community college organizations. The KACCT provides an independent voice for local trustees and colleges with the state legislature, congressional lawmakers, and the general public on matters related to community colleges.

The KACCT Board of Directors is made up of locally designated trustees so that the interests of the 19 community colleges in Kansas are represented in state board deliberations and legislative actions. Kansas City Kansas Community College designates one of its trustees to represent the college on the KACCT Board.

The Kansas Higher Education Coordination Act – 1999

The 1999 legislature passed the Kansas Higher Education Coordination Act, more commonly known as Senate Bill 345. The purpose of the Act was to bring about major improvements in the coordination of Kansas postsecondary education – *Kansas universities, colleges, community colleges, and technical education institutions*. In addition to continuing its historic, constitutional role as governing board of the six state universities, the Kansas Board of Regents was given duties and responsibilities for state-level supervision of community colleges, technical schools, and other postsecondary programs previously under the purview of the State Board of Education.



Culture of Collegiality – College Senate

Kansas City Kansas Community College is a collegial higher education institution. Because the culture of higher education institutions is based on the concept of professionalism and mutual trust, efforts to share responsibilities and accountability for student learning and the achievement of institutional mission, consensus building is a priority for all institutional decisions, including policy making. This commitment is true in principle even if in practice it is not always possible to achieve. The Board of Trustees must always seek to reconcile the principle of collegiality and separate interests. It is the Board's responsibility in complying with state law to make decisions where accountability is required.


The College Senate is a representative body in which various constituencies participate in decision-making. Deans, faculty, staff, and students comprise the Senate. The KCKCC College Senate, approved in policy by the Board of Trustees, seeks to ensure maximum collegial consultation on all important decisions, including policy issues, scheduled to come before the Board of Trustees for consideration and action.

It is not always possible to resolve competing positions between parties. Individuals and groups (representative of organizations) often hold strong positions regarding deeply held beliefs, values, or perceptions related to right and wrong answers to complex problems. Even where there are clear policy statements or principles that govern a situation, common ground is difficult to find. Structured approaches (rules of negotiations) are required to properly address differences or conflict situations.

Often with specialized assistance beyond the leadership of the College Senate, the Board of Trustees, the college President, and executive management team (Cabinet) should establish strategies and problem-solving approaches as part of the basic training and development program of the College. The College should utilize faculty with professional skills related to conflict resolution and negotiations in addressing this important area.

Statement of KCKCC Trustee Mission and Commitment

Kansas City Kansas Community College Board of Trustees' commitment to excellence in educational opportunities for all members of KCKCC's diverse community is evidenced by offering: degrees and certificates that meet



student goals and preparation for graduation from KCKCC and transfer to four-year colleges/universities; workforce education; basic skills improvement; intellectual and physical development; lifelong learning; and cultural enrichment.

As elected citizens in leadership roles for the College, the Kansas City Kansas Community College Board of Trustees (Board), individually and collectively, will support and advocate for the mission of the College as a responsible governing Board.

KCKCC Mission

The mission of Kansas City Kansas Community College is to inspire individuals & enrich our community one student at a time.

Kansas City Kansas Community College seeks to fulfill its mission by providing:

- **An educational environment** that encourages a strong commitment to high academic standards that sustains and advances excellence in learning and encourages challenging, innovative, and varied programs, teaching methods, and delivery systems; enhances student intellectual and social development to the fullest extent possible; and stresses the attitudes, behaviors, responsibilities, and skills required for effective learning and citizenship in a multicultural democracy.
- **Transfer education** in the liberal arts and sciences that enables students to pursue a baccalaureate degree.
- **Career education** in a technical or professional field that enables students to achieve a certificate and/or associate degree.
- **General education** and support services that expand students' social, cultural, ethical, and intellectual horizons through the investigation of the liberal arts and sciences.
- **Continuing education** that enables students to achieve and maintain workforce credentials, enhance personal growth, and experience cultural enrichment.
- **Developmental education** courses that enable faculty, staff, and students to improve basic learning skills in reading, writing, and mathematics to make satisfactory progress toward educational



objectives.

- **Community services** that offer cultural and recreational activities; provide access to college facilities; and serve as a planning, research, and resource center to the college's varied communities.
- **Education and support services** that are responsive to the needs of KCKCC's service area, educational systems, business and industry, community agencies, and other post-secondary institutions.
- **Student support services** that assist students in achieving their educational objectives through quality advising, counseling, financial aid, enrollment services, job placement services, and tutoring.
- **A multicultural environment** that reflects and respects diversity and seeks to increase understanding and appreciation of differences.
- **Administrative and institutional support services** that continuously assess and evaluate college policies, procedures, and practices to ensure that the College is fulfilling its mission, and achieving its purposes.
- **Activities** that encourage student and community involvement geared to broaden occupational, social, political, cultural, aesthetic, athletic, and recreational interests.
- **A campus environment** that promotes the teaching and learning process through accessible, comfortable, safe, and well-maintained facilities.

KCKCC Vision

The vision of Kansas City Kansas Community College is to be a national leader in academic excellence & partner of choice in the communities we serve.

KCKCC Values

Kansas City Kansas Community College commits itself to:

- An appreciation for multicultural education, respect diversity and the enhancement of positive relationships among its students, faculty, staff, and the larger community.
- The development of a caring and concerned community based upon the principles of fair treatment, open communication, and cooperative efforts.

- Accessible, affordable, convenient opportunities designed to serve the interests and needs of our students and communities.
- High academic standards and high expectations for faculty and student performance through accountable, value-added experiences.
- Alternative support programs and services to assist students in reaching their goals.
- An openness to innovation and change at every level and in every unit throughout the College and its campuses.
- An emphasis on quality through efficient, effective fiscally responsible education and services and on-going professional development.

Article I – Organization of the College


Section I – Organization

The name of this legal entity shall be the Kansas City Kansas Community College with taxing authority in Wyandotte County and serving both Wyandotte and Leavenworth counties.

The Kansas City Kansas Community College district shall include the total service area first designated by the Kansas State Department of Education and later adopted by the Kansas Board of Regents which includes the Wyandotte and Leavenworth counties, and therein shall be established, organized, and maintained as an educational institution in conformity with the laws relating to the operation of Kansas Community Colleges and with the State Plan for Community Colleges as developed by the Kansas Community College Advisory Council and adopted by the State authority.

Kansas City Kansas Community College is a public, urban, open-door, and comprehensive community college committed to excellence in higher education, primarily in its service area of Wyandotte and Leavenworth counties.

The Kansas City Kansas Community College encompasses the Unified School Districts of Basehor-Linwood (District 458); Bonner Springs (District 204); Kansas City, Kansas (District 500); Lansing (District 469); Leavenworth (District 453); Piper (District 203); Tonganoxie (District 464); and Turner (District 202).



The Kansas City Kansas Community College encompasses approximately 800,000 square feet and offers classes at several sites: at its main campus located at 7250 State Ave., KC, KS 66112; The Dr. Thomas R. Burke Technical Education Center, 6565 State Ave., KC, KS 66102; KCKCC Automotive Technical Center, 6736 State Ave., KC, KS 66112; Pioneer Center, 1901 Spruce St., Leavenworth, KS 66048; and in selected sites at high schools in Wyandotte and Leavenworth Counties.

Section II - Legal Designation

The legal designation of the governing Board of Trustees shall be "The Board of Trustees of Kansas City Kansas Community College," and it shall possess the usual powers of corporation for public purposes as is consistent within the Statutes of the State of Kansas.

Section III - Election

The Board of Trustees shall consist of seven members to be nominated and elected in conformity with existing state laws and regulations which are applicable. Usually this will be accomplished by the qualified voters of the district at the Wyandotte County general election in November on each odd numbered year. Terms of office shall begin on the second Monday of January following the election.

Section IV- Officers

The Board of Trustees shall, at the first regular meeting in January of each year, organize by electing a Board Chair and Vice-Chair from the members, each of whom shall serve until a successor is elected. At this meeting, the Board of Trustees shall also elect a Secretary for a term of one year, and a Treasurer to serve at the pleasure of the Board of Trustees. The Secretary and Treasurer shall not be the same person. The Board of Trustees shall also make arrangement for the employment and retention of legal counsel, semiannually, to assist them when and where needed.



Section V- Board Functions

Set Policy

The most important responsibility of the Board is to make and approve policy, which then provides guidance for college staff. Policy consists of broad statements that define general direction and acceptable practice.

Trustees represent community interests by establishing policies that provide direction for the college.

Employ the Chief Executive Officer – President/CEO

The Board of Trustees employs a President who shall be the Chief Executive Officer for the operation of the College in conformity with the adopted policies of the Board of Trustees.

The Board:

- selects and retains a President who is the best fit for the needs of the College and with whom there is mutual trust with the Board
- establishes appropriate lines of authority and delegation
- defines clear parameters and expectations for performance
- provides a mutually beneficial contract
- maintains open communication
- conducts regular evaluations
- supports the President/CEO

In the event of the absence of the President due to illness, business, or any other reasons, the authority, responsibility, and duties of President, as is indicated in the Policy Handbook, shall be assigned to a member of the President's Cabinet for the period of such absence and until the return of the President to his/her normal duties. Such assignment may be made by the President or the Board of Trustees.



Article II – Meetings of the Board of Trustees

Section I - Meetings


The regular monthly Board of Trustees meeting shall be held at a time and day determined by the Board in a space at the college to be designated by the Trustees. Additional meetings of both a regular and special nature may be scheduled at the discretion of the Board of Trustees as a whole, the Board Chair, or any two members of the Board of Trustees requesting such a meeting. Written notice stating the time, place, and purpose of any special meeting shall be given to each member of the Board at least two days in advance of any meeting, unless waived. For purposes of this provision, written notice may be provided via email, facsimile copy, or other electronic means. All such meetings will be subject to the conditions as defined in the Kansas Statutes. The Board of Trustees may recess any meeting for specific reasons such as executive sessions, etc., within limitation established by Kansas State Statutes.

Section II - Quorum

A majority of all members of the Board of Trustees shall constitute a quorum for the transaction of business. When a quorum is not present for any meeting, two or more members may meet and adjourn to meet at a specified future time. Any resolution passed must do so through the use of procedures which are consistent with Kansas Statutes. All official actions of the Board of Trustees shall be taken by a majority present and voting unless a greater number is required by law.

Section III - Order of Business

At all regular and adjourned meetings, the following orders shall be observed in disposing of business before the Board of Trustees: (1) call to order and Pledge of Allegiance; (2) roll call; (3) approval or amendment of the meeting agenda; (4) audience to patrons and petitioners; (5) recognitions and presentations; (6) reading of communications; (7) Report of Board Committees; (8) approval of consent agenda, which shall include the approval of the minutes, approval of recommendations from the Chief Operations/Financial Officer, and approval of HR actions; (9) Report of



Student Senate; (10) Report of the President; (11) Report of Vice-President of Academic Affairs; (12) Report of Vice-President of Student Affairs; (13) Report of Vice-President of Strategic Initiatives and Outreach; (14) Report of Chief Financial Officer; (15) Report of Chief Human Resources Officer; (16) Report of Chief Information Officer, (10) Unfinished Business; (11) New Business; (12) Adjournment.

Section IV - Call to Order

At each meeting of the Board of Trustees, the Board of Trustees shall be called to order by the Board Chair, or, in his/her absence, by the Vice-Chair, or in the absence of both the Board Chair and the Vice-Chair, by any member, when a Board Chair pro tempore shall be elected. The Secretary shall record the names of the members present and absent.

Section V - Budget

The Board of Trustees shall, on or before the first regularly scheduled meeting in July of each year as it so directs, receive from the President, a full and complete estimate of the needs of the College for the next fiscal year and with these estimates in view, the Board of Trustees shall cause to be prepared a full and complete budget according to Kansas Statutes.

Section VI – Adoption, Suspension or Amendment of Policies

Pursuant to K.S.A. 71-201 (ks.revisor.org), and, subject to any statute limitation or Kansas Board of Regents regulation which may apply, the Board of Trustees adopts the policies governing the college. These policies may be suspended or amended at the discretion of the Board of Trustees. The procedure which will be followed in such suspension or amendment shall be as follows: (a) Suspension - These policies may be suspended at any meeting by a vote of four or more members. (b) Amended - These policies may be amended by a majority of members at a regular meeting of the Board of Trustees following notification of desire to amend at a preceding regular, or special, meeting.



Section VII – Rules of Order

Modern Rules of Order will be followed in all meetings of the Board. The Board shall conduct business only when the Board is in open session at a regular or special meeting and a quorum of its members is present. Decisions by the Board shall be recorded in the minutes of the meeting, including dissenting votes. Once a decision is made, it is binding on the Board, the President, and the College.

Article III – Duties of Trustees/Administration

Duties and Responsibilities of the Board of Trustees


Responsibilities

Make sincere efforts to work with others on the Board in a cooperative, collegial manner, and abide by principles that contribute to Board effectiveness: respect, consideration of others, and seriously approach the responsibilities of trusteeship.

General responsibilities include:

- **Preparation** – Preparing for Board meetings, particularly for new members, requires a significant amount of time studying Board materials, learning college history, mission and culture, and becoming aware of the trends that affect community college education and education in general. They prepare for Board meetings by thoroughly reading the agenda and asking questions of the President and other Board members to clarify items and gain background information.
- **Involvement** – Effective Trustees show their support for the College by attending College events and visibly supporting the College in the community. They support fundraising efforts, and may contribute to the Foundation to the best of their ability. They advocate for the College in the community and with local, state, and national officials.

Trustee involvement, however, should not extend into the day-to-day life of the college. Trustees should not be on campus to a degree that is perceived as interfering or micromanaging college activities.





They should not ask special favors of staff members or attempt to direct staff activities.

- **Education** – Attending conferences and seminars enhances boardmanship skills and knowledge about policy. Seeking out and being aware of community needs and interests leads to better representation of the community.
- **Mindset** – Effective trustees are concerned about the future of the college and external issues and trends. They support innovation and risk-taking in the College and by College leadership. A sense of self-discipline is critical. It is sometimes easy to react quickly to agenda items and situations, rather than take the time to assess the most appropriate course of action and determine the appropriate role of the Board. A sense of self-discipline is critical.
- **Communication** – Open, straightforward, tactful communication builds trust, “no surprises” is a cardinal rule. Publicly communicating one’s support for and confidence in the President and executive team builds a strong President/Board partnership. Questions and concerns expressed by community members and staff should be referred to appropriate lines of authority.
- **Conflicts of Interest** – Public officials have a conflict of interest when they use the position to influence a policy decision that will affect their financial interest in material ways. Effective Trustees are scrupulous about avoiding even the perception that there are conflicts of interest. They are aware that appearing to act to benefit their own interests (or those who are close to them) at the cost of the college will harm their credibility and trustworthiness.

Legal Responsibilities (Refer to Appendix C)

1. The Board of Trustees has full legislative and judicial authority over the College in accordance with the Statutes of Kansas but may delegate all executive, supervisory, and instructional authority to its designated employees as hereinafter specified.

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2. The Board of Trustees may transact business which is legally binding only when it is in session with a quorum present and when its proceedings are recorded in the minutes of the meeting.
 3. The Board Chair, or in his/her absence, the Vice-Chair or Chair pro tempore, shall preside at all meetings of the Board of Trustees, declare all votes and perform such duties as are provided by law. The Board Chair shall strictly enforce the adopted policies of the Board of Trustees, sign all documents, warrant-checks, and contracts ordered by the Board of Trustees.
 4. It shall be the duty of the Vice-Chair to perform the duties of the Board Chair in case of his/her absence or his/her inability to act.
 5. Any committee as named by the Board Chair shall have the responsibility of investigating or seeking information and shall report to the Board of Trustees for its consideration and action. Committee action shall be advisory and not executive.
 6. Any committee or special committee may be granted power to act in any specific case by vote of the Board of Trustees in session and such committee action shall be reported for confirmation by the Board of Trustees at the next following regular or adjourned meeting.
 7. The duties of the Secretary of the Board of Trustees shall be as follows:
 - (a) To keep records of all meetings of the Board of Trustees.
 - (b) To sign all legal documents of the Board of Trustees.
 - (c) To notify members of the Board of Trustees of all meetings.
 - (d) To send each member of the Board of Trustees, prior to the meetings, an agenda for the meeting.
 - (e) To post legally required notices of all meetings of the Board of Trustees as required by statute.




8. The duties of the Treasurer of the Board of Trustees shall be as follows:

- (a) To receive, hold in custody, and expend all funds as directed by the Board of Trustees' action.
- (b) To furnish a bond in accordance with state law and within the terms satisfactory to the Board of Trustees.
- (c) To report to the Board of Trustees all his/her transactions of funds as Treasurer.
- (d) To sign all documents for all necessary financial transactions which are by statute or Board of Trustees direction, inherent within the position of Treasurer.
- (e) Such other duties as the Board of Trustees may prescribe.

9. The duties of the attorney of the Board of Trustees shall be that of acting as counselor for the Board of Trustees, its committees, and its officers in legal matters relating to the Board of Trustees' affairs.

10. The following calendar suggests the Board of Trustees' schedule for considering major items of business:


- | | |
|------------|--|
| July: | Review Draft Board Policies and Regulations Handbook Designation of official depositories Approve Proposed Budget for Publishing Update Strategic Plan (biannually) |
| August: | Approve Board Policies and Regulations Handbook Hold Public Budget Hearing Formal Approval of Budget Publish Approved Budget |
| September: | Administration reports on the opening of the new College term |
| October: | Review of insurance policies Preliminary Audit Report |

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- November: Approve Audit Report
- December: Student recognition for certificate/degree completion
- January: Employment of President
KBOR Performance Matrix
Update on Strategic Plan (biannually)
Reorganization of the Board of Trustees
Annual appointment of Secretary and Treasurer
Employment of College Attorney
Designation of Official College Newspaper
Designation of Freedom of Information Officer
College-proposed Budget Development Calendar
- February: Determine status of College calendar
Approve Special Course Fees
Approve Next Year Tuition and Fees
- March: Board Chair begins evaluation process for President
Board Chair begins Board self-evaluation process
- April: Employment status of instructional and instructional related personnel
- May: Employment status of all staff personnel
Employment of auditor to audit all accounts
Confer degrees
Drafted schedule of Board meeting dates reviewed
- June: Board of Trustee Budget Workshop
(held as June Board Finance Committee Meeting)
Renewal/Rollover of President's Contract
Review Board Policies and Regulations Handbook for updates
Board meeting dates finalized
Ad hoc committee meeting schedule established (pg 24)



The Role of the Trustee


- Code of Ethics - Each Trustee will affirm his or her support and commitment to the Code of Ethics and to uphold all law, rules, regulations and standards at the highest level attainable. The Code of Ethics will also apply to designated officers of KCKCC, including the President and President's Cabinet.
- Boards set the tone for the entire institution. Through their actions and behavior, Boards can establish a climate in which learning is valued, professional growth is enhanced, and the most important goals are student success and making a difference for the community.
- Trustees provide positive leadership when they focus on futuristic visions for the College, model integrity and ethical behavior, support risk taking, and positively challenge the President, faculty, and staff to model high standards of excellence. They model civility and professionalism when they work well together as a Board and handle conflict constructively. Effective Trustees, as individuals, strive for the "high road;" seek full participation in decision-making; and encourage innovation, leadership, and professional growth.
- The Board will hire the President, the one employee of the Board. The President is the single most influential person in creating an outstanding institution. It is critical that the Board and the President function as a team. While the President is hired to carry out Board policy, the Trustees look to the President for guidance and educational leadership. Selection, evaluation, and support of the President by the Board are vital to the success of the College.
- The Board will advocate for fiduciary responsibility, as defined by governing entities such as the Department of Higher Education (DOE), the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools, National Association of College and University Business Officers (NACUBO), in all matters pertaining to the College.
- The Board will review and approve the strategic plan, including excellence in student achievement supported by financing, facilities, and human resources.

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- Further responsibilities include:
 - Defining the role and mission of the College
 - Evaluating the President
 - Evaluating the College's performance
 - Approving college plans
 - Establishing tuition rates
 - Establishing tax rates
 - Establishing budgets, approving contracts, and expenditures
 - Setting the tone for institutional leadership
 - Representing the community to the College and the College to the community
 - Advocating on behalf of the College

Statutory Authority and Responsibility

The Board of Trustees is provided with authority and responsibilities through Kansas law. The following responsibilities are listed in state statutes (See Appendix B):

- Establish rules and regulations consistent with the laws of the state
- Establish policies for and approve comprehensive, academic, and facilities plans
- Establish policies for and approve courses of instruction and educational programs
- Establish academic standards and graduation requirements
- Approve employment of all personnel and establish employment practices
- Determine budgets within legal constraints and determine need for tax and bond elections
- Manage and control college property
- Establish procedures for effective involvement in the local decision-making process

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- Establish rules for student conduct
 - Establish fees as required by law
 - Accept grants, gifts, and scholarships
 - Provide auxiliary services as necessary
 - Determine the academic calendar
 - Participate in the Kansas Board of Regents consultation process

Establish Policy

The Board approves policies which provide guidance and direction for the Board and the College administration, faculty, and staff.

Boards have a responsibility to periodically evaluate the policies they establish. Are the policies sufficiently clear? Do they provide adequate direction for President and staff decisions? Do they reflect current and future community values as represented by the elected Trustees? Developing a master calendar for policy review ensures that policies remain current and useful.

Boards also have the responsibility to clearly delegate the authority to implement policy to the President and to support the use of that authority. They assure that Board policy is followed by evaluating the President, reviewing how policies are adhered to, and attending to reports on institutional effectiveness.

Defining Policy

Determining the difference between policy and administration is not always easy. While all Boards agree that they are responsible for decisions at the highest level of policy, studies have found that community college Boards are often involved in making administrative decisions. Boards often find it easier to simply react to staff plans and initiatives than to tackle the complex, difficult process of making good policy.

Policy Manuals

KCKCC has a *Policy and Procedures Manual* and all Board members should have a copy and be familiar with its contents. Other documents which should be familiar to Board members include:



Student Handbook
Employee Handbook
Faculty Agreement

The Use of Policy

When the Board is faced with issues and decisions, one of the first questions should be, "Do we have a policy that addresses this?" If the answer is, "yes," then the policy guides the Board's decision. If the answer to the above question is, "no," then the Board and staff can review the policy implications of the issue or decision, ask for further information and analysis, if necessary, and determine whether or not new policy should be made, and act accordingly.


Board Organization and Practices

Committees – Standing And Ad-Hoc

The Board of Trustees may establish standing or ad hoc committees as needed as determined by the Board in consultation with the President. Any Board member or the President may suggest the addition or deletion of standing or ad hoc committees. The final decision to add or delete a committee shall be by normal voting procedure of the Board. While committees may be established by the Board, the Board has determined that it is in the best interest of the College to submit such matters and concerns to a process consisting of broad policy discussions and decisions in the domain of the Board of Trustees with the Board acting as a "Committee of the Whole." This provides an opportunity for all Trustees to participate in all issues coming before the Board for discussion, planning and possible action.

Assignment of Board members to committees shall be the responsibility of the Chair in consultation with the President. Board members may request assignment to specific committees, but the final decision regarding assignments rests with the Chair.

In June of each year, the members of standing committees shall determine a meeting schedule for the year. Some committees may need to meet on a monthly basis while others may meet as needed. The scope and urgency of the work should determine the meeting times. Ad hoc committees will establish meeting dates and times as needed.



Kansas Open Meeting Act (KOMA) requirements apply to committees established by the Board.


Filling Vacancies

A vacancy occurs when a trustee resigns from his/her position before the end of his/her term or a trustee is unable to fulfill his/her duties due to serious illness or death. The Board must then decide whether to provisionally appoint someone to fill the vacancy or to hold a special election.

Legal authority for filling vacancies: Pursuant to K.S.A. 71-201(b)(15), the board of trustees is granted power to appoint a member to fill any vacancy on the board of trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college district stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than 15 days after such publication.

Procedure for filling vacancies: If the Board desires to fill a vacant Trustee position, the Board shall:

- (1) Acknowledge, in open session, that a vacancy has occurred;
- (2) Move and vote to publish a notice in local newspapers stating that the vacancy has occurred and that on a date certain (at least 15 days after the date of the publication), the Board of Trustees will have a meeting where members will make an appointment to fill the vacancy;
- (3) Publish the notice;
- (4) Confirm that the notice contains the date, time and place of the meeting to fill the vacancy;
- (5) Invite persons to submit their names and statements of interest and resumes for consideration by a date and time certain;
- (6) Schedule a date to review and consider the credentials of persons desiring to fill the trust vacancy. (Note: It may be advisable to



schedule the meeting date for the filling of the vacancy_so there is sufficient time to consider applications and conduct any interviews.);

- (7) Discuss and/or determine, in open session, whether to use a specific method for selecting the new trustee (i.e., interviews by the Board as a whole, a board committee, written application, in accordance with specific criteria, etc.); and
- (8) Select new trustee, in open session, in accordance with Kansas Open Meetings Law and the Modern Rules of Order.
- (9) Refer to Appendix D for detail

The Board Chair

Selection

The Board Chair will be selected at the January meeting for a term of one year. Robert's Rules will be followed to select the officers.


Whoever is selected should be willing to commit the extra energy and time it takes to fulfill the responsibilities as well as have the necessary skills to be effective. It is important to also consider complementary working and leadership styles with the President.

Role of the Board Chair

The Board Chair, as all Board members, has no legal authority as an individual other than that specifically delegated by the Board. Boards should have a policy that describes the role and expectations of the Board Chair. He or she is a member of the Board team, but has greater responsibility to create a positive climate, lead the Board, and work closely with the President. See Appendix E for more details.

Specific areas of responsibility include:

- The Chair presides over Board meetings and ensures that discussion and decision-making are deliberate, orderly, and appropriate.
- The Chair develops the Board team as an efficient body. Trustees who work together well contribute to the effectiveness of their Board. A good Board Chair will build a sense of team and help Trustees work together. The Board Chair ensures that there is respectful and ongoing



communication among Board members and assists them in understanding their roles and responsibilities. Where there are significant disagreements or “split” Boards, the Chair needs excellent conflict resolution skills to prevent discord from hurting the institution.

- It is the Chair’s responsibility to work directly with individuals who are being disruptive or not contributing to the Board as a unit. The Board Chair must occasionally remind Board members of legal, ethical, and appropriate Board behavior. This takes tact and courage, but it is essential for an effective Board.
- The Chair works closely with the President. It is imperative that the Board Chair and the President work closely together. The Board Chair and the President should communicate regularly about issues that may be confronting the College. They should also collaborate in the establishment of the agenda for Board meetings. The Board Chair should ensure that the President is evaluated yearly and that yearly goals and expectations are set between the two parties.

Community Relations

Community Linkage Strategies

Boards should develop formal mechanisms for their roles as the bridge to the community, which may include Board-to-Board discussions, community conversations, focus groups, public forums, study sessions, and being trustee “ambassadors” to other community groups. Joint meetings with such groups as the chambers of commerce, Boards that govern human service agencies, business and industry Boards, city councils, school Boards, and other policy makers in the communities will provide the information necessary to create policies which truly link the College and community.

Public Relations

Trustees, through their leadership, are responsible for enhancing the public image of the College. They actively work on behalf of the College through their involvement in the community and their professions. To be effective, Trustees must be educated about the College, its mission and vision, its strategic planning, and its role in the community.



Advocacy

Trustees are very important in lobbying on legislative proposals and public funds. As elected officials and community representatives, the Trustees are influential with legislators. Trustee leadership can motivate students, business and industry leaders, local government, alumni, voters, and community activists.

Ethics and Laws

Special interests


Special interest groups play an important part in representing various segments of our diverse society, such as political parties, racial and ethnic groups, employee associations, religious groups, neighborhood associations, and taxpayer groups. While all of these interests are important, Trustees must remember that the first and foremost obligation of every trustee is to represent the general interests of the College's communities. Ethical behavior involves being aware of a wide variety of public and community needs and integrating them into the interests of the whole.

Trustee Conduct

Civility, decorum, and consideration for others. Remaining courteous and open-minded as well as treating others with honesty, decency, and respect are characteristic of ethical Trustees. Ethical Trustees practice responsible self-restraint and set a good example for others by communicating thoughtfully and representing the College well in their interactions with others. They avoid bitter arguments and use courteous, non-inflammatory language at Board meetings.

Board/President relationship. Respect, reliability, and trustworthiness are all key values in the Board/President relationship. Specific ethical concepts include committing to a thorough President search process; fair and attractive contracts; "no surprises;" and clear differentiation of roles, delegation and direction.

Open communication. All Board members, as well as the President, are responsible for maintaining an open, cooperative environment, and promoting a free exchange of information at Board meetings. Trustee deliberations are characterized by fairness and open and impartial



processes for gathering and evaluating information. Trustees are straightforward in civil and respectful ways.

Communicating with staff and students. The Board and President will follow the KCKCC Board-CEO Communications Protocol for trustee contact with college students, administrators, faculty, and staff. Ethical Trustees support the authority of the President and respect the established lines of communication.

Student and employee complaints to Trustees should be referred directly through appropriate channels or to the President. The College has procedures and policies that provide for fair treatment of students or employees.

Function as a team member. Being a good Board member requires the ability to function as part of a team. Board members differ in personality, motivation, knowledge, attitude, experience, background, community stature, and capability. Differing points of view help develop alternatives, stimulate the imagination, and lead to creative solutions. The ability to be open to and respectful of other members' viewpoints is necessary to reach consensus.

Trustees often bring specialized knowledge to the Board by virtue of their backgrounds and professions. However, Trustees are not on the Board to be "experts" in their fields; they are there to represent broad community interests.

Maintaining confidentiality. While most of what the Board does is public, an important aspect of trustee ethics is maintaining confidentiality about issues discussed in closed session. Violations of confidentiality occur when individuals share closed session information, such as informing the union of the collective bargaining positions, leaking information to the media, or discussing private personnel information.

Avoiding conflicts of interest. The standards of the code of ethics are intended to ensure that directors, officers and employees conducting the business of public institutions of higher education avoid conflicts of interest or the appearance of conflicts of interest. Trustees are prohibited from: "having an interest, financial or otherwise, direct or indirect, or engaging in any business or transaction or professional activity which is in substantial conflict with the proper discharge of their duties."



Dilemmas and Unethical Conduct

Resolving ethical dilemmas often requires Board members to engage in very difficult discussions to determine which ethical values are most important in a specific situation. The criteria for decision-making often are those that uphold the public good and what is best for the community and college as a whole.

Unethical trustee behavior includes many activities, such as independently pursuing pet projects, breaking confidentiality, or not devoting time to the role. These activities hurt the College. Unethical trustee behavior can lead to a loss of public support. Community members and legislators may be more reluctant to support funding for the institution. Trustees who act unethically fail to fulfill their fiduciary responsibility to protect the College as mandated by the legal duty owed in Kansas.

If unethical behavior occurs, each member bears the responsibility of reporting the issue to the Board and/or college attorney. That role generally falls to the Board Chair, unless the Chair has caused the problem. If problems persist, the entire Board may wish to discuss the code of ethics in a retreat or other individuals may talk with the trustee. Public censure is a last resort, as it clearly states that the Board cannot work together.

Legal Advice


KCKCC relies on appointed counsel to be available to address specific questions and answer trustee questions at all official meetings of the Board. The College's attorney is available to advise the Board of Trustees and college officials on matters pertaining to trustee and college actions. The College attorney is a resource that provides valuable information before official actions are taken on college matters but is not the decision-maker.

Trustees who have legal questions should work through the President and/or Board Chair in seeking an answer.

Executive Sessions

Executive Sessions of the Board will be conducted only as prescribed by Law:

- a. Upon formal motion made, seconded and carried, the board may recess to a closed or executive session. Any motion to recess for a closed or executive session shall include a statement of the justification for closing the meeting, the subject to be discussed during the closed or executive



meeting, and the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as part of the permanent records of the board. Discussion during the closed or executive meeting shall be limited to one subject as stated in the motion. Conduct of closed or executive sessions shall be in accordance with K.S.A. 75-4317 et seq. No closed or executive meetings shall be taped or otherwise recorded.

b. The only subjects which may be discussed at any closed or executive meeting are those enumerated in the Open Meetings Act (K.S.A. 75-4317 et seq.), which generally include:

(1) The following matters relating to individual nonelected personnel: hiring, termination of employment and other forms of discipline, performance evaluations and complaints and grievances against such personnel;

(2) Consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;

(3) Matters relating to employer-employee negotiations, whether or not in consultation with the representative or representatives of the body or agency;

(4) Matters relating to actions adversely or favorably affecting a person as a student, patient, or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;

(5) Preliminary discussions relating to the acquisition of real property; and

(6) Matters relating to the security of a public body or agency, public building or facility or the information system of a public body or agency, if the discussion of such matters at an open meeting would jeopardize the security of such public body, agency, building, facility or information system.

c. No binding action shall be taken during closed or executive sessions.



Board/President Relationship

Developing Shared Purpose

The President and Trustees who have the same information and engage in open dialogue are able to come together to establish a shared vision and set strategic goals for the institution. The Board/President team then shares the same understanding of the major issues. The Board upholds a common vision and goals; the President works to achieve them.

Mutual Respect and Support


Boards are responsible for creating an environment in which the President has the power to lead the College. The President has the responsibility to foster the success of the Board, as a body and as individuals. The President empowers the Board by creating an environment in which Boards can successfully govern the College and by facilitating Board process.

Ongoing and Open Communication

Consistent open communication is a major component of expressing mutual support and respect. The following practices enhance good communication:

No Surprises. This rule is one of the most often-mentioned keys to good Board-President relationships. When possible, Board members should hear about major problems, activities, and issues from the President before they hear about them from others, read about them in the press, or are asked to comment on them in public. Boards should not be asked to make major decisions with little or no advance preparation. At the same time, public statements by Trustees should not be a surprise to the President. Trustees should alert the President and Board Chair about their concerns prior to going public with them. Trustees should also let the President know what information they want to have available at Board meetings prior to the meetings.

Regular communication. Boards expect that the President will keep the Board informed about critical issues and college activities. Many Presidents do so by providing the Board with regular updates, such as a weekly e-mail that highlights college activities, alerts the Board to relevant external trends and issues, and lets the Board know what the President is doing. Presidents routinely touch base with Board members prior to meetings to ensure that Trustees have the information they need regarding Board agenda items.



In turn, Trustees keep the President informed about their contacts in the community, discussions with legislators and other policymakers, calls from citizens or college staff, and any visits to the College. They regularly let the President know about their work on behalf of the College and rely on the President's assistance.

Clear Expectations. As employers, Boards define the expectations for the President in written policy, the job description, and annual goals. Boards that state their expectations up front help foster success—the President does not have to “read Trustees’ minds” or fear sudden shifts in Board direction. Clear, public expectations provide Presidents with a framework for action and assure them that their actions will have Board support. In addition, Presidents who state what they need from their Boards help Trustees perform their role and responsibilities. Presidents expect their Trustees to provide guidance, support, dialogue, information, and feedback.


President Evaluation

Purposes and Outcomes

The primary purpose of Presidential evaluation is to bring the President and the Board together on a regular basis to discuss how their performance and priorities contribute to the effectiveness of the educational program and services for students and the community. The emphasis should be on identifying what works well and what needs improvement.

The President evaluation process should be designed to:

- Assess how well the institution is fulfilling its mission
- Examine and re-set, if necessary, goals for the institution and the President
- Support the President by providing constructive feedback on performance
- Develop plans to address issues identified in the evaluation process
- Provide an opportunity for the Board to learn how its performance affects the Board/President partnership
- Foster communication between the Board and President



The outcomes of an assessment should be:

- Clear expectations and realistic goals
- Strengthened communication
- Clarification of respective and distinctive responsibilities of the President and Board of Trustees
- Mutual trust, respect, and support between the President and Board of Trustees
- Renewed confidence in good governance
- A better sense of the College's agenda and the ways to address it.

Evaluation Sessions

Evaluation sessions are confidential and take place in executive session of the Board. The discussions between the Trustees and the President are generally the most valuable portion of the evaluation process. Questions that may be discussed are:


- What is your assessment of the past year both successes and things that didn't go as well?
- What is the College's most significant achievement for the year?
- What difficulties were encountered?
- What do you need from the Board to ensure future success?
- What are your goals for next year?

Addressing Problems

The Board will want to address problems with the President in a manner that maintains support for the position of the presidency. Communication to and about the President should always be respectful and professional.

Relationship to Contracts and Compensation

Many President contracts contain extension or rollover provisions. Extensions are generally perceived as a vote of confidence and a result of satisfactory performance. However, making extensions contingent on a positive evaluation may deflect the Board and President from the purpose



of the evaluation, which is to improve the President's and the institution's performance.

Board Effectiveness and Evaluation

The ultimate criteria for assessing the effectiveness of the Board, President and executive team are how well the institution is meeting its goals and fulfilling its mission. If the institution is not succeeding in educating students and serving the community, the Board and the President must evaluate their own performance as the leadership team of the College.

Common Pitfalls

Assessment processes that include the following are usually unsatisfactory for the participants and achieve few useful outcomes.

- Unstructured sessions or processes that encourage or allow feedback when no standards for performance have been set. Evaluating the President only against pre-established criteria is the fairest and best way to provide feedback.
- Violating the confidentiality of the process. The importance of maintaining confidentiality cannot be overemphasized. Rumors and leaks can divide a campus and exacerbate problems. They reflect poorly on the Board and the institution, and are unfair to the President.
- Spending more time on things that need fixing in a session, rather than focusing on what went well. Consider the motivating power of commendation and the debilitating effect of too much criticism.
- Focusing on a single issue, which does not provide a well-balanced assessment. Avoid too much emphasis on a current "hot topic" in an annual evaluation session.
- Scheduling evaluations during times of crisis on campus, as President and trustee energies will be focused on the crisis.

Human Resources

Board Policies and Practices

The Board of Trustees has the ultimate authority for hiring personnel but delegates that responsibility through the President to the President's Cabinet.. The Board relies on the President to ensure that personnel policies, practices, and employee agreements are implemented and followed.



Board/Employee Relationships

The Board members do not direct or evaluate any college employee except the President. A cardinal rule of effective Board Trusteeship is that no individual trustee directs or becomes involved in employee activities. When directly approached by individual employees, Trustees listen well but do not take action on employee requests. Employee concerns should be directed to the President and should not be addressed by Board members with the exception of duty to warn.

Creating a Positive Environment

Perhaps more than any other entity, Boards help create a positive environment for employees when they support, through policy, processes that include faculty and staff groups in decision-making. An inclusive environment empowers faculty and staff, and enhances their dedication to achieve the mission of the College. The KCKCC Senate organization was designed to insure full collegial participation as part of the maintenance of a positive environment in the College.

Boards also help create a positive environment when they support, through policy and budget decisions, the professional growth and development of all employees at the College. Encouraging staff to continually seek new learning and skills helps create a learning organization, and ultimately benefits students. Trustees who attend conferences and participate in trustee education activities model the importance of professional development.

The Fiscal Environment

The Board of Trustees has the authority to establish local tax rates for the College. In addition to local property taxes, the College also receives funds from the state and federal governments, student fees, and grants. Partnerships with local businesses and governments can provide additional sources of revenue and support. Partnerships with school districts and other educational institutions can result in shared funding and programs that enable more students to be served.



Budgets and Budgeting

Purposes and Nature of Budgets


When the budget document is approved, it establishes the priorities for the institution for the ensuing year and links short and long-range planning. Trustees should spend the time needed to understand the budget proposal, supporting documentation, and any special recommendations.

The budget schedule represents a planning and management framework for decision-making by the Board and the internal college community involved in this important annual process. How funds are allocated dictates the operations of the institution; allocations, therefore, must reflect the specific mission and goals of the College. Budget proposals usually contain descriptions of how the strategic initiatives, goals and objectives are supported by the budget.

Budget Development Process

The Board approves the proposed college budget by the July meeting each year and the final budget by the date established by Kansas law for the fiscal year July 1 through June 30. The final income certification for the year does not occur until September 30 or October 15 when the County Treasurer certifies the county personal property values and, therefore, the official mill rate income for the College for the fiscal year. The College budget takes into account the official state budget and allocations as well as the College's actual ending balance from the previous fiscal year. Prior to the adoption of the final budgets, the Board holds study sessions and a public hearing to review and discuss proposals and recommendations.

However, before budget proposals come to the Board for review, much work has been done in the College. The College usually begins planning for the next fiscal year in late fall or no later than January. Various departments and constituencies are engaged in reviewing programs and needs; planning; and establishing assumptions and criteria for the next year's budget. The Board of Trustees is usually informed about the budget development calendar in January.



The President, with support from the President's Cabinet, is responsible for managing the planning and budget building process. The budget is prepared using policy direction and parameters established by the Board and based on a set of general assumptions and projections related to revenues and expenses.

Board Review and Approval

In evaluating the proposed budget, the Board should carefully review all projected income and expenditures to make sure that they are realistic. The Board should compare the projections against the criteria and assumptions that they discussed earlier. Some of the questions Trustees often ask are:

- How does the budget support the vision, mission, and goals of the College?
- What major changes are planned in program, personnel, equipment, and facilities?
- What are the assumptions used to build this budget? Have circumstances changed that would change the assumptions?
- Is it balanced? How is it balanced (with projected income, prior year ending balance, one-time funds)?
- Are there significant changes from last year? What are they? Why are they proposed?
- What is the projected ending balance? Is it realistic?
- How large are the reserves? Are reserves being used to balance the budget? Are they adequate to cover long-term liabilities? Will they cover fiscal extremes or unforeseen emergencies?

Long-Range Projections

Responsible budgeting is more than a year-to-year process, particularly related to programs, capital, equipment, and facilities growth and maintenance requirements. The Board should review and discuss long-range plans and implications for the budget over the years. Areas to be considered include the following:

- Projected growth and enrollment trends
- Projected program changes and needs
- State and regional trends
- Salary and benefit agreements including employee and retiree benefits
- Contract commitments and other long-term liabilities
- Facility and maintenance needs
- Upgrades and replacement of technology and equipment.

Fiscal Management Policies and Accountability

Fiscal and Cash Flow Management

The Board establishes policies and procedures that set standards for the appropriate expenditure of funds and the accounting practices used by the College that must be in line with commonly accepted professional standards (e.g. National Association of College and University Business Officers (NACUBO)). The Board delegates authority to the President and professional staff to expend funds within the approved budget and policy constraints.

Compensation and Employee Agreements The Board approves compensation levels, including salary schedules and benefits. They depend on the President to recommend salaries and benefits that are fair, equitable, competitive, and which can be supported by projected revenues. Illustrations of possible parameters or targets for salaries and benefits are:

- Faculty and administrative salaries shall be in the top half of the salary schedules at comparative colleges (or some other criterion)
- Classified salaries shall be comparable to public agencies in the region served by the College
- Administrative salary and benefit increases shall be similar to those negotiated for faculty unions



Monitoring Fiscal Status

Financial Statements

The Board receives monthly financial statements (and a summary of such) from the Chief Operating/Financial Officer. The Board should review these monthly statements to ensure that the College is meeting its budget requirements and that expenditures and revenues are appropriate. Key questions related to the monthly statements that the Board might ask are:

- Are there any significant changes in the assumptions upon which the budget was built? What unanticipated problems or issues have cropped up?
- Are there major differences between projected and actual amounts of revenues and expenditures? Why?
- Are the projected reserves still adequate? Have greater-than-anticipated transfers been required? Why?
- Are revenues adequate to meet projected expenditures?
- Are the different types of funds being managed appropriately, according to their purposes?
- Are debts and bills being paid in a timely manner? Are receivables being collected in a timely manner?
- Does the College have sufficient cash on hand to meet its obligations?

The External Audit

The Board of Trustees helps assure good practices in fiscal management by contracting with an independent firm to audit the fiscal operations of the College. Independent local audits are required annually. The Board selects and appoints the external auditor; expects the President, administration and staff to cooperate with the audit process; reviews the audit findings; and ensures that appropriate corrective action, where required, is taken by the College and executive management.



Hiring an Auditor

The Board establishes criteria for the selection of the audit firm and asks the President to solicit proposals from a number of auditing firms to conduct the external audit. The responsibilities of the auditor are to:

- Report on financial statements,
- Prepare a management letter highlighting weaknesses in internal control and ways to increase efficiency and effectiveness,
- Report on compliance with federal and state requirements, and
- Comment on the College financial management system and team.

The Board selects the auditing firm, the President manages the audit process, and the Board has final authority to review the audit findings. Boards often follow the practice of changing the audit firm every few years in order to ensure fresh, objective perspectives. The Board ensures that corrective actions recommended in the management letter and accepted by the Board are implemented.

Post Service and Expectations

Upon termination of service, a retiring Board member will promptly return to the college all documents, electronic and hard files, reference materials, and other property entrusted to the Board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the retiring Board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the KCKCC Board of Trustees.



APPENDIX A


Confidentiality and Non-Disclosure Obligations of Trustees

The protection of Confidential Information (as defined below) and the preservation of the integrity of Kansas City Kansas Community College (“the College”) is vital to the long term viability and operational success of the College. The disclosure of Confidential Information by any Trustee to any person or entity is prohibited unless such disclosure is (1) to a person whose knowledge of the information is necessary to further the legitimate statutory, business or operation purposes of the College; (2) authorized by the Board; or (3) legally mandated by law (as set forth below)

Trustees shall maintain the Confidential Information entrusted to them by the College or any information about the College that comes to them in their capacity as a Trustee, from whatever source, with the care and prudence with which they would protect their own personal information against disclosure. Trustees shall not use Confidential Information for their personal benefit or for the benefit of any organization or individual other than the College.

Any Trustee who knows of or reasonably suspects a violation of this policy shall report such knowledge or reasonable suspicion to President of the College or the Chairperson for the Kansas City Kansas Community College Board of Trustees.

- Duty of Care: Trustees have a legal duty to act in good faith, as a prudent person would act under similar circumstances, and always in the best interests of the College. Trustees shall be reasonably informed about the College’s activities, participate in deliberations and decisions, and act in good faith with due diligence and with the reasonable belief that decisions made are in the best interests of the College.
- Duty of Loyalty: Trustees have a legal duty to avoid conflicts of interest. Trustees have a legal obligation to put the interests of the College ahead of their own personal interests and the interests of their family members, businesses, and other persons and entities. If there is a conflict between the interests of the College and these other interests,



the Trustee has an obligation to disclose such conflict to the President of the College or the Chairperson for the Kansas City Kansas Community College Board of Trustees. Trustees' duties with respect to conflicts of interest and disclosure to the College are more fully set forth in the College's Conflict of Interest Policy.

- Corporate Opportunity Doctrine: Trustees have a legal obligation to refrain, both on their personal behalf and on behalf of any other person or organization, from taking advantage of the College's business opportunities that are presented to them or discovered by them as a result of their position with the College. Such business opportunities constitute Confidential Information of the College. Trustees are prohibited from: (1) taking or capitalizing on, for themselves or for others, business opportunities that relate to the College's business without first offering such business opportunities to the College; (2) using college property, Confidential Information, or their position as a Trustee, to benefit the Trustee or any other person or entity; and (3) competing with the College for business opportunities unless the Board's independent Trustees first determine not to pursue an opportunity that relates to the College's business.

In many circumstances, disclosure of Confidential Information in violation of this policy could also waive the protection and privacy granted to the Confidential Information by the Kansas Open Records Act and Kansas Open Meetings Act. KORA and KOMA exempt from public disclosure certain discussions and decisions in executive sessions of Board and Board committee meetings and certain confidential documents and records. Generally, Confidential Information and discussions and decisions regarding Confidential Information are protected from public disclosure under KORA and KOMA, and disclosures of Confidential Information could waive this protection.

Definitions:

"Confidential Information" means any and all verbal or written information learned or discussed in the context of any public or executive session of the College Board of Trustees or Board committee meeting which is not generally available to the public, and any non-public College information received from the College or any of its officers, employees or agents.

"Confidential employee information" means any and all verbal and written information about any College employee which is not generally available to



the public or is of a confidential nature including, without limitation, personnel, medical and non-medical information.

“Confidential business information and trade secrets” means any and all verbal and written information about the College which is not generally available to the public, including, without limitation: computer programs, processes, codes, software, passwords, data, and related documentation; technological data and prototypes; physician recruitment needs and plans; employee lists and employee compensation; labor relation negotiations and strategies; charges and fees; payor data and managed care contracts; marketing strategies, data plans including, without limitation, planned or proposed advertising scripts and plans for print, radio, television and other advertising media and outlets; business and development plans, projections and strategies; management techniques; legal disputes, legal strategies and legal advice; trade secrets; operation records and financial information including, without limitation, capital and operating budgets and financial statements; contractual agreements, and any and all other information or data relating to the College’s officers, suppliers, operations, policies, procedures, techniques, accounts and personnel.

Certification:

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

Name

Signature

Date



APPENDIX B

Kansas Statutes Annotated (K.S.A.) 71 – SCHOOLS – COMMUNITY COLLEGES

Chapter 71. --SCHOOLS--COMMUNITY COLLEGES Article 2.--ORGANIZATION, POWERS AND FINANCES OF BOARDS OF TRUSTEES


71-201. Boards of trustees; powers and duties.

(a) The board of trustees, in accordance with the provisions of law and the rules and regulations of the state board of regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college.

The board of trustees shall hold at least one regular meeting each month at a time prescribed by the board. The board shall make an annual report in the manner prescribed by the state board of regents. Members of the board of trustees shall be paid subsistence allowances, mileage and other actual and necessary expenses incurred in the performance of their official duties.

(b) For effectuation of the purposes of this act, the board of trustees in addition to such other powers expressly granted to it by law and subject to the rules and regulations of the state board of regents is hereby granted the following powers:

- (1) To select its own chairperson and such other officers as it may deem desirable, from among its own membership. The secretary may be chief administrative officer of the college.
 - (2) To sue and be sued.
 - (3) To determine the educational program of the college subject to prior approval thereof as provided in this act and to grant certificates of completion of courses or curriculum.
 - (4) To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.
 - (5) To appoint upon nomination of the president or the chief administrative officer members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties, and to fix their compensation and terms of employment.
- No community college teacher shall be required to meet licensure



requirements greater than those required in the state educational institutions.


(6) Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment and all other items and conditions of employment.

(7) To enter into contracts.

(8) To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property which the board may use for or in aid of any of its purposes.

(9) To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for community college purposes. Any lease-purchase agreement entered into under authority of this subsection shall be subject to the conditions set forth in K.S.A. 10- 1116c, and amendments thereto. The term of any lease entered into under authority of this subsection may be for not to exceed 10 years. Such lease may provide for annual or other payment of rent or rental fees and may obligate the community college to payment of maintenance or other expenses. Any lease or lease-purchase agreement entered into under authority of this subsection shall be subject to change or termination at any time by the legislature. Any assignment of rights in any lease or lease-purchase made under this subsection shall contain a citation of this section and a recitation that the lease or lease-purchase agreement and assignment thereof are subject to change or termination by the legislature. To the extent that the provisions of the cash-basis and budget laws conflict with this subsection in such a manner as to prevent the intention of this subsection from being made effective, the provisions of this subsection shall control. This provision is subject to the provisions of subsection (d).

(10) To enter into lease agreements as lessor of any property, whether real, personal, or mixed, which is owned or controlled by the community college. Any such agreement may specify the purposes for which the property may be used, require that the property be maintained and operated by the lessee, and may contain such restrictions or limitations on the use of the property, be entered into for such period of time, and include such other terms and conditions as the board of trustees determines to be



necessary and proper. Every such agreement shall be subject to change or termination at any time by the legislature. Any assignment of rights under any such agreement shall be subject to approval by the board of trustees and shall contain a citation of this section and a recitation that the lease agreement and assignment of rights thereunder are subject to change or termination by the legislature.

(11) To determine that any property owned by the college is no longer necessary for college purposes and to dispose of the same in such manner and upon such terms and conditions as provided by law.

(12) To exercise the right of eminent domain, pursuant to chapter 26 of Kansas Statutes Annotated.


(13) To make and promulgate such rules and regulations, not inconsistent with the provisions of law or with rules and regulations of the state board of regents, that are necessary and proper for the administration and operation of the community college, and for the conduct of the business of the board of trustees.

(14) To exercise all other powers not inconsistent with the provisions of law or with the rules and regulations of the state board of regents which may be reasonably necessary or incidental to the establishment, maintenance and operation of a community college.

(15) To appoint a member to fill any vacancy on the board of trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college district stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than 15 days after such publication.

(16) To contract with one or more agencies, either public or private, whether located within or outside the community college district or whether located within or outside the state of Kansas for the conduct by any such agencies of academic or vocational


education for students of the community college, and to provide for the payment to any such agencies for their contracted educational services from any funds or moneys of the community college, including funds or moneys received from student tuition and fees, funds received from the state of Kansas or the United States for academic or vocational education, or taxes collected under K.S.A. 71-204, and amendments thereto. Any contract made under this subsection with an institution of another state shall be subject to the provisions of K.S.A. 71-202 and amendments thereto.



(17) To authorize by resolution the establishment of a petty cash fund in an amount not to exceed \$1,000, and to designate in such resolution an employee to maintain such petty cash fund. The employee designated in any resolution provided for in this subsection receiving such funds shall keep a record of all receipts and expenditures from the fund, and shall from time to time, and at the end of the fiscal year, prepare a statement for the board showing all receipts, expenditures, and the balance in the petty cash fund. The board of trustees may authorize the employee designated to maintain any petty cash fund to make a claim for replenishment of the fund to its original amount in advance of approval by the board of trustees if, at any time during the period between regular monthly meetings of the board of trustees, the balance remaining in the fund is insufficient to make needed expenditures for any purpose for which the petty cash fund is maintained. No petty cash fund may be replenished more than one time during each period between regular monthly meetings of the board of trustees. If a petty cash fund is replenished prior to the end of the fiscal year in accordance with the foregoing authorization, the employee authorized to maintain the petty cash fund shall keep an accurate record of all expenditures made therefrom, and the purpose therefor, and shall submit the record to the board of trustees at the next regular monthly meeting thereof.

The petty cash fund shall be replenished by payment from the appropriate funds of the community college to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and shall be used only for authorized expenditures and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this subsection shall be bonded by the community college district.

(c) Subject to the provisions of subsection (d), the board of trustees may purchase or otherwise acquire land or land and improvements and may acquire, construct, reconstruct, repair or remodel improvements thereon or additions thereto, including furnishings, equipment, and architectural and incidental expense related thereto, and for such purposes the board of trustees is authorized to issue and sell general obligation bonds, the cumulative total not to exceed the following amounts: Where the community college district has a taxable tangible valuation of less than \$90,000,000 or is located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, not to exceed 5% of the taxable tangible property of



the community college district, and where the community college district has a taxable tangible valuation of more than \$90,000,000 not to exceed 3% except as provided above for any community college district located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, of the taxable tangible property of the community college district. If any increase in the valuation of a community college district results in an outstanding bonded indebtedness in excess of that provided in this subsection, such increase shall not constitute a violation of this subsection. No such bonds shall be issued until the question of their issuance shall have been submitted to a vote of the electors of the community college district at a regular election or at a special election called for that purpose and the majority of the electors voting on the proposition in such community college district shall have voted in favor of the issuance of the bonds. Such election shall be called, noticed and held and the bonds issued, sold, delivered and retired in accordance with the provisions of the general bond law except as herein otherwise expressly provided.

(d) The board of trustees of a community college may purchase or otherwise acquire land or land and improvements within: (1) The community college district; or (2) the service area of the community college. Nothing in this subsection shall be construed or operate in any manner to require a board of trustees to sell, convey or otherwise dispose of land or land and improvements located outside the community college district or the service area of the community college and owned or being acquired by the community college on the effective date of this act.

For the purposes of this subsection, "service area" means [a] designated geographic area of the state established pursuant to agreement of the presidents of the community colleges and adopted in policy by the state board of regents.



APPENDIX C

Kansas City Kansas Community College Board of Trustees Ethical Conduct Policy

General Statement Of Trustee Duties:

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

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

Authority Of Individual Trustees:

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

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

Date: _____


Duty Of Loyalty/Conflicts Of Interest

Trustees owe a duty of undivided and unqualified loyalty to the College. Trustees must act in good faith with the best interest of the institution in mind. The conduct of a trustee must, at all times, further the institution's goals and not the member's personal or business interests. Accordingly, Trustees should not have any personal or business interest that may conflict with their responsibilities to the institution. A Trustee should avoid even the appearance of impropriety when conducting the institution's business. Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.¹ The purpose of the policy set out below is to provide principled boundaries and guidance for the effective, fair, legal and reasonable participation of the Kansas City Kansas Community College Board of Trustees in circumstances where real or perceived conflict of interest may exist

Definition and Criteria:

- a) No member of Kansas City Kansas Community College Board of Trustees shall knowingly:
 - 1. Engage in any business or transaction with, or have a financial or other personal interest, direct or indirect, in the affairs of the College (A) that would result in a financial benefit of a nominal or incidental amount to the Trustee or relative of such person, or (B) which would tend to impair his/her independence of judgment or action in the performance of official duties.
 - 2. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.

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

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3. Disclose information or use information, including information obtained in executive session concerning the property, government, or affairs of the College or any office, or department thereof, not available to the general public and gained by reason of his/her official position for his/her personal gain or benefit, or to advance his/her financial interests or that of any other person or business entity.
 4. Represent private interests in any action or proceeding against KCKCC or any office, department, or agency thereof.
 5. Vote or otherwise participate in the negotiation or the making of any contract with any business or entity which he/she, or his/her relative, has financial interest.
 6. Solicit, accept, or agree to accept gifts of more than \$100.00, loans, gratuities, discounts, payment, or services from any employee, person, firm, or corporation that to his/her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with KCKCC or any office, department, or agency thereof; provided, however, that a Trustee who is candidate for public office may accept campaign contributions and services with any campaign.
 7. Vote or otherwise participate in an appointment, employment, or promotion decision related to anyone he/she knows or should know would create a direct or indirect monetary benefit or economic opportunity for himself/herself.
 8. Sell, solicit, or offer for sale, to the Board or to any official or employee of the College, directly or indirectly, real estate, textbooks, or like materials and supplies, nor receive any salary, bonus, or commission on any such sales.
- b) **Section (a) (1) through (8) shall not apply to the Following:**
1. Contracts let after competitive bidding has been advertised for by published notice; and
 2. Contracts for property or services for which the price or rate is fixed by law.

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


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

d) **Disclosure Requirements**

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


² K.S.A. 75-4304 provides:

- (a) No local governmental officer or employee shall, in the capacity of such an officer or employee, make or participate in the making of a contract with any person or business by which the officer or employee is employed or in whose business the officer or employee has substantial interest.
- (b) No person or business shall enter into any contract where any local governmental officer or employee, acting in that capacity, is a signatory to or a participant in the making of the contract and is employed by or has a substantial interest in the person or business.
- (c) A local governmental officer or employee does not make or participate in the making of a contract if the officer or employee abstains from any action in regard to the contract.
- (d) This section shall not apply to the following:
 - a. Contracts let after competitive bidding has been advertised for by published notice; and
 - b. Contracts for property or services for which the price or rate is fixed by law.
- (e) Any local governmental officer or employee who is convicted of violating this section shall forfeit the officer or employment



may be accomplished by naming the entity and position held by the Trustee with such entity.

4. Trustees shall provide full documentation in the form of receipts (or other evidence of payment in accordance with accepted accounting practices) or a daily mileage log for any expenses for which reimbursement is requested from KCKCC.
- e) A violation of this Conflict of Interest and Disclosure Requirements policy may constitute misfeasance, malfeasance, or nonfeasance in office and may subject the Trustee to suspension or removal from office in accordance with Kansas law and other legal provisions
- f) As used in this policy, the word "relative" shall mean an individual who is related to the Trustee, appointed officer, or employee as father, mother, son, daughter, brother, sister, husband, wife, grandfather, grandmother, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other relative living in the household of the Trustee, appointed officer, or employee, a person who is engaged to be married to the Trustee, appointed officer, or employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the Trustee, appointed officer, or employee intends to marry or with whom the Trustee, appointed officer, or employee intends to form a household, or any other natural person having the same legal residence as the Trustee appointed officer, or employee.
- g) A Trustee shall not have any direct pecuniary interest in a contact with the College, nor shall a Trustee furnish any labor, equipment, or supplies to the College directly
- h) In the event a Trustee is employed by a corporation, business, or has a secondary interest in a corporation or business which furnished goods or services to the College, the Trustee shall declare Trustee's interest and refrain from debating or voting upon the question of contracting with the company.

- 
- i) It is not the intent of this policy to prevent the College district from contracting with corporations, or businesses because a Trustee is an employee of the firm. The policy is designed to prevent placing a Trustee in a position where his or her interest in the College in interest in the Trustee's place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.
 - j) Secondary interest shall be defined as 10 percent or more ownership, stock, etc., and/or constructive control through family or kinship ties.

Process:

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

Where a potential real or perceived conflict of interest is recognized, the nature of the potential conflict will be declared or otherwise raised by any Trustee and the merits of the potential conflict will be discussed, investigated or otherwise reviewed to determine whether a declaration of conflict of interest is required. The Board may decide the matter by a vote. The majority of votes will rule.

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

Duty Of Care

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



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

Certification:

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

Name

Signature

Date

Revised July 31, 2019



APPENDIX D

Procedure for Reviewing Applications and the Appointment for Midterm Vacancy

Timeline:

- | | |
|---------|--|
| Date 1 | Board Meeting – Board votes to accept resignation of Trustee. Board announces process and procedure for filling vacancy for the balance of the unexpired term. Board selects date for closure of receipt of applications and approves publication notice |
| Date 2 | Publish (unofficial) Notice to KCKCC website |
| Date 3 | Publish (official) Legal Record |
| Date 4 | Applications deadline (5 p.m.) |
| Date 5 | Distribute application materials to Board Members <ul style="list-style-type: none">• Includes applications, worksheet and procedures |
| Date 6 | Special board Meeting – Board narrows slate of applicants for review |
| Date 7 | Notification to select candidates of interview date and time <ul style="list-style-type: none">• Send letter via email to those not selected• Call and send letter to those selected to schedule interviews |
| Date 8 | Special Board Meeting to interview candidates |
| Date 9 | Selection of new trustee by roll-call vote at next regular meeting of the Board of Trustees |
| Date 10 | Successful candidate takes office to fill the Trustee vacancy for the balance of the unexpired term |



Procedure:

After completing the interview process of qualified candidates during the special Board meeting, the following procedure will be used to fill the vacancy on the Board of Trustees during the Board's next regular meeting of the academic year:

- 1) *Nomination Votes:* Each Trustee will indicate on private written ballot two candidates for nomination for appointment as Trustee. (The ballot is an open record subject to disclosure, but allows each Trustee to privately indicate preference simultaneously with other Trustees)
 - a) The ballots will be tabulated by Secretary and Treasurer to the Board.
 - b) The nomination ballot is NOT the election ballot.
 - c) Those candidates who receive two or more nomination votes will be announced by the Chair as eligible for the final ballot.
- 2) *Final Ballot:* The final ballot will then be distributed and each Trustee will select ONE candidate.
 - a) The votes will be tallied and the candidate receiving the majority number of votes will be announced.
 - b) If there is a tie, all other candidates will be dropped from the final ballot, the Board may openly discuss the two final candidates for up to five minutes and then final ballot voting will be repeated with only two candidates listed.
 - c) The five minute Board discussion and voting on the final two candidates may be repeated multiple times if necessary.
- 3) *Motion to Appoint:* "Motion to appoint and elect [Candidate's Name] to fill the unexpired term of [Name Vacating Member], Trustee of the Board of KCKCC." Requires a second, discussion and majority vote. Once majority is reached, the voting stops and the candidate is deemed elected.
 - a) If there is not a majority at this stage, the candidate who receives the second most votes will be announced and the motion process will be repeated.

Ballot Examples:



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

First Nominating Ballot

Each Board member is asked to circle two candidates for nomination for appointment as Trustee.

Candidate Name 1

Candidate Name 4

Candidate Name 2

Candidate Name 5

Candidate Name 3

Candidate Name 6

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

Final (as indicated in section 2) Nominating Ballot

Each Board member is asked to circle one candidate for nomination for appointment as Trustee.

Candidate Name 1

Candidate Name 5

Candidate Name 2

Candidate Name 6

Candidate Name 3

Candidate Name 4




APPENDIX E

Board Chairperson Responsibilities

The Chair's duties and responsibilities include, but are not limited to, the following;

The Chair shall:

1. Act as the Board liaison to the President in hiring, scheduling annual evaluation, salary review, and ongoing communication.
2. In consultation with the President and/or other board or committee members, schedule dates, times and location for meetings.
3. Ensure meeting are called and held in accordance with the organizations' mandate, terms of reference to by-laws and state governing laws.
4. In consultation with the President, and/or other board or committee members establish and confirm an agenda for each meeting.
5. Ensure the meeting agenda and relevant documents are circulated to the members of the Board 3-5 days in advance of the meeting.
6. Officiate and conduct meetings.
7. Provide leadership and ensure individual trustees and committee members are aware of their obligations and that the committee complies with its responsibilities.
8. Ensure there is sufficient time during the meeting to fully discuss agenda items.
9. Ensure that discussion on agenda items is on topic, productive and professional.

- 
10. Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting.
 11. Schedule Board retreats for purposes of planning and policy review.
 12. Lead and schedule a periodic Board self-evaluation.
 13. Serves as the Board's central point of official communication with the CEO.
 14. Set high standard for board conduct by modeling, articulating and upholding rules of conduct set out in board bylaws and policies. Intervenes when necessary in instances involving conflict-of-interest, confidentiality and other board policies.

The Annual Board of Trustees Timeline is located on pages 19 through 20.



APPENDIX F

Presidential Evaluation Timeline and Performance Appraisal Instrument

| Presidential Evaluation Timeline |
|---|
| March |
| Chairperson Appoints Three Board Members – Chairperson + two Board members |
| 1 st week of March: 1. Committee Meets to Finalize Evaluation Format 2. Chairperson Emails Evaluation Forms to All Board Members |
| 2 nd week of March – Chairperson Hands Out Printed Evaluation Forms |
| April |
| 2 nd week of April: 1. Completed Evaluation Forms Turned in to the Chairperson 2. The Committee Meets to compile Results and Draft Final Evaluation |
| May |
| 2 nd week of May – Draft Evaluation is reviewed and discussed by the full Board in Executive Session without the President. Recommendations are made for inclusion, and/or changes to be included in the final document. |
| On a date, in May, to be determined, the Chairperson meets with the President to review the Final Evaluation. |
| The President will provide a written response to his/her evaluation prior to the June BOT meeting. |



Kansas City Kansas Community College Board of Trustees

PRESIDENTIAL PERFORMANCE APPRAISAL

For: President's Name

Year

Please rate the President in the below listed key functional areas by placing an X in the appropriate box. Where applicable, refer to the Strategic Plan report to rate performance. The President will provide a written response to his/her evaluation prior to the June BOT meeting.

- 1 = does not meet expectations; 2 = meets some expectations;
3 = meets expectations; 4 = exceeds some expectations;
5 = significantly exceeds expectations; DK = Don't Know.

Please provide comments as you desire in the comments section.

| Institutional Performance | 1 | 2 | 3 | 4 | 5 | DK |
|---|----------|----------|----------|----------|----------|-----------|
| 1. Provides effective leadership in establishing and maintaining excellent student services | | | | | | |
| 2. Provides effective leadership for maintenance and upgrade of the physical plant | | | | | | |
| 3. Is creative and innovative in solving problems and dealing with crisis | | | | | | |
| 4. Stays current with trends, information, legislation, and other movements pertinent to the College's future | | | | | | |
| 5. Media relations | | | | | | |



| | | | | | | |
|--------------------------------------|--|--|--|--|--|--|
| 6. Personnel policies and procedures | | | | | | |
| 7. Gives recognition due to staff | | | | | | |
| 8. Ensure excellence and quality | | | | | | |
| 9. Access to higher education | | | | | | |
| 10. Technology | | | | | | |

Total _____

COMMENTS:

| Institutional Leadership | 1 | 2 | 3 | 4 | 5 | DK |
|--|----------|----------|----------|----------|----------|-----------|
| 1. Is informed about developments in education, and particularly community colleges | | | | | | |
| 2. Provides leadership for the professional development of staff, and maintains her own professional development | | | | | | |
| 3. College operations | | | | | | |
| 4. Vision | | | | | | |
| 5. Problems and issues | | | | | | |
| 6. Student involvement | | | | | | |
| 7. Excellence | | | | | | |
| 8. Technology resources | | | | | | |
| 9. Inclusiveness | | | | | | |
| 10. Strategic plan | | | | | | |
| 11. Budget | | | | | | |
| 12. Morale | | | | | | |

Total _____

COMMENTS:



| External Relations | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>DK</i> |
|--|----------|----------|----------|----------|----------|-----------|
| 1. Relationships with the news media and other public relations vehicles within the community | | | | | | |
| 2. Encourages involvement from and respects all constituencies and gives their issues fair consideration | | | | | | |
| 3. College image | | | | | | |
| 4. Community partners | | | | | | |
| 5. Federal and state level | | | | | | |
| 6. Trends and impact on the college | | | | | | |
| 7. Visibility | | | | | | |
| 8. Leader | | | | | | |

Total _____

COMMENTS:

| Budgetary/Fiscal Management | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>DK</i> |
|---|----------|----------|----------|----------|----------|-----------|
| 1. Fiscal Management | | | | | | |
| 2. Develops and support appropriate strategies of attracting funds to the institution | | | | | | |
| 3. Financial needs | | | | | | |
| 4. Ends statements, strategic initiatives | | | | | | |

Total _____

COMMENTS:



| Personal Qualities | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>DK</i> |
|---|----------|----------|----------|----------|----------|-----------|
| 1. Exercises good judgment in dealing with sensitive issues between people and groups | | | | | | |
| 2. Is well-organized and efficient in accomplishment of objectives | | | | | | |
| 3. Remake decisions | | | | | | |
| 4. Respect | | | | | | |
| 5. Conflict | | | | | | |
| 6. Sensitive to differing needs | | | | | | |
| 7. High standards | | | | | | |
| 8. Professional | | | | | | |
| 9. Enthusiasm | | | | | | |
| 10. Creative | | | | | | |

Total _____

COMMENTS:

| Relations with Governing Board | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>DK</i> |
|---|----------|----------|----------|----------|----------|-----------|
| 1. Offers professional advice to the board on items requiring board action, with recommendations based on thorough student and analysis and sound educational principles; marshalling as many staff and external points of view, issues, and options as needed for fully informed Board decisions | | | | | | |
| 2. Governance policies | | | | | | |
| 3. Constructive criticism | | | | | | |
| 4. Communicates | | | | | | |



| | | | | | | |
|--------------------------------------|--|--|--|--|--|--|
| 5. Reports to the Board | | | | | | |
| 6. Prepares for meetings | | | | | | |
| 7. Keeps the Board informed | | | | | | |
| 8. Dealing with the Board as a whole | | | | | | |
| 9. Provides effective support | | | | | | |

Total _____

Grand Total _____

COMMENTS:

What initiatives/projects should the President focus on over the next year?



APPENDIX G

Resolution 2015

RESOLUTION AVOWING HIGH STANDARDS OF ETHICAL CONDUCT AND LEGAL COMPLIANCE FOR THE KANSAS CITY KANSAS COMMUNITY COLLEGE BOARD OF TRUSTEES

Recitals

Whereas, Kansas City Kansas Community College (the “College” or “KCKCC”) is a postsecondary educational institution under K.S.A. 74-3201b governed by the Kansas City Kansas Community Board of Trustees (“the Board of Trustees” or “Trustees”) in accordance with K.S.A. 71-201, et. seq. and has legislative and judicial authority over the College: and

Whereas, To model the highest standards of governance and leadership, the Board of Trustees has adopted a Trustee Handbook designed to promote high standards of ethical conduct and legal compliance for Trustees; and

Whereas, The Trustee Handbook, in accordance with K.S.A. 71-201(b)(6) acknowledges that the Board of Trustees is only empowered to hire individuals who have been recommended for hire by the College President: and

Whereas, The Trustee Handbook provides “All elected state and local officials, including Boards of Trustees, must by law avoid conflicts of interest in the performance of their duties . . . (and) Trustees have a conflict of interest when they use their position to influence a policy decision that will affect their financial interest in material ways;” and

Whereas, The Board of Trustees agrees and acknowledges that each Trustee is prohibited from having an interest, financial or otherwise, direct or indirect, or engaging in any business or transaction or professional activity which is in substantial conflict with the proper discharge of their duties and must avoid the appearance of unlawful and/or unethical conduct.



Now, Therefore, Be it Resolved by the Kansas City Kansas Community College Board of Trustees as follows:

Section 1. In order to avoid the appearance of impropriety and any suggestion of undue influence on the part of a Trustee, no member of the Kansas City Kansas Community College Board of Trustees shall be eligible for employment with the College within the two-year period immediately following the Trustee's last date in office.

Section 2. The Trustees of Kansas City Kansas Community College, in affixing their signatures to this Resolution, do hereby declare, affirm, and agree that they shall not seek employment with the College, and shall not be eligible for employment with the College for a two-year period immediately following the signing Trustee's last date in office as a member of the Kansas City Kansas Community College Board of Trustees.

Section 3. This Resolution shall take effect and be in force from and after its adoption and approval by the Board of Trustees.

Adopted by the Kansas City Kansas Community College Board of Trustees this 15th day of August, 2015.

THE BOARD OF TRUSTEES OF THE
KANSAS CITY KANSAS COMMUNITY COLLEGE

Chairperson, Board of Trustees

ATTEST:

By: _____

Trustee Signatures

Name Printed

Signature

Date



| | | |
|--------------|-----------|------|
| Name Printed | Signature | Date |
| Name Printed | Signature | Date |
| Name Printed | Signature | Date |
| Name Printed | Signature | Date |
| Name Printed | Signature | Date |



Glossary of Terms

ACCT: The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a major voice of community college trustees to the presidential administration, U.S. Congress, the Departments of Education and Labor and more.

Cabinet: Vice President Academic Affairs (VPAA), Vice President Student Affairs (VPSA), Vice President Strategic Initiatives and Outreach (VPSIO), Chief Information Officer (CIO), Chief Finance Officer (CFO), Chief Human Resources Officer (CHRO)

CEO: Chief Executive Officer

KACCT: The Kansas Association of Community College Trustees (KACCT). Members of the Kansas Association of Community College Trustees are typically the board of trustees' chairs or other board designated representatives from the locally elected governing boards of the 19 community colleges in the state of Kansas.

KBOR: Kansas Board of Regents is a nine-member governing body that supervises the six universities. It also supervises and coordinates 19 community colleges, 5 technical colleges, 6 technical schools, and a municipal university.

NACUBO: National Association of College and University Business Officers



References

Kansas Association of Community College Trustees. (2015) Retrieved
<http://www.kacct.org/>

Kansas City Kansas Community College. (2015) Retrieved
<http://www.kckcc.edu/>

The Association of Community College Trustees. (2014) Retrieved
<http://www.acct.org/>

The History of Kansas City Kansas Community College, 1996, by Paul Jewell



REFINANCING SUMMARY

Refinancing Series 2010-B Certificates of Participation

1. Series 2010-B Certificates are callable April 1, 2020.
2. Certificates outstanding is \$13,845,000. Amount eligible to be refinanced is \$12,075,000
3. Certificates are outstanding at an average interest rate of 4.03%.
4. The final maturity is 2026 and remains the same.
5. Based on current market conditions, the estimated rate after refinancing is 1.63%.
6. The estimated savings is \$973,215.98, which is net of all expenses, and results in approximately \$160,000 of savings per year over the remaining life of the obligation.
7. Industry guidelines suggest considering a refinancing when the present value savings exceeds 3%. The current present value savings is \$924,746.24 which results in a present value savings percentage of 7.65%

Refinancing Series 2013 Certificates of Participation (Taxable)

1. Series 2013 Certificates are callable June 1, 2021.
2. Certificates outstanding is \$3,400,000. Amount eligible to be refinanced is \$2,230,000. College would only refinance maturities that produce savings.
3. Certificates are outstanding at an average interest rate of 3.85%.
4. The final maturity is 2027 and remains the same.
5. Based on current market conditions, the estimated rate after refinancing is 2.34%.
6. The estimated savings is \$84,382.90, which is net of all expenses, and results in approximately \$10,000 of savings per year over the remaining life of the obligation.
7. Industry guidelines suggest considering a refinancing when the present value savings exceeds 3%. The current present value savings is \$80,003.20 which results in a present value savings percentage of 4.40%

Refinancing Series 2014 Certificates of Participation (Taxable)

1. Series 2014 Certificates are callable May 1, 2022.
2. Certificates outstanding is \$6,305,000. Amount eligible to be refinanced is \$4,780,000. College would only refinance maturities that produce savings.
3. Certificates are outstanding at an average interest rate of 3.74%
4. Based on current market conditions, the estimated rate after refinancing is 2.48%.
5. The final maturity is 2029 and remains the same.
6. The estimated savings is \$76,506.69, which is net of all expenses, and results in approximately \$7,500 of savings per year over the remaining life of the obligation.
7. Industry guidelines suggest considering a refinancing when the present value savings exceeds 3%. The current present value savings is \$74,220.26 which results in a present value savings percentage of 3.44%