



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

**Vision Statement:** Be a national leader in academic excellence & partner of choice in the communities we serve.

**KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Meeting Agenda  
January 19, 2021 – 5:00 P.M.**

**Zoom Webinar Virtual Meeting**

- 1. Call to Order & Pledge of Allegiance**
- 2. Roll Call**
- 3. Board Appointments and Assignments for 2021 Calendar Year:**
  - Officers of the Board
  - Board of Trustees Assignments
  - Representatives to College Committees
  - Delegates
- 4. Approval of Agenda**
- 5. Audience to Patrons and Petitioners (5-minute limit)**
- 6. Recognitions/Presentations – None scheduled.**
- 7. Communications – None scheduled.**
- 8. Board Committee Reports**
- 9. Consent Agenda:**
  - (Item A) - Approval of Minutes of the December 15, 2020 Meeting
  - (Item A1) - Approval of Minutes of the December 15, 2020 Special Meeting
  - (Item B) - Approval of Recommendations for Payment
  - (Item C) - Approval of Ratification Items
  - (Item D) - Approval of Personnel Items (H.R.)
- 10. Student Senate Report – No report this month.**

11. **President's Report** – Dr. Greg Mosier
12. **Vice President Academic Affairs Report** – Mr. Jerry Pope, Interim
  - Presentation entitled, “Developmental Reading Program Updates” by Associate Professor and Coordinator of Developmental Reading, Dr. Rochella Bickford.
13. **Vice President Student Affairs Report** – Dr. Delfina Wilson
14. **Vice President Strategic Initiatives & Outreach Report** – Ms. Tami Bartunek
15. **Chief Financial Officer Report** – Mr. Michael Beach
16. **Chief Human Resources Officer Report** – Ms. Christina McGee
17. **Chief Information Officer Report** – Mr. Peter Gabriel
18. **Unfinished Business:**
  - KCKCC Annual Compliance Report 2020. Presented by Mr. Michael Beach.
19. **New Business:**
  - Presentation of January 2021 Strategic Plan Biannual Report. Presented by Ms. Tami Bartunek.
  - Presentation of Proposed Budget Calendar. Presented by Mr. Mike Beach.
  - KCKCC AY 2019 Performance Report from KBOR. Presented by Mr. Jerry Pope.
  - Signature of KCKCC Board of Trustee Ethical Conduct Policy. Presented by Dr. Ray Daniels.
  - Signature of KCKCC Board of Trustee Confidentiality and Non-Disclosure Obligations of Trustees Policy. Presented by Dr. Ray Daniels.
20. **Executive Session(s)** – None scheduled.
21. **Adjournment**

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

**Tuesday, February 16, 2021 - 5:00 p.m. – Virtual**



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KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Meeting Minutes  
December 15, 2020 – 5:00 P.M.

Virtual Meeting

CONSENT AGENDA – Item A  
Meeting Minutes

Amended Budget Hearing

1. **Call to Order:** Chairman Ray Daniels called the meeting to order at 5:10 p.m.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
3. **Audience to Patrons and Petitioners:** Chair Daniels addressed those attending the meeting via Zoom. He invited attendees interested in addressing the Board to raise their hand in the chat room to be acknowledged. Hearing none, he moved to the next item on the agenda.
4. **Approval of the 2020-2021 Budget:** Chair Daniels invited Dr. Mosier and Mr. Michael Beach to address the following items for the amended budget hearing –
  - Notice of Public Budget Hearing - Mr. Michael Beach shared that the public notice was published in compliance with the Kansas Board of Regents and the Wyandotte Unified Government informing the public that this meeting would be held to amend the budget and the reasons for the amendment.
  - AMENDED Final Proposed Budget FY2021 - Mr. Beach continued pointing the Board to the amended proposed budget for FY2021 included for review in the Board packet. Mr. Beach shared that there would be no changes to property taxes or any other general operating funds for the College. The amount of \$1.482 million dollars was granted to the college to assist with expenses due to COVID-19.

Chair Daniels asked for any questions or comments. Hearing none, he called for a motion to approve the FY2021 Amended Budget. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. The Motion Carried.

5. **Adjournment:** Chair Daniels called for a motion to adjourn the budget hearing. Trustee Brown made the motion. Trustee Brune seconded the motion. The Motion Carried.

The amended budget hearing of the Board of Trustees adjourned at 5:15 p.m.

**Board of Trustees Meeting  
(Immediately Following Budget Hearing)**

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**General Meeting**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:15 p.m. The Pledge of Allegiance was led by Vice-Chair Evelyn Criswell.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
3. **Approval of Agenda:** Vice-Chair Criswell made a motion to accept the agenda. Trustee McIntyre seconded the motion. The Motion Carried.
4. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
5. **Audience to Patrons and Petitioners** (5-minute limit) - Chair Daniels addressed those attending the meeting via Zoom. He invited attendees interested in addressing the Board to raise their hand in the chat room to be acknowledged. Hearing none, Chair Daniels moved forward to the next agenda item.
6. **Recognitions/Presentations:** Trustee McIntyre acknowledge the passing of Ms. Jean Turnus, retired Nursing professor at the College. The Board observed a moment of silence on her behalf.
7. **Communications:** Chair Daniels noted there were no communications scheduled.
8. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees.
  - On behalf of the Board Finance Committee, Vice-Chair Criswell shared the following discussion items from their meeting on Tuesday, December 8<sup>th</sup> –
    - Significance of the special revenue bonds and benefit of the coupon rate secured for the Student Housing project.



- Discussed amendment to Phase 1 of the preconstruction agreement for Student Housing project.
- Details of the Amended FY2021 Budget approved in the previous meeting.
- Discussed the SB 155 (EXCEL in CTE) special course fees for high school students.
- Reviewed the financial status of COVID-19 expenditures, the Student Housing Project, and the College's cash reserves.
- Discussed agenda items and scheduling for the upcoming Trustee Financial Training.

Chair Daniels invited any questions or comments from the Board. There were none.

- On behalf of the Board Policy Committee, Trustee Sutton thanked Ms. Christina McGee, the senates, and others for their support in bringing thirteen policies forward to the Board for approval.

9. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Sutton acknowledged the resignation of Dr. Barbara Clark-Evans and expressed great appreciation for her commitment to building relationships among the diverse communities in Wyandotte County and on both sides of the state line. Trustee Brune moved to accept the Consent Agenda. Trustee McIntyre seconded the motion. The Motion Carried.

10. **Student Senate Report:** Chair Daniels called for the Student Senate report. Mr. Destin Williams, Student Senate President, reported the following –

- Hosted the Virtual Breakfast with Santa with attendance of 50 kids total.
- Hosted Toys for Tots Drive, supporting 86 families.
- Shared the 2021 Spring Student Senate meeting dates – February 15<sup>th</sup> and 19<sup>th</sup>; March 15<sup>th</sup> and 19<sup>th</sup>; April 2<sup>nd</sup> and 16<sup>th</sup>.
- Shared student clubs that are meeting in-person and virtually.
- The Music Club hosted the M-Pact Festival virtually.

Chair Daniels invited any questions or comments from the Board. There were none. Vice-Chair Criswell made the motion to accept the Student Senate Report. Trustee McIntyre seconded the motion. The Motion Carried.

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier reported the following –

- Thanked Mr. Williams for his leadership for the students this semester.
- Congratulated KCKCC faculty and staff for the incredible work being done to successfully provide educational opportunities for the students and community. He added KCKCC was the first college to physically reopen on May 18, 2020 and has exercised tremendous dedication and commitment to our students in a very safe and responsible manner.

- Shared during the 16-weeks of fall 2020, the College has had 48 students and 21 employees test positive for COVID; 98 students and 142 employees received direction from the College to self-isolate. The numbers were kept low and the College able to keep the virus from spreading on campus by the strict restrictions of a solid and well-thought-out COVID response plan.
- Submitted additional request for COVID relief funds for \$1.3 million dollars and have received \$664,000 dollars in additional funding.
- Student Housing – shared that there would be action later tonight to approve financing for the student housing project. The KCKCC Student Housing Project was presented to the Unified Government Planning and Zoning Commission last evening and accepted unanimously, and with extreme enthusiasm by the planning commission. Construction will begin at the end of January or beginning of February 2021.
- Shared that the Capital Campaign to support the KCKCC Downtown Community Education Center moving forward with great momentum. Dr. Mosier has made several presentations sharing the benefits of the project to the community. Audiences have included Mayor David Alvey and Unified Government staff, Kansas City Board of Public Utilities, CHIPS Committee of the Greater Kansas City Chamber of Commerce, and a potential 3<sup>rd</sup> partner. Additionally, there have been several meetings with federal grant writing team to discuss regional funding; the Greater Kansas City Chamber and Greater Hispanic Chamber to align with additional foundations. On December 17<sup>th</sup>, Dr. Mosier will make a one-on-one presentation with Gov. Laura Kelly. Future dates are pending with Rep. Sharice Davids, Sen. Jerry Moran and other major Kansas City foundations.
- Working with Merchant McIntyre to apply for TRIO Talent Search Grant (\$2.5 million dollars), and the National Science Fund Grant (\$650,000 dollars).
- Announced that the COVID Shared Leave Program has over 850 clock hours donated by KCKCC employees.
- The new Racial Equity Statement has been added to the College's home page.
- The annual Candle Lighting ceremony will be held on Thursday, Dec. 17<sup>th</sup>; the link is available on the website.
- Concluded with well wishes of happy holidays to all celebrating different traditions during this season.

Chair Daniels invited any questions or comments from the Board. There were none. Trustee Ash made the motion to accept the report. Trustee Sutton seconded the motion.

**The Motion Carried.**

12. **Vice President Academic Affairs Report:** Chair Daniels called for the Vice President of Academic Affairs report. Mr. Jerry Pope, Interim VPAA, highlighted the following items from the Board report –

- Congratulated Ms. Ashley Irvin on her promotion to Associate Dean of Career and Technical Education.

- Introduced Dr. Ed Kremer, Dean of Math, Science, and Business Technology to make a special presentation on Saturday Academy on behalf of Ms. Jessica Rodas, Director of Saturday Academy. Dr. Kremer shared a PowerPoint presentation. The Board was invited to attend the Parent Breakfast in February 2021 for Saturday Academy.

Trustee Sutton asked whether there would be a graduating class in May 2021 for the Nursing program and how it relates to the new curriculum for the program. Mr. Pope confirmed that the curriculum change was adopted two years ago. To date in the new curriculum, the Nursing program has graduated 14 new LPNs into the workforce.

Chair Daniels asked about the Panopto software services. Ms. Susan Stuart, Director of Online Education, answered that the software allows multiple technology capture for content tracking and student participation for classes.

Trustee Sutton made the motion to accept the report. Trustee McIntyre seconded the motion. **The Motion Carried.**

13. **Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs report. Interim Dean of Enrollment Services, Ms. Tina Church Lewandowski, on behalf of Dr. Delfina Wilson, highlighted the following items from the Board report –

- There are many personnel position interviews that have been scheduled in January 2021. Additionally, position reviews are under way to ensure position descriptions are in alignment with department needs.
- Welcomed new hires - Dr. Samantha Debliss, Director of Student Success Center; Ms. Sylvia Gillis, College Nurse; and Ms. Dana Collins, Assistant College Nurse.
- Announced the search for a new TEC advisor with Ms. Irvin's promotion.
- High School Enrollment Update – most high schools have submitted enrollment forms and more are anticipated. Lansing – USD 469 students will participate at KCKCC - Pioneer Career Campus (KCKCC – PCC).
- As of today, enrollment has increased 23.1 %, improving from -35% (664 students) to -11.9% (394 students) compared to this same time last year.
- Offered kudos to KCKCC - Pioneer Career Campus and several other groups with Student Affairs for their creativity in continuing to host their events.
- Extended gratitude on behalf of the Counseling and Advocacy Center for the Board's generous food donation to Blue's Kitchen.
- Shared KCKCC Veteran students now have regular support services at the KCKCC - PCC and KCKCC – TEC locations.
- Shared Media Services will provide streaming services for the KCKCC athletic games.

Trustee Sutton inquired about the reasons that students are withdrawing from the College and what the College is doing to offer support. Ms. Church – Lewandowski

confirmed that the Student Success Center is meeting with students prior to withdrawal to learn reasons and discuss options with students.

Vice-Chair Criswell made the motion to accept the report. Trustee Sutton seconded the motion. **The Motion Carried.**

14. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach report. Ms. Tami Bartunek highlighted the following items from the Board report –

- Announced correction of date for the Annual Candle Lighting Ceremony as Wednesday, Dec. 16<sup>th</sup> at 11 a.m.
- Shared the College will produce a mailer in partnership with the Wyandotte Economic Development Council to target those who need to skill up to get back to work full-time promoting the certificate and technical programs here at KCKCC. It is expected to reach 7500-7800 mailboxes.
- Attended the “Stories on Stories” Outreach event meeting last Tuesday. KCKCC will be working to submit some photos for the 2<sup>nd</sup> phase of project at the old Clifton Park Swimming area.
- Shared the College would be recording a “KC Spotlight” television segments on the Student Housing and Downtown projects.
- Shared electronic holiday greeting card promotion launched today.
- Noted social media gains in all areas over the last month.
- Launch of new boost campaign about certificate and technical programs.
- Partnered with the Blue Ribbon Project to bring awareness to the gun violence in Wyandotte County.
- Shared Web Services personnel, Mr. Omar Brenes and Mr. Matt Fowler, are busy working with deans and program coordinators on updating academic profile pages.

Chair Daniels invited any questions or comments from the Board. There were none. Trustee McIntyre made the motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

15. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report –

- Update on Student Housing Project – great excitement from the Land Commission Committee of the Unified Government at the meeting last evening. There are no issues or problems to report. The prospects of the project are moving forward.
- Application turned in for the issuance of special revenue bonds. The final hearing will take place in January 2021, in time to get exemptions in place before the ground-breaking for the project.
- Received additional funds from KBOR which will lead to an additional amendment in the amount of \$664,000 dollars to amended budget.
- Bookstore and College Police departments continue to do a great job.

- Facilities Projects Update – Science hallway received new paint, carpet, and new lighting; successful installation of new switch gear and electric panels in Print Shop; Flint Building will receive a new switch gear over the winter break.
- Shared highlights of Monthly Financial Summary for December 2020.

Chair Daniels asked how it is that the College performing better financially this year in comparison to last year. Mr. Beach shared it could be due to the following factors: fewer operating expenses at this time of the year in comparison to this time last year, fewer capital project cost as this time last year, and a decrease in travel and professional development for this past year.

Trustee Ash made the motion to accept the report. Trustee McIntyre seconded the motion. **The Motion Carried.**

**16. Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report –

- Upgrades to the HRIS and Payroll systems now permit the allowance for individuals to submit direct deposit forms online and view pay stubs and tax information online. Additionally, there is electronic automation of backend systems in HR.
- New Hire forms are now available electronically via Applicant Stack.
- Shared, as mentioned by Trustee Sutton, that there were in the Board Packet 13 new policies submitted for approval by the Board.

Chair Daniels invited any questions or comments from the Board. There were none. Vice-Chair Criswell made the motion to accept the report. Trustee Sutton seconded the motion. **The Motion Carried.**

**17. Chief Information Officer Report –** Mr. Peter Gabriel: Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report –

- Media Services streamed live and recorded almost 17 hours of content for the virtual M-PACT Festival. They will also be providing technology services for the KCKCC Women’s Chamber of Commerce “Purses with a Purpose” event.
- Classroom technology purchased for hybrid classrooms will arrive on campus Monday, Dec. 21<sup>st</sup> – Wednesday, Dec. 23<sup>rd</sup>. The first set of classrooms will be set up Monday, Jan. 4<sup>th</sup>.
- Thanked everyone for coming together in a great way to support students during this very difficult year.

Chair Daniels invited any questions or comments from the Board. There were none. Trustee Ash made the motion to accept the report. Trustee McIntyre seconded the motion. **The Motion Carried.**

18. **Unfinished Business:** Chair Daniels acknowledged that there was no unfinished business scheduled. The Board moved to the next agenda item.

19. **New Business:**

- The Student Housing Bond Resolution was presented by Mr. Michael Beach. Mr. Beach introduced Mr. Kevin Cowan, who serves as bond council for the College, and Mr. Greg Vahrenberg, the College's financial advisor for the bonds, to support with any questions the Board may have. Mr. Beach noted that the final Bond Resolution before the Board for approval, authorizes the resolution of the bonds. There are parameters that are open giving the College leverage to offer the bonds up to an amount but not to exceed \$20 million dollars. There is also an interest rate to be added later in Exhibit B.

Chair Daniels inquired about the dates. Mr. Beach shared the dates depended on the discretion of the bond council and financial advisor to the best benefit of the College. When sold, the exhibit B will reflect the rate. Mr. Cowan added that the request includes permitting Dr. Mosier to grant the sale which will allow the College to finance the Student Housing project and lock in interest rates.

Vice-Chair Criswell made the motion to approve the Student Housing Bond Resolution. Trustee Brune seconded the motion. **The Motion Carried.**

- The KCKCC FY2020 Financial Audit was presented by Mr. Bill Miller and Mr. Rick Swearingen of Novak Burks PA, at the introduction of Mr. Beach. Mr. Miller and Mr. Swearingen presented a summary of the financial audit and noted that a full presentation was done for the Board Finance Committee. There were no instances of law or issues.

Vice-Chair Criswell inquired about the reasons for which Mr. Miller shared that the College is in a very good debt position. Mr. Miller shared that this is a result of debt service payment reduction, an increase in cash balances, and the increase in revenue due to property taxes.

Vice-Chair Criswell made the motion to approve the FY2020 Financial Audit. Trustee Ash seconded the motion. **The Motion Carried.**

- The following policies were submitted for approval by Dr. Greg Mosier:
  - Tuition Appeal
  - Student Code of Conduct
  - College Email Signature
  - Photography & Video Recording Use
  - College Emergency Communication
  - Social Media
  - Satisfactory Academic Progress
  - Credit Hour
  - Grading System
  - Student Classification
  - Payroll Information

- Missing Residential

- Flexible Benefit Plan (removal of policy)

Trustee Sutton called for a motion to approve the policies. Trustee Brune made the motion. Trustee McIntyre seconded. The Motion Carried.

- The High School Fees for the 2021 – 22 Academic Year were presented by Mr. Jerry Pope.

Trustee Sutton made the motion to approve the high school fees for AY2021-22. Trustee Ash seconded the motion. The Motion Carried.

- The Discussion of Board Finance Training was led by Dr. Greg Mosier. The Board shared the desired topics to review during the training and decided to a 90-minute retreat for the training annually during each budget cycle.

Chair Daniels, on behalf of the Board, thanked the administration, faculty, and staff for all their dedication and hard work this year and wished everyone a great holiday season.

20. **Executive Session(s):** Chair Daniels acknowledged that there were no executive sessions action needed for the general meeting.

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

The meeting of the Board of Trustees adjourned at 7:22 p.m.

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

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Secretary, Dr. Greg Mosier



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**KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Special Meeting Minutes  
December 15, 2020 – 4:45 P.M.**

**Zoom Webinar Virtual Meeting**

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

The Board of Trustees met virtually on Tuesday, December 15, 2020 on the KCKCC Zoom Webinar meeting platform. The meeting was called to order at 4:45 p.m. by Board Chair, Dr. Ray Daniels.

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

At 4:46 p.m., Chair Daniels called for a motion for the Board to enter an executive session for 5-minutes duration to discuss personnel matters of nonelected personnel with possible action to follow in open session. Vice-Chair Criswell made a motion. Trustee Sutton seconded the motion. **The Motion Carried.**

All Board members arrived at the executive session virtual meeting room at 4:57 p.m.

At 5:02 p.m., the Board returned to open session. Chair Daniels called for the motion. Vice-Chair Criswell made the motion to accept the retirement of Ms. Betty Swegle and to waive the fee typically associated with retirement prior to May 30, 2021 per the Master Contract. Trustee McIntyre seconded the motion. **The Motion Carried.**

There were no presentations scheduled.

At 5:04 p.m., Chair Daniels called for a motion to adjourn. Trustee Sutton made the motion to adjourn. Vice-Chair Criswell second the motion. **The Motion Carried.**



ATTEST:

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Chairperson, Dr. Ray Daniels

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Secretary, Dr. Greg Mosier

## **Recommendations for Payment**

### **CONSENT AGENDA – Item B**

**January 19, 2021**

- 1) Approval in the amount of \$50,266.00 to **Alertus Technologies, LLC** for the notification system for Student Housing. Requested by Michael Beach.
- 2) Approval in the amount of \$59,439.34 to **MBS Textbook Exchange, Inc.** for textbooks (Voucher #0259406 on 12/3/20). Requested by Michael Beach.
- 3) Approval in the amount of \$32,315.66 to **MBS Textbook Exchange, Inc.** for textbooks (Voucher #0259407 on 12/3/20). Requested by Michael Beach.
- 4) Approval in the amount of \$25,600.00 to **Lenovo Inc.** for new computer hardware for 2 classrooms. Requested by Peter Gabriel.
- 5) Approval in the amount of \$27,389.49 to **Pearson Education** for textbooks. Requested by Michael Beach.
- 6) Approval in the amount of \$60,163.19 to **Redshelf, Inc.** for fall 2020 software upgrade (Inclusive Access). Requested by Peter Gabriel.

December bills totaling \$2,461,956.32 includes November VISA bills of \$151,990.37.

## **Items for Ratification**

### **CONSENT AGENDA – Item C**

**January 19, 2020**

1. **\$12,047.00** to Turnitin LLC for software upgrade (Turnitin Feedback Studio). Requested by Peter Gabriel.
2. **\$20,939.70** to Nebraska Furniture Mart for equipment for classroom technology renovations. Requested by Peter Gabriel.
3. **\$13,121.91** to MPS – Accounts Receivable for textbooks. Requested by Michael Beach.
4. **\$15,586.03** to Rittenhouse Book Distributors, Inc. for textbooks. Requested by Michael Beach.
5. **\$14,024.00** to Novak Birks PC for auditing services. Requested by Michael Beach.
6. **\$23,760.00** to ERS for Student Assessment Program services. Requested by Christina McGee.
7. **\$12,000.00** to Blackboard for additional storage for Blackboard. Requested by Peter Gabriel.
8. **\$10,000.00** to Byrne Pelofsky & Associates for capital campaign services. Requested by Michael Beach.
9. **\$20,000.00** to PGAV Architects for Downtown KCK Project concept study. Requested by Michael Beach.

## HUMAN RESOURCES - PERSONNEL ITEMS

### CONSENT AGENDA – Item D

January 19, 2021

### SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Talmadge, Marilyn	Associate Professor-Nursing	Health Professions	Academic Affairs	12/31/2020
Resignation	Hatfield, Ross A.	Police Officer	College Police	Financial & Facility Services	12/12/2020
Resignation	Heard, Marcus	PT Food Service Aide	TEC- Cafeteria	Financial & Facility Services	01/04/2021
Resignation	Terry, Jeffrey S.	Custodian II	Building & Property Maintenance	Financial & Facility Services	01/04/2021
Retirement	Sixta, Jeffrey	Director of Facility Services	Facility Services	Financial & Facility Services	01/31/2021
Retirement	Swegle, Betty Lynne	Professor-Nursing	Health Professions	Academic Affairs	12/31/2020

**Note:** The Board of Trustees approved Betty Lynn Swegle to be released from her contract. The Board of Trustees did waive the contract release fee based on stipulations identified in Article IX (Contract Release and Liquidated Damages) in the Master Contract.

\*\*\* These employees are currently paid at a rate of \$61.00 per scheduled student contact hour. In the future, these employees may be assigned to a simulation or check off based on the needs of the department. This will result in an additional pay rate of \$46.73 per scheduled student contact hour.

### STIPEND/MISCELLANEOUS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
Additional Duties	Alexander, Audrey	Administrative Assistant I	Foundations	President	11/15/2020-3/31/2021	\$600 per month
Additional Duties – Title IX Coordinator	Burkett, Sean	Employee Relations Business Partner	Human Resources	President	1/4/2021 - TBD	\$585 per month
Additional Duties	Sambol, Dana	Executive Assistant to the President and Vice President of Strategic Initiatives and Outreach	President/Strategic Initiatives and Outreach	President	7/1/2019 - 2/28/2021	\$5,000.00

### **RECOMMENDATIONS / APPROVALS**

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>EFF. DATE</b>	<b>SALARY</b>
Additional Position	Williams, Janice	Adjunct- Nail Technology Evening Instructor	Nail Technology	Academic Affairs	1/11/2021	\$883 per credit hour
New Hire	Allison, Christopher K.	Police Officer	College Police	Financial & Facility Services	1/4/2021	\$44,000 annually
New Hire	Ansare, Momin R.	Adjunct-Chemistry	Chemistry	Academic Affairs	1/11/2021	\$883 per credit hour
New Hire	Arrowood, Aysia Faith-Rogena	Resident Assistant	Student Housing	Student Affairs	1/8/2021	\$400 per month
New Hire	Brier, Krystal	Admissions Specialist I	Admissions	Student Affairs	1/19/2021	\$35,000 annually
New Hire	Broeker, Madison Elise	Resident Assistant	Student Housing	Student Affairs	1/8/2021	\$400 per month
New Hire	Brown, Erika	Adjunct-Biology	Biology	Academic Affairs	1/14/2021	\$883 per credit hour
New Hire	Brown, Rebekah	Adjunct-Clinical Instructor	Health Professions	Academic Affairs	1/14/2021	\$61.00 per scheduled student contact hour  \$46.73 per scheduled student contact hour for simulation and checkoffs
New Hire	Collins, Adela	Adjunct-Spanish	Spanish	Academic Affairs	1/14/2021	\$883 per credit hour
New Hire	DeVilbiss, Samantha E.	Director of Student Success	Student Success	Student Affairs	1/11/2021	\$73,000 annually
New Hire	Dixon, Phillip	Adjunct-History	History	Academic Affairs	1/4/2021	\$883 per credit hour
***New Hire	Elliott, Monica	Adjunct-Clinical Instructor	Health Professions	Academic Affairs	1/14/2021	\$61.00 per scheduled student contact hour
***New Hire	Falconer, Brandy	Adjunct-Clinical Instructor	Health Professions	Academic Affairs	1/14/2021	\$61.00 per scheduled student contact hour

New Hire	Fitzgerald, Daniel	ESOL Program Coordinator and Instructor	English for Speakers of Other Languages	Academic Affairs	1/4/2021	\$60,970.04 annually
***New Hire	Gonzalez-Garcia, Enrique	Adjunct-Clinical Instructor	Health Professions	Academic Affairs	1/14/2021	\$61.00 per scheduled student contact hour
***New Hire	Hansen, Lisa	Adjunct-Clinical Instructor	Health Professions	Academic Affairs	1/18/2021	\$61.00 per scheduled student contact hour
New Hire	Host, Meredith	Adjunct- Art	Art	Academic Affairs	1/14/2021	\$883 per credit hour
New Hire	Hunt, Joshua	PT Fire Science Weekend Lab Assistant	Health Professions	Academic Affairs	1/14/2021	\$22.00 per hour
***New Hire	Leduc, Meghan	Adjunct-Clinical Instructor	Health Professions	Academic Affairs	1/14/2021	\$61.00 per scheduled student contact hour
New Hire	Lohmeyer, Williams	PT Fire Science Weekend Lab Assistant	Health Professions	Academic Affairs	1/14/2021	\$22.00 per hour
New Hire	Lopez, Josefina	Unarmed Security Guard	College Police	Financial & Facility Services	1/12/2021	\$35,360 annually
***New Hire	McCord, Regina	Adjunct-Clinical Instructor	Health Professions	Academic Affairs	1/14/2021	\$61.00 per scheduled student contact hour
New Hire	Parker, Laurie	Unarmed Security Guard	College Police	Financial & Facility Services	1/4/2021	\$35,360 annually
New Hire	Prichard, Stephanie R.	Assistant Director of Adult Education	Career & Technical Education	Academic Affairs	1/25/2021	\$64,713 annually
New Hire	Rushing, Michele	Unarmed Security Guard	College Police	Financial & Facility Services	1/5/2021	\$35,360 annually
***New Hire	Smith, LeAndrea	Adjunct-Clinical Instructor	Health Professions	Academic Affairs	1/18/2021	\$61.00 per scheduled student contact hour

New Hire	Tuli, Sayema	Adjunct-Chemistry	Chemistry	Academic Affairs	1/14/2021	\$883 per credit hour
New Hire	Wright, Andrew	Adjunct-History	History	Academic Affairs	1/4/2021	\$883 per credit hour
Promotion	Shon, Jung	Online Course Dev Coordinator I	Online Services	Academic Affairs	1/4/2021	\$52,000 annually
Rehire	Kasckow, Elisabeth M.	Adjunct-Biology	Biology	Academic Affairs	1/4/2021	\$883 per credit hour
Staff Adjustment	McCluney, Jeremiah	Admissions Operations Coordinator	Admissions	Student Affairs	07/03/2020	\$60,725.70 annually
Reassignment	Bachman, Theresa	Nursing Academic Advisor & SIM Specialist	Health Professions	Academic Affairs	01/01/2021	\$55,146.90 annually

#### **Action Definitions**

- **New Hire**- an individual who enters their first employment relationship with the College
- **Rehire** – an individual that reenters into an employment relationship with the College
- **Transfer** - a staff transfer to another position that does not result in an increase to a higher job grade. A faculty transfer is from the 182 to 212 designation and vice versa
- **Promotion**- is the advancement of a staff's grade or increase to their salary
- **Retirement**- refers to permanently leaving one's job in conjunction with KPERS
- **Reassignment**- a change to an employee's current position. It may result in movement within the same organizational unit or another unit, a change in duties, work location, days of work, salary, or hours of work
- **Resignation**- a formal way an employee is voluntarily ending their employment
- **Separation**- the employee's work performance or conduct is deemed sufficiently unsatisfactory as to merit involuntary separation
- **Interim** - An interim appointment is defined by an employee filling a vacant position on a temporary basis until a competitive search process is completed
- **Additional Position** – an additional position that is given to an individual that is actively employed at the college.
- **Master Contract**- Completion of degree changing the faculty members class and salary horizontally on the contract.

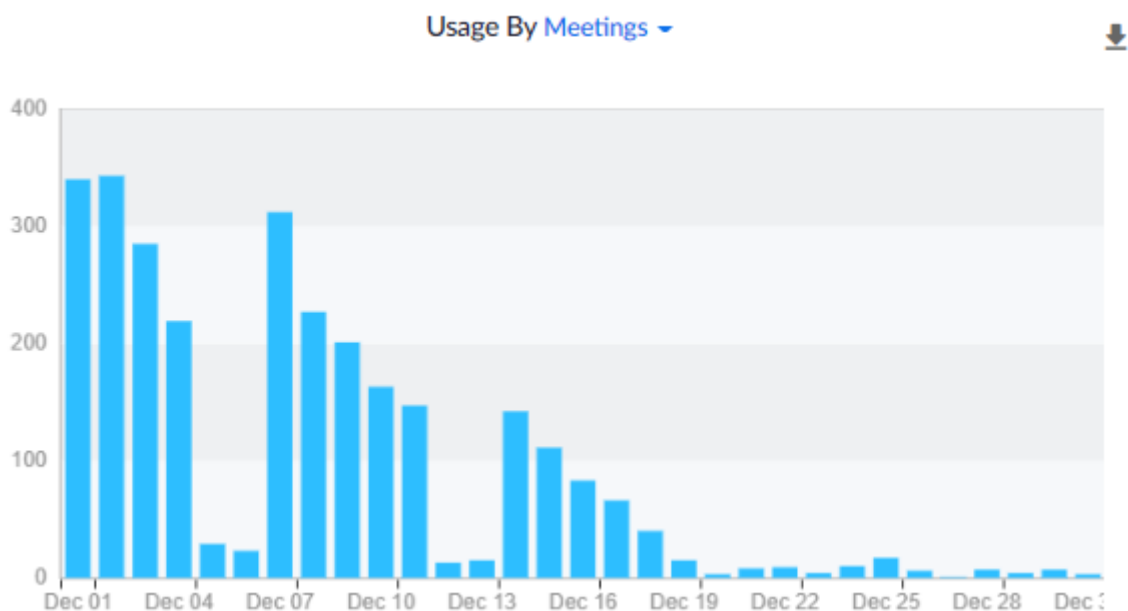
**Academic Support and Assessment – Dean Cecelia Brewer**

Congratulations to Mr. Shaun Pate, Instructional Design Coordinator for Online Education Services, for receiving the 2021 NISOD Excellence Award. Mr. Pate, along with recipients from other institutions, will receive the award at the NISOD Annual Conference (Virtual) on April 28-30, 2021.

Congratulations to Ms. Amanda Williams for achieving Level 2 Certification as part of the National College Learning Center Association's (NCLCA) Learning Center Leadership Certification Program. The purpose of NCLCA's Learning Center Leadership Certification is to give individual learning assistance professionals a nationally recognized credential and set of standards by which to foster their future growth and development in the field of learning assistance.

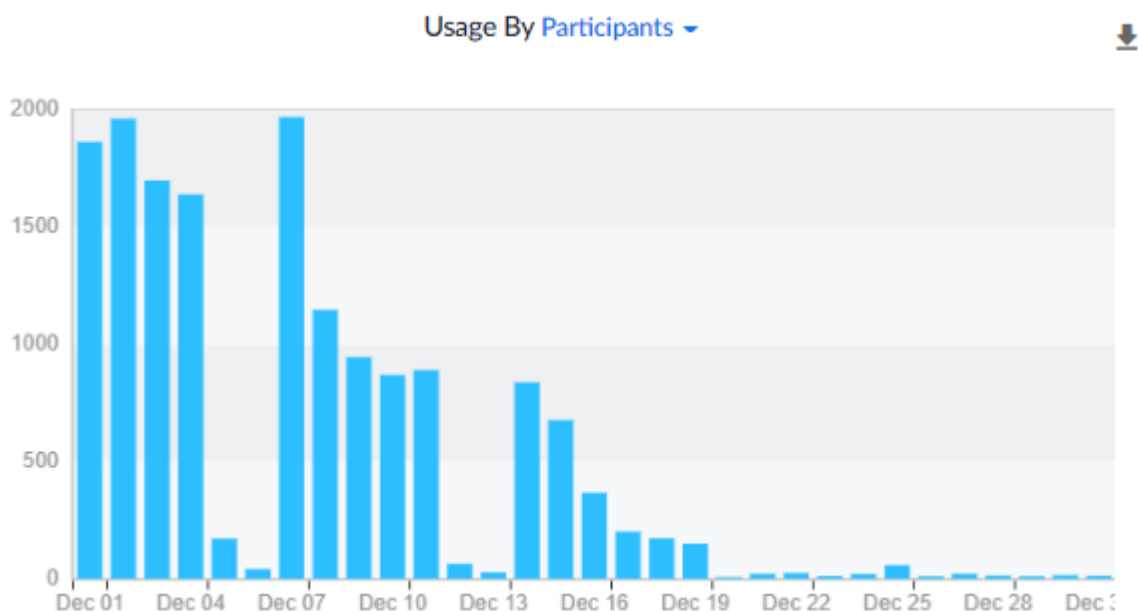
**Online Education Services: Ms. Susan Stuart**

OES has had 2849 Zoom meetings with 15,882 participants (over multiple sessions) clocking 838,267 combined minutes for December 1-31, 2020. As noted in the graph below, the use remains consistent from week to week. Participation rates continue steadily although slightly lower due to an early reporting timeline with the end of the term.

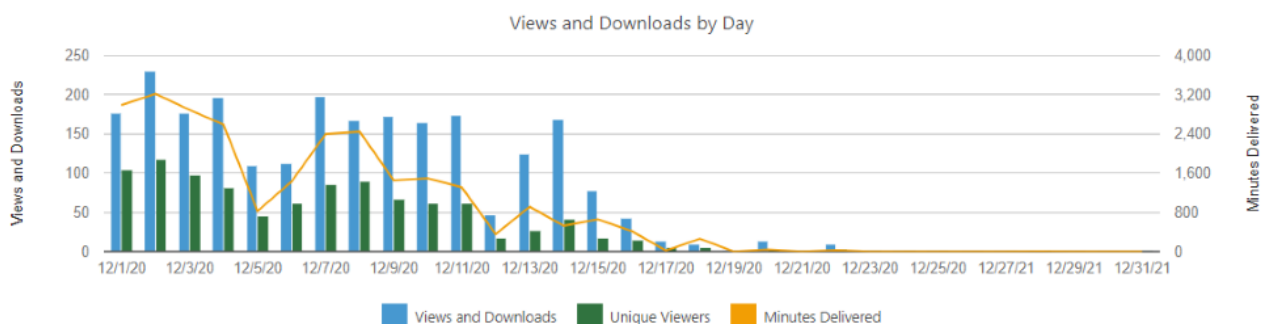




## January 2021 Board of Trustees Report Vice President of Academic Affairs



Along with a steady use of Zoom, we also are seeing a steady rate of utilization of class capture software, Panopto. The peak use was 230 views for one day and the peak number of minutes accessed in a single day was 3,218 minutes. The use of Panopto has stayed consistently high for the semester with regular use by both students and faculty although the numbers are slightly lower due to a shortened reporting month. The integrations between the Zoom and Panopto platforms, between Zoom and Blackboard, and Panopto and Blackboard continues to encourage the use of these tools.



Online Education Services staff resolved approximately 192 tickets, calls or email support requests through December 20, 2020. The majority of these were call-in, email, or helpdesk request. Many contacts from instructors were seeking support to submit assessment data.

Online Education continues to support the Zoom Webinar product to facilitate the availability that the Board of Trustees Public Meeting can be delivered remotely and online for up to 100 participants.

Online Education Services staff and Director, Dr. Cynthia Goudeau, and Dean Cecelia Brewer, completed the training for the Analytics for Learn system that has also received a significant

## January 2021 Board of Trustees Report Vice President of Academic Affairs

update. New dashboards are currently being created that will aid departments when gathering assessment data.

OES scheduled six professional development events in December.

OES Staff implemented a new feature from Blackboard called Blackboard Assist. This feature offers a one stop location for access to a variety of institutional services. It can potentially be used with partner services such as tutoring.

**Welcome to Assist**

# Blackboard Assist

Your place for the best online and campus resources to help you succeed in school and life

**Featured Services**

### Learning Services

Provides innovative, technology enriched academic support to stimulate critical thinking & collaborative learning across all academic disciplines.

Academic

Try it out

### Library Services

Library Services offers academic research assistance. Books, reference materials, and videos are available within the library and online.

Academic

Try it out

**LIBRARY**

**All Services (6)**

### Counseling and Advocacy Services

The C&A Center provides services to help students overcome life challenges to achieve academic success and attain their educational goals.

Health and Wellness

### Learning Services

Provides innovative, technology enriched academic support to stimulate critical thinking & collaborative learning across all academic disciplines.

Academic

### Library Services

Library Services offers academic research assistance. Books, reference materials, and videos are available within the library and online.

Academic

### Student Accessibility and Support Services

KCKCC is committed to ensuring that students with documented disabilities have equal access to KCKCC's programs & services

Academic

### Student Health Services

The Mission of SHS is to advocate for students', faculty and staff who are ill. Educate them to be informed consumers of health care.

### Student Success Center

The staff and faculty of the Student Success Center is available to assist students with planning and achieving personal, career, and academic goals.

Director Stuart is a member of the Open Education Resources (OER) Steering Committee through the Kansas Board of Regents (KBOR) and will be going through OER Ambassador training. OER encourages a reduction of costs for learning materials paid for by the students and the institutions.

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

Professor of Music Jim Mair appeared on Facebook Live as a contestant on Live Jazz KC history and trivia. He took first place by a large margin against other jazz history experts.

Professor of Music John Stafford will be presenting, “Creating the Optimal Sound: Voice Matching for the Large Vocal Jazz Ensemble” at the National Conference of the Jazz Education Network, the Kansas Music Education Association In-Service Workshop, and for the Northwest Division of the National Association for Music Education.

Adjunct English Professor Carrie Hollister was contracted by the reference website Literarydevices.net to write expert content.

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

The Kansas City NARI Futures Fund has awarded the Kansas City Kansas Community College (KCKCC) Building Engineering and Maintenance Technology (BEMT) Program a \$2,000 grant for 2021 fall semester. The BEMT Program also received \$250 from Harbor Freight. The money will be used to complete a training facility for the program.

The KCKCC Technical Education Center (TEC) and Pioneer Career Center (PCC) received new learning desks for various classrooms and furniture for the common areas. Below are the learning desks in the HVAC classroom at TEC.



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Furniture delivery to PCC

The KCKCC-TEC HVAC Program has set up a time clock system to teach students responsibility and the importance of showing up on time for school or work, as would be expected by employers. Both the TEC and Pioneer Career Center (PCC) HVAC Program locations will use this same system for their students.



KCKCC-TEC Culinary Arts students completed their Culinary Capstones in December. These senior culinarians used the new SmartDraw CAD program to design their Culinary Capstone kitchen layouts.

## January 2021 Board of Trustees Report Vice President of Academic Affairs



Ashley Irvin, Student Success Advisor for TEC; was promoted to the position of Associate Dean of Career and Technical Education. Ashley begins her position on January 4, 2021.

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

Congratulations to all the December graduates in the Health Professions division! They are entering their chosen profession at a difficult time but are well prepared to do so. We are proud of all the KCKCC alums who are representing the college well during this global pandemic!

The division leadership team is collaborating with the WyCo Health Department to get all faculty and students performing clinicals in WyCo clinical facilities vaccinated in the next two weeks. This will be approximately 12 faculty and 130 students. We are hopeful that with their next shipment we will be able to secure vaccines for the remainder of our faculty and students performing clinical activities outside WyCo. In the meantime, we are trying to work with other health departments to get our “outside WyCo” students and faculty vaccinated.

2020 first-time pass rates for Nursing were recently released by KSBN. ACEN requires an 80% first-time pass rate and KSBN is in the process of transitioning from a 75% to an 80% threshold. Congratulations to the faculty, staff and students for their outstanding work!

	2015	2016	2017	2018	2019	2020
RN % pass	71.30	73.27	73.75	77.50	79.79	86.36
PN % pass	98.15	84.31	92.00	90.38	91.49	82.46*

*\*many PN students were significantly delayed in taking the exam due to the pandemic shutdown and prioritization for testing given to RN graduates once sites reopened*

Thanks to Media Services for all their help producing the pinning ceremony video for the December 2020 PN graduates. If you have not had a chance to watch it, here is the link:

<https://vimeo.com/491353190/ea2e795830>

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Clinical site availability was looking better at the end of the fall semester. Unfortunately, with the recent surge in COVID-19 cases, we have lost several sites and will be forced to move more clinical experiences to a virtual environment.

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

Saturday Academy and the MSBT Division partnered to seek funds for the Kansas Leadership Institute Kansas Beats COVID Grants. The four projects below were funded. Remaining projects will be assessed for funding if other funds become available.

**App #271 Meeting: 12/18/2020 @ 2:00:00 PM**

In hopes of addressing the problem of WyCo students not having the right technology to access remote learning and staying engaged in class and with each other, the group convened by William Moore, to launch Heartland RHEC Beats the Virus. The goal will be to provide students tech resources to help them access and engage in remote learning to improve their attendance and engagement. It will involve the K-12 Initiative, USD 500, Wednesday Media Project. Further, it is estimated, the resources will cost \$3,000 including 50 headsets, 50 webcams, 50 desk lamps, and other tech resources as identified by eligible students. This will help make remote learning engaging, easy, and accessible to students.

**App #279 12/19/2020 @ 10:00:00 AM**

The goal of distributing quality PPE to WyCo families and multi-lingual information on how to appropriately use the equipment will be to improve the ability of WYCO families to consistently follow COVID-19 safety protocols and will require the involvement of K-12 Initiative and KCKCC. It is anticipated that quality PPE kits including masks, hand sanitizers, wipes, gloves, mask lanyards, and other PPE for 200 students and families at \$15 a kit for a total of \$3,000.

**App #294 12/19/2020 @ 9:00:00 AM**

The goal of the project is to increase food security among Wyandotte County families as identified by the K-12 Initiative student participants. Student program leaders will develop recipes and deliver food baskets to have access to healthy food options and limit foot traffic at grocery stores to limit the spread of COVID-19. It is anticipated that fifty-seven \$50 gift cards to grocery stores, \$100 for 40 baskets, \$100 in printing costs for recipes and other information will be needed for the supplies.

**App #307 Meeting: 12/19/2020 @ 8:00:00 AM**

The goal is to assist K-12 Initiative high school students to get essential services, and resources to decrease stress, social isolation, and get to work. It is anticipated that one hundred \$30 gas cards will be distributed to high school students consistently compliant with COVID safety protocols and need assistance with transportation.

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The MSBT division has provided over 266 items to the KCKCC food pantry and donated two cases of fruit for the Christmas Baskets prepared by the Counseling and Advocacy Center.

The MSBT division partnered with El Centro to adopt two families for Christmas. Aside from collecting all the requested gifts for the families, both families were provided over \$350 in cash and gift cards.

Please save the date 3/20/2021, to attend the virtual Parent Breakfast.

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

The SBSPPS Criminal Justice department has been contacted by the Lawrence Police Department with an offer to donate some of their used “duty gear” to our CRJS department as they have purchased replacement equipment.

The SBSPPS dean has approved a faculty driven internal Brownbag lunch initiative as a professional development tool. The faculty will identify a book, video and/or scholarly article for participating division members to review. The division will then come together to discuss the material and identify how division members might incorporate the lessons presented in the material into their professional endeavors. For its inaugural reading, the book entitled “White Fragility” by Robin Diangelo was chosen.



## **BOARD OF TRUSTEES REPORT JANUARY 2021**

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

#### **COVID-19:**

- Revised the KCKCC [Blue Devils Student Comeback Plan](#) for the spring 2021 semester.
- We will continue to conduct COVID-19 contact tracing with the assistance of the Student Health Services office and the Human Resources department.
- Students moving into student housing are required to provide negative COVID-19 test results.
- Student-athletes are required to provide negative COVID-19 test results prior to the start of training, practice, or competition.
- Student-athletes will be screened for COVID-19 symptoms prior to each game.
- Student-athletes will participate in random COVID-19 testing

#### **New Student Affairs Employees:**

- Krystal Brier, Admission Specialist
- Dr. Samantha DeVilbiss, Director of Student Success Center
- Dana Collins, Assistant College Nurse

#### **Office of Equity & Inclusion:**

- Working with Human Resources to establish a hiring committee for the Director of Institutional Equity & Inclusion position.
- Working with staff to organize and update the current space.

#### **Partnerships:**

- Provided letters of support to the University of Kansas for grants which they are seeking. We have partnered with KU for several years. If they are awarded, KCKCC will work with KU to provide a variety of support and services to our students.
  - University of Kansas, Trio Educational Opportunity Centers (Trio EOC)
  - University of Kansas, Trio Talent Search
  - University of Kansas, KU Heartland College Assistance Migrant Program (CAMP).

#### **Student Spaces/Furniture:**

- New furniture arrived KCCC for student housing and was installed over winter break.
- New furniture for several student areas was ordered and delivered. The staff is working on organizing the student spaces in Upper and Lower Jewell.

#### **KLC Mini-grants Awarded:**

- Several KCKCC departments applied and were awarded mini-grants for a variety of action projects submitted through the Kansas Leadership Center (KLC). 18 mini-grants; a total of \$54,000 awarded.



## **ENROLLMENT MANAGEMENT - TINA CHURCH LEWANDOWSKI, INTERIM DEAN**

### **ENROLLMENT REPORT**

- The spring 2021 enrollment report provided by the Intuition Research office on January 11, 2021, is attached.
- The Enrollment Management team continues efforts to contact students who had not enrolled for the spring 2021 semester.
- The Enrollment Management team will call students who are on the course waitlist for spring 2021.

### **PERSONNEL**

- Admissions
  - Admissions Specialist I - Operator - Krystal Brier accepted the position and will begin at KCKCC on January 18.
  - The Admissions Specialist II - top candidates selected; background/reference checks are in process.
  - Part-time Technical Assistant - the position description is under review to ensure the responsibilities align with the department's needs. Then the position will be put forward to fill the vacancy.
- Student Success Center
  - Administrative Assistant - top candidates for interviews have been identified, and interviews are in the process of being scheduled.
- Registrar's Office
  - Graduation and Transcript Services Coordinator II - the committee will soon review applicants for interviews, and interviews will take place in January 2021.
  - Technical Assistant - the position description is under review to ensure the responsibilities align with the department's needs. Then the position will be put forward to fill the vacancy.
  - Part-time Technical Assistant - the committee is in the process of scheduling interviews with candidates.

## **OFFICE OF ADMISSIONS - TINA CHURCH LEWANDOWSKI, INTERIM DEAN**

### **HIGH SCHOOL PARTNERSHIP PROGRAM**

- The spring 2021 enrollment process for each high school is nearly finished.
- Mostly working out a few course logistics.
- We do not expect a large increase in dual/concurrent enrollment.

### **DOWNTOWN WYANDOTTE LOCATION**

- Classes are still not able to be offered at Wyandotte High School for the Spring 2021 semester.

### **SOAR ORIENTATION**

- The spring 2021 orientation is offered virtually.  
<https://www.kckcc.edu/admissions/new-students/soar.html>

## STUDENT SUCCESS CENTER - ALLISON BURTON, STUDENT SUCCESS CENTER ADVISOR

- All advising in the Student Success Center took place via phone, video chat, email, and in-person appointments/walk-ins for December.

Advising Type	MAIN	PION	TEC
On-Campus Walk-In General Advising	17	2	5
On-Campus Walk-In Enrollment	85	25	17
Phone & Video Advising & Enrollment	347	23	76
Email Advising	702	25	105
Email Enrollments	203	2	0
Recruiting	0	2	0
Reinstatement Appeal	1	0	0
Reverse Transfer	0	0	0
Financial Aid Exclusion Appeal	1	0	0
Graduation Check	25	5	9
<b>TOTAL</b>	<b>1381</b>	<b>84</b>	<b>212</b>

Student Success Center General Inquiries	
Advising Inbox Emails	815
Text Appt Schedule Reminders	47
Phone	663
<b>TOTAL</b>	<b>1525</b>

## ELLUCIAN PROJECTS

- The ADVISE CRM (a Student Success, Early Alert, and Advising Case Management software) Project was finalized in December. The Project has entered the post-implementation environment and will be integrated into Student Success Center Advising practices in January for the Spring 2021 semester.

## CAREER SERVICES - MARK TURNER, COORDINATOR

- Early planning has begun to host a career fair in conjunction with Aerotek. Specific details are forthcoming.

## STUDENT FINANCIAL AID OFFICE- MARY DORR, DIRECTOR

### FINANCIAL AID APPLICATIONS RECEIVED AS OF JANUARY 6

Academic Year	Total Number of Records	Records Received in October
2020-2021	8529	300
2019-2020	9580	286
2018-2019	11677	299

## FINANCIAL AID DISBURSED TO STUDENT ACCOUNTS

	FALL	SPRING	SUMMER	TOTAL
2020-2021	\$5,783,700	1 <sup>st</sup> Disbursement Date: 2/9/21	1 <sup>st</sup> Disbursement Date: 6/24/21	\$5,783,700
2019-2020	\$6,162,491	\$5,660,330	\$992,737	\$12,815,558
2018-2019	\$6,962,204	\$6,193,846	\$941,376	\$14,097,426

**\*Does not include third party payments or KCKCC Foundation Scholarships**

## FALL 2020 SATISFACTORY PROGRESS CALCULATED

- Academic progress was reviewed for students who received federal financial aid for the Fall 2020 semester resulting in the following:
  - 233 students on "Warning"-completion rate below 66% and/or GPA below 2.0
  - 85 students on "Exclusion"-completion rate below 66% and/or GPA below 2.0 after a warning semester.
  - 43 students on "Exclusion"-attempted over 97 credit hours.
  - 27 students - on "No More Aid"-students have appealed their exclusion status and did not complete approved appeal conditions
    - Students were notified through their personal and student email and given information on how to appeal.

## FEDERAL FINANCIAL AID SPENDING BILL PASSED

- President Trump signed into law on December 27 the [Consolidated Appropriations Act, 2021](#), a massive package of legislation that would avert a government shutdown and fund the federal government for fiscal year (FY) 2021. The bill would provide additional [pandemic relief](#) to higher education and make several other higher education-related policy changes, including simplifying the FAFSA, increasing the maximum Pell Grant award for 2021-22 by \$150, expanding the Pell Grant Program to incarcerated students, and giving financial aid offices more flexibility in professional judgment (PJ) cases during a national emergency.
- Among the bill's additional student-aid related changes is its repeal of the limitation on lifetime subsidized loan eligibility, known as the Subsidized Usage Limit Applies (SULA) requirement, which currently bars students from receiving subsidized Direct Loans for more than 150% of the published length of their program.
- This law would make significant changes to simplifying the completion of the FAFSA and the need analysis formula, allowing students to preview their eligibility for the Pell Grant award using the number of parents in the household and family income as a percentage of the federal poverty level for the applicant's household size. The changes made to the FAFSA included in the proposal would not go into effect until the 2023-24 award year.

## TESTING SERVICES - FAITH MOODY, PLACEMENT TESTING SPECIALIST

### TOTAL PLACEMENT TESTS THIS SEMESTER

Fall 2020*	Fall 2019	Fall 2018
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676	1877	1822
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#### DECEMBER PLACEMENT TEST SESSIONS

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
December 2020*	109	8	9	21	0	147
December 2019	98	8	10	56	0	172
December 2018**	145	20	25	60	0	250

\*\*Placement testing was very sparse this month due to COVID-19. High Schools are using a contingency plan approved by Dean's Council to enroll students for Spring 2021. Six (6) of the students who tested at the main campus did so virtually over ZOOM.

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

#### DECEMBER DEVELOPMENTAL NUMBERS

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
December 2020**	# Administered	112	122	67	147
	Developmental	78	91	44	114
	% Developmental	70%	75%	66%	78%
December 2019	# Administered	97	121	83	172
	Developmental	64	88	43	118
	% Developmental	66%	73%	52%	69%
December 2018	# Administered	177	191	124	250
	Developmental	109	116	90	178
	% Developmental	62%	61%	73%	71%

#### REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

- The Registrar's office is in the process of awarding degrees and certificates for fall graduation.
- The staff has also been processing academic probation and dismissal holds.
- Theresa Holliday is working with KC Scholars and attended their KC Scholars internal support meeting.

- Student Educational Planning preparation and testing is ongoing.

#### PROCESSING REPORT

<b>Verification Services</b>	
Clearinghouse Enrollment/Degree Verification	27
Enrollment verifications	16
Student Requests	6
Letter of non-attendance requests	2
<b>Student Record Services</b>	
Information Updates	33
Major Changes	102
Record Edit Checks	10
Grade Changes	27
<b>Residency</b>	
Veterans/Military In-State	4
Return Mail	12
Withdrawal Requests	11
<b>Schedule Adjustment Services</b>	
High School Adds	1
No Show Students	56
<b>Tuition Appeals</b>	
Tuition Appeals by class	4
<b>Reinstatements</b>	
After No-Show processing	1
After Withdrawal Processing	3
<b>Graduation Services</b>	
Mailed out diplomas	1
Replacement or backdated diploma processing	22
Degree Checks processed	275 total grad apps for Fall 2020

#### PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

November 30-December 4, 2020

- KCKCC maintenance crew arrived at PCC to clear out classrooms to make room for new furniture for the Spring 2021 semester.





KCKCC PCC hosted a virtual Breakfast with Santa on Saturday, December 5, 2020. Santa interacted virtually with all the boys and girls that participated. Santa ate breakfast, danced, had a scavenger hunt, made a craft, talked to children on his cell phone, and MORE.

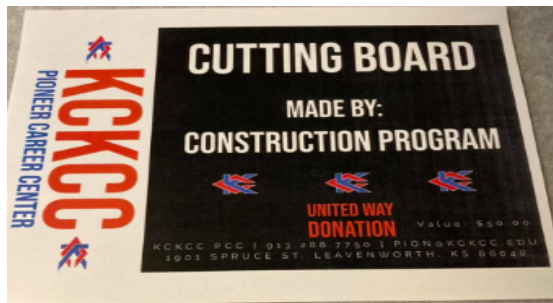
December 7-11, 2020

- Kim Taylor, Site Coordinator, created a video of the students at PCC from the Fall 2020 semester. This video highlights TEC programs and academic programs at KCKCC/PCC. This video was shared with the local high school counselors to use as a promotional tool when talking about KCKCC programs with students. Link: <https://vimeo.com/487252734/64b45f127f>





KCKCC PCC participated in the Winter Online United Way Auction from December 11-17. The PCC donated the following to the auction:



Cutting board from Construction Program



Furnace or AC tune-up from HVAC



Carry-out dinner from the Culinary Program

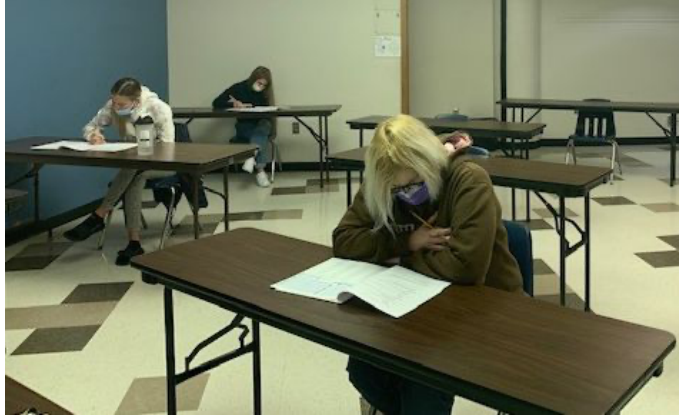


KCKCC PCC Spirit Swag

December 14-18, 2020

- New furniture arrived and was set up in the PCC classrooms.





CMA students took their state test this week.



HVAC students took their residential gas certification exam this week.



Certified Nursing Assistant (CNA) students took their state test this week.



Marcia Irvine rang bells as a member of the Board of Directors with the United Way of Leavenworth County at the local Dillon's during the holiday season of giving.



- KCKCC PCC participated in the 96<sup>th</sup> annual Candle Lighting Ceremony on Thursday, December 16. The Pioneer Career Center put together a video of the students and programs shown at the ceremony.
- <https://vimeo.com/485594377/0859222fbc>



#### DISCIPLINARY BARRACKS AND JOINT REGIONAL CORRECTIONAL FACILITY

- JRCF -We are still not able to get into the facility.
  - We have four classes on the schedule for Spring 2020/1 to start remotely.
  - Registration numbers are looking good for three of the classes,
- USDB - We are still not able to get into the facility.
  - We have five classes on the Spring schedule (three full semester and one every 8-weeks) to start remotely.
  - Registration numbers are looking good for three of the classes.

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

- The Veteran Center staff continues to provide services to KCKCC's Military Affiliated student population.
  - The Center now has a presence at the PCC and TEC weekly to allow KCKCC's Military Affiliated students to talk to a VA Certifying Official.
  - Most students contacting the Veterans Center are currently doing so by email and phone as classes are now mostly online.
  - The Veteran Center expects to see an increase in students reaching out about benefits for Spring 2021.
  - The Center is continually working with VA representatives to ensure our Military affiliated students using VA Educational benefits have the latest information to allow them to make informed decisions for the upcoming semesters.

Veteran Center Visitors				
	AY18-19	AY19-20	AY 20-21	
August		281	103	
September	48	313	58	
October	185	307	37	
November	132	245	25	
December	105	124	10	
January	189	173		
February	218	216		
March	159	101		
April	209	0		
May	104	0		
June	56	17		
July	74	13		<b>Total</b>
<b>Total</b>	<b>1479</b>	<b>1790</b>	<b>233</b>	<b>3502</b>

Branch of Service		
Army	1794	51%
Maines	666	19%
Navy	294	8%
Air Force	416	12%
Coast Guard	8	1%
N/A	324	9%
<b>Total</b>	<b>3502</b>	

Reason for Visit		
Study	882	25%
Socialize	1128	33%
Benefits Question	532	15%
Enroll & Application Questions	218	6%
Computer Use	439	12%
Other	303	9%
<b>Total</b>	<b>3502</b>	

Type of Visitor		
Active Duty	551	16%
Veteran	1963	56%
Military/Veteran Dependent	652	19%
Civilian	336	10%
<b>Total</b>	<b>3502</b>	

## Students Using VA Educational Benefits

Term Certified	Number of Students Certified	Hours Certified	Amount certified
SP19	170	Not tracked	\$199,002.00
SU19	75	Not tracked	\$40,524.00
FA19	173	1542	\$195,060.00
SP 20	150	1653	\$202,332.00
SU 20	29	182	\$21,608.00
FA20	117	1148	\$141,919.00
SP21 As of 6 Jan 21	36	453	\$53,965

## Students Using Military Tuition Assistance during FA20

Type of Tuition Assistance	Number of Students	Hours Enrolled	Amount Invoiced
Army (GoArmyEd)	5	19	\$3968.00
Air Force	0	0	0
MyCAA (Army Dependent)	1	13	\$1144.00
<b>Total</b>	<b>6</b>	<b>32</b>	<b>\$5112.00</b>

- We currently have approximately 11 students that are wanting to use benefits. However, they currently either need to enroll in classes, or they have class certification conflicts.
  - The Center is continually reaching out to them to resolve these issues and to assist them with enrollment.
- **December Events**
  - None were planned.
- **January 20**
  - Welcome Back/Open House (limited snacks and beverages)

## STUDENT SERVICES

**DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES**

### DEAN OF STUDENTS SERVICES EVENTS

- Continued work on assisting Merchant & McIntyre on the writing for the ETS TRIO Grant
  - Solicited letter of support from community organizations
  - Editing the narrative sections of the grant
- Coordinated the installment of the new Student Housing furniture (December 15<sup>th</sup> - 18<sup>th</sup>)
  - 121 (paid for 120) new beds/mattresses
    - College received 1 free set
  - 67 (paid for 66) Sofas
    - College received 1 free sofa
  - 67 (paid for 66) Chairs
    - College received 1 free chair
  - 50 Two drawer chest

- New Assistant College Nurse started the first week of December 2020



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

- We concluded the Fall 2020 semester with a flurry of activities for KCKCC students. Our biggest project was supporting Student Activities in the **Christmas Wonderland** event. We prepared and distributed **food baskets** for 34 families which included either a frozen turkey or a ham and many boxed, canned, and jar items to prepare meals through the winter break. We want to thank Sherri Borrer and Dana Collins for their help in assembling the Food Baskets, and Ed Kremer for contributing fresh fruit to round out the pantry staples.
- Lastly, we applied for and were awarded a \$3000 **Kansas Leadership Center Grant**, with special assistance from Andrica Wilcoxon and Mary Ricketts from the KCKCC Foundation Office. This grant will be used to purchase a refrigerator and freezer for Blue's Kitchen Cabinet, our KCKCC Student Food Pantry. This will allow us to provide fresh vegetables and fruit, dairy products, meat and eggs, and frozen food to students seeking assistance due to food insecurity. It will also reduce the likelihood of students going out to eat, which increases the risk of Covid transmission. This is a major step forward in providing increased wraparound support for KCKCC students.





## STUDENT ACCESSIBILITY AND SUPPORT SERVICES

### Students Requesting Accommodations:

Disability	December 2020	December 2019	December 2018
Autism Spectrum Disorder	9	14	11
Attention Deficit Disorder	32	35	28
Blind/Visual Impairment	8	9	8
Deaf/Hard of Hearing	7	2	3
Head Injury	3	2	4
Intellectual Disability	4	3	3
Learning Disability	57	77	88
Medical	1	13	5
Physical	3	6	9
Psychiatric	8	18	24
Other Health Impaired	1	0	0
Total	133	179	183

### Narrative Activities:

- The SASS team has finished collecting and organizing evidence for the Program Review and have started the individual reviews.
- Alex and Robert participated in a Transition Webinar presented by the Kansas State School for the Deaf and Blind's Transition Program. They shared information about KCKCC with participants.
- Alex participated on the Kansas Stops Covid Committee, which resulted in the Counseling and Advocacy Center receiving a grant to purchase a refrigerator & freezer.
- Carly instructed and administered True Colors to eight students in the Welding program. This was done in conjunction with students that were in a Job Skills class. The students learned about their own personality style, their work style, how they

learn, their strengths and their weakness, how to be successful how to communicate and build relationships, as well as respect and understand the different personality types.

- Robert participated in the LRN demonstration for the Math/Science/Technology department. The demonstration showed how the LRN product could help with open educational resources from Open Stacks.
- Robert continues to serve on the Accessibility Summer Camp Planning Committee. The group had a demonstration of conferencing software, which Robert helped, test for accessibility.

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

### **Activities**

- FBOE hosted weekly virtual meetings averaging 30 students.
- Hosted the KCKCC Campus Wonderland (toys to our KCKCC families) - Curbside Pickup
  - Served 36 students with families/84 children under 10 years old
    - Every family received: 4 toys, a stocking filled with goodies, a Large food basket, blankets, and an \$85 gift card.
    - Partners: PTK, Counseling & Advocacy Center, Student Activities, and Kansas Leadership Center.
- Convened and partnered with KCKCC departments for various KLC mini-grant action projects and was awarded \$54,000.
  - Athletics - \$3,000 to purchase 206 picture cutouts to be placed in the bleachers during home games.
  - Campus Wonderland - \$3,000 to purchase thirty-six \$85 Target gift cards for family needs that will help protect them from COVID.
  - FBOE - \$3,000 to purchase gift cards from different restaurants for our KCKCC students to purchase “carry-out” dinners after FBOE meetings and to purchase PPE supplies/materials. This is to encourage our students to use the drive-thru, pickup, delivery to stay COVID free.
  - Women’s Basketball- \$3,000 to purchase gift cards for “carry-out” dinners for athletes after a home game and to purchase PPE supplies/materials.
  - Emergency Meals - \$3,000 to purchase three hundred \$10 gift certificates for student meals from the KCKCC Deli to be given to students who are financially struggling due to the pandemic.
  - Men’s Basketball - \$3,000 to purchase gift cards for “carry-out” dinners for athletes after a home game and to purchase PPE supplies/materials.
  - Women’s Volleyball - \$3,000 to purchase gift cards for “carry-out” dinners for athletes after a home game and to purchase PPE supplies/materials.
  - KCKCC Bookstore Nursing Textbooks - \$3,000 to purchase thirty \$100 gift certificates to the KCKCC Bookstore to give to KCKCC Nursing students who do not receive Financial Aid or Scholarships. This is to help these students who have financial struggles due to the pandemic.
  - KCKCC Bookstore Textbooks - \$3,000 to purchase thirty \$100 gift certificates to the KCKCC Bookstore to give to KCKCC students who do not receive Financial Aid or Scholarships. This is to help these students who have financial struggles due to the pandemic.
  - KCKCC Bookstore Spirit Gear - \$3,000 to purchase fifty \$30 gift certificates from the KCKCC Bookstore to build student morale during the pandemic. The



funds will assist in providing some type of normalcy to the joys of having a great college experience.

- KCKCC TEC Textbooks - \$3,000 to purchase thirty \$100 gift certificates from the KCKCC Bookstore to give to KCKCC students who do not receive Financial Aid or Scholarships. The funds will help these students who have financial struggles due to the pandemic.
- Lil Leaders of KCK Childcare Center - \$3,000 to purchase gift cards and PPE supplies/materials to help the families stay COVID free.
- Counseling and Advocacy Center - \$3,000 for the Blue's Kitchen to purchase a freezer and refrigerator.
- Art Gallery - received two \$3,000 mini-grants to purchase art supplies to host projects for the community.
- Music Department - \$3,000 to purchase supplies for the Virtual Jazz Festival.
- Foundation - received three \$3,000 mini-grants to purchase PPE supplies for housing students, B&G staff, and KCKCC Staff.

## **STUDENT HOUSING - RONNIE MOORE, HOUSING SUPERVISOR**

### **Student Housing Status:**

- Currently 24 students in housing
  - 21 Athletes
  - 3 Gen. Population

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

- The majority of students moved out on Dec 11<sup>th</sup>.
- Dec. 15 - 19, 2020 new furniture distributed in all buildings.
- Dec. 21, 2020 - Jan. 3, 2021 Holidays Break.

## **STUDENT HEALTH CENTER-SYLIVIA GILLIS, NURSE PRACTITIONER**

### **Meetings**

- Student Health Services has been working closely with the Wyco Health Department to obtain extra testing supplies for our Athletics and Housing students.
- We are working with athletics and housing to ensure a smooth process for COVID screening and testing for the start of the new semester.
- Student Health Services was able to meet/greet the first round of athletes and provide them with education and resource.
- We are working with Chad Steele the HIV Prevention and Outreach Coordinator; he will be offering testing services and counseling again on Wednesdays with the start of the new semester.
- Student Health Services will be collaborating with Andrica Wilcoxon in Student Activities to host a campus/community Blood Drive.

### **Service**

- Student Health Services has been providing TB skin testing, health education/counseling, first aid, and COVID Tracing from our clinic.

### **Updates Regarding Projects:**

- We are working closing with our New Medical Director, Dr. DeTar Newbert. We will slowly be expanding care as things are completed and put in place. Our first priorities are to be safe and legal. We have a collaborative agreement in place with her now. I have also obtained my DEA and NPI numbers which will allow me to write scripts as we expand care going forward.

## **INTERCULTURAL CENTER**

- Center was officially moved to the Student Affairs Division in December.
- The job description for the Director of Equity and Inclusion has been approved and the position is posted. Dr. Wilson and Christina McGee will co-chair the search committee.

## **ATHLETICS**

### **ANTHONY TOMPKINS, DIRECTOR**

COVID-19 Response: A lot of preparation has been put in by the Athletic Staff to give our student-athletes the best opportunity to compete this spring in a safe environment both at home and on the road. The details of the KCKCC Athletic Department [Return to Play and Game Day Procedures](#) can be seen on the KCKCC Athletic Website.

- M/W Basketball and Volleyball teams started official practice on January 4<sup>th</sup>. Each student-athlete had to provide a negative COVID-19 test before they were allowed to practice.
- There will be follow up testing for these teams on January 13<sup>th</sup>.
- The outdoor sports (Baseball, Softball, Men's Soccer, Women's Soccer, and Golf) will have the same standards and follow up testing.
- Athletics will work closely with the Campus Nurses for:
  - Home Game Symptom Checks
  - Weekly Random Testing
  - Communication to the student-athletes who have symptoms or test positive



<b>KCKCC Unduplicated Headcount by Location</b>								
CAMPUS (UNDUP at A Location & DUP Across Locations)	01.11.2019	01.13.2020	01.11.2021	19-20	19-20	20-21	20-21	Spring 2021
	Spring 2019	Spring 2020	Spring 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
BL	3	-	131	-3	-	131	-	3.53%
DWNTN	-	14	-	14	-	-14	-100.00%	0.00%
FRSC	32	26	20	-6	-18.75%	-6	-23.08%	0.54%
HS	757	898	784	141	18.63%	-114	-12.69%	21.14%
MC	2,180	1,992	1,058	-188	-8.62%	-934	-46.89%	28.53%
OC	244	263	244	19	7.79%	-19	-7.22%	6.58%
OL	1,547	1,456	1,656	-91	-5.88%	200	13.74%	44.65%
PION	221	233	175	12	5.43%	-58	-24.89%	4.72%
TEC	657	648	574	-9	-1.37%	-74	-11.42%	15.48%
USDB	33	32	27	-1	-3.03%	-5	-15.63%	0.73%
VIRT	-	-	618	-	-	618	-	16.66%
<b>Total UNDUP Headcount</b>	<b>4,413</b>	<b>4,339</b>	<b>3,709</b>	<b>-74</b>	<b>-1.68%</b>	<b>-630</b>	<b>-14.52%</b>	

Note: Enrollment at each location is unduplicated. However, enrollment across locations (A student can be counted in two locations) is duplicated. The Total however, is unduplicated (unique counts) headcount.

Status	Spring 19	Spring 20	Spring 21	19-20 #	19-20 %	20-21 #	20-21 %	Sp 2021 %
First-time	584	577	415	-7	-1.20%	-162	-28.08%	11.19%
Returning	3,829	3,762	3,294	-67	-1.75%	-468	-12.44%	88.81%
Gender	Spring 19	Spring 20	Spring 21	19-20 #	19-20 %	20-21 #	20-21 %	Sp 2021 %
Unknown	4	2	1	-2	-	-1	-50.00%	0.03%
Female	2,710	2,632	2,351	-78	-2.88%	-281	-10.68%	63.39%
Male	1,699	1,705	1,357	6	0.35%	-348	-20.41%	36.59%
Race / Ethnicity	Spring 19	Spring 20	Spring 21	19-20 #	19-20 %	20-21 #	20-21 %	Sp 2021 %
American Alaska Native	29	27	19	-2	-6.90%	-8	-29.63%	0.51%
Asian	222	216	161	-6	-2.70%	-55	-25.46%	4.34%
Black or African American	871	756	642	-115	-13.20%	-114	-15.08%	17.31%
Hawaiian Pacific Islander	6	11	9	5	83.33%	-2	-18.18%	0.24%
Hispanic	1,058	947	842	-111	-10.49%	-105	-11.09%	22.70%
Multi-racial	200	198	220	-2	-1.00%	22	11.11%	5.93%
Unknown	87	189	179	102	117.24%	-10	-5.29%	4.83%
White	1,940	1,805	1,492	-135	-6.96%	-313	-17.34%	40.23%
Non Resident	-	190	145	190	-	-45	-23.68%	3.91%

<b>KCKCC Credit Hours by Location</b>								
CAMPUS	01.11.2019	01.13.2020	01.11.2021	19-20	19-20	20-21	20-21	Spring 2021
	Spring 2019	Spring 2020	Spring 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
BL	15	-	900	-15	-	900	-	2.61%
DWNTN	-	51	-	51	-	-51	-100.00%	0.00%
FRSC	228	247	187	19	8.33%	-60	-24.29%	0.54%
HS	4,494	4,890	4,220	396	8.81%	-670	-13.70%	12.25%
MC	16,771	15,499	6,636	-1,272	0	-8,863	-57.18%	19.27%
OC	749	943	748	194	25.90%	-195	-20.68%	2.17%
OL	9,076	8,855	11,169	-221	0	2,314	26.13%	32.43%
PION	1,722	1,903	1,487	181	10.51%	-416	-21.86%	4.32%
TEC	7,919	7,994	6,792	75	0.95%	-1,202	-15.04%	19.72%
USDB	233	201	153	-32	-13.73%	-48	-23.88%	0.44%
VIRT	-	-	2,153	-	-	2,153	-	6.25%
<b>Total</b>	<b>41,207</b>	<b>40,583</b>	<b>34,445</b>	<b>-624</b>	<b>-1.51%</b>	<b>-6,138</b>	<b>-15.12%</b>	



## **Strategic Initiatives and Outreach**

Tami Bartunek Vice President

Dana Sambol Executive Assistant

Kim Lutgen Printshop Manager

Taylor Bolls Graphic Designer

Joy Cicero Production Assistant

Kelly Rogge Public Information Manager

Matt Fowler Web Designer

Omar Brenes Web Architect

### **Strategic Initiatives**

- Developed and launched a social media campaign with boosted ads and radio to promote enrollment. We received very good social media analytics. Will play new radio ad.
- Worked with WYEDC to produce and mail out technical program and enrollment information to nearly 8000 households. The packet was named “New Year, New Year”. The booklet contained information about our technical programs and certificates as well as general steps for enrollment. We have a few hard copies if you’d like to see it.
- Supported Student Activities and KCKCC Foundation to present the virtual 2020 Candle Lighting ceremony.
- Supported the Kansas Chamber and participated as the Welcome Presenter during the Minority Business Summit. Because of COVID-19, the event was moved to online instead of being hosted in person at KCKCC TEC.
- Continue to connect with MOCSA and supporting their Stories-on-Stories initiative.

### **Marketing**

- We added streaming audio to our marketing mix late in 2020. In Q4, **Streaming Audio** “Spotify” reached **199,214** potential students while they listened to music. While this is only a single data point, it is very encouraging. Spotify is the world’s biggest music streaming platform by number of subscribers. Ave. hours spent listening to Spotify per month is 25, and 44% of Spotify users listen daily.
- After the success of the boosted posts in October, the Marketing and Communications Department boosted four posts in December 2020. The first was for general education enrollment, while the last three were all targeted toward specific TEC programs at the request of Donna Shawn. More than 100 messages were sent through KCKCC’s messenger account asking questions on enrolling or requesting more information. Because of the questions received, we

built a single page webpage “Get Ready for Spring 2021” to help prospective students quickly locate information. <https://www.kckcc.edu/spring-2021.html> You can also see the impact of the campaigns by visits to the KCKCC website.

### Video Details

**Kansas City Kansas Community College: Enroll Now for Spring 2021...**

Looking to finish your degree or gain skills to start a new career? From general education classes and pre-professional programs to technical education courses, KCKCC has dozens of classes and programs to help you reach your goals. Spring 2021 enrollment is...

0:11 · Uploaded on 12/17/2020 · Owned · Appears Once · View Permalink · Copy Video ID

### Total Video Performance

Minutes Viewed	1,251
1-Minute Video Views	--
10-Second Video Views	959
3-Second Video Views	4,268
Average Video Watch Time	0:02
Audience Retention	
Audience and Engagement	

← Back

### Post Details

Video

**Post**

Shares

See Metrics for All Videos

**Kansas City Kansas Community College**

Published by Kelly Evenson Rogge · Favorites · December 17, 2020

Looking to finish your degree or gain skills to start a new career? From general education classes and pre-professional programs to technical education courses, KCKCC has dozens of classes and programs to help you reach your goals. Spring 2021 enrollment is NOW OPEN! Learn, Lead, Achieve at KCKCC! Visit [www.kckcc.edu](http://www.kckcc.edu) or call 913-288-7600 for more info! #KCKCCProud #EnrollNow #YouBelongHere

**Enroll Now for Spring 2021**

00:12

### Performance for Your Post

**10,298** People Reached

**4,268** 3-Second Video Views

**46** Reactions, Comments & Shares

28 Like	26 On Post	2 On Shares
9 Love	9 On Post	0 On Shares
2 Comments	2 On Post	0 On Shares
7 Shares	7 On Post	0 On Shares

**437** Post Clicks

160 Clicks to Play	96 Link Clicks	181 Other Clicks
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## Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · ★ Favorites · December 18, 2020 · 🌐

Power up your career by studying Electrical Technology at the KCKCC Technical Education Center. Prepare for on-the-job success through in-depth instruction and hands-on training! These high-skilled, in-demand jobs light up American homes and businesses, and this is a career that isn't going away as it now includes emerging technologies and automation.

Start making preparations. Enrollment is happening now! In less than a year, you can qualify for a stable career as an electrician - a job with great pay and benefits. Students can choose to take day or night classes. Visit <https://bit.ly/3kBbDel> or call 913-288-7812 to learn more today! #KCKCCProud #EnrollNow



## Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · ★ Favorites · December 18, 2020 · 🌐

Like technology and computers? Today's vehicles require technicians to use both computer and mechanical skills.

In less than a year, you can earn a certificate and be employed in a high demand field by enrolling into KCKCC-TEC's Auto Technology program. Classes are available for both day and night learners! Become a vital part of the workforce by learning the skills necessary to do essential work. Enrollment is happening right now! Visit <https://bit.ly/2RItSmm> or call 913-288-7812 to learn more today! #KCKCCProud #AutoTech #YouBelongHere



27,004 People Reached

97 Reactions, Comments & Shares ⓘ

61 Like 60 On Post 1 On Shares

6 Love 6 On Post 0 On Shares

1 Haha 1 On Post 0 On Shares

9 Comments 8 On Post 1 On Shares

20 Shares 20 On Post 0 On Shares

739 Post Clicks

21 Photo Views 274 Link Clicks ⓘ 444 Other Clicks ⓘ

### NEGATIVE FEEDBACK

0 Hide Post 0 Hide All Posts

0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

19,481 People Reached

82 Reactions, Comments & Shares ⓘ

49 Like 49 On Post 0 On Shares

8 Love 7 On Post 1 On Shares

1 Haha 1 On Post 0 On Shares

15 Comments 15 On Post 0 On Shares

9 Shares 9 On Post 0 On Shares

571 Post Clicks

31 Photo Views 115 Link Clicks ⓘ 425 Other Clicks ⓘ

### NEGATIVE FEEDBACK

0 Hide Post 0 Hide All Posts

0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts





**Kansas City Kansas Community College**  
Published by Kelly Evenson Rogge [?] · ★ Favorites · December 18, 2020 ·

In less than a year, you can get into a career with excellent pay and benefits that will help you support your family!

KCKCC-TEC's Machine Technology program provides you with in-demand skills that will enable you to become a vital part of the essential workforce. There is an immediate need for creative individuals who want to make a difference by manufacturing items crucial for daily life. Enrollment is happening right now! Visit <https://bit.ly/2Kxfmtv> or call 913-288-7812 to learn more today! #KCKCCProud #EnrollNow #divastrong

## MACHINE TECHNOLOGY

KANSAS CITY KANSAS COMMUNITY COLLEGE  
TECHNICAL EDUCATION CENTER




#TECHDIVA

Kansas City Kansas

**24,416** People Reached

**120** Reactions, Comments & Shares ⓘ

<b>78</b> Like	<b>76</b> On Post	<b>2</b> On Shares
<b>14</b> Love	<b>13</b> On Post	<b>1</b> On Shares
<b>2</b> Haha	<b>2</b> On Post	<b>0</b> On Shares
<b>15</b> Comments	<b>7</b> On Post	<b>8</b> On Shares
<b>10</b> Shares	<b>10</b> On Post	<b>0</b> On Shares

**1,063** Post Clicks

<b>72</b> Photo Views	<b>160</b> Link Clicks ⓘ	<b>831</b> Other Clicks ⓘ
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**NEGATIVE FEEDBACK**


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

Reported stats may be delayed from what appears on posts

Key website info and data about boosted ads:



- The college website saw a 208% increase in sessions from Facebook (958 sessions in Dec. 2020 vs 311 in Dec. 2019). This data **does not include** the Scripps Facebook marketing campaign referral traffic.
- Webages that are part of the Facebook boosted post initiative:
  - The Career and Tech Education landing webpage had 86 sessions in Dec. 2020. There were no sessions in Dec. 2019.
  - The Machine Technology Program webpage had 15 sessions in Dec. 2020. There were no sessions in Dec. 2019.
  - The Auto Technology Program webpage had 7 sessions in Dec. 2020. There were no sessions in Dec. 2019.
  - The Electrical Technology program webpage had 6 sessions in Dec. 2020. There were no sessions in Dec. 2019.
- Traffic from Facebook anomalies
  - The Audio Engineering program webpage had 35 sessions in Dec 2020. There were no sessions in Dec. 2019. The source of this is unknown.
  - The Nail Tech program webpage had 9 sessions in Dec 2020. There were no sessions in Dec. 2019. The source of this is unknown.

## Select General Social Media Posts



**Kansas City Kansas Community College**  
Published by Kelly Evenson Rogge [?] · ★ Favorites · December 10, 2020 · 🌐

KCKCC celebrated the holidays Thursday with the annual President's Holiday Party. Although the event was a little different this year, it remains a terrific way to celebrate the holiday season! #KCKCCProud #Christmas 🎄🎅🎁

**1,066** People Reached

**29** Reactions, Comments & Shares ⓘ

<b>23</b> Like	<b>18</b> On Post	<b>5</b> On Shares
<b>3</b> Love	<b>2</b> On Post	<b>1</b> On Shares
<b>1</b> Comments	<b>1</b> On Post	<b>0</b> On Shares
<b>2</b> Shares	<b>2</b> On Post	<b>0</b> On Shares


**87** Post Clicks

<b>34</b> Photo Views	<b>0</b> Link Clicks ⓘ	<b>53</b> Other Clicks ⓘ
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**NEGATIVE FEEDBACK**


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

Reported stats may be delayed from what appears on posts



**Kansas City Kansas Community College**  
Published by Kelly Evenson Rogge [?] · ★ Favorites · December 7, 2020 · 🌐

Check out the new furniture coming to Lower Jewell. It will be ready for students to enjoy when they return to campus! #KCKCCProud



**1,187** People Reached

**36** Reactions, Comments & Shares ⓘ

<b>28</b> Like	<b>28</b> On Post	<b>0</b> On Shares
<b>5</b> Love	<b>5</b> On Post	<b>0</b> On Shares
<b>1</b> Comments	<b>1</b> On Post	<b>0</b> On Shares
<b>2</b> Shares	<b>2</b> On Post	<b>0</b> On Shares

**30** Post Clicks


<b>13</b> Photo Views	<b>0</b> Link Clicks ⓘ	<b>17</b> Other Clicks ⓘ
--------------------------	---------------------------	-----------------------------

**NEGATIVE FEEDBACK**

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

Reported stats may be delayed from what appears on posts

Video Details



**96<sup>th</sup> annual**  
Candle Lighting Ceremony  
*«Celebrating Our Heritage»*

To Be Held Virtually  
Wednesday, December 16, 2020  
11:00 am - 12:15 pm

Kansas City Kansas Community College

Masks and Physical Distancing is Fully Required at all KCKCC Campuses


**Kansas City Kansas Community College: KCKCC 96th Annual Candle Lighting Ceremony...**

KCKCC 96th Annual Candle Lighting Ceremony

01:10:43 · Was Live: 12/16/2020 · Owned · Appears Once · View Permalink · Copy Video ID

Total Video Performance Showing All

Peak Live Viewers	32
Minutes Viewed	1,876
1-Minute Video Views	81
10-Second Video Views	193
3-Second Video Views	451
Average Video Watch Time	1:26
Audience Retention	
Audience and Engagement	



**96<sup>th</sup> annual**  
Candle Lighting Ceremony  
*«Celebrating Our Heritage»*

To Be Held Virtually  
Wednesday, December 16, 2020  
11:00 am - 12:15 pm

**KCKCC 96th Annual Candle Lighting Ceremony**

01:10:44

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

Published by Vimeo [?] · Favorites · December 16, 2020

KCKCC 96th Annual Candle Lighting Ceremony

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

1,203 People Reached    309 Engagements    **Boost Post**

Performance for Your Post

**1,203** People Reached

**451** 3-Second Video Views

**151** Reactions, Comments & Shares

18 Like	15 On Post	3 On Shares
18 Love	18 On Post	0 On Shares
111 Comments	107 On Post	4 On Shares
4 Shares	4 On Post	0 On Shares

**158** Post Clicks

33 Clicks to Play	18 Link Clicks	107 Other Clicks
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NEGATIVE FEEDBACK



## Tweet activity





**KCKCC** @KansasCityKSCC  
Have you heard that KCKCC will soon be starting construction on a new student housing facility?! Stay tuned to more details coming in 2021! #KCKCCProud #ComingSoon  
[pic.twitter.com/edMpvifDwR](https://pic.twitter.com/edMpvifDwR)



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

Get started

Impressions	1,535
Total engagements	257
Media engagements	120
Detail expands	94
Likes	27
Profile clicks	11
Retweets	4
Replies	1





kansascityksc • Following



kansascityksc KCKCC celebrated the holidays Thursday with the annual President's Holiday Party. Although the event was a little different this year, it remains a terrific way to celebrate the holiday season!  
#KCKCCProud #Christmas #kckcc #bluedeils #together #holidays #fun #food #communitycollege #celebrating 🌲🌲🌲






22 likes

DECEMBER 11, 2020

Add a comment... 





kansascityksc • Following



kansascityksc KCKCC covered in fog this December morning. #kckccproud #kckcc #bluedeils #morning #fog #december #beautiful #calm



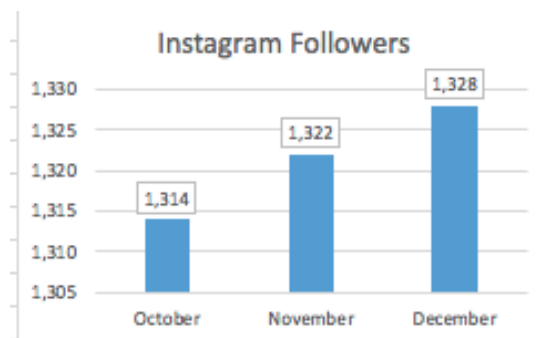
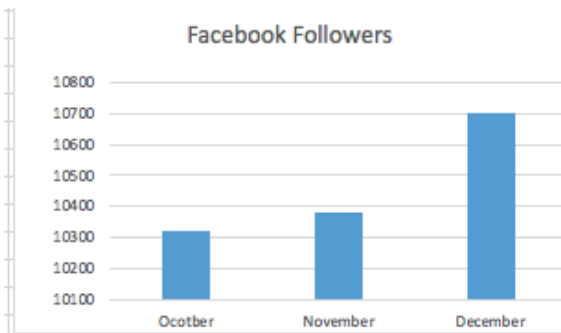
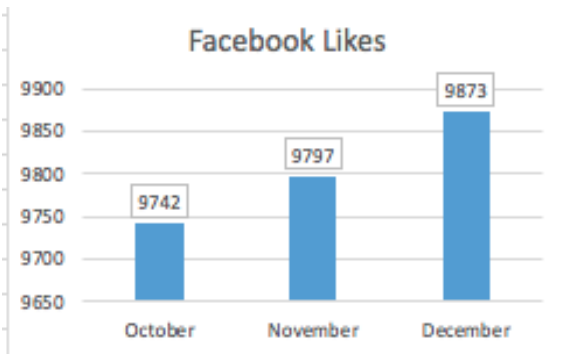
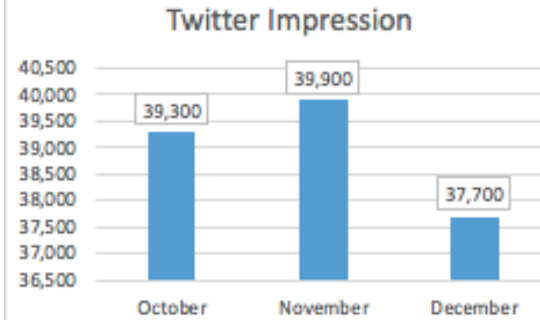
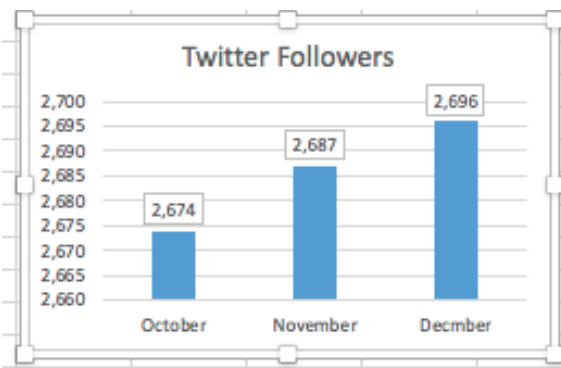



26 likes

DECEMBER 8, 2020

Add a comment... 





Note: We saw a nice increase this month, due in large part to the new digital ads running and boosting four enrollment posts. These posts were promoting 3 TEC programs and general enrollment. We have plans to continue boosting posts during each enrollment period.

## General Website Information

- A web template is being developed that will be applied to every division and department's website. This will make it easy and simple to make sure they all provide the same level of information.

## Top Webpages for December 2020

Webpage	Pageviews
Degree / Certificate Webpage	12,487
Steps to Enrollment	3,821
Class Schedule	3,251
Transcripts	2,941
Academic Calendar	2,642



**BOARD OF TRUSTEES REPORT  
FINANCE & ADMINISTRATIVE SERVICES  
MICHAEL BEACH, CHIEF FINANCE OFFICER  
JANUARY 2021 REPORT**

**FINANCE - MICHAEL BEACH, CFO**

- Retirement of Jeff Sixta, Director of Facility Services.
- Student Housing Project Revenue Bonds went to market. There was a favorable reaction, and the offering was successful. We close on the Bonds on January 27<sup>th</sup>. The effective “all in true interest cost” on these bonds is 3.09%. This considers issuance premium and all issuance costs.
- The Unified Government Economic Development and Finance Committee approved the College request for the issuance of a Letter of Intent by the UG to issue Industrial Revenue Bonds for the purposes of the College to obtain a Sales Tax Exemption Certificate for the Student Housing Project.
- The 60% plan design phase for the Student Housing Project is complete.
- The FY2021-2022 budget process has begun. Mid-year budget review as well as FY2021-2022 budget worksheets and instructions have been distributed to all division leaders and deans to be disbursed to all budget managers.

**BOOKSTORE - KASEY MAYER, DIRECTOR**

- We have received all orders for the Spring Semester.
- We are evaluating the flow processes of students coming into the Bookstore to get books and other materials.
- We have prepared our store to minimize student contact.
- The Bookstore received \$12,000 in COVID relief money as part of the KLC Beats the virus grant. We distributed all \$12,000 as bookstore gift cards to students in need of assistance paying for their materials.

**FACILITY SERVICES - JEFF SIXTA, DIRECTOR**

Accomplishments:

- Removed HVAC duct work and plumbing in lower Health Professions so new switch gear could be installed.
- Installed new switch gear in the Health Professions building that covers Health Professions and Learning Commons.
- One room left to finish remodeling in the upper-level Humanities project.
- Removed old drain system, dug out and concreted new drain and grating system in TEC 2 garage area.
- Replaced electrical panel in Child Care maintenance closet.
- Removed old furniture from the Student Housing buildings.
- Replaced hot water recirculating pump in lower Nursing.
- Installed syringe boxes in restrooms throughout campus.

Goals for next month:

- Order Conex box for Athletics for storage.
- Hang multiple televisions throughout the campus area- 28.
- Finish remodel of upper Humanities classrooms.
- Continue planning for the remodel of Science Lab.

**CAMPUS POLICE - ROBERT PUTZKE, CHIEF**

**SUMMARY:**

- Interviewed for Full-Time Officer positions with the Police Department.
- Participated with Wyandotte County officials on weekly COVID-19 planning discussion.
- Interviewed for Full-Time Security Guard positions with the Police Department.
- Sgt. David Wainwright submitted his resignation letter effective December 31, 2020.

Period: YTD FY2021		
Summary: Net Position	Results	Comments
Total Assets	\$ 78,752,551	Decrease of \$3.06M for the month - Anticipated as December expenses normally exceed revenues
Total Liabilities	\$ 28,291,401	Increase of 63.9K for the month
Net Position	\$ 50,461,150	Decrease of \$3.69M; see notes above

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 25,976,214	\$1.5M increase for the month
Operating Expenses	\$ 33,507,616	\$5.19M increase for the month
Increase /(Decrease) in Net Positions	\$ (7,531,402)	A YTD decrease in Net Position is anticipated for December. YTD decrease is \$3.1M better than PY.
Current Month - Burn Rate	\$ 5,188,043	CY Budgeted monthly burn rate = \$6.59M
PRIOR YEAR MONTH - Burn Rate	\$ 5,463,443	Spent approximately \$400K more in December 2020 on COVID furniture and technology

Highlights / Key Financial Initiatives
Operating Results - See notes above; YTD Operating expenses 42.34% of Budget, compared to 50.0% average YTD.
Revenues - \$1.32M Increase in Tuition and Fees Revenue during December. Amount approximately \$680,000 behind last year for Spring Enrollment. Some of this is due to timing. Enrollment for Spring was projected to be down 10% over last year due to COVID-19; current credit hours are down approximately 15.5%. There was an increase of \$112K in Federal Grants and Contracts Revenue.
YTD net decrease in Net Position as of the end of December is anticipated. Despite property taxes in October, and tuition and fees in November and December, the College's operating expenses each month from October - December exceed revenues and the College operates in a YTD deficit until the 3rd week in January when the first large property tax payment is received. The College's YTD deficit is \$3.1M less than last year. In addition, the College has approximately \$9M more in cash reserves than in prior year.
· XXXXX
· XXXXX

Risks / Issues
Not included in these reports is \$663,300 of additional COVID-19 Funds received by the College to offset uncovered expenses. A future budget amendment will need to be approved to include these new funds.
Spring enrollments continue to trail projections by approximately 5.5%. The college continues to look for ways to attract new students as well as retain fall semester students for spring. COVID continues to present challenges in this area.
While the College's approach to keeping the College Community safe during COVID has seen excellent results, the College continues to have a risk of large numbers of personnel being out due to COVID related illness.
There continues to be discussions of budget cuts at the State level which may have a negative impact on State Aid and SB 155 funding. The full extent of these cuts is not currently known, but we are closely monitoring the situation.

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Interim Summary Financial Statements - December 2020**  
**Year to Date Fiscal Year 2021, with comparison to Fiscal Year Ended June 30, 2020**

**Summary Statement of Net Position**

	<b>YTD FY2021</b>	<b>Unaudited Year-End FY2020</b>
Assets		
Current Assets	\$ 23,203,804	\$ 38,492,726
Noncurrent Assets	55,548,747	55,548,748
Total Assets	<u>\$ 78,752,551</u>	<u>\$ 94,041,474</u>
Liabilities		
Current Liabilities	\$ 9,155,231	\$ 12,260,922
Noncurrent Liabilities	19,136,170	19,136,170
Total Liabilities	28,291,401	31,397,092
Net Position	<u>50,461,150</u>	<u>62,644,382</u>
Total Liabilities and Net Position	<u>\$ 78,752,551</u>	<u>\$ 94,041,474</u>

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

	<b>YTD FY2021</b>	<b>Amended Annual Budget</b>	<b>Annual Variance</b>	<b>YTD FY2020</b>	<b>Percent Used Actual to Budget</b>
	<b>Actual</b>			<b>Actual</b>	
Operating Revenues	\$ 17,196,328	\$ 26,816,600	\$ (9,620,272)	\$ 16,176,342	64.13%
Non-Operating Revenues, Net	8,779,886	57,320,243	(48,540,357)	8,160,225	15.32%
Total Revenues	25,976,214	84,136,843	(58,160,629)	24,336,567	30.87%
Operating Expenses	33,507,616	79,144,659	45,637,043	34,997,575	42.34%
Increase/(Decrease) in Net Positions	<u>\$ (7,531,402)</u>	<u>\$ 4,992,184</u>	<u>\$ (12,523,586)</u>	<u>\$ (10,661,008)</u>	

**Notes**

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD DECEMBER 2020							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		Amended	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
		FY 2021	12/31/2020	2021	12/31/2019	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 9,733,000	\$ 7,933,832	\$ 9,733,000	\$ 9,512,337	\$ (1,799,168)	81.51%
	Federal Grants and Contracts	13,357,000	7,705,778	13,357,000	4,357,497	(5,651,222)	57.69%
	State Contracts	568,000	279,416	568,000	358,751	(288,584)	49.19%
	Private Gifts, Grants & Contracts	263,000	140,000	263,000	189,500	(123,000)	53.23%
	Auxiliary Enterprise Revenue	2,520,000	1,083,111	2,520,000	1,064,287	(1,436,889)	42.98%
	Other Operating Revenue	375,600	54,191	375,600	693,970	(321,409)	14.43%
	Total Operating Revenues	26,816,600	17,196,328	26,816,600	16,176,342	(9,620,272)	64.13%
Nonoperating Revenues (Expenses)							
	County Property Taxes	44,019,850	4,014,214	44,019,850	3,341,623	(40,005,636)	9.12%
	State Aid	10,377,364	5,188,683	10,377,364	5,182,501	(5,188,681)	50.00%
	SB155 AID	3,535,000	-	3,535,000	-	(3,535,000)	0.00%
	Investment Income	175,000	16,902	175,000	123,537	(158,098)	9.66%
	Interest Expense on Capital Asset Debt	(786,971)	(439,913)	(786,971)	(487,436)	347,058	55.90%
	Transfer from Capital Reserves	-	-	-	-	-	0.00%
	Total Nonoperating Revenues	57,320,243	8,779,886	57,320,243	8,160,225	(48,540,357)	15.32%
Total Revenues		84,136,843	25,976,214	84,136,843	24,336,567	(58,160,629)	30.87%
Operating Expenses:							
	Salaries & Benefits	44,776,095	19,896,146	44,776,095	20,598,162	(24,879,949)	44.43%
	Contractual Services	1,736,000	803,776	1,736,000	939,181	(932,224)	46.30%
	Supplies & Other Operating Expenses	13,047,209	5,508,637	13,047,209	5,954,893	(7,538,572)	42.22%
	Utilities	1,992,600	754,807	1,992,600	899,117	(1,237,793)	37.88%
	Repairs & Maintenance to Plant	3,419,255	1,484,761	3,419,255	1,989,817	(1,934,494)	43.42%
	Scholarships & Financial Aid	10,148,500	4,955,655	10,148,500	4,564,340	(5,192,845)	48.83%
	Strategic Opportunities	1,250,000	-	* 1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	103,834	250,000	52,065	(146,166)	41.53%
	Debt Service	2,525,000	-	2,525,000	-	(2,525,000)	0.00%
Total Operating Expenses		79,144,659	33,507,616	79,144,659	34,997,575	(45,637,043)	42.34%
Increase in Net Position		\$ 4,992,184	\$ (7,531,402)	\$ 4,992,184	\$ (10,661,008)	\$ (12,523,586)	
* We have utilized \$152,092.26 of the strategic initiative funding to date. The expenses were expended out of various Supplies & Expenses accounts.							

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

	<b>FY2021 Actual</b>	<b>Amended Budget</b>	<b>FY2020 Actual</b>	<b>Annual Budget</b>	<b>FY2019 Actual</b>	<b>Annual Budget</b>	<b>FY2018 Actual</b>	<b>Annual Budget</b>
Operating Revenues	\$ 17,196,328	\$ 26,816,600	\$ 16,176,342	\$ 27,315,064	\$ 16,851,679	\$ 29,246,544	\$ 17,842,119	\$ 27,226,000
Non-Operating Revenues, Net	8,779,886	57,320,243	8,160,225	57,959,925	8,682,993	53,604,198	7,839,483	47,643,635
Total Revenues	25,976,214	84,136,843	24,336,567	85,274,989	25,534,672	82,850,742	25,681,602	74,869,635
Operating Expenses	33,507,616	79,144,659	34,997,575	80,812,679	35,249,317	79,979,223	36,565,213	74,620,000
Increase/(Decrease) in Net Positions	\$ (7,531,402)	\$ 4,992,184	\$ (10,661,008)	\$ 4,462,310	\$ (9,714,645)	\$ 2,871,519	\$ (10,883,611)	\$ 249,635



KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	31-Dec-20	31-Dec-19
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 520,025		\$ 520,025	\$ 340,832
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 1,686,371		\$ 1,686,371	\$ 536,389
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,174,284	\$ 3,174,284	\$ 3,069,003
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 278,666		\$ 278,666	\$ 67,730
LIBERTY BANK	11	GENERAL FUND		\$ 505,849	\$ 505,849	\$ 501,172
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 229,800		\$ 229,800	\$ 310,955
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 536,282		\$ 536,282	\$ 880,631
SECURITY BANK***	11	GENERAL FUND	\$ 9,303,235		\$ 9,303,235	\$ 288,601
SECURITY BANK	15	TECHNICAL ED FUND	\$ 821,391		\$ 821,391	\$ 889,596
SECURITY BANK	16	STUDENT UNION	\$ 975,199		\$ 975,199	\$ 1,081,682
		(AUXILIARY SERVICES)				
	11	GENERAL FUND			\$ -	\$ 1,000,000
UMB BANK *	17	PAYROLL	\$ -		\$ -	
TOTAL			\$ 14,350,967	\$ 3,680,133	\$ 18,031,100	\$ 8,966,591
	Current	Previous Month	Previous Year			
91-day Treasury Rate	0.090	0.080	1.520			
* 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, 2020 to June 30, 2021										
July 1, 2019 to June 30, 2020										
Month	FY2021	FY2020	FY2021	FY2020	FY2021	FY 2020	FY2021	FY2020	FY2021	FY2020
	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									20,787,707	17,112,289
July	3,429,836	1,120,087	(5,377,634)	(5,848,294)	(1,947,798)	(4,728,207)			18,839,909	12,384,082
August	7,193,429	8,660,992	(6,050,200)	(7,083,680)	1,143,229	1,577,312	(21,297)		19,961,841	13,961,394
September	9,565,036	7,498,242	(8,587,336)	(7,442,728)	977,700	55,514			20,939,541	14,016,908
October	3,690,944	3,653,486	(5,631,319)	(8,032,248)	(1,940,375)	(4,378,762)			18,999,166	9,638,146
November	2,867,892	1,394,853	(7,238,935)	(5,767,127)	(4,371,043)	(4,372,274)			14,628,123	5,265,872
December	1,098,189	1,720,958	(5,601,686)	(5,808,633)	(4,503,497)	(4,087,675)			10,124,626	1,178,197
January	29,642,011	29,642,011	(6,059,800)	(6,059,800)	23,582,211	23,582,211			33,706,837	24,760,408
February	7,917,760	7,917,760	(10,685,251)	(10,685,251)	(2,767,491)	(2,767,491)			30,939,346	21,992,917
March	7,458,489	7,458,489	(11,474,491)	(11,474,491)	(4,016,002)	(4,016,002)			26,923,344	17,976,915
April	1,996,704	1,996,704	(6,479,676)	(6,479,676)	(4,482,972)	(4,482,972)			22,440,371	13,493,942
May	2,107,232	2,107,232	(5,442,154)	(5,442,154)	(3,334,922)	(3,334,922)			19,105,450	10,159,021
June	17,657,423	15,862,932	(5,234,246)	(5,234,246)	12,423,177	10,628,686			31,528,627	20,787,707
Totals	94,624,945	89,033,746	(83,862,729)	(85,358,329)	10,762,217		(21,297)	-		
Bold = Actual										
	27,845,326		(38,487,110)							
GL Balance	General Fund	\$ 9,303,235								
	TEC Fund	\$ 821,391								
		\$ 10,124,626								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Position**  
**YTD DECEMBER 2020**

Debt Issuance	Original Issue Date	Original Maturity Date	Original Principal Issued	Refinance Principal Issued	New Maturity Date	Balance 6/30/2020	Payments FY21 Due Date	Amount	Less Interest	Balance 6/30/2021
COP-Capital Lease Oblig	3/1/2014	5/1/2029	\$8,045,000	\$4,025,000	4/1/2026	\$3,550,000	5/1/2021	\$618,440	\$108,440	\$3,040,000
	7/1/2013	6/1/2027	\$5,750,401	\$1,585,000	4/1/2023	\$1,205,000	6/1/2021	\$427,688	\$37,688	\$815,000
	12/1/2010	4/1/2026	\$25,940,000	\$1,770,000	4/1/2020	\$0	~~	~~	~~	~~
	3/1/2020			\$11,095,000	4/1/2029	\$11,095,000	4/1/2021	\$2,133,999	\$518,999	\$9,480,000
	3/1/2020			\$4,270,000	4/1/2029	\$4,270,000	4/1/2021	\$131,844	\$121,844	\$4,260,000
			<u>\$39,735,401</u>	<u>\$22,745,000</u>		<u>\$20,120,000</u>		<u>\$3,311,971</u>	<u>\$786,971</u>	<u>\$17,595,000</u>

**Predictive Model of Significant Annual Cash Flows - FY2021**

Inflows			Outflows			
	Description	Amount	Description	Amount		
July	Federal Covid Funding	\$ 1,482,546				
	State Aid - Disbursement 1	\$ 5,188,682	Insurance	(\$503,000)		
August			(Comprehensive)			
September	Tax Distribution	\$ 2,715,643	Financial Aid Refunds	(\$1,300,000)		
	Current Tax	\$ 953,284	COP - Interest on Debt	(\$366,848)		
	Heavy Truck	\$ 330	(Certificates of			
	Motor Vehicle	\$ 1,463,602	Participation)			
	Commercial Motor Vehicle	\$ 8,536				
	Motor Vehicle Excise	\$ 10,792				
	RV	\$ 5,166				
	Delinquent	\$ 273,933				
	Financial Aid Draw	\$ 3,200,000				
	Sparks II Funding	\$ 557,355				
October	Tax Distribution	\$ 781,857	COP - Interest on Debt	(\$54,220)		
	Current Tax	\$ 1,285				
	Motor Vehicle	\$ 561,891				
	Commercial Motor Vehicle	\$ 1,836				
	RV	\$ 1,489				
	Delinquent	\$ 215,356				
	Sparks I Funding	\$ 900,000				
November			COP - Interest on Debt	(\$18,844)		
December						
January	Tax Distribution	\$ 22,225,361				
	Current Tax	\$ 20,542,198				
	Heavy Truck	\$ 6,242				
	Motor Vehicle	\$ 823,010				
	Commercial Motor Vehicle	\$ 16,153				
	Motor Vehicle Excise	\$ 11,332				
	RV	\$ 2,918				
	Industrial Revenue Bonds	\$ 477,786				
	Delinquent	\$ 345,722				
	State Aid - Disbursement 2	\$ 5,188,682				
	SB 155 Funding - Disb 1	\$ 1,835,000				
	February	Financial Aid Draw	\$ 3,000,000	Financial Aid Refunds	(\$1,300,000)	
	March	Tax Distribution	\$ 1,609,997	COP - P & I	(\$1,898,995)	
Current Tax		\$ 958,822	(Principal and Interest)			
Heavy Truck		\$ 2,023				
Motor Vehicle		\$ 346,474				
Commercial Motor Vehicle		\$ 115,299				
RV		\$ 861				
Delinquent		\$ 186,518				
April				COP - P & I	(\$564,220)	
May			COP - P & I	(\$408,844)		
June	Tax Distribution	\$ 16,686,995				
	Current Tax	\$ 15,289,192				
	Heavy Truck	\$ 1,932				
	Motor Vehicle	\$ 966,586				
	Commercial Motor Vehicle	\$ 22,612				
	RV	\$ 4,038				
	Industrial Revenue Bonds	\$ 185,302				
	Delinquent	\$ 217,333				
	SB 155 Funding - Disb 2	\$ 1,700,000				

## ELECTRICAL USAGE

DATE	KWH	DOLLARS	CENTS	DATE	KWH	DOLLARS	CENTS
			PER KWH				PER KWH
<b>year 2014</b>	9,693,245	\$1,038,839	11.14	<b>year 2015</b>	7,217,301	\$832,768	11.79
1/28/2016	686,808	\$71,914	10.47	1/30/2017	669,778	\$67,660	10.10
2/26/2016	612,126	\$66,398	10.84	2/27/2017	520,873	\$59,658	11.45
3/30/2016	589,650	\$64,725	10.97	3/30/2017	571,377	\$66,275	11.59
4/29/2016	510,454	\$58,720	11.50	4/27/2017	488,937	\$62,282	12.73
5/27/2016	490,058	\$64,489	13.15	5/30/2017	519,433	\$63,673	12.25
6/30/2016	499,129	\$61,192	12.25	6/29/2017	493,221	\$63,308	12.83
7/28/2016	471,206	\$61,206	12.98	7/28/2017	517,966	\$69,963	13.50
8/30/2016	555,317	\$63,996	11.52	8/30/2017	509,347	\$65,091	12.77
9/29/2016	488,177	\$54,543	11.17	9/28/2017	471,352	\$68,199	14.45
10/28/2016	463,380	\$52,462	11.32	10/30/2017	510,088	\$66,797	13.09
11/29/2016	521,442	\$55,189	10.58	11/29/2017	440,328	\$72,722	16.51
12/29/2016	<u>614,663</u>	<u>\$58,846</u>	9.57	12/28/2017	<u>543,884</u>	<u>\$75,020</u>	13.79
<b>year 2016</b>	<b>6,502,410</b>	<b>\$733,680</b>	<b>11.36</b>	<b>year 2017</b>	<b>6,256,584</b>	<b>\$800,648</b>	<b>12.79</b>
1/30/2018	693,552	\$89,219	12.86	1/30/2019	609,645	\$83,726	13.73
2/28/2018	607,766	\$81,656	13.43	2/27/2019	625,832	\$80,202	12.81
3/28/2018	523,914	\$76,238	14.55	3/28/2019	554,141	\$78,123	14.09
4/27/2018	543,350	\$80,058	14.73	4/29/2019	510,325	\$73,381	14.37
5/30/2018	489,912	\$69,589	14.20	5/30/2019	441,276	\$66,651	15.10
6/28/2018	465,616	\$66,247	14.22	6/27/2019	436,477	\$63,796	14.61
7/30/2018	508,674	\$65,879	12.95	7/31/2019	537,680	\$64,553	12.00
8/30/2018	519,245	\$66,724	12.85	8/29/2019	494,320	\$67,133	13.58
9/28/2018	441,010	\$67,393	15.28	9/27/2019	485,749	\$63,507	13.07
10/30/2018	523,678	\$74,199	14.16	10/30/2019	528,274	\$73,213	13.85
11/29/2018	553,893	\$79,005	14.26	11/26/2019	440,981	\$65,663	14.89
12/28/2018	<u>566,892</u>	<u>\$80,894</u>	14.27	12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91
<b>year 2018</b>	<b>6,437,502</b>	<b>\$897,101</b>	<b>13.98</b>	<b>year 2019</b>	<b>6,188,892</b>	<b>\$852,891</b>	<b>13.83</b>
1/30/2020	501,163	\$72,729	14.51				
2/28/2020	507,458	\$71,243	14.03				
3/30/2020	488,515	\$73,813	15.10				
4/30/2020	279,539	\$47,494	16.90				
5/28/2020	296,200	\$53,723	18.13				
6/30/2020	412,142	\$61,005	14.80				
7/30/2020	456,500	\$64,387	14.10				
8/28/2020	417,396	\$58,039	13.90				
9/29/2020	478,281	\$67,910	14.10				
10/29/2020	479,090	\$75,859	15.80				
11/25/2020	443,240	\$65,829	14.85				
12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07				
<b>year 2020</b>	<b>5,355,424</b>	<b>\$789,932</b>	<b>14.94</b>				

# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### JANUARY 2021

#### **Human Resources Updates**

HR and IT team members met with the Ellucian consultants this month to discuss additional upgrades to the self-service system. Additional updates/upgrades were made in the test environment for permanent changes to be released in the near future.

#### **Employee Relations**

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

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

Item:	Q1	Q2	Q3	Q4	Annual Average
The position description was well defined and representative of the position for which I interviewed.	4.63	4.00	4.50	4.56	4.42
I was introduced to team members appropriately.	4.75	5.00	4.40	4.47	4.66
I was given a clear understanding of my department's objectives.	4.75	3.5	4.20	4.13	4.15
I was given a clear understanding of my personal performance objectives.	4.63	4.00	4.20	4.00	4.21
I understand the requirements and expectations of my new position.	4.75	4.00	4.30	4.25	4.33
My interactions with my supervisor and coworkers are appropriate.	5.00	5.00	4.50	4.50	4.75
I am satisfied with the overall communication within KCKCC.	4.63	4.50	3.20	3.88	4.05

What has KCKCC done well?

- Beginning with the interview process to the on-boarding, the department/college has done well. It has been one of the better processes that I have been a part of
- Everyone on my first day and continued since has been kind and involved. There has not been a time I have been in the hallways and someone not said hello to me. The environment is both friendly but professional. It feels to me though we are in separate offices, each office is one big one.
- It has done well with virtual communication with the quarantine.
- KCKCC has made this a very welcoming environment.
- The Help Desk has been a huge resource for my students and myself.
- Everyone has been very professional and easy to work with, which is especially impressive during such a stressful time with Covid.

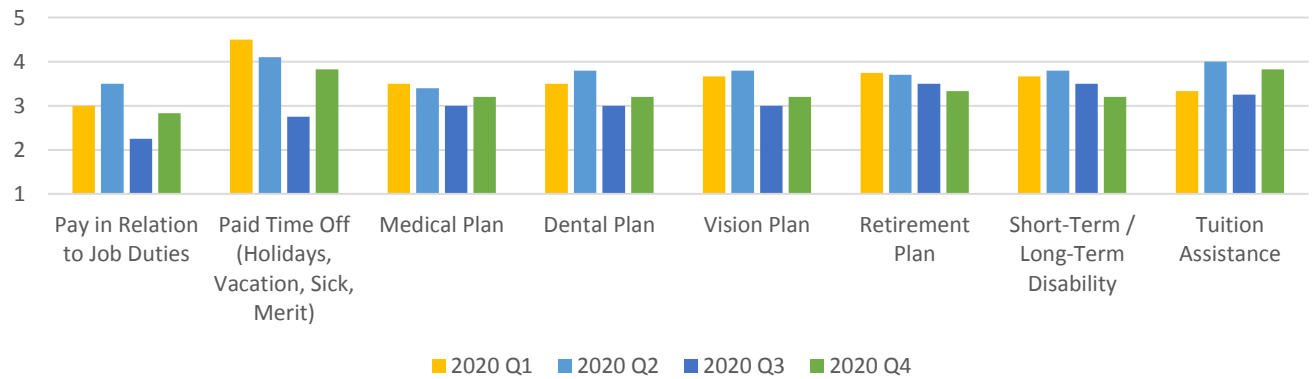
What areas can KCKCC improve?

- Finishing aesthetic projects around campus
- It could do more publicity for student tutoring.
- Having all the e-mails and computer setting set up before an employee starts.
- Helping new instructors feel a part of the team
- Explain things better to new hires. I feel like I was thrown in and am still trying to figure it out. A little more support or check-ins.

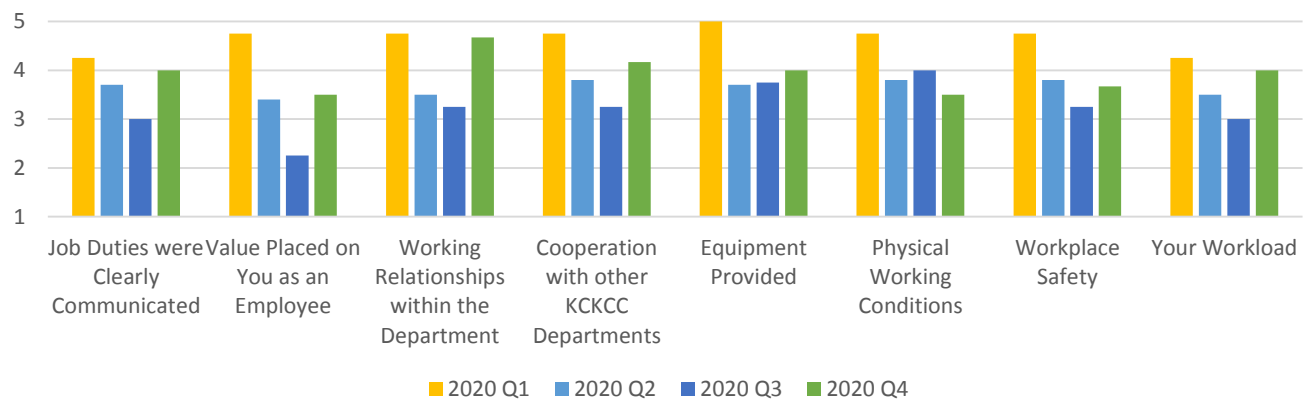
Exit Survey (Oct-Dec)

<b>Reasons for leaving your current position</b>	<b>2020 Q1</b>	<b>2020 Q2</b>	<b>2020 Q3</b>	<b>2020 Q4</b>
Amount of Work Required	0	1	1	0
Type of Work Required	0	0	0	0
Compensation	2	0	2	1
Relocating	0	0	0	0
Working Conditions	0	2	1	1
Quality of Supervision	0	2	1	1
Career Advancement	3	3	1	2
Personal Reasons	1	1	3	2
Retirement	0	4	0	0

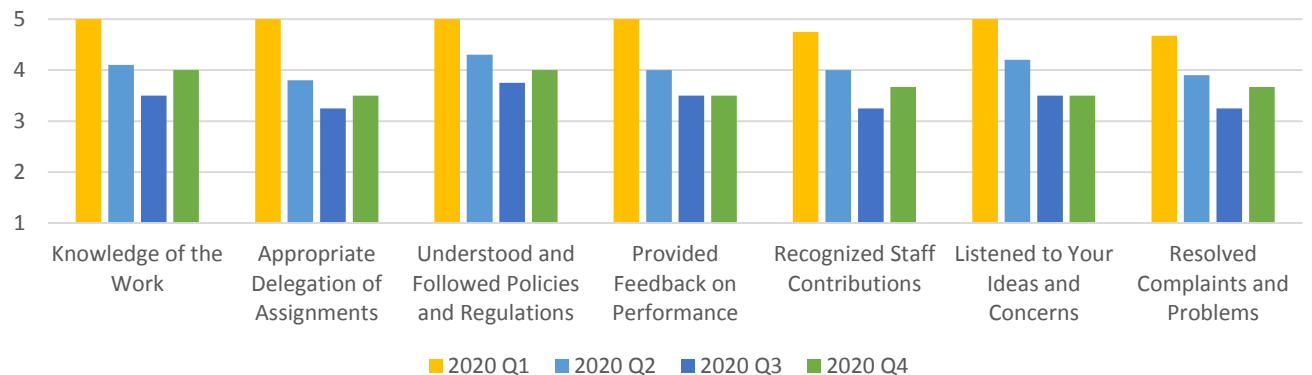
Rate the following compensation/benefit provisions at the College  
(5 = excellent, 1 = very poor)



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



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





## Employment

For the calendar year, KCKCC saw the following:

	2020	2019
New Hires	89	155
Promotions	17	14
Rehires	9	6
Resignations	63	33
Retirements	16	15

## Turnover

Employee turnover is the measurement of the number of employees who leave an organization during a specified time period. We looked at the calendar year 2020 turnover below.

Month	Monthly Turnover Rates	Quarterly Turnover Rates	Annual Turnover Rate
January	0.5%		
February	0.5%		
March	0.8%		
April	0.5%	1.8%	
May	1.8%		
June	1.8%		
July	2.0%	4.1%	
August	2.6%		
September	1.0%		
October	1.1%	5.6%	
November	1.5%		
December	1.1%		

The College and University Professional Association for Human Resources (CUPA-HR) provides a median turnover rate based off 2019 benchmarking at 13.87%. For 2019, KCKCC's turnover rate was 9.70%.

## BOARD OF TRUSTEES REPORT

Peter Gabriel, Chief Information Officer

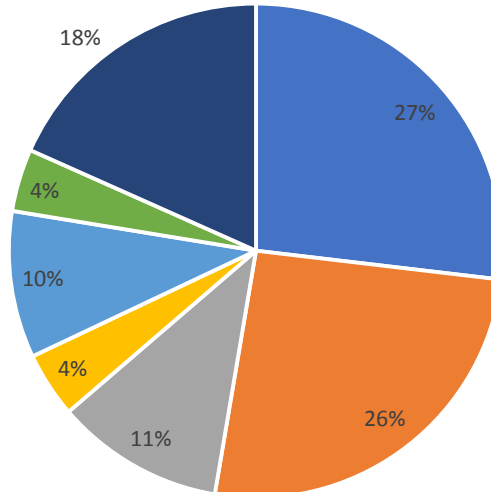
### ACADEMIC SUPPORT

- Facilitated the creation and delivery of online Foundation Scholarship Social.
- Set up and facilitated four live online interview events for TEC.
- Set up survey for Staff Senate door decorating contest.
- Created and delivered VPAA live event for faculty.
- Attended Staff and College Senate Meetings.
- Assisted in online BOT meeting.
- Set up and facilitated online Finance Committee event.

### COMPUTING SERVICES

- 141 tickets were issued during the month of December - 224 tickets were resolved.
- The average time spent on each ticket was 1.5 days.
- 235 helpdesk calls were taken in December - average time per call was 3.35 minutes.

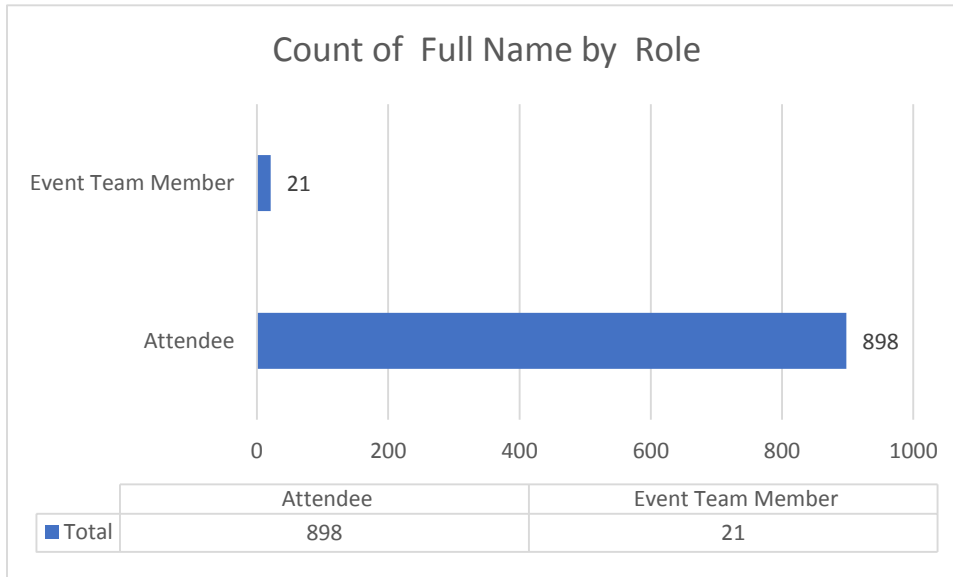
December 2020



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

## MEDIA SERVICES

- Setup and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via zoom a virtual Board of Trustees Meeting.
- Setup the Spring 2021 Welcome Back via a live Teams Event. The event was recorded and made available to the faculty and staff as an archival video. The bar graph below shows all attendees and event members. Some logged into the event more than once, but still counted as a log in. During the Q&A session there were 104 questions.



## NETWORK SERVICES

- Student Recruiter Web App Availability - 98%
- MyDotte Web App Availability - 98%
- Email Availability for employees and students - 99%
- WebAdvisor Web App Availability - 98%
- Network Switch and Phone and Availability - 95%
- Papercut "follow-me" printing update, we are in the process of laminating instruction sheets to be attached to all Konica Minolta printers. The instruction sheets will show how to log in and release pending print jobs.
- Classroom hardware for hybrid/remote instruction: Most of the equipment has been installed. There are two key pieces that are backordered from the vendor. Those pieces are expected to arrive between 1/11/21 and 1/25/21.
- The project to decommission or migrate services that are running on Microsoft Windows Server 2008 is ongoing. Server 2008 is no longer supported by Microsoft. All services running on those servers are being moved to Server 2019 (latest Windows Server edition available). This project is ongoing.
- Microsoft updates and security patches were installed on 155 servers.

**KANSAS CITY KANSAS COMMUNITY COLLEGE**

**COMPLIANCE REPORT**

**JUNE 30, 2020**

***DRAFT***

KANSAS CITY KANSAS COMMUNITY COLLEGE

COMPLIANCE REPORT

Page

Reports and Schedules

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Schedule of Expenditures of Federal Awards.....	6
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DRAFT

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Trustees  
Kansas City Kansas Community College

**DRAFT**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities, the aggregate discretely presented component units, of the Kansas City Kansas Community College, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements and have issued our report thereon dated December XX, 2020. The financial statements of the Kansas City Kansas Community College Foundation (discretely presented component unit) were not audited in accordance with Government Auditing Standards and accordingly this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Kansas City Kansas Community College Foundation.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statement, we considered the College's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the regulatory basis basic financial statement, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose

December XX, 2020  
Shawnee, KS

**DRAFT**

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM  
GUIDANCE AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Trustees  
Kansas City Kansas Community College

**DRAFT**

**Report on Compliance for Each Major Federal Program**

We have audited the Kansas City Kansas Community College's (the College) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the College's major federal programs for the year ended June 30, 2020. The College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the College's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.



## **Report on Internal Control over Compliance**

Management of the College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the business type activities and discretely presented component unit of the College as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements. We issued our report thereon dated December XX, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

## **Purpose of Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose

December XX, 2020  
Shawnee, KS

**DRAFT**

KANSAS CITY KANSAS COMMUNITY COLLEGE  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2020

Federal Grantor/Pass-Through Grantor/ Program Title	Grant Number	Federal CFDA Number	Federal Expenditures
Department of Education			
Direct Programs - Student Financial Aid Cluster			
Federal Work-Study	P033A117523	84.033	\$ 145,930
Federal Supplemental Education Opportunity Grant	P007A117523	84.007	111,674
Federal Pell Grant	P063P117471	84.063	7,211,476
Federal Direct Loans	P268K17471	84.268	2,555,608
			<u>10,024,688</u>
Federal Covid Relief Funds	P425E203843	84.425	455,000
Trio Grant	P042A51429	84.042	215,249
Total Student Financial Aid Cluster			<u>10,694,937</u>
Passed Through Kansas Board of Regents			
Vocational Education - Program Improvement	9921 Program Improvement		
Regular		84.048	404,898
Reserve		84.048	15,250
			<u>420,148</u>
AEFLA Grant		84.002	312,622
Total Pass Through Kansas Board of Regents			<u>732,770</u>
Passed Through Kansas Department of Education			
Title IV 21st Comm Learning CTRS		84.287	150,000
Total Pass Through Kansas Dept. of Education			<u>150,000</u>
Total Kansas Department of Education			<u>11,577,707</u>
National Science Foundation			
KCKBTL Grant		47.076	110,765
Total National Science Foundation			<u>110,765</u>
Total Expenditures of Federal Awards			<u>\$ 11,688,472</u>

DRAFT

KANSAS CITY KANSAS COMMUNITY COLLEGE  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2020

**DRAFT**

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards has been prepared on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the College, it is not intended to and does not present the financial of the College.

NOTE B – COST RATE

For the year ended June 30, 2020, costs requested for reimbursement have been limited to direct reimbursement of costs.

Catalog of Federal Domestic Assistance (CFDA) numbers are presented for those programs for which such numbers were available.

NOTE C – MAJOR PROGRAMS

In accordance with Uniform Guidance, major programs for the College are individual programs or a cluster of programs determined using a risk-based analysis. The threshold for distinguishing Type A and Type B programs was \$750,000. Student Financial Aid is designated as a cluster of programs which was determined to be a major program.

NOTE D – FEDERAL STUDENT LOAN PROGRAMS

Federally guaranteed loans issued to students of the College by financial institutions under the Federal Direct Loan (FDL) programs were \$2,555,608 during the year ended June 30, 2020. The amount presented represents the value of new loans awarded during the year.

Federal direct programs are presented by the applicable federal agency. Federal pass-through programs are presented by the entity through which the College received the federal grant.

NOTE E – ADDITIONAL AUDITS

Grantor and regulatory agencies reserve the right to conduct additional audits of the College's grant programs. Such audits may result in disallowed costs to the College. However, management does not believe such audits would result in any disallowed costs that would be material to the College's financial position at June 30, 2020.

KANSAS CITY KANSAS COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONS COSTS  
FOR THE YEAR ENDED JUNE 30, 2020

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

Financial Statement Section

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
a. Material weakness identified?	No
b. Significant deficiencies identified?	None Reported
c. Noncompliance material to financial statements noted?	No

Federal Awards Section

Internal control over major programs:	
a. Material weakness(es) identified?	No
b. Significant deficiency identified?	None Reported

Type of auditor's report issued on compliance for major programs:	Unmodified
---	------------

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal program or Cluster</u>
84.007, 84.033, 84.063, 84.268, 84.042	DOE - Student Financial Assistance Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
--	-----------

Auditee qualified as low-risk auditee?	Yes
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KANSAS CITY KANSAS COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONS COSTS  
FOR THE YEAR ENDED JUNE 30, 2020

**SECTION II – FINANCIAL STATEMENT FINDINGS**

No matters were reported.

**SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

No matters were reported.

**SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

No matters were reported.

*DRAFT*



Kansas City Kansas  
Community College™

# STRATEGIC PLAN *2020-2023*

## BIANNUAL REPORT





# Student Success

Provide services and resources that empower students to attain their goals

## GOAL 1 | Enhance student centered services and processes

**KPI** | Noel Levitz student satisfaction survey score for student-centered services

**PRIORITY 1 GOAL 1 (KPI 1) BASE DATA** The Ruffalo Noel-Levitz Student Satisfaction Inventory (SSI) survey instrument provides a dual rating system, (using a 7-point Likert scale) to measure the perceived importance and relative satisfaction with student services and programs. In spring 2019, the SSI was used to measure students' satisfaction of student-centered services and processes. We obtained 536 responses equivalent to a 9% response rate. Since the development of the strategic plan, the college has moved to a 2-year cycle for surveys, as to not over survey the campus community. The SSI will be repeated in spring 2021 and will report measurable results at that time.

### INITIATIVES

### JANUARY 2021 STATUS UPDATES

**I1** | Create and implement a college-wide process for strategically scheduling classes to meet student needs

**S1** | Nothing to report at this time.

**I2** | Develop and implement a plan to engage more students in service-learning, undergraduate research, apprenticeship and similar opportunities

**S2** | As of fall 2020, 32 students have completed service-learning projects with 28 virtual service organizations and four non-virtual projects, but with no direct contact. All of these projects have included guided service-learning reflection with KCKCC faculty.

**I3** | Increase educational opportunities and services to historically underrepresented populations and the Greater KC region

**S3** | The Student Veterans Office held a Battle of the Branches food fundraiser to help other students on campus who may be in need. Student Activities hosted Kids Halloween Drive-in Movie night. Continue to collaborate with Merchant McIntyre to apply for the TRIO Talent Search grant.

**I4** | Examine and determine added value of implementing national student success initiatives such as Complete College America and Achieving the Dream

**S4** | Nothing to report at this time.



## GOAL 2 | Increase year to year retention of all students by 2.5% annually

### KPI | Year-over-year actual retention rate

---

**PRIORITY 1 GOAL 2 (KPI 2) BASE DATA** According to IPEDS data, the fall 2017 to fall 2018 retention rate of first-time full-time degree seeking students was 62% (62.29%). The fall 2018 to fall 2019 retention rate for same cohort was 60% (60.25%). We did experience a 2% decline during this time frame. The college plans to research where retention gaps are the greatest and will create additional strategic initiatives to increase retention of students in these areas.

#### INITIATIVES

##### **I1 | Enhance academic advising and wrap-around student support services**

#### JANUARY 2021 STATUS UPDATES

**S1 |** Implementation of Ellucian ADVISE CRM. New CRM platform will allow advisors to access detailed student information including risk factors for student success and retention, access and respond to alerts from faculty and students, and generate communication plans to ensure students receive timely communication from the Student Success Center. Expanding consistent and easy access to Counseling services at Pioneer and TEC through the ongoing use of Telehealth service. Expanded wrap around student services by hiring an additional licensed counselor to meet the mental health needs of our students. In efforts to prevent the spread of COVID-19 on campus and in our communities, Student Health Services and Human Resources Office implemented contact tracing, provided COVID-19 educational resources, and provided information about the local COVID-19 testing sites.

##### **I2 | Design and implement an individual student success plan that assists students in identifying and obtaining their educational pathway**

**S2 |** Continued work on Student Planning and the integration of ADVISE CRM. Co-Curricular assessment data was collected in fall 2020 to assess students' academic and career goals. Quantitative data was collected using rubrics to establish an initial baseline for student goals pertaining to academic and career awareness.

##### **I3 | Coordinate intentional outreach and interventions for students based on known risk categories, and/or students experiencing academic challenges**

**S3 |** Early faculty alerts have been created in the new Ellucian Advise CRM and will be ready for use in spring 2021 semester. ADVISE CRM will also allow for case management and referral of students who express needing assistance with academic issues and/or health/mental health.

##### **I4 | Enhance the developmental education process to expedite students entrance to college-level work**

**S4 |** Nothing to report at this time.

## GOAL 3 | Increase student completion by 2.5% annually

### KPI | Year-over-year completion rate

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**PRIORITY 1 GOAL 3 (KPI 3) BASE DATA** According to IPEDS, graduation rate is determined by first time full-time degree/certificate-seeking undergraduates within 150% of normal time to program completion. The 2015 cohort graduation rate was 32% (32.40%) and the most recent cohort available from IPEDS data to report is 2016 with an overall graduation rate of 32% (31.88%). Our rates of graduation and transfer-out remain the same. As demand grows for shorter term awards the number of degrees awarded in programs of less than 2 years are increasing.

#### INITIATIVES

#### JANUARY 2021 STATUS UPDATES

**I1 | Implement a year-long schedule to assist student planning of classes needed for graduation**

**S1 |** Nothing to report at this time.

**I2 | Increase accessibility of student support services to meet the needs of all students**

**S2 |** Alerts to advisors from students were created allowing students to personally alert their advisor when they are experiencing academic, financial, or personal issues. Student Accessibility and Support Services completed the Glean note taking pilot program. Intercultural Center provided students with textbook assistance through My Shelf to Yours.

**I3 | Create targeted initiatives that assist second year students to achieve degree and certificate completion**

**S3 |** Streamlined the communication process by using a web-based booking calendar (Microsoft Bookings app) for students to schedule appointments with a Student Success Advisor to complete the required Degree Audit for graduation.

**I4 | Increase use of different instructional modalities to enhance student choice for degree completion**

**S4 |** Due to COVID-19, in fall 2020 approximately 35% of general education classes were offered in a virtual format with students and faculty connecting and participating in the class via Zoom, the video conferencing software integrated into KCKCC's Learning Management System (LMS) Blackboard. Additionally in fall 2020, new technology in one classroom on the main campus and one classroom at Pioneer Career Center was utilized to simultaneously offer a class at each location. This technology will be expanded to up to ten rooms by fall 2021 utilizing a portion of the SPARKS grant.

## GOAL 4 | Increase student engagement and satisfaction

**KPI | Student engagement increase measured by the CCSSE and Noel Levitz Student satisfaction inventory<sup>4</sup>**

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**PRIORITY 1 GOAL 4 (KPI 4) BASE DATA** The Ruffalo Noel-Levitz Student Satisfaction Inventory (SSI) survey instrument provides a dual rating system, (using a 7-point Likert scale) to measure the perceived importance and relative satisfaction with student services and programs. In spring 2019, the was used to measure students' engagement. We obtained 536 responses equivalent to a 9% response rate. Since the development of the strategic plan, the college has moved to a 2-year cycle for surveys, as to not over survey the campus community. The SSI will be repeated in spring 2021 and will report measurable results at that time. The community college student survey of engagement (CCSSE) instrument was last disseminated in spring 2018. It was not disseminated in spring 2020 due to the COVID-19 pandemic and stay at home order. We will look at alternative dates for this survey. In follow up years the CCSSE will be disseminated in even years during the spring semesters.

### INITIATIVES

**I1 | Expand activities that recognize students for academic or other accomplishments**

**I2 | Add extra and co-curricular activities and services that target historically underserved student populations**

**I3 | Evaluate opportunities to expand supplemental instruction and/or mentoring to enhance active and collaborative learning**

**I4 | Expand services and opportunities to provide career readiness and employment placement services**

### JANUARY 2021 STATUS UPDATES

**S1 |** Due to impacts of COVID-19, the Foundation expanded their annual Student Scholarship Social to two virtual events to meet student needs.

**S2 |** Hosted the Race and Racial Disparities student town hall meeting. The College Senates finalized the KCKCC Equity Statement, recognized by the Board of Trustees October 2020.

**S3 |** In progress. Working to develop a standard off campus internship process.

**S4 |** Foundation, Student Activities and Marketing held two LinkedIn training sessions.

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KCKCC Student's and Employees  
come together at the Race and Racial  
Disparities Student Town Hall





# Quality Programs & Services

Provide excellence in education by offering relevant and innovative educational programs and services that meet the needs of our students and community

**GOAL 1** | Align program and course offerings with business, workforce and four-year educational needs.

**KPI** | Percent of relevant programs with active advisory boards with external experts

**PRIORITY 2 GOAL 1 (KPI 5) BASE DATA** All relevant degree granting programs have active advisory boards with external experts.

## INITIATIVES

**I1** | Create a comprehensive Academic Master Plan to help guide the future direction of KCKCC offerings

**I2** | Develop robust and engaged advisory committees for all programs and disciplines

**I3** | Demonstrate the use of external occupational data in all program plans and review cycles

**I4** | Expand workforce and customized training offerings to meet the needs of regional businesses and industries

## JANUARY 2021 STATUS UPDATES

**S1** | The Academic Master Plan (AMP) Taskforce, comprised of all academic deans and a faculty member from each division, developed a template for the AMP in fall 2020. Divisions will use enrollment and graduation data provided by KCKCC's Institutional Research and state and local employment data provided by Wyandotte Economic Development Council to create goals, priorities, and action plans by January 30, 2021. This data will be compiled and presented to the Board of Trustees mid-year 2021.

**S2** | All Associate in Applied science and Certificate programs have advisory boards which meet at least twice a year.

**S3** | Effective fall semester 2019, all program review plans will include and analyze occupational data, including job demand and wage outlook information for the state, region and metro area, taken primarily from the Kansas Labor Information Center of the Kansas Department of Labor. Other information can be drawn from the Kansas Training Information Program (K-TIP) of the Kansas Board of Regents and/or the US Department of Labor.

**S4** | ESL classes developed business classes for Plastic Packaging. Workforce Development partnered with General Motors, Axiom Properties, BPU and the Kansas Workforce Partnership. Additionally, KCKCC continues to provide training for active duty soldiers through the "Filling the USA Skills Gap One Warrior at a Time Initiative." KCKCC also provided forklift training for Johnson County Corrections Department.

## GOAL 2 | Create learner-centered environments

**KPI** | Number of updated learning spaces each year

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**PRIORITY 2 GOAL 2 (KPI 6) BASE DATA** fall 2019 – 6 active learning classrooms, 1 study area, 1 health professions simulation lab

### INITIATIVES

**I1** | Establish benchmarks to create high-quality, learner-centered physical spaces

**I2** | Create and implement a multi-year plan to bring student learning spaces up to established benchmarks

**I3** | Enhance KCKCC's digital learning environments to implement best practices for student learning

**I4** | Expand external partnerships to provide additional experiential learning opportunities

### JANUARY 2021 STATUS UPDATES

**S1** | Completed by the Learning Spaces Taskforce in the 2019 fall semester.

**S2** | Completed and currently in phase 2, remodel of the Humanities classrooms. Phase 3 will begin in 2021.

**S3** | The KCKCC Library migrated to the MOBIUS Twin Towers Consortium, which provides access to more than 62 million items available in print or digital formats. The Writing Center and Math & Science Center provided virtual class visits and Lib Seats, a web-based and mobile friendly reservation system, was launched allowing students to reserve individual study spaces, computer stations, and study rooms in the Learning Commons.

**S4** | KCKCC is working with companies such as Heartland Coca Cola, Waste Management, Allied Material and Equipment Company, Inc., Frito Lay, CKS Packaging, Inc., Johnson County Wastewater, YESCO Kansas City, Nebraska Furniture Mart, Lighting Logistics, and The Dent and Detail Clinic to facilitate partnerships that go beyond employment to providing advisory board membership, internships, skilled demonstrations, financial donations, etc.

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The KCKCC Foundation hosts the Leveraging LinkedIn virtual event, led by Aaron Fulk, CEO of Lillian James Creative.



## GOAL 3 | Foster learner-centered instruction

**KPI |** Survey the faculty after official professional development on learner-centered teaching and one semester later to assess if they have implemented what they learned

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**PRIORITY 2 GOAL 3 (KPI 7) BASE DATA** Was not able to survey faculty in fall 2019. Will survey the faculty in fall 2020 for baseline data following convocation weeks' breakout sessions about learner center pedagogy. Will survey in spring 2020 as a follow up to determine the result of any implementations.

### INITIATIVES

**I1 |** Develop and implement a formal faculty professional development program focused on learner-centered instruction

### JANUARY 2021 STATUS UPDATES

**S1 |** KCKCC's Center for Teaching Excellence (CTE) finalized a formal faculty development program focused on learner-centered instruction in the fall semester of 2019. The program includes the Blue Devil Faculty Academy where high impact, learner-centered practices are presented and discussed, opportunities to attend the Kansas City Professional Development Council's Faculty Development Program free of charge, a book discussion group including "What The Best College Teachers Do," First Fridays! Faculty Mentoring Sessions, Faculty Teaching Circles, National Institute for Staff and Organizational Development (NISOD) Webinars, 20-Minute Mentor Commons Programs and Welcome Week Breakout Sessions covering high impact, learner-centered pedagogy.

**I2 |** Support learner-centered instruction in lifelong learning and adult education classes

**S2 |** Nothing to report at this time.

**I3 |** Develop and implement a formal faculty mentoring program focused on learner-centered instruction

**S3 |** Nothing to report at this time.

**I4 |** Support learner-centered instruction priorities with institutional resources

**S4 |** KCKCC utilized approximately \$270,000 of SPARKS grant funds (part of state COVID-19 relief grants) to purchase high-flex technology for up to 10 classrooms. Instructors and students in these classrooms will be able to participate from the assigned classroom, a similarly-equipped classroom at either the Pioneer Career Center TEC 1, or from the student's home or other wifi-enabled location providing ultimate flexibility in course offerings.

## GOAL 4 | Evaluate and implement processes aligned to national best practices.

**KPI** | Percentage of academic programs that have completed a program review cycle using the new process<sup>8</sup>

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**PRIORITY 2 GOAL 4 (KPI 8) BASE DATA** Nineteen programs began year 1 of the new 4-year review process. This represents 44% of all programs.

### INITIATIVES

### JANUARY 2021 STATUS UPDATES

**I1** | Develop and implement a comprehensive program review process

**S1** | Completed in the fall 2019 semester

**I2** | Identify and implement best practices for curriculum development and revision processes

**S2** | Nothing to report at this time.

**I3** | Create and implement an Institutional Assessment Plan

**S3** | The implementation of institutional assessment continues. Class level and program level outcomes assessment is ongoing. Co-curricular assessment is also ongoing through a regular cycle. The General Education Committee has developed rubrics for written and verbal communication as well as quantitative reasoning, which will be used in assessing Communications courses and Mathematics courses in the 2020/2021 academic year. All six areas are on track to gather data on a 3-year cycle. A process for assessment of institutional learning outcomes is being created.

**I4** | Align division budgets with program review

**S4** | Nothing to report at this time.

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KCKCC implemented COVID-19 safety measures to create a safe learning environment for students.





# Employee Engagement

Foster an institutional culture that promotes diversity and inclusion, a commitment to KCKCC and employee success

## GOAL 1 | Improve employee equity to create a one team culture

**KPI** | Year-over-year response to “equity” in employee satisfaction survey<sup>9</sup>

**PRIORITY 3 GOAL 1 (KPI 9) BASE DATA** The Ruffalo Noel Levitz, College Employee Satisfaction Survey (CESS) was last administered in spring 2018. Due to COVID-19 pandemic we did not survey in spring 2020. However, we will survey in spring 2021, and will then keep with a 2-year cycle. Equity in a workplace means everyone receives fair treatment and opportunities. Whenever possible, there is a transparency of cause and effect regarding workplace decisions, and individuals know what to expect in terms of consequences and rewards.

### INITIATIVES

### JANUARY 2021 STATUS UPDATES

**I1** | Identify and update college-wide policies, procedures and processes to be consistent across all employee groups

**S1** | 12 policies were approved by the Board of Trustees. One policy was approved by the Board of Trustees to be removed. A director of institutional equity and inclusion position was approved and posted in November 2020. The position will provide guidance to the president, senior leadership and managers on all matters regarding equity, inclusion and diversity across the College.

**I2** | Develop and implement a comprehensive college-wide compensation plan

**S2** | Continued progress has been made towards completing a draft of the comprehensive compensation procedure.

**I3** | Initiate a college-wide employee recognition program

**S3** | An employee recognition initiative has been developed and approved by Cabinet. The program is entitled, “High Five.”

**I4** | Develop additional team-building activities during “all-college” events

**S4** | Nothing to report at this time. COVID -19 has impacted face-to-face college-wide events.



KCKCC participated in a virtual meeting with WYEDC and area business to discuss the creation of a FAME Advanced Manufacturing Technician Program.



## GOAL 2 | Improve college-wide communication

**KPI |** Track year-over-year response to employee satisfaction survey relating to communication<sup>10</sup>

**PRIORITY 3 GOAL 2 (KPI 10) BASE DATA** The Ruffalo Noel Levitz, College Employee Satisfaction Survey (CESS) was last administered in spring 2018. Due to COVID-19 pandemic we did not survey in spring 2020. However, we will survey in spring 2021, and will then keep with a 2-year cycle.

### INITIATIVES

### JANUARY 2021 STATUS UPDATES

**I1 |** Assess current internal communication opportunities and develop a comprehensive internal communication strategy

**S1 |** Nothing to report at this time.

**I2 |** Continue open forums to obtain employee feedback and respond to employees questions

**S2 |** The president hosted open forums on 7/16/2020 and 8/10/2020 to answer employee questions and address their concerns related to COVID-19. The Human Resources Department hosted a meeting with supervisors on 9/30/2020 to discuss COVID-19 procedures and answer questions.

**I3 |** Continue to enhance the employee suggestion and idea program

**S3 |** Developed a process to track all suggestion box comments to ensure a follow up response is provided and action taken on approved suggestions.

**I4 |** Establish purpose/function/ charters for all committees/ groups

**S4 |** Created a document that includes all active committees and their purpose. The document was made accessible to all employees on MyDotte.

KCKCC Marketing Department earns 4 NCMPR Medallion awards. Dr. Mosier receives the NCMPR Pacesetter of the Year Award.



## GOAL 3 | Attract and retain a high-performing diverse workforce that reflects the internal and external communities we serve

**KPI** | Percentage of yearly turnover rate of full-time employees (less than 10%). Track performance of new employees within the first two years using the annual evaluation tool<sup>11</sup>

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**PRIORITY 3 GOAL 3 (KPI 11) BASE DATA** 2019 Turnover rate at KCKCC is 9.70%. For reference, 2019 Average Higher Education Turnover rate is 13.87% and The Society for Human Resources Management (SHRM) assessed average turnover rates across all industries at around 19% in mid-2017

### INITIATIVES

**I1** | Re-shape and optimize the recruitment and selection process to attract diverse highly-qualified talent

**I2** | Develop a new faculty and staff performance appraisal process that appropriately assesses performance and rewards employees for achievements towards excellence

**I3** | Create and implement professional development programs and opportunities to support employee excellence

**I4** | Develop a succession planning process to include identifying critical positions, training, and career development opportunities

### JANUARY 2021 STATUS UPDATES

**S1** | All new hire paperwork has been converted to an electronic format. Documents are completed and submitted through the College's applicant tracking system.

**S2** | The Professional Employee Evaluation Taskforce (PEET) met three times this period to discuss and gather information pertaining to faculty evaluations. The Merit Leave Taskforce drafted a proposal for consideration of changes to the staff merit system.

**S3** | The Human Resources Department launched a new online training platform through Knowledge City. The training platform houses the compliance training programs as well as other professional development courses that are accessible to employees.

**S4** | Nothing to report at this time.



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Area artist Rita Blitt donated many of her original works to KCKCC.

**GOAL 4 | Evaluate and implement processes aligned to national best practices**

**KPI | Year-over-year employee satisfaction survey results compared to national data<sup>12</sup>**

**P3 GOAL 4 (KPI 12) BASE DATA** The Ruffalo Noel Levitz, College Employee Satisfaction Survey (CESS) was last administered in spring 2018. Due to COVID-19 pandemic we did not survey in spring 2020. However, we will survey in spring 2021, and will then keep with a 2-year cycle.

**INITIATIVES**

**I1 | Create an employee engagement task force that focuses on specific employee engagement strategies and outcomes**

**I2 | Develop and implement assessment tools to measure employee engagement and satisfaction outcomes**

**I3 | Implement focus group sessions to further assess and measure survey outcomes**

**I4 | Implement a supervisor training program that focuses on developing supervisors in their efforts to enhance the employee experience**

**JANUARY 2021 STATUS UPDATES**

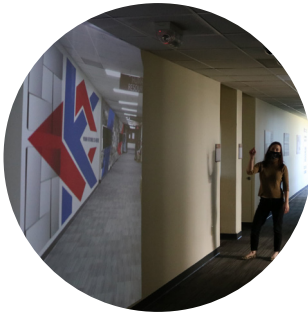
**S1 | Complete** - The committee will continue to identify employee relations initiatives opportunities. The most recent completed initiative is the High Five program.

**S2 |** The Human Resources Department continues to review new employee survey data and exit interviews. Quarterly reports were submitted to the Board of Trustees during this period.

**S3 |** Nothing to report at this time. A college-wide survey has not been scheduled during this period.

**S4 | Complete** - Continued evaluation will occur to ensure the program remains update-to-date.

KCKCC worked with Lydia Knopp and the Historical Mural Committee on the design for the upcoming Historical Mural Project.





# Community Engagement

Advance KCKCC to its next level of excellence and elevate the College's presence in the community

## GOAL 1 | Develop a broad network of engaged alumni

**KPI** | Year-over-year growth of alumni in database<sup>13</sup>

**PRIORITY 4 GOAL 1 (KPI 13) BASE DATA** In spring 2018, the Foundation database had 154 alumni records. In fall 2019, after successful implementation of a new customer relationship management system (CRM), Blackbaud and transferring scrubbed data, the database now has 47,029 alumni records.

### INITIATIVES

**I1 | Build, implement and maintain a robust alumni database**

### JANUARY 2021 STATUS UPDATES

**S1 | Complete August 2019** - The Blackbaud database project is now in year two and holds just over 78,000 records. The records are maintained to ensure accuracy of data such as cell phone, email, deceased records (done yearly), and addresses (done quarterly). Alumni constituents in database is currently at 73,160. This number will fluctuate based upon the data append maintenance process. From July 1 of 2020 to date, we have had 46 alumni donors who have contributed a total of \$93,733 with an average gift size of \$2,037.

**I2 | Create and host regularly scheduled alumni events**

**S2 |** Due to COVID-19, some face to face events have been canceled. The Foundation has scheduled two virtual and free webinars using LinkedIn to help alumni leverage the power of LinkedIn. Mid America Hall of Fame and Scholarship event will be held virtually in April of 2021. All alumni will be invited to participate without fee. Additional virtual events will continue to be planned.

**I3 | Create and implement a comprehensive alumni communication plan**

**S3 |** Foundation has created and launched a new monthly alumni and friends electronic newsletter, sending it to over 33,000 people. Five issues have been sent to date. Average open rate is 20% and average click through rate is 1%, which compares favorably to industry standards (per Association of Fundraising Professionals website). Additionally, birthday emails are being sent bi-monthly with an average open rate of 23%.

**I4 | Create and implement plan to target alumni to join KCKCC committee and advisory boards**

**S4 | Complete March 2019** - Currently there are four KCKCC alumni who sit on the Foundation Board of Directors. Additionally, one alum serves on the Business Department's Advisory Board. The Foundation is assisting the Business Department to connect, recruit and place additional alumni on the board.

## **GOAL 2 | Cultivate and strengthen mutually beneficial partnerships with business and industry, and community stakeholders to enhance KCKCC's ability to serve stakeholders**

**KPI | Proof of implementation of community feedback<sup>14</sup>**

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**PRIORITY 4 GOAL 2 (KPI 14) BASE DATA** In March 2020, forty-two different local organizations provided verbal, in person feedback to the visiting HLC review team during a community open forum.

### **INITIATIVES**

### **JANUARY 2021 STATUS UPDATES**

**I1 | Create and show evidence of an active KCKCC Advisory Council**

**S1 |** During fall 2020 semester, the President's Leadership Circle was introduced and will hold its first meeting in spring 2021. There are seven influential and engaged alumni who sit on our Capital Campaign Steering Committee.

**I2 | Establish a physical presence in downtown KCK with holistic services for KCKCC students and community**

**S2 |** A specific downtown location has been identified. We continue to meet with numerous members of the Unified Government to keep them informed and engaged. Monthly meetings of the President's Downtown Advisory Council continue as well, and four sub-committees have been identified.

**I3 | Partner with local businesses, schools, government entities and social-based organizations to increase educational access and opportunities in our community**

**S3 |** Because of COVID-19, we have been unable to hold classes in Amazon and Wyandotte High School. We have worked closely with Wyandotte Health Department in order to safely offer classes and programs at all KCKCC locations.

**I4 | Develop and implement a process to listen carefully and respond to community needs, concerns, and suggestions**

**S4 |** The suggestion box was introduced in 2019. This allows students, employees and community members to provide suggestions directly to Administration. A process has been developed which imports all suggestions into a spreadsheet. This spreadsheet is reviewed routinely by President's Extended Cabinet. Once reviewed, suggestions are classified for follow-up, already complete, or no action. Since July 1, 2019 (to Dec. 1, 2019) 30 suggestions have been received and five new suggestions were approved.

# GOAL 3 | Launch centennial capital campaign to expand offerings and opportunities for KCKCC students and community

KPI | Percentage of Goal attainment<sup>15</sup>

**PRIORITY 4 GOAL 3 (KPI 15) BASE DATA** The fundraising portion of the capital campaign has not started. The Foundation is currently testing the case of support and plan to complete interviews in mid-August. Campaign should be ready to launch in terms of organization and leadership recruitment in August 2020. This is contingent on whether the recommendations made by Byrne Pelofsky + Associates are fully approved by Dr. Mosier, College Trustees and Foundation Board. Silent phase could begin in earnest during fall 2020

## INITIATIVES

**I1 | Identify key College and community needs to be included in the creation of KCKCC’s Centennial Capital Campaign**

**I2 | Develop multi-level, multi-phase plan, with targeted objectives aligned to KCKCC’s Centennial Celebration**

**I3 | Create a comprehensive and staged Master Facilities Plan**

**I4 | Establish a mechanism for program-specific funding sources for scholarships, equipment, etc.**

## JANUARY 2021 STATUS UPDATES

**S1 |** The Case of Support has been edited to include the Downtown Kansas City, Kansas Educational Center only.

**S2 |** Centennial Celebration Planning is underway. A presentation to the President and Cabinet of potential Centennial logos occurred in December. Activities will be aligned with multiple divisions and departments throughout KCKCC. Activities celebrating our Centennial will begin in 2022.

**S3 |** Treanor HL has been approved by the BOT, however due to COVID-19 this project is on hold.

**S4 |** A designated giving program was launched as part of internal giving campaign as a mechanism for faculty and staff to establish program specific scholarships. The Foundation added a new endowed scholarship from Paulsen Family for Addiction Counseling Program.



Downtown location has been identified for the KCKCC Downtown Community Education Center.

## GOAL 4 | Build community awareness and participation through branded marketing efforts

### KPI | Year-over-year social media metrics<sup>16</sup>

**PRIORITY 4 GOAL 4 (KPI 16)S BASE DATA** The average Facebook reach for June 2018 through June 2019 is 70,469. Currently, Facebook reach for June 2019 through June 2020 is 126,534. This represents a 79.5% increase.

#### INITIATIVES

#### JANUARY 2021 STATUS UPDATES

**I1 | Improve the outward facing website functions to allow community members ease of locating information**

**S1 |** Improved the entire College website navigation to make information easier to locate. To help our students with virtual learning, a student technology resource page was created under quick links to provide technology support on a single organized page. Additionally, the Veterans and military services members webpage was updated to better assist with admission, enrollment and military student services.

**I2 | Partner with local organizations to provide KCKCC support of local community events**

**S2 |** Continue to partner with Metropolitan Organization to Counter Sexual Assault (MOCSA) in support of their Stories on Stories initiative which aims to end violence. KCKCC provided technical support to the Women's Chamber Foundation Purses with a Purpose scholarship fundraising. Partnered with the KS Chamber to support the 2nd annual Minority Business Summit. Collaborated with WYEDC to use remaining SPARKS funds to inform community of certification training opportunities.

**I3 | Engage with community stakeholders in specific marketing campaigns to share the impact of KCKCC**

**S3 |** Partnering with KC Scholars to co-brand billboards encouraging high school juniors to become a KC Scholar and attend KCKCC. Continue to collect Stories of Impact from a wide variety of community members and alumni. The Marketing Department won four medals from National Council Marketing & Public Relations. Dr. Mosier was named Pacesetter of the year in District 5 – National Council Marketing & Public Relations.

**I4 | Provide information to the community in multiple ways to break through communication challenges**

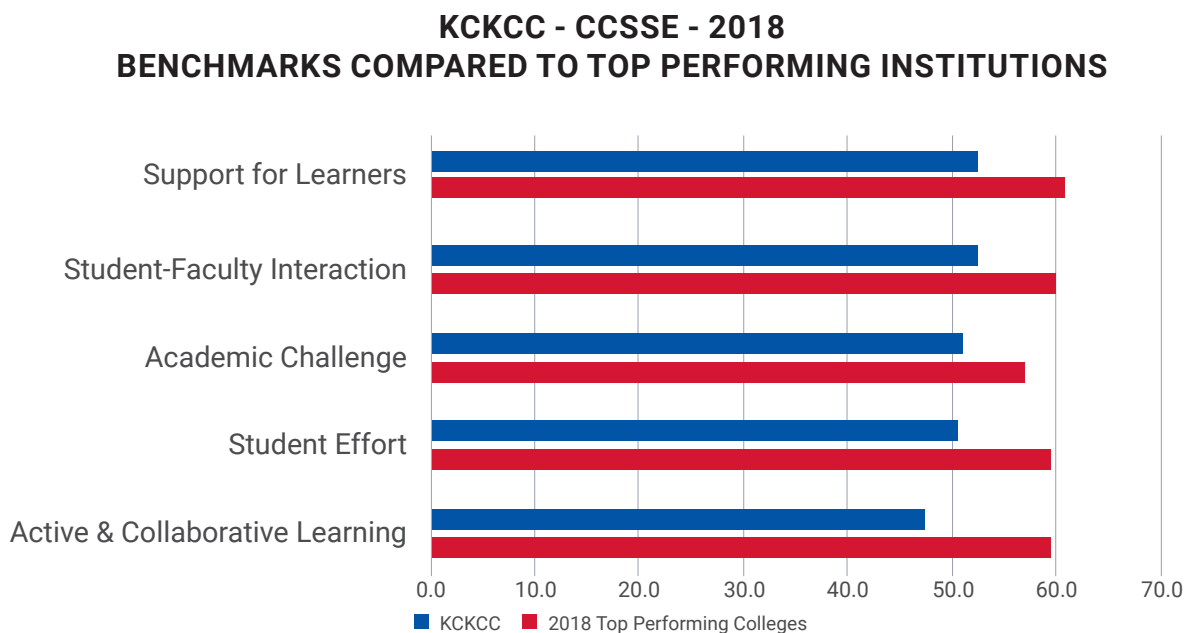
**S4 |** To provide tours during COVID-19, three new virtual tour videos were created and launched to highlight areas at Main Campus, Technical Education Center, and Pioneer Career Center. Identified employees that are multilingual and willing to serve as interpreters. The online employee directory was updated to identify the individuals and languages spoken. To share COVID-19 guidance widely with the community, graphic posters and fliers were created informing guests, employees and students of our COVID-19 safe practices.



## OVERALL RATINGS (from Appendix A & D)

KANSAS CITY KANSAS COMMUNITY COLLEGE NOEL LEVITZ STUDENT SATISFACTION INVENTORY - SPRING 2019 - SCALE REPORT					
Scale / Item	Importance	Satisfaction	/	SD	Gap
Concern for the Individual	6.20	5.45	/	1.21	0.75
Academic Advising/Counseling	6.26	5.53	/	1.23	0.73
Service Excellence	6.05	5.47	/	1.09	0.58
Student Centeredness	6.13	5.57	/	1.14	0.56
Data sorted by the highest to lowest Gap (of importance and Satisfaction)					

COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE) - 2018 BENCHMARKS COMPARED TO OTHER COLLEGES			
	KCKCC	2018 CCSSE Cohort	2018 Top Performing Colleges
Active & Collaborative Learning	47.5	50.0	59.6
Student Effort	50.3	50.0	59.7
Academic Challenge	51.2	50.0	57.0
Student-Faculty Interaction	52.4	50.0	60.1
Support for Learners	52.5	50.0	60.8
Top performing colleges are those that scores in the top 10 percent of the cohort by benchmark			





*Mission*

**INSPIRE  
INDIVIDUALS &  
ENRICH OUR  
COMMUNITY ONE  
STUDENT AT A TIME**

*Vision*

**BE A NATIONAL  
LEADER IN ACADEMIC  
EXCELLENCE &  
PARTNER OF CHOICE  
IN THE COMMUNITIES  
WE SERVE**

**MAIN CAMPUS**

7250 State Avenue  
Kansas City, KS 66112  
913.334.1100

**DR. THOMAS R. BURKE  
TECHNICAL EDUCATION  
CENTER**

6565 State Avenue  
Kansas City, KS 66102  
913.288.7800

**PIONEER CAREER CENTER**

1901 Spruce Street  
Leavenworth, KS 66048  
913.288.7750

[WWW.KCKCC.EDU](http://WWW.KCKCC.EDU)



KCKCC is an Equal Opportunity and Affirmative Action Educational Institution.

**KCKCC**

**FY 2021-22 Annual Budget Calendar**

<b>Due Date</b>	<b>Task/Process Description</b>
1/8/2021	Detailed GL Budget Comparison Reports sent to each Department
1/8/2021	Disburse Budget worksheet template and Instructions
1/13/2021	Conduct ZZB Process Training for all Budget Managers & Responsible Persons
2/5/2021	Draft Budget & "New Asks/Strategic Opportunities" due - On Budget worksheet Template
2/15/2021	Budget Hearings to President's Extended Cabinet
5/11/2021	Prioritization of "Strategic Opportunities" by President's Extended Cabinet
5/11/2021	Presentation of Draft Budget to Extended Cabinet
6/8/2021	Presentation of Draft Budget to Finance Committee
6/15/2021	Presentation & Approval of "Draft" Budget to Board of Trustees
7/20/2021	Approval of "Notice of Public Hearing" on Budget and Mill Levy
8/10/2021	Public Hearing & Approval of Final Budget and Mill Levy

SB 294 - Goes into effect this year and may impact Public Hearing dates.

<b>Kansas City Kansas Community College Performance Report AY 2019</b>	<b>AY 2019 FTE: 3,659</b>
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<b>AY 2019 FTE: 3,659</b>
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**Contact Person: Jerry Pope**

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Kansas City Kansas Community College	Foresight Goals	3 yr History	AY 2017 (Summer 2016, Fall 2016, Spring 2017)		AY 2018 (Summer 2017, Fall 2017, Spring 2018)		AY 2019 (Summer 2018, Fall 2018, Spring 2019)	
			Institutional Performance	Outcome	Institutional Performance	Outcome	Institutional Performance	Outcome
1 Increase the First to Second Year Retention Rate of First time Full time College Ready students	1	Fall 12 Cohort:47.1% (154/327) Fall 13 Cohort: 55.3% (167/302) Fall 14 Cohort: 52.4% (161/307) Baseline: 51.5% (482/936)	65.0% (204/314)	↑	62.1% (226/364)	↑	62.5% (227/363)	↑
2 Increase the Number of Certificates and Degrees Awarded	1	AY2013: 1,270 AY2014: 1,217 AY2015: 1,324 Baseline: 1,270	1,243	↓	1,267	↓	1,288	↑
3 Increase the Percent of Students Employed or Transferred	2	2012: 53.1% (725/1,365) 2013: 55.2% (694/1,257) *2014: 56.4% (677/1,201) *Baseline: 54.8% (2,096/3,823)	56.6% (697/1,232)	↑	56.5% (691/1,223)	↑	56.3% (706/1,253)	↑
4 Increase the success rate in non-dev courses enrolled by students who were successful in dev courses		AY2013: 65.6% (1,534/2,337) AY2014: 66.7% (1,544/2,314) AY2015: 68.9% (1,301/1,888) Baseline: 66.9% (4,379/6,539)	68.9% (1,329/1,930)	↑	67.8% (2,010/2,963)	↑	65.4% (1,172/1,792)	↓
5 Increase the Number of Hispanic Students Enrolled at KCKCC	1	AY2013: 1,295 AY2014: 1,310 AY2015: 1,440 Baseline: 1,348	1,623	↑	1,806	↑	1,912	↑
6 Increase Fall to Spring Retention of Non-College Ready Students		AY2013: 68.1% (833/1,223) AY2014: 68.2% (717/1,052) AY2015: 69.4% (666/960) Baseline: 68.5% (2,216/3,235)	69.1% (808/1,170)	↑	66.6% (745/1,119)	↓	64.9% (716/1,104)	↓

\*Updated 4/20/2018

## Kansas City Kansas Community College Performance Report AY2019

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

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

**Outcome/Results:** Continued initiatives and strategies which have had a positive impact on retention include the following: online and over-the-phone advising for students; allowing students with less than 30 credit hours to enroll themselves; advisors connecting students with resources; early enrollment in college success course BLUE 0101 (Freshman Seminar: Better Life Utilizing Education); retention alert use by faculty is encouraged and has increased; newly remodeled Success Center for student advisement, career services, and testing services; and the Military Veterans Center's recent opening which provides support to our military students.

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

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

**Outcome/Results:** Students must meet with a student success advisor until they have completed 30 hours, which allows the students to stay on track and complete their certificates and degrees. The graduation application process/checks shifted to an online process, which allowed the process to be more student-friendly and efficient.

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

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

**Outcome/Results:** Two career fairs are hosted each year for students to attend and visit with future four-year institutions. Representatives from other colleges frequently visit KCKCC to meet with students to facilitate the transfer process. The KCKCC transfer club arranges campus visits and provides transportation for students to visit transfer institutions. KCKCC has also entered into several transfer agreements with four-year institutions to encourage more students to transfer.

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

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

**Outcome/Results:** At this time, it is undetermined why this metric decreased. We will work with our institutional research and institutional effectiveness office to determine if the success rate in these cohorts decreased evenly across respective disciplines or if there are particular demographic groups that declined at a higher rate than the average in these specific classes. Based on the results of these investigations, the college will implement strategies to improve student success as needed. Another possibility is the student changed modalities from the developmental courses to the non-developmental courses, which may have also led to the decline. We will explore this scenario as well.

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

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

**Outcome/Results:** The college's Strategic Plan 2020-2023 calls for an increase in education opportunities to historically underrepresented populations in the Greater KC region and has identified resources for this purpose. KCKCC enrollment management and other divisions have increased the number of Spanish speaking personnel. Messaging and promotional materials are available in both English and Spanish. Several college initiatives, such as BizFest and Saturday Academy, focus on recruiting Hispanic students.

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

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

**Outcome/Results:** Through a regular review of Lexile scores, the developmental reading instructors noticed that students were being incorrectly placed in the developmental reading sequence, which may have led to a decrease in fall to spring retention. A true multiple measures model was adopted this year, including usage of high school GPA and high school English grades, to be utilized when test scores are on the cusp of placement in non-developmental courses, to hopefully insure proper placement and thus increase retention. There may have also been other, unknown reasons why this population showed a decrease in retention while other students had increased retention.



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

### **Ethical Conduct Policy**

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

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

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

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

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

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

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

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

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

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

**Definition and Criteria:**

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

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

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



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

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

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

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

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

d) Disclosure Requirements:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Process:**

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

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

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

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

## **II. Duty of Care**

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

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

## **III. Certification:**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
January 19, 2021  
Date



**Kansas City Kansas Community College Board of Trustees**  
**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 Confidential and Non-Disclosure Obligations of Trustees Policy, have read and understand its terms, and agree to adhere to the Policy.

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Name

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Signature

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January 19, 2021  
Date

Revised January 30, 2020