



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**  
**October 20, 2020 – 9:00 A.M.**

**Meeting Locations: KCKCC – Pioneer Career Center in Conference Room (Room 146, physical) & Zoom Webinar Meeting Room (virtual)**

1. **Call to Order & Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda**
4. **Audience to Patrons and Petitioners (5-minute limit)**
5. **Recognitions/Presentations:**
  - Presentation of the first “I See You” Spotlight Awards, instituted by the Office of Student Activities. Presented by Dr. Delfina Wilson.
6. **Communications – None scheduled.**
7. **Board Committee Reports**
  - ACCT 2020 Leadership Congress Recap. Presented by Trustee Don Ash.
8. **Consent Agenda:**
  - (Item A) - Approval of Minutes of the September 15, 2020 Meeting
  - (Item A1) - Approval of Minutes of the September 15, 2020 Special Meeting
  - (Item B) - Approval of Recommendations for Payment
  - (Item C) - Approval of Ratification Items
  - (Item D) - Approval of Personnel Items
9. **Student Senate Report – Mr. Destin Williams, President & Mr. Oscar Alvarez, Vice-President**

10. **President's Report** – Dr. Greg Mosier
11. **Vice President Academic Affairs Report** – Mr. Jerry Pope, Interim
12. **Vice President Student Affairs Report** – Dr. Delfina Wilson
13. **Vice President Strategic Initiatives & Outreach Report** – Ms. Tami Bartunek
14. **Chief Financial Officer Report** – Mr. Michael Beach
15. **Chief Human Resources Officer Report** – Ms. Christina McGee
16. **Chief Information Officer Report** – Mr. Peter Gabriel
17. **Unfinished Business** – None scheduled.
18. **New Business:**
  - a. Approval of the Revised 2020-2021 KCKCC Academic Calendar. Presented by Mr. Jerry Pope. [<Attachment>](#)
  - b. Approval of the Royal Ridge Student Housing Lease. Presented by Mr. Michael Beach. [<Attachment>](#)
  - c. Approval of Agreement with Byrne Pelofsky and Associates for capital campaign consulting. Presented by Dr. Greg Mosier. [<Attachments>](#)
  - d. Approval to pass resolution to approve \$20,000,000 Special Revenue Bonds for student housing project. Presented by Mr. Michael Beach. [<Attachment>](#)
  - e. Approval to engage Raymond James as the College Financial Advisor for the student housing project. Presented by Mr. Michael Beach.
  - f. Approval for application to the Unified Government for a Sales Tax Exemption Certificate and corresponding issuance of Industrial Revenue Bond for the student housing project. Presented by Mr. Michael Beach.
  - g. Approval to form 501(c)(3) Nonprofit entity to the College to hold real estate property such as student housing project and other purchases for the future benefit of KCKCC. Presented by Dr. Greg Mosier.
  - h. Approval to renew annual medical and dental benefits with Aetna. Presented by Ms. Christina McGee. [<Attachment>](#)
  - i. Approval to enter into contract with Martz Brothers for snow removal and other winter services. Presented by Mr. Michael Beach.
19. **Executive Session(s)** – None scheduled.
20. **Adjournment**

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

**Tuesday, November 17, 2020 - 5:00 p.m. – Hybrid Meeting at  
KCKCC – Main Campus**



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**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Board of Trustees Meeting Minutes**  
**September 15, 2020 – 9:00 A.M.**

Meeting Locations: KCKCC – Main Campus in Upper Jewell Event Space (physical) &  
Zoom Webinar Meeting Room (virtual)

**CONSENT AGENDA – Item A**  
**Meeting Minutes**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 9:03 a.m. The Pledge of Allegiance was led by Trustee Pat Brune.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present. Chair Daniels commented that it was nice to be back on campus. He commended the great job of the faculty and staff in getting the school year off to a great start. He expressed tremendous thanks to everyone for all that they do.
3. **Approval of Agenda:** Chair Daniels called for a motion to accept the Agenda. Trustee Sutton made the motion to accept the agenda. Trustee Brown seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Daniels addressed those attending the meeting in-person and via Zoom. He invited attendees interested in addressing the Board to come to the podium or raise their hand in the chat room to be acknowledged. After receiving no response from the audience, Chair Daniels moved forward to the next agenda item.
5. **Recognitions/Presentations:** Chair Daniels invited Chief Robert Putzke, Chief of Police for KCKCC College Police Department, to the podium for a presentation. Chief Putzke began by thanking the Board and the Administration for their support of College Police Department. He then shared the events that led to the commendation of Sergeant David Wainwright. Sgt. Wainwright was the lead in a search for the missing 9-year old son of a community resident. Sgt. Wainwright went above and beyond duty to support this mother. Chief Putzke presented Sgt. Wainwright with a letter of commendation and a certificate.

Dr. Mosier shared that this is an excellent example of how our police department always goes above and beyond to meet not only the needs of our students, employees, and guests at KCKCC locations, but also in our communities. He added that the college appreciated the extra effort that Sgt. Wainwright made to make sure that this child was returned safely to his family. Dr. Mosier extended great gratitude to Sgt. Wainwright.

Chair Daniels echoed on behalf of the Board the great thanks extended by Dr. Mosier.

6. **Communications:** With no scheduled communications, Chair Daniels moved to the next agenda item.
7. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees. On behalf of the Board Finance Committee, Vice-Chair Criswell stated that in their last meeting on September 8<sup>th</sup>, the following items were discussed:
  - Preconstruction agreement for the Student Housing Project
  - Progress made and activity as it relates to COVID-19
  - Significant savings in the College's refinance

She concluded that the financial health of college is excellent and offered kudos to Dr. Mosier, staff, the Board, and everyone involved in ensuring that this continues.

In an update for KACCT, Trustee Ash shared that the KACCT Quarterly meeting occurred virtually on Saturday, August 29<sup>th</sup>. The meeting was well attended and productive. He added that Ms. Heather Morgan, the Executive Director of KACCT, does a great job and keeps the college presidents informed. Trustee Ash expressed that KCKCC is in good shape as it relates to other colleges in the state. He concluded that KCKCC continues to be in a strong position.

On behalf of the Board Policy Committee, Trustee Sutton shared that the committee met on Thursday, September 9<sup>th</sup>, and discussed policies that are under review. She concluded that the committee will present the policies to the full board when they are ready for final review and approval.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Brown made the motion to accept the Consent Agenda. Vice-Chair Criswell seconded the motion. The Motion Carried.

Trustee Sutton acknowledged that the Personnel Report (Item D) reported 13 resignations. She shared that our employees are our greatest asset and in light of all that is going on, we need to be mindful of them.

9. **Student Senate Report:** Chair Daniels welcomed Mr. Oscar Alvarez-Alonzo, the Student Senate Vice-President to the Board meeting to present on behalf of the students. Mr. Alvarez-Alonzo reported the following:

- The American Association of University Women (AAUW) hosted a virtual club meeting and are preparing for an off-campus activity.
- Student Veterans Association (SVA) hosted a 9/11 Trivia Game that could be attended on or off campus.
- Active Minds, Gamers, Phi Theta Kappa, Student Organization of Latinx (SOL), American Sign Language and many other clubs have been hosting virtual club meetings and events for students to attend.
- Fringe Benefits of Education (FBOE) started the trend of hosting the virtual club meetings beginning March 2020 through mid-May, more than 100 students were actively engaged in the meetings.
- On Friday, October 3<sup>rd</sup>, Student Senate will be hosting a drive-in movie style Halloween party, where they will be screening the Disney Pixar animated movie, "CoCo." This will occur in the parking lot of KCKCC on Main Campus for 60 cars. Volunteers, wearing proper PPE, will deliver concession bags to each car. There will also be a costume contest. The event is free of charge and RSVP is required.
- Mr. Alvarez-Alonzo shared feedback from the students, both positive experiences and areas where there is room for improvement within the four types of academic delivery (online, face-to-face, blended, and virtual). He asked the administration to consider the concerns of the students and begin a conversation about possible support with adjustments to online learning.
- Extended invitation to the Board and KCKCC Administration to donate toys to the Annual Toy Drive. The deadline for donations is Monday, Dec. 14<sup>th</sup>. The toys will be distributed to the first 100 applicants of children ages 0 to 10 years old. Phi Theta Kappa and Student Senate have the goal of raising \$200 dollars for toy donations, gifting 3-4 toys to each child.
- Expressed concern for the current state of wireless internet on campus. Student Senate would like to begin a conversation with administration on how to support the students with better wireless internet services.
- Lastly, Mr. Alvarez-Alonzo shared a drafted plan from the students to open the game room. The plan included time slots with limited capacity, regular cleaning intervals, and required masks.

Mr. Alvarez-Alonzo concluded his report and asked the Board for any questions. Dr. Daniels thanked him for sharing the perspective of some of the students. Dr. Mosier thanked Mr. Alvarez-Alonzo for the leadership of Student Senate for the students. Dr. Mosier reminded him that the students are the reason why KCKCC is here. Dr. Mosier assured Mr. Alvarez-Alonzo that he will follow up on the notes that he has taken and asked him to follow up about wireless dead spots and conversations on the game room opening safely with the respective vice-presidents in those areas. Dr. Mosier thanked Andrica for her leadership and for keeping the students engaged.

Chair Daniels asked if there were any additional questions or comments. Hearing none, he called for a motion to accept the Student Senate report. Trustee Sutton made the motion to accept the Student Senate report. Trustee Brown seconded the motion. **The Motion Carried.**

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

- The semester has gone well thus far. He thanked the faculty and staff for the innovative ways they are supporting students.
- Music instructors are using innovating ways of teaching classes such as working with classes outside and breaking classes into different rooms for lessons.
- Capital Campaign will focus on KCKCC Downtown Project as first priority and the Athletic Training Center as second priority in addition to the Student Housing.
- The college is working with a grant writing firm from Washington, D.C. to work on federal funding for our projects.
- Dean Cheryl Runnebaum is working on a \$500,000 dollar grant from the Kansas Department of Commerce.
- Received a \$150,000 dollar grant from Perkins that will help outfit the new Welding Program lab at Lansing Correctional Facility.
- Great meetings with groups in the economic development sector which led to a one-on-one meeting with the Secretary of the Kansas Department of Commerce, Mr. David Toland. In this meeting, Sec. Toland shared that there may be ways of supporting KCKCC with upcoming projects with additional funding sources to meet the goals.
- Sent email college wide to share the strategic priority projects that would be supported this semester. \$1.25 million dollars are allotted each year for the strategic priority projects. So far this year, \$900,000 dollars have been allocated.
- The college is currently being interviewed by Harvard University in efforts toward becoming a study area in a project regarding career and technical education. Dr. Delfina Wilson and Dr. Mihir Chand are co-leading this process. KCKCC is the only community college in the process.
- A Supervisors meeting is being scheduled to remind supervisors to continue to encourage employees about social distancing and keeping masks up. Our goal is to reduce the opportunities for the spread of COVID at KCKCC.

Dr. Mosier concluded his report and asked the Board for any questions. Chair Daniels asked the Board for any comments or questions. Hearing none, he called for a motion to accept the President's report. Vice-Chair Criswell made the motion to accept the President's report. Trustee Sutton seconded the motion. **The Motion Carried.**

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

- Center for Teaching Excellence is doing a number of presentations and professional development workshops to support the faculty with teaching in the virtual platforms.
- Encouraged the Board to read his report in the Board packet, especially the portion regarding Dr. Jelena Ozegovich's piloting the teaching of a Psychology class at the three KCKCC locations simultaneously using video technology.
- Introduced Dr. Deanne Yates, Associate Professor of Nursing and Allied Health and Physical Therapy Assistant Program Coordinator, to give a special presentation on an innovative method in the classroom as a result of the pandemic. Dr. Yates thanked

the Board for the opportunity to present. She shared that in classes where students would work with one another as patients to practice techniques, instructors have had to think of new ways of teaching in the hybrid and virtual classroom. In the Physical Therapy Assistant program, there is a module for the Range of Motion Measurements and Manual Muscle Test that the students had to demonstrate. In this module, the students were assigned one manual muscle test and one range of motion test where they had to research the movement and find a housemate to videotape while demonstrating the range of motion and manual muscle tests. This was great experience for the students to have the opportunity to instruct someone who was not already familiar with the terms to get them to do what they were asking. The students posted the videos on a wiki platform and learned from fellow students. It gave them some real experience.

Dr. Yates concluded her presentation and asked the Board for any questions. Chair Daniels asked what challenges Dr. Yates has faced in online learning. She answered that one major challenge has been balancing the need for synchronous and asynchronous learning with the students. He followed up with a question about issues with access to online classes for her students. She answered that her students have been ok with regards to access, but that she herself has had some connectivity issues as it relates to living in the country.

- Mr. Pope continued with an update on Kids Off Campus program as requested by Trustee Sutton at the last Board meeting. The Director of Adult and Continuing Education, Mr. David Beach relayed that in the program the students are issued an activity box with QR codes that provides instruction to the students on the different activities they may be able to do. With the new platform, there is a significantly larger adult supervision component. Prior to COVID, there were 170 to 190 students. Presently, there are 100 students, so Mr. Pope and Mr. Beach were not sure if more students will join the program or how exactly the program will grow from here. He shared that they are hopeful.

Mr. Pope concluded his report and asked the Board for any questions. Trustee Sutton commented that she was glad to see emphasis on assessment from Dr. Cynthia Goudeau's office (Director of Assessment). She extended kudos to the Online Education Services department for providing connectivity for the students and community. Trustee Sutton applauded Professor John Stafford, Associate Professor of Music, for making the Board and college community very proud by getting KCKCC on the map teaching all over the campus. Trustee Brown echoed Trustee Sutton's comments on the amazing innovations and accomplishments of the faculty.

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

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



- COVID 19 Relief as of August 20<sup>th</sup>, 2020 allocated \$1.824 million dollars awarding 932 students. Financial Aid office and the Business office are still working with students who applied to find additional funding to help students.
- Acknowledged that there have been several employees to leave the college due to COVID. There a total of ten positions that are open in Student Affairs. Through a temporary agency, the college has a new college nurse. In response to the personnel challenges, Student Affairs staff have stepped up and are taking on additional responsibilities to meet the needs of our students. Dr. Wilson extended great thanks to the Student Affairs staff.
- Currently, the college is not offering classes at Wyandotte High School since the high school is not currently open. When the school does open, the college will return offering adult basic education and GED classes. In the meantime, we have continued to work in the community. Ms. Nora Brown, Coordinator at the Downtown site, has been reaching out and building relationships with such organizations as the Avenue Youth House and the Kansas City Pregnancy Clinic, providing information about what KCKCC has to offer.
- Recognized things that have happened outside the classroom to support the students. Expressed appreciation for the feedback from Mr. Alvarez-Alonzo. Hearing that the students are working on a plan for the game room reopening is exciting. Student Activities will continue to work together with the students.
- Student Accessibility and Support Services (SASS) work with students with disabilities accessibility needs. This semester, the department hosted a Zoom High School Parent orientation, which provided information about KCKCC including FERPA, COVID guidelines, and what to expect as a student at TEC. The presentation was done for local area high schools and recorded to be shared and referenced later.
- Reminded everyone of voter registration being offered at the different KCKCC campus locations - Main Campus on Sept. 14<sup>th</sup> and 15<sup>th</sup>; TEC on Sept. 16<sup>th</sup> and Sept. 21<sup>st</sup> at PCC.
- Lastly, Dr. Wilson shared information about the grant with Harvard University with which she and Dr. Chand had the opportunity to apply for. This is a first-time fellowship for people who are interested in career and technical education in higher education. If selected, there will be 4 trainings and Dr. Chand and Dr. Wilson will come up with a project to do and submit.

Dr. Wilson concluded her report and asked the Board for any questions. Chair Daniels asked for an update regarding the Advise CRM software update. Dr. Wilson shared that the progress for Advise CRM project had fallen behind due to COVID. The departments have begun training again and are hoping to have access to the training online for the student success advisors and faculty to monitor the progress of their students.

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

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

- The launch of the new theme for the 2020 – 2021 academic year, “Learn, Lead, Achieve”. This theme will be used in marketing promotions for this year to include the billboards.
- Social media metrics have improved. Huge thanks to Ms. Kelly Rogge, Public Information Manager.
- Thanked her team for assistance with the Board of Trustees Handbook and Strategic Plan handbook.
- Thanked Mr. Matt Fowler, Web Designer, for infused video with the new theme on the marquees.
- Introduced the new Online Consortium Quality Scorecard platform for students which is an interdepartmental collaboration to assess and create a better virtual experience for current and prospective students. Ms. Bartunek invited Mr. Omar Brenes, Web Architect, to share details about the new web project. Mr. Brenes shared the preliminary platform and walked everyone through how the students will use it.

Ms. Bartunek thanked Mr. Brenes and concluded her report. She asked the Board for any questions. Dr. Mosier added that this project has included a lot of hard work and will be a great resource for the students. Trustee Sutton expressed being very impressed by seeing the new theme on the marquee.

Chair Daniels asked if there were any additional questions or comments. Hearing none, he called for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Vice-Chair Criswell made the motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee McIntyre seconded the motion. **The Motion Carried.**

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

- The year-end adjustment process is almost complete. Auditors are here on site. The Foundation as well as the College are being reviewed.
- Currently, the college has a full preconstruction agreement for the Student Housing Project. The project is moving smoothly with weekly meetings and meetings for other project specifics.
- The bookstore has installed navigation signs to support students being served while on campus. Additionally, they have added a full online resource to have books ordered online boxed and ready for pick-up by students.
- The bookstore rented 854 books this semester which is a \$9,400 dollar cost savings to the students.
- Facilities crew continues to do great projects. The first phase of the Humanities building remodel is complete. The second phase has begun. Renovation of room 3626 has also been completed.

- Painting, updated lighting, and new carpeting have been installed in several spaces throughout the college. The Ambient Space Committee will have a mural installed in the Social Science hallway.
- College Police continue to increase their public safety education.
- Congratulated Sgt. Wainwright in finding the missing child. Mr. Beach commended him for recognizing the role we play in the community in supporting the parent in finding her child.
- Zero-based budgeting continues to allow each person involved to accept some personal responsibility to the college. The college continues to save money and do things responsibly fiscally. Mr. Beach acknowledged that this could not be done without all the deans, directors, and other leadership for the management of the budget.
- This year, the college has paid the insurance in full instead of in quarter installments and are providing technology and additional support services to our students. This is reflected in the increased expenses thus far in the semester. Currently, the college is at 12% spent for the budget.

Mr. Beach conclude his report and asked the Board for any comments or questions. Hearing none, Vice-Chair Criswell made a motion to accept the Chief Financial Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

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

- Currently, the college has 24 full-time and part-time positions open. Some of them are pool positions. In terms to staffing levels, to include some areas that are understaffed, these open positions are mostly due to attrition over the past two months. These positions are from College Police and Student Services and are a result of retirement and resignations.
- The kick-off of the Human Resources Information System (HRIS) and Payroll process started in June and will be the biggest HR initiative this year. There are some areas where data and manual processes need to be clarified and more automated on the back end. There will be a need for training for supervisors as it pertains to contracts and moving to a self-service system for the employees for such updates as address changes, updating w-4s, etc.
- Streamlining of the onboarding process to include automating the processes and moving to a more electronic system for documentation completion.
- Separating functions between Payroll and HR. HR will be responsible for entering information for student employees and keeping it in the HRIS system.

Ms. McGee concluded her report and asked the Board for any questions or comments. Vice-Chair Criswell asked to clarify whether the project and training would be completed in a 6-month timeframe. Ms. McGee shared that this is an estimated timeframe that does not include training. Vice-Chair Criswell added that this is great progress and thanked Ms. McGee for making the significant progress. She encouraged her and her team to continue to move forward. Dr. Mosier added that this program has been ongoing for quite some time as well. Chair Daniels added that he was also grateful for the changes in the HR

department. Chair Daniels asked for any additional questions or comments. Hearing none, he called for a motion to accept the Chief of Human Resources Officer's report. Vice-Chair Criswell made the motion to accept the Chief of Human Resources Officer's report. Trustee Ash seconded the motion. **The Motion Carried.**

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

- Expressed appreciation for the comments with regards to the wireless access for the students. Mr. Gabriel shared that he is definitely open to further conversation with the students.
- New security process is in the works for all KCKCC accounts that are locked. There will be new security questions for users to use to unlock their own accounts.
- This last month, there was a significant reduction in uptime for connectivity. This was due to the weather and provider challenges but is expected to be improved. The report will be broken out per location in future reporting.

Mr. Gabriel concluded his report and asked the Board for any comments or questions. Trustee Sutton asked that the Board be set up for dual authentication. Mr. Gabriel answered there will be follow up for the dual authentication to be added for the Board members.

Chair Daniels asked for any additional questions or comments. Hearing none, he called for a motion to accept the Chief of Information Officer's report. Trustee Ash made the motion to accept the Chief of Information Officer's report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

Dr. Mosier added that COVID-19 has not slowed KCKCC down at all. He acknowledged that this speaks to the hard work that everyone is doing and the amazing things that are being accomplished during these trying times. Dr. Mosier expressed great thanks to President's Cabinet and all KCKCC personnel across the board. Many thanks to Media Services as well.

17. **Unfinished Business:** Chair Daniels mentioned that there was no unfinished business for the Board to address.

18. **New Business:** Chair Daniels called the Board's attention to the items to be approved under new business.

- Approval of the 2020-2021 KCKCC Board of Trustees Handbook – Chair Daniels shared that the new handbook looks so much better than it has in the past. He thanked Ms. Bartunek and her team for their design. He asked for a motion to approve the 2020-2021 KCKCC Board of Trustees Handbook. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. **The Motion Carried.**
- Approval of the 2020-2021 KCKCC Board of Trustee Goals - Chair Daniels shared that the Board's goals for 2020 – 2021 will be added to the website. He encouraged the campus community to review them so that they will have an idea of the Board's focus for this year. Chair Daniels asked for a motion to approve the 2020-2021 KCKCC Board of Trustee Goals. Trustee Ash made the motion. Trustee Sutton seconded the motion. **The Motion Carried.**

19. **Executive Session(s):** Chair Daniels acknowledged that there were no executive session actions needed for the general meeting.

Chair Daniels reminded the Board members that the ACCT National Leadership Congress would occur the first week of October and thanked everyone for an informative meeting.

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

The meeting of the Board of Trustees adjourned at **10:51 a.m.**

ATTEST:

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

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



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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 Special Meeting Minutes  
September 15, 2020 – 8:00 A.M.**

**Meeting Locations: KCKCC – Main Campus in Executive Board Room (physical) &  
Zoom Webinar Meeting Room (virtual)**

**CONSENT AGENDA – Item A1**

**Meeting Minutes**

The Board of Trustees met both in-person in Room 3252, the Executive Board Room of Kansas City Kansas Community College, and virtually, on the KCKCC Zoom Webinar meeting platform, on Tuesday, September 15, 2020. The meeting was called to order at 8:05 a.m. by Board Chair, Dr. Ray Daniels.

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

At 8:06 a.m., Chair Daniels called for a motion for the Board to enter an executive session for 15-minutes duration for the preliminary discussion of the acquisition of real property with possible action to follow in open session. Trustee Ash made a motion to enter in executive session for 15-minutes. Trustee Brown seconded the motion. **The Motion Carried.**

At 8:21 a.m., the Board returned to open session with no action to follow.

Chair Daniels began the discussion of the presentation items with a discussion about the Board of Trustees' participation on College Senate. He reminded the Board that when the HLC Review Team came for their visit to the college, they found it concerning that there is Board participation on College Senate. They also recommended that the college not have a Board member on College Senate in their report. Chair Daniels reviewed the college policy book and, in the section, discussing College Senate, it mentions having a member of the Board represented on College Senate. Dr. Mosier added that the HLC Review Team's view is with a Board member on College Senate it could interfere with college operations and could hinder someone's ability

to speak freely. He added that the HLC team asked that the Board examine their participation on College Senate. The Board discussed the progression of the Board's participation on College Senate over the years. In summary, Chair Daniels shared that there was not to be a decision in this meeting, but that the Board should give more thought to this and in the reorganization during the January meeting, make the decision to continue on College Senate or not. In the meantime, there could be discussion with the senates about Board participation. Chair Daniels invited the Board to give more thought to this for future discussion.

Chair Daniels asked Dr. Mosier to share about the Temporary Emergency Policy. Dr. Mosier began that this topic was thought to be best shared with the full board after discussion in the last Board Policy Committee meeting. The Temporary Emergency Policy would give the president, through consultation with the Board, the ability to create policy in the state of an emergency.

Trustee Sutton shared that she does not believe this policy is needed. She added that with the current clear identification of the Board setting policy and the president administering policy, additional layers could cross lines in ways that are not ideal. Trustee Sutton adds that in the current policy flow there is an allowance for bypassing steps in a state of emergency. She concludes that the statement could be amended to include temporary emergency policies that are approved by the full board.

The Board continued to discuss how to move forward with this, how "emergency" is defined, and whether there would be need of new policy or administrative procedures in these instances. Trustee Sutton and Dr. Mosier will work on a statement to add to the policy flow chart to address the need for temporary emergency policies in the state of an emergency.

Dr. Mosier presented the Shared Leave Pilot Program to the Board. KCKCC Administration is finding that there are college personnel without leave due to COVID-19 and we do not want them to get into financial hardship by having to take leave without pay. This program would be a bucket of leave that college employees would donate to for the use of those in need of leave as it relates to COVID-19. He added that administration wants to get the Board's feedback on this and that they are not looking to create a policy for this pilot program at this time. The Board discussed an employee's job protection while away on leave, the review of the program by all college constituents and the need for an MOU for this new program. Dr. Mosier asked for the Board's permission to move forward with an MOU with Faculty Senate and Staff Senate regarding the Shared Leave Pilot Program.

Vice-Chair Criswell voiced her support of the program and asked that the form and document be reviewed for updates prior to being shared with the college. The Board agreed.

Dr. Mosier concluded his presentations with a discussion about the Spring 2021 Academic Calendar. He shared that there is no change to the fall 2020 academic calendar, that students would not be returning physically to campus after Thanksgiving Break and would continue the semester virtually. However, for the spring 2021 semester, over fifty percent of college presidents, including those in Kansas, are eliminating Spring Break to minimize the possibility of COVID-19 exposure for the college community. Dr. Mosier continued that KCKCC administration is recommending to the Board to move the start date back from January 19, 2021 to January 25,

2021 and eliminating Spring Break. Dr. Mosier added that the Friday of Spring Break week is typically a holiday for staff who would have a 3-day weekend, and this will remain the same. All the necessary communication is taking place with the school districts to ensure that adjustments are made. Dr. Mosier continued that a decision to make a change to the academic calendar must begin with an agreement between the Vice President of Academic Affairs and the Faculty Senate. He asked for the Board's intent to be supportive of this recommendation so that KCKCC administration may move forward with planning and preparations. The Board agreed. Dr. Mosier assured the Board that the formal request for approval would be presented at the October 2020 Board meeting by KCKCC administration.

Chair Daniels asked if there were any other comments. Hearing none, he called for a motion to adjourn the meeting. Trustee Sutton made the motion to adjourn. Trustee McIntyre seconded 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**

**October 20, 2020**

- 1) Approval in the amount of **\$53,300.00** to **Gage Machine Tool** for training equipment for Automated Manufacturing course for Machine Technology program. Requested by Jerry Pope. (Grant funded)
- 2) Approval in the amount of **\$35,000.00** to **Covidien LP** for ventilator for Respiratory Therapy program. Requested by Jerry Pope. (Grant funded)
- 3) Approval in the amount of **\$42,896.50** to **MdM Roofing LLC** for roof restoration for Humanities building. Requested by Michael Beach.
- 4) Approval in the amount of **\$25,799.00** to **A to Z Theatrical Supply and Services** for new drapes for the Performing Arts Center. Requested by Jerry Pope.
- 5) Approval in the amount of **\$44,500.00** to **Blevins & Bradbury Inc** for culinary arts department expansion at TEC. Requested by Jerry Pope.
- 6) Approval in the amount of **\$38,610.00** to **Lenovo Inc** (09/25/20; R1938) for computer hardware update for TEC classrooms. Requested by Peter Gabriel.
- 7) Approval in the amount of **\$60,375.00** to **Lenovo Inc** (09/28/20; R1943) for laptops for student checkout for spring 2021. Requested by Peter Gabriel.
- 8) Approval in the amount of **\$30,897.00** to **Epic Concrete Construction Co** for Construction program project at 3028 N. 56th St., KCKS. Requested by Jerry Pope.

September bills totaling **\$4,571,343.33** includes August VISA bills of **\$152,965.49**.

## **Items for Ratification**

### **CONSENT AGENDA – Item C**

**October 20, 2020**

1. \$18,572.19 to Herff Jones for graduation cords. Requested by Delfina Wilson.
2. \$22,100.00 to Byrne Pelofsky + Associates for capital campaign consulting. Requested by Michael Beach.
3. \$24,800.00 to Clark's Tool, Inc. for Auto TEC program kits. Requested by Jerry Pope.
4. \$10,530.00 to KMCI for advertising from July 2020 through August 2020. Requested by Tami Bartunek.
5. \$12,195.93 to Williams & Fudge, Inc. for delinquent student billing services. Requested by Michael Beach.
6. \$20,500.00 to Innovative Education Systems for training equipment for Electrical Technology program. Requested by Jerry Pope.
7. \$18,428.20 to Lenovo Inc. (09/22/20; V0256581) for computer hardware for employee upgrades. Requested by Peter Gabriel.
8. \$13,500.00 to Myah Enterprise Inc. for exterior paint rehab for TEC. Requested by Michael Beach.
9. \$10,184.04 to Pay-LESS Office Products, Inc. for Institutional Effectiveness office remodel. Requested by Michael Beach.
10. \$19,500.00 to Merchant McIntyre & Associates, LLC for retainer payment for grant funding services. Requested by Michael Beach.

## HUMAN RESOURCES - PERSONNEL ITEMS

### CONSENT AGENDA – Item D

October 20, 2020

### SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Alexander Haus, Rachael	Assistant Controller	Business Office	Financial & Facility Services	10/02/2020
Resignation	Cowick, Deborah S.	Foundation Coordinator II	Foundation	President	10/15/2020
Resignation	Crossley, Kay	Adjunct- Human Development	Human Development	Social and Behavioral Sciences & Public Services	09/18/2020
Resignation	Smith, Regina	Part-Time Administrative Assistant	Health Professions	Health Professions	08/31/2020
Separation	Kuzila, Christopher	Part-Time Cashier	Bookstore	Financial & Facility Services	10/07/2020
Separation	Walter, Cody	Adjunct- Construction Technology	Construction Technology	Career and Technical Education	09/10/2020

### RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
New Hire	Arrowood, Aysia	Resident Assistant	Student Housing	Student Affairs	10/19/2020	\$400 per month
New Hire	Erickson, Mariah	Admissions Recruiting Coordinator I	Admissions	Student Affairs	10/13/2020	\$44,903 annually
New Hire	Gillespie, Kim	Administrative Assistant to the Dean of Health Profession	Health Professions	Academic Affairs	10/16/2020	\$42,448 annually
New Hire	Hamadah, Kareem	Lab Assistant- Paramedic	Emergency Medical Education	Academic Affairs	10/06/2020	\$22.62 per hour
New Hire	Kamler, Jenell	Admissions Specialist I	Admissions	Student Affairs	10/14/2020	\$35,500 annually
New Hire	Matos, Janet	Admissions Recruiting Coordinator I	Admissions	Student Affairs	10/15/2020	\$45,903 annually

New Hire	McFeders, Dwayne	Computing Services Specialist II	Information Services	President	11/02/2020	\$46,818 annually
New Hire	Mohite, Akanksha R.	Research & Data Analyst	Institutional Effectiveness	President	10/19/2020	\$55,000 annually
New Hire	Schack, Adam J.	PT HVAC/Electrical Technology Lab Assistant	Electrical Tech	Career and Technical Education	10/19/2020	\$23.13 per hour
New Hire	Stark, Christopher	Lab Assistant-Paramedic	Emergency Medical Education	Academic Affairs	10/06/2020	\$22.62 per hour
Promotion	Kremer, Charles	Maintenance Specialist I	Facility Services	Financial & Facility Services	11/02/2020	\$36,000 annually
Promotion	Maloney, Robert	Maintenance CAD Specialist II	Facility Services	Financial & Facility Services	09/03/2020	\$46,818 annually
Rehire	Bailey, Preston	Part-Time Maintenance Worker	Facility Services	Financial & Facility Services	10/7/2020	\$12.04 per hour
Rehire	Wishall, Mary	Adjunct- Clinical Instructor	Nursing	Health Professions	10/19/2020	\$883 per credit hour

### **Action Definitions**

- **New Hire**- an individual who entering an employment relationship with the College that has never worked for us.
- **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.
- **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.

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

**Office of Assessment: Dr. Cynthia Goudeau**

Over the last month, the Office of Assessment introduced a three-part training series for program coordinators, lead instructors, and deans. The training sessions within the series took place on Sept. 2, 10, and 17. Each weekly 45-minute session concentrated on best-practices and documentation throughout a given assessment cycle. Specifically, the sessions focused on assessment planning, curriculum mapping, and action planning. Approximately 25 attendees participated in each session. The live sessions were recorded and distributed to more than 40 faculty members across campus for review and future reference. Additional assessment materials and resources were provided as well.

**Learning Commons: Ms. Amanda Williams**

1. This fall, the Writing Center and Math & Science Center pivoted to provide virtual class visits. Faculty were sent the following links to share with their classes that showcase the academic support available. The tutors also offered to join classes virtually on Zoom.

<https://www.powtoon.com/s/ev9e6a7gtjD/1/m>

<https://www.powtoon.com/s/fQpM6vqn9qR/1/m>

	<p><a href="#">Virtual Class Visit - Math Center   Created using Powtoon - The Visual Communication Platform</a></p> <p>Sign up for free to create engaging, inspiring, and converting videos with Powtoon. Make an Impact.</p> <p><a href="http://www.powtoon.com">www.powtoon.com</a></p>
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2. 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. Each study space is named after an individual of historical importance to KCKCC. Assistant Professor and ESOL Coordinator, Ms. Michelle Overholt, even created a [video](#) to share with her students to demonstrate how to make a reservation.

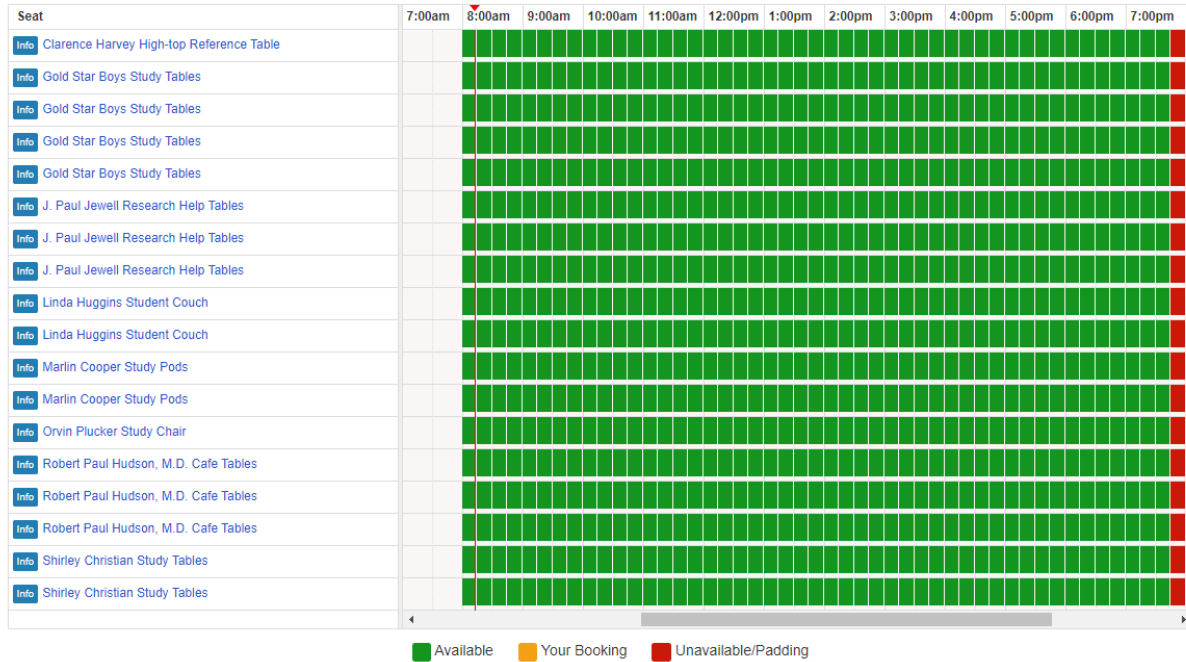
# October 2020 Board of Trustees Report

## Vice President of Academic Affairs

Kansas City Kansas Community College

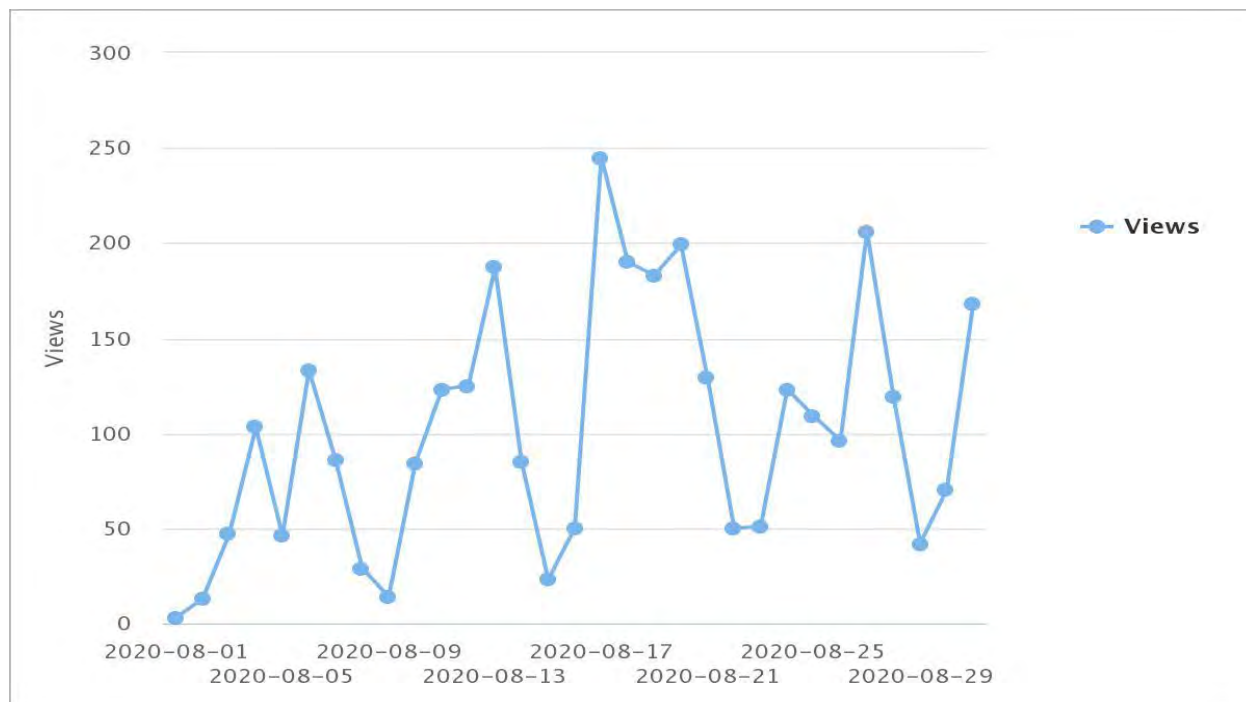
Location:  Category:  Capacity:

Wednesday, September 2, 2020



3. Live Chat continues to be monitored daily between 8:00 a.m. and 8:00 p.m. Monday-Thursday and 8:00 a.m. to 4:00 p.m. on Friday. If students need support after hours, the chat prompts them to submit a question, which is then answered the following business day. There are chat options for the Library, Writing Center, and Math & Science Center. This allows students to connect directly with faculty and staff in the area with which they need assistance.
4. The primary webpage ([LibGuide](#)) for the departments and services offered in the Learning Commons was viewed a total of 3,131 times during August. This is a 185% increase in views over July!

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5. In addition to migrating to the MOBIUS consortium, a few additional resources the Library has acquired to serve our community of learners are provided below:
- a. Cameron's Collection - a series of electronic books that focus on mental health and wellness.
  - b. Diagnostic & Statistical Manual of Mental Disorders (DSM-5) electronic access subscription.
  - c. Gale Interactive Human Anatomy - a 3D database that allows students to view and manipulate human anatomy. The physical models made available for use in the Library were incredibly popular. This database now allows our students that virtual capability.

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

Associate Professor of Music John Stafford will co-lead a Webinar entitled “Conversations on Choral Tone.” The event is sponsored by the National Association for Music Education and will be held at 3 pm on Thursday, October 29.

John Stafford, Professor of Music, was elected nationally by the Jazz Education Network National Conference to present a clinic called “Creating the Optimal Sound: Voice Matching for the Large Vocal Jazz Ensemble”. The conference, based in Louisville, KY, from January 6 through 9, 2021, will be completely virtual. KCKCC's The Standard Vocal Ensemble will be the demonstration ensemble for the presentation.

The Standard Vocal Ensemble released a single on Tuesday, September 15, called *Reparations*. The single has been digitally released on all platforms, and the work is an original composition

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by KCKCC faculty member, Dr. Justin Binek, Assistant Professor of Music. *Reparations* is a poem by Kathryn Sparks; the music is written in a neo-soul style and dedicated to Dr. Binek's two young daughters, Cora and Iris.

The Standard and Fusion Vocal Jazz Ensemble will perform virtually at the Cuesta College (California) Vocal Jazz Festival during the first weekend in November. The festival is a weekend long event and both KCKCC Vocal jazz groups will provide a video performance with fifteen other high school and college vocal jazz ensembles from around the country.

The KCKCC Music Department will host the 2nd Annual m-pact Vocal Festival in a virtual format. Twenty-five middle school, high school, collegiate, community and semi-pro vocal ensembles will perform virtually and receive a clinic by the LA-based professional acappella ensemble, m-pact. The 25 guest ensembles come from ten states and three countries, including Kansas, Missouri, Illinois, Nebraska, Iowa, Rhode Island, Texas, North Carolina, California, Minnesota, London (UK), Manchester (UK), and Vancouver (Canada). The festival is organized by members of m-pact, the KCKCC Music Department and the KCKCC Media Services Department, under the supervision of Randy Royer.

The Full-Time faculty members of the Music Department will be interviewed by *DownBeat Magazine* (the premier jazz publication in the country) in October 2020 about teaching jazz on campus during COVID. The interview will be published in the January 2021 edition.

Kyla Larkin, KCKCC sophomore Music major, was a participant in the online Student Jazz Harmony Retreat sponsored by the School of Music Vocations at Southwestern Community College in Creston, Iowa. The Jazz Education Network/Music Club Student Chapter gave Kyla a donation to attend the event. Information about the event is at the following site: <http://www.thejazzharmonyretreat.com/>

John Stafford and Dr. Justin Binek will be presenting sessions as part of the 2021 Jazz Education Experience, a virtual conference taking place from January 6-9, 2021. Professor Stafford will be presenting the clinic "Creating the Optimal Sound: Voice Matching Methods for the Large Vocal Jazz Ensemble." Dr. Binek will be presenting new research entitled "The Ten Habits of Highly Effective Scat Singers: Revisited."

Susan Speck, Adjunct Instructor of Art, recently chaired and curated the KC Clay Guild Teabowl National 2020. The opening night of this exhibit of 80+ traditional and non-traditional teabowls occurred Friday, October 2, in the Crossroads District of Kansas City, MO. This is the 11th consecutive year for this exhibition and Speck has chaired the exhibit since its founding.

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

Donna Shawn wrote and secured a Perkins Reserve grant in the amount of \$148,130. This grant will fund 10 welding stations and accessories for the Welding program at Lansing Correctional Facility.

Dara Canady, along with mentorship and guidance from Donna Shawn, secured a \$10,000 foundational donation from the JE Dunn Philanthropic Foundation that will be used for welding



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equipment at the Lansing Correctional Facility as part of the Second Chance Pell award. This was Dara's first attempt at writing a grant application.

Another \$2,000 was received from Evergy along with four used welding machines and \$5,000 from an anonymous donor for this project. KCKCC was awarded the Second Chance Pell award as part of its partnership with the Kansas Department of Corrections to provide a welding certificate to inmates in the Lansing Correctional Facility. The program is slated to begin January 2021.

The KCKCC-PCC Construction Technology Program received donated materials, worth more than \$9,000, from ACE Hardware and Nabholz Construction. Items included nails, screws, electrical devices, metal studs, sheetrock, ceramic tiles and various other construction materials.

The KCKCC-TEC Construction Technology Program has been working on the following projects:

- Students finished the exterior of the KCKCC baseball press box on Main Campus. In addition to the construction portions, students learned estimating, planning and blueprint reading as part of the project
- Students are working on their OSHA and safety training
- Students will be finishing all the rough framing on the new house project that is located at 3028 N. 56<sup>th</sup> in Kansas City, KS. Framing should be done by the end of the fall semester.

The KCKCC-PCC Construction Technology students have been working on brick bond. Brick bond, in masonry, is a systematic arrangement of bricks composing a wall in a way to ensure stability and strength. The students were learning the most popular brick bond patterns for walls: stretcher bond/running bond, header bond, English bond, Flemish bond, stack bond, Dutch bond, common bond/American bond, facing bond, diagonal bond, and rat trap bond. Cary Morris, a retired construction worker, mentored the students through the projects.



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The KCKCC-TEC Automotive Technology Program has partnered with Waste Management to provide the company with a student for an internship. The internship pays \$18/hour and includes \$10,000 in free tools if the student completes two years of work for Waste Management. The internship trains the student to work on and service Waste Management vehicles.

The KCKCC-PCC Electrical Technology Program students have been working on a community house project in Leavenworth. Students are installing and wiring a deck that includes outlets and all lighting.



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The KCKCC-TEC Cosmetology and Nail Departments have reopened with limited services at this time. Clients must make an appointment to ensure social distancing guidelines are followed. Clients are required to wear a mask and sign a COVID-19 waiver. Students, as well as instructors, are required to wear a mask and face shield while on the Cosmetology floor and working with the public. Plexiglass barriers have been placed at the reception desk and at the manicure tables for added protection. Hand sanitizers have been placed throughout the space for easy access for both clients and students. The practice of safety, sanitation and infection control is the highest priority as the department reopens for services. Cosmetology welcomes any KCKCC employee and Board members to come enjoy our services offered Tuesday – Friday, 9:00am – 3:00pm.

Ms. Janel Sanders, Coordinator of Community Education, is moving forward to hire a driver's education instructor and bring back driver's education classes to KCKCC. Ms. Sanders is also working closely with our partner Ed 2 Go to provide content for numerous community education classes.

Ms. Penny Peterson, Administrative Assistant, and Ms. Amy Inlow, Administrative Assistant, successfully updated the adult education class enrollment process, moving from paper to online. This will reduce labor and human error while increasing the department's ability to communicate with students.

Ms. Tyra Maxwell, Adult Education Transition Instructor, and Dr. Martin Clark, Adult Education Instructor, have begun implementing a new procedure to effectively and efficiently screen, counsel and enroll students in online general education development (GED) classes.

Ms. Jackie Batliner, Administrative Assistant, is working closely with adult education English as a Second Language (ESL) instructors to move enrollment and pre-testing to online. This effort

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streamlines the process for placing students in appropriate levels of learning and reduces labor and human error.

Mr. Joel English, Ms. Meghann Patrick and Ms. Alexis Hawks, GED instructors at Main Campus, will be administering the first round of GED Ready testing the week of September 28. This will provide an opportunity to evaluate the current delivery method, effectiveness of hybrid delivery and consideration of adopting new content delivery (Paxen Focus) for the spring 2021 semester.

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

The new Emergency Medical Services and Fire Science certificates have students enrolled with some anticipating completion as early as December 2020. Both certificates provide students an exit point to employment as they determine if the AAS degree is their long-term goal. Further, the EMR, EMT, and 1hr Med Term courses now qualify for financial aid. We anticipate this will increase enrollment, especially for students who are coming straight from high school or those who have limited financial means.

Spring admission processes are in full swing throughout the division. We anticipate enrollment numbers similar to past semesters.

Nursing 3<sup>rd</sup> quarter NCLEX pass rates for 1<sup>st</sup> time test takers (need to achieve > 80%)

- a. RN – 83.87%. This is the first time in at least five years the program has been above 80% for the first 3 quarters of a year!
- b. PN – 82.46%. We are currently working on curriculum restructuring to decrease workload for first semester students.

The RN program received notice that they were granted continuing accreditation with removal of conditions! This is a huge accomplishment and represents many hours of hard work by the faculty and staff. Congratulations!

Regina Smith passed away Sept 17, 2020. Regina worked at KCKCC for 30 years and took great pride in everything she did for the college. This loss leaves a huge hole for all who knew and loved her. Please keep her family, friends, and colleagues in your thoughts.

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

Biology assistant professor Dr. Ishfaq Ahmed and Dean of Mathematics, Science, Business and Technology Dr. Ed Kremer, met with Merck Animal Health, Thermo Fisher to secure commitments from them to help in career placement of KCKCC students in positions with their organizations. They also are working with Aerotek, as staffing agency to develop similar placement commitments. Aerotek is planning to host a virtual career fair in November.

Ernie May, Professor of Biology and Ross Stites, Associate Professor of Electronics, participated in meetings with the Learning Spaces Taskforce and consultants to discuss the needs for remodeling the Physics Lab rooms 3403 and 3405.



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Science Lab Manager Rebecca McGuirt continues to work with faculty to prepare their lab materials and find innovations for their virtual/online teaching. She and her work study students put together 40 lab kits for online General Biology this semester.

The division has several faculty attending the Kansas Core Outcomes Group meeting to discuss courses for transfer, they are listed below.

New Courses To be Articulated

- Karen Gaines--BUS1030-Principles of Marketing
- Dr. Rochelle Beatty-- MAT1000-Intermediate Algebra
- Dr. Chandra Thapa--PSI2011-Meteorology Lecture, PSI2012-Meteorology Lab, PSI2010-Meteorology Lecture and Lab (will be articulated as three separate transfer courses)

Review Courses

- James Lyle and Ernie May--BIO1020-Biology I and Lab for Majors
- Tyrun Flaherty--BIO1030-Biology II and Lab for Majors
- Kristen Ball--BUS1010-Personal Finance
- Dr. Mansoor Ansari--CHM1030-General Chemistry & Lab for Non-Majors
- Lakshmy Sivaratnam--BUS2010--Principles of Leadership
- Tanya Smith--MAT1020-Elementary Statistics
- Dr. Chandra Thapa--PHY1030-Engineering Physics I & Lab
- Dr. Chandra Thapa--PHY2030-Engineering Physics II & Lab

Lakshmy Sivaratnam, Professor of Accounting, attended the following professional development trainings

- Federal Reserve Education: Discussing Race and Inequality in the Classroom
- ASU & GSV 2020 2-week summit: The Dawn of the Age of Digital Learning (Imagining a new era in which all people have equal access to the future).
- ProQuest's 2nd Annual Fall Faculty Webinar
- KCKCC trainings held by the CTE
- Shawnee Comprehensive Plan Visioning 2-Day Workshop
- ACBSP Board of Directors meeting.

Professor Sivaratnam is also engaging virtually with her students through a number of continued and new initiatives. Virtual teachings are recorded and posted. Notes typed and used during the lectures are posted in the course shell for students after the class. Professor Sivaratnam utilizes Microsoft Bookings for virtual office hours. Students unable to make the available office hours can book outside of the scheduled hours by sending her their availability. She also holds optional virtual class meetings for online students in evening. Finally, students record themselves taking exams.

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Assistant Professor Dr. Gena Ross is teaching virtually, and her students have enjoyed role playing via Zoom for our customer service class. The students use different scenarios and they act it out.

Dr. Ross attended several professional development programs with the Kansas City Professional Development Council (KCPDC).

Dr. Ross is also continuing her run for US Congress, to represent District 6 in Missouri. On the campaign trail, with every interview she mentions that she is an Assistant Professor at KCKCC. Since winning the Primary Election on August 4, 2020, she made history as the first black woman to run for Congress in Missouri's District 6.

Associate Professor Kris Ball attended several webinars including:

- Building a Learner-Centered Syllabus
- Advanced Elements of Teaching Excellence-Maximizing Blended Potential: Finding Balance with Course Development
- How Can I Become a Better Online Instructor?
- How Can the Three C's of Course Design Enhance Student's Performance Online?
- Quality Course Design
- Welcoming Students to Your Online Environment Classroom Assessment Techniques
- Teaching Powerful Notetaking Strategies

Ms. Ball has converted her CIST-0111 from virtual to blended, meeting half the time in the classroom. The face-to-face, individualized attention has been well-received and student grades have risen. The classroom is now equipped with protective plexiglass dividers, a UV-wand to sanitize keyboards, and other sanitizing products.

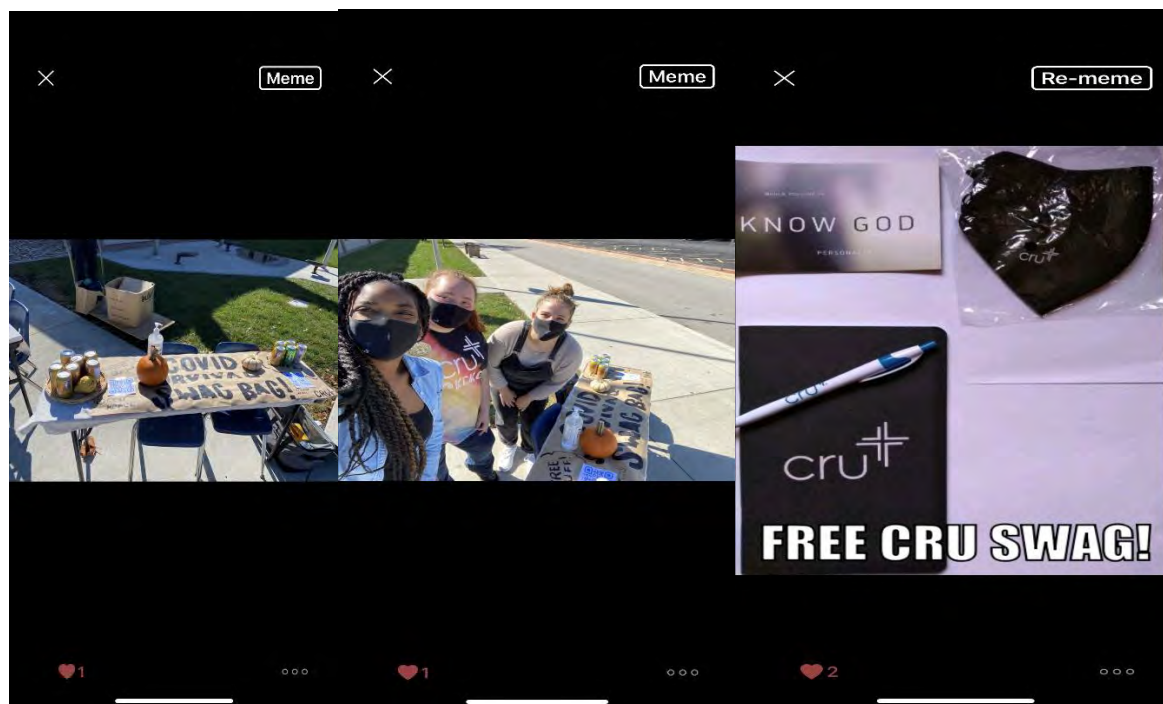
Associate professor Teri Huggins attended the ASU+GSV Summit - The Dawn of the Age of Digital Learning - September 29 - October 1, October 7 & 8. She also attended the Social Media Marketing Conference by Pryor Learning on September 30

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

**CRU/CHRISTIAN STUDENT UNION**

CRU (Christian Student Union) distributed over 50 **COVID Survival Kits** to KCKCC students, faculty, and staff on Monday, September 28. Students from the KCKCC Club, sponsored by Professor Karisse Whyte, set up outside Main Campus between the hours of 10:00 a.m. and 2:00 p.m. to share messages of encouragement, face masks, pens, and notebooks. Plans were also made to repeat the event at TEC later.

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**The Kansas City Kansas Community College Art Gallery**

Thirty-four people attended the Virtual Reception on September 9<sup>th</sup> from 7:00 until 9:00 p.m. entitled "Audacity: The March to Women's Rights Online Event". This is an on-going event (August 5<sup>th</sup> through December 10<sup>th</sup>) and interest and participation continue to grow. There were 256 responses to the site between August 27<sup>th</sup> and September 21<sup>st</sup>.



The SBSPS faculty continue to identify creative ways to engage students during this challenging period and to assist them with assignments. Criminal Justice Professor Jeff Fewell works hard to be as accessible as possible to his online students, often communicating with them in real time.

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In his class on “Understanding Terrorism”, Professor Fewell posts videos and communicates with students from his office on class material. He is able to assist students who are engaged in on-line group discussions and those working on class assignments. Additionally, he uses the technology to reach students who may be struggling to help them stay on track and he constantly reminds students to wash their hands and wear a mask.



Professor Suzie Tousey, Coordinator of the Criminal Justice program, is preparing a proposal for the Walmart Foundation’s First Responders Community Grant.

Dean Wiggins is meeting with K-State later this month to discuss the possibility of a 2+2 or some other partnership between KCKCC and K-State’s Early Childhood and Education Development programs.



BOARD OF TRUSTEES REPORT  
OCTOBER 2020

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

Policies & Procedures

Ongoing efforts to update existing policies and/or establish new polices/procedures needed in the Student Affairs Division.

In-progress:

- Financial Aid Satisfactory Progress
- Tuition Refund Appeal

Coming soon:

- Missing Residential Student Policy/Procedure
- Title IX Policy/Procedure- including the new August 10, 2020 Department of Education requirements.

Housing Project

Ongoing meetings regarding the new Student Housing project. Provided draft Furniture, Fixtures and Equipment list (FF&E). Meet with Student Senate President and Student Senate Vice President to discuss the new student housing project and solicit student input.

Meeting with Students

October 2, 2020, Jerry Pope and I meet with Student Senate President and Student Senate Vice President to discuss needs, concerns, and questions related to COVID-19, class schedules, spring semester expectations, and spring break. In addition, participated in the October 9, 2020 Student Senate meeting meeting to discuss similar topics.

COVID-19

Ongoing communication with the Interim Campus Nurse and the Dean of Student Services related to COVID-19 contact tracing. Noticed a spike in close contact cases in the last 2 weeks. Continued communication with the Epidemiologist at the Unified Government Public Health Department to make sure we are following the appropriate guidance. Continuing efforts to share with the student body the importance of appropriately wearing a mask and maintaining at least 6 ft of physical distancing.

Strategic Enrollment Management Plan (SEMP) update/progress

On schedule with the development of the SEMP plan. Targeting December/January to present initial SEMP outline and seek approval. SEMP efforts are being led with the assistance of the SEMP Co-Chairs (Ed Kremer, Tina Church Lewandowski and Shawn Derritt) and VPSA as the Chair. Each Co-Chair is leading a team of individuals across campus working together to meet the College's strategic goals by defining the initiatives, strategies, and concrete objectives needed to establish a 4-year SEMP.

SEMP plan is divided into 4 focus areas based on the student lifecycle at KCKCC.

- Recruitment: Starts from the first point of contact to the acceptance at KCKCC.
- Onboarding: Starts from the point of acceptance to the completion of the first earned 15 credit hours. Acceptance to enrollment (1-15 credit hours).
- Persistence/Retention: Starts from the completion of 15 credit hour until 45 credit hours are earned. Enrollment to evaluation (16-45 credit hours).
- Student Goal Completion/Graduation: Starts from 30 earned college level credits to program degree/certificate completion. Personal goal achieved 46 credit hours and beyond.

Each focus area includes four overarching priorities with multiple goals that align with the College's Strategic Plan which are aimed at ensuring KCKCC students are supported in their learning and feel inspired to excel in an inclusive and diverse environment. Priorities: Increase Total Applicants and Admitted Students; Increase Total Student Enrollment; Increase Student Persistence/Retention; and Increase Completion Rates.

The teams are in the process of finalizing the target populations, timeline, and working with Dr. Mihir on selecting and interpreting data.

#### Strategic Data Project for Career and Technical Education Fellowship (SDP-CTE)

Dr. Mihir and I are honored to join Cohort 1 of the Strategic Data Project for Career and Technical Education Fellowship (SDP-CTE). Ten Institutions of higher education were selected, two fellows per institution. This initiative was started through a grant from the Educational Credit Management Corporation Foundation (ECMC), to the Strategic Data Project (SDP), an initiative of the Center for Education Policy (CEPR) at Harvard University, to expand its current data fellowship program to support postsecondary institutions that serve career and technical education (CTE) students.

The fellowship will support institutions of higher learning in making evidence-based improvement to career and technical programs to meet the needs of their diverse CTE students—who tend to be older, more female, and more economically disadvantaged than other postsecondary students.

We will participate in a year-long training program, during which we will focus on using data to support institutional decision-making. Each fellow will pursue an analytic project addressing a unique challenge facing their organization—from evaluating student and workforce demands to analyzing certification completion rates—to identify potential barriers to student success. Next step is for KCKCC to sign an MOU outlining the details of program participation. The cohort is expected to start virtually December 2020. Training will continue remotely until it is safe to travel.

Spring 2021 Enrollment Opens November 1, 2020

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

##### ENROLLMENT REPORT

- The fall 2020 enrollment report was provided by Intuition Research on October 5 and is attached.

##### PERSONNEL

- Admissions
  - Admissions Specialist I - Operator - Jenell Kamler accepted a conditional offer and will start on Wednesday, October 14.
  - The Admissions Specialist II - the top candidate declined the offer; the position has been reposted.
  - The Admissions Recruiting Coordinator I - Mariah Erickson has accepted the position and will start the week of October 12. Two other offers have been extended.
  - Part-time Technical Assistant - the position description is under review to ensure the responsibilities align with the needs of the department.
- Student Success Center
  - Director of the Student Success Center - candidates have been identified for the first round of virtual interviews, which are scheduled for the week of October 5.
  - Administrative Assistant - position has been posted for application submission.

- Registrar's Office
  - Graduation and Transcript Services Coordinator II - candidates have been identified for the first round of virtual interviews, which are scheduled for the week of October 12.
  - Administrative Assistant I - the position description is under review to ensure the responsibilities align with the needs of the department.
  - Part-time Technical Assistant - Position has been posted for application submission.

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

- Parking passes are now distributed in the Admissions Office for students.

#### HIGH SCHOOL PARTNERSHIP PROGRAM

- Currently, the high school partnership coordinator is working to finalize the spring 2021 schedule of classes for each of the high schools.

#### 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 the month of September.

Advising Type	MAIN	TEC
On-Campus Walk-In General Advising	70	26
On-Campus Walk-In Enrollment	22	0
Phone & Video Advising & Enrollment	71	35
Email Advising	617	55
Email Enrollments	40	0
Recruiting	0	0
Reinstatement Appeal	4	0
Reverse Transfer	0	0
Financial Aid Exclusion Appeal	0	0
Graduation Check	28	42
TOTAL	852	158

#### ELLUCIAN PROJECTS

- The ADVISE CRM (a Student Success, Early Alert, and Advising Case Management software) project team meets twice weekly to work on integration of new ADVISE CRM platform. Advisors have created and tested early alert plans, communication plans, and student scoring plans for early intervention and retention efforts. Project will continue in the test environment in October and plans for full integration in November/December. ADVISE CRM info <https://www.ellucian.com/solutions/ellucian-crm-advise>

#### CAREER SERVICES - MARK TURNER, COORDINATOR

- The student internship program is being reviewed and modified.
- Community Career Involvement
  - Discussed opportunities with the Second Change Pell team to provide soft skills and resume development for individuals participating in the grant in the future.

## STUDENT FINANCIAL AID OFFICE- MARY DORR, DIRECTOR

### FINANCIAL AID APPLICATIONS RECEIVED AS OF OCTOBER 6

Academic Year	Total Number of Records	Records Received in September
2020-2021	7737	434
2019-2020	8697	467
2018-2019	10634	652

### FINANCIAL AID DISBURSED TO STUDENT ACCOUNTS

	FALL	SPRING	SUMMER	TOTAL
2020-2021	\$5,039,924	1 <sup>st</sup> Disbursement Date: 2/9/21	1 <sup>st</sup> Disbursement Date: 6/24/21	\$4,677,270
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

### FY 2017 Official Federal Student Loan Cohort Default Rates Announced

- On September 30, 2020, the Department of Education electronically distributed the FY 2017 official cohort default rate notification to all schools. The FY2017 official cohort default rate for KCKCC is reported as 9.0% with 868 students entering repayment and 78 students who defaulted.
- The FY 2017 official national cohort default rate for public colleges that have 2-3 year programs is 15.2%

## TESTING SERVICES - FAITH MOODY, TESTING SPECIALIST

### TOTAL PLACEMENT TESTS THIS SEMESTER

Fall 2020*	Fall 2019	Fall 2018
351	1877	1822

\*Fall 2020 is as of report date, other years are semester totals.

### SEPTEMBER PLACEMENT TEST SESSIONS

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
September 2020**	42	9	4	8	0	63
September 2019	38	10	3	85	0	136
September 2018***	39	12	10	66	0	127

\*\*Placement testing was very sparse this month due to COVID-19. 13 of the students who tested at main campus did so virtually over ZOOM. I exchanged emails 125 times and spoke on the phone 194 times, during September 2020, discussing course placement with students and high school counselors.

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

## SEPTEMBER DEVELOPMENTAL NUMBERS

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
September 2020**	# Administered	42	50	44	63
	Developmental	28	37	32	50
	% Developmental	67%	74%	73%	79%
September 2019	# Administered	108	114	49	136
	Developmental	91	99	31	113
	% Developmental	84%	87%	63%	83%
September 2018	# Administered	90	105	50	127
	Developmental	68	78	46	106
	% Developmental	76%	74%	92%	83%

## REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

- The Registrar's office and Pat Kelly created a quick video to share with students about changing their major -- <https://youtu.be/N0QJ7vBh4k0>.
- Ron created a "Transcript Ordering FAQ" to assist students with common questions about using the Parchment Service to order their official KCKCC transcripts. With the technical assistance of Matt Fowler, this was published on the Registrar's Office webpage. <https://www.kckcc.edu/student-resources/registrar/parchment-faq.html>
- Summer and back dated diplomas have been mailed.

## PROCESSING REPORT

Verification Services (Enrollment and Degree)	130
Student Record Requests	6
Information Updates	30
Major Changes	111
Record Edit Checks	33
Tuition Appeals	15
Student withdraws (self)	169
Student withdraws (administrative)	72
Reinstatements	34
Transcripts (Outgoing Official and Unofficial Student Copies)	893
Transcript (Incoming High School and Colleges/Universities)	218
Grade Changes	41
Schedule Adjustments	302
Diplomas Mailed	77
Degree Checks Processed	37

## PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

- 9/1/20 In keeping with the mandate to have everyone wear masks, a notice was placed on the PCC Facebook page, Twitter, Snap Chat, the PCC TV's, and an email was sent to all students to come pick up a KCKCC mask in the front office by telling us where they saw the notice.
- 9/4/20 Kim Taylor reached out to our area high schools with information about their high school students, and so KCKCC PCC now has a spot in the Lansing Website highlighting Lansing students and the program/class they are in. Here is the link - <https://usd469.socs.net/vnews/display.v/ART/5f524b3db3d1f>
- 9/8/11 The PCC Construction Technology students learned how to operate a Mini-Excavator. The students learned how to start the machine, release the lock lever, operate the boom bucket lever, and use the stick and swing lever. Moving the right lever forward and backward will raise and lower the boom and moving right to left, the bucket will open and close. The stick and swing lever moves the arm up and down and swings the cab to the right and left.



- 9/11/20 Marcia Irvine, Kim Taylor and Melissa Davis participated in the 9/11 challenge and walked their 2071 steps to remember.



- 9/14/20 Andrew Whitford, Criminal Justice Instructor, had Richard Sack speak to his criminal justice students about his experience working with inmates. Richard has been a prison volunteer for 16 years, spending his time providing counseling services to inmates at both state and federal institutions in the Leavenworth area. He provided some great insights into prison life along with their challenges inside and outside of prison. He reminded the students that prisoners are not numbers or animals, but actual people who, in most cases, will be released back to society and need some help in reducing their risks for future criminal offending.



- 9/17/20 Constitution Day. We aired the presentation, "Your Vote Matters", in our student area/library.



- 9/18/20 Construction students are learning about Masonry and brick-bond.



- 9/21/20 League of Women Voters had a registration table in our commons area.



- 9/22/20 Two sessions of grocery bingo were held. Students in both the morning and afternoon classes had a chance to participate and acquire groceries and learn of services available to them from both KCKCC and TRIO.



- 9/25/20 The electrical program had an off-site project where the students did electrical installation and wiring for a customer's new deck. The students installed GFCI receptacles, ceiling lights, and flood lights.



- 9/28/20 LV Ballot nominees are posted in our commons area to help inform every one of the local candidates as well as state and national ones.



#### DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY

- JRCF - We are still not able to get into the facility. There are 9 students enrolled for a second 8 weeks Ethics class.
- USDB - We are still not able to get into the facility. Completed and sent in paperwork for 4 students to graduate Fall 2020, 3 of 4 with honors. There are 10 students enrolled for a second 8 weeks Entrepreneurship class.

#### 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 on a weekly basis to allow KCKCC's Military Affiliated students to talk to a VA Certifying Official. Currently, most of students contacting the Veterans Center are doing so by email and phone but we expect to see an increase in walk-ins in October. 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	56	
October	185	307		
November	132	245		
December	105	124		
January	189	173		
February	218	216		
March	159	101		
April	209	0		
May	104	0		
June	56	17		
July	74	13		Total
Total	1479	1790	159	3429



Branch of Service		
Army	1756	51%
Maines	651	19%
Navy	289	8%
Air Force	413	12%
Coast Guard	6	1%
N/A	315	9%
Total	3429	

Type of Visitor		
Active Duty	537	16%
Veteran	1930	56%
Military/Veteran Dependent	638	18%
Civilian	325	10%
Total	3429	

Reason for Visit		
Study	875	25%
Socialize	1115	33%
Benefits Question	499	15%
Enroll & Application Questions	212	6%
Computer Use	432	13%
Other	297	8%
Total	3429	

#### STUDENTS USING VA EDUCATIONAL BENEFITS

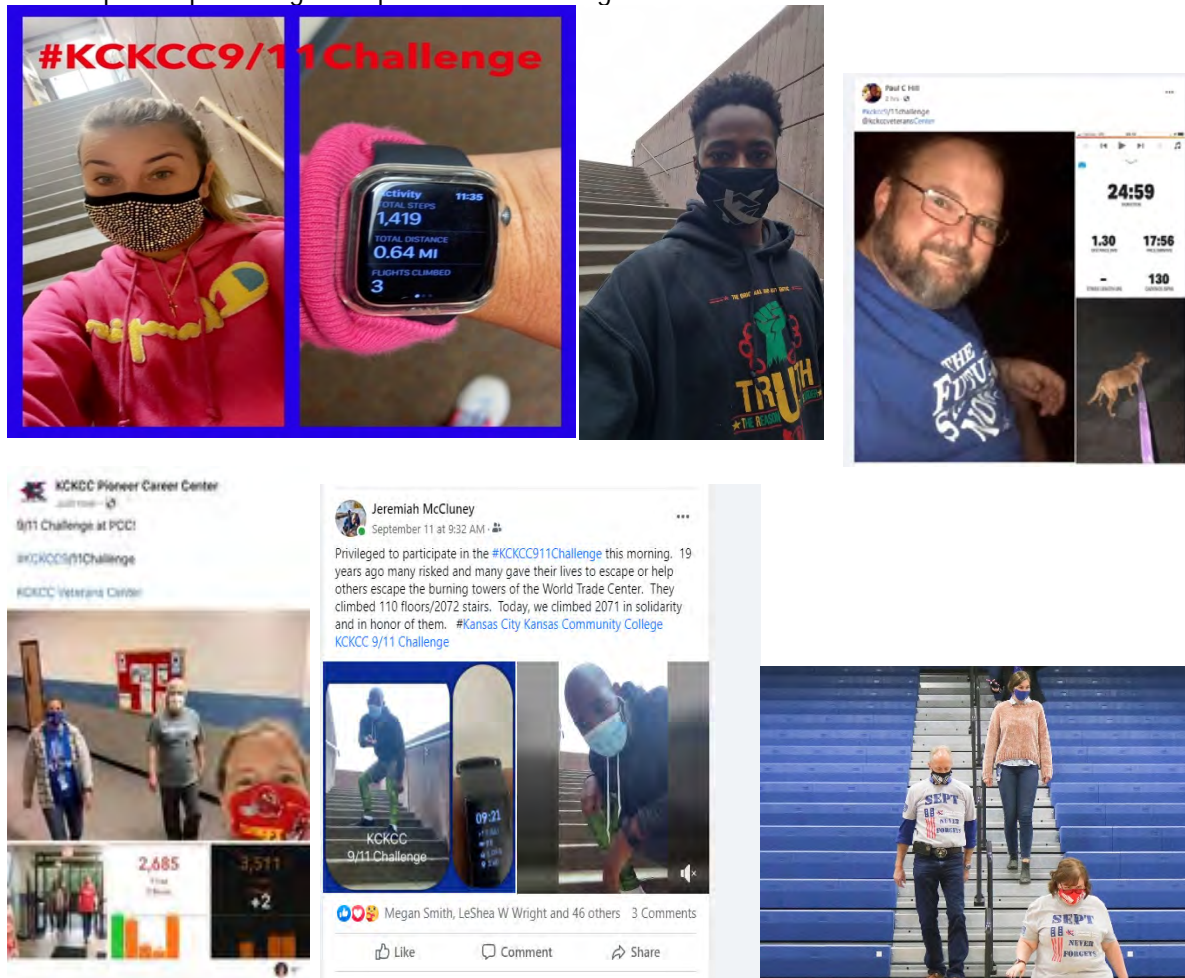
Term Certified	Number of Certs submitted	Hours Certified	Amount certified
SP19	170	Not tracked	\$199,002.00
SU19	75	Not tracked	\$40,524.00
FA19	173	1542	\$195,060.00
SP 20	150	1653	\$202,332.00
SU 20	29	182	\$21,608.00
FA20 (as of 30 Sep)	103	1086	\$130,462.00

#### STUDENTS USING MILITARY TUITION ASSISTANCE

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
Total			\$5112.00

## SEPTEMBER EVENTS

- The Veteran Center sponsored a 9/11 Virtual Challenge to remember those that were lost on Sept 11<sup>th</sup>, 2001. 59 Students/Faculty/Staff signed up to participate by walking, climbing, or running the 2071 steps that represented the number of stairs in each of the Twin Towers. Sixty-two participants signed up for the challenge.



## OCTOBER EVENTS

- KCKCC Student Veterans Organization (SVO) is planning a food drive. The different Branches of the Military will compete for bragging rights for the most food items collected. Collected items will be donated to the KCKCC Food Pantry.
- KCKCC SVO is supporting the Student Activities Halloween Drive in event by providing 150 goodie bags filled with candy.

## STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

### DEAN OF STUDENTS SERVICES

- Hosted 1<sup>st</sup> Council of Diversity and Inclusion meeting where a draft of the council's strategic plan was developed.
- Co-Curricular Committee Meeting: Discussed the Action Plans for 2019-2020 and the review of Assessment Plans for 2020-2021.

- Revisions of assessment plans for co-curricular areas were made with each department. This process was co-led with Amanda Williams and Dr. Derritt
- Meet with grant writing agency to discuss the possibility to write for another TRIO grant, Educational Talent Search (ETS).
  - It was decided to move forward with the process.
  - Agency gathered data regarding surrounding schools.
  - It was decided, from the information gathered, to target USD 500 high schools.
  - Dr. Derritt will work on developing a budget.
  - Dr. Mihir agreed to assist in gathering additional data regarding the local high schools selected.
  - Grant application is due in December
    - Agency will submit grant application on behalf of the college.

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

- Hosted *Yes! Yes! Yes! The Role of Consent in Ending Sexual Violence* presented by Mr. Jeff Bucholtz, Director of We End Violence, Award-Winning National Speaker, T.E.D. Talk Speaker, and Communications Professor at Southwestern College and San Diego State University in San Diego CA. We have hosted Mr. Bucholtz once a year for four years now. This year, Mr. Bucholtz presented virtually on Zoom. Normally, we have about 90 students for his presentations, with the exception of last year when we had 110. I am happy to report that even though the presentation was a virtual presentation, we had an impressive 90 participants again this year. Mr. Bucholtz was true to form and did an exceptional presentation. The faculty in attendance were very impressed with what he could do with Zoom.
- September was Suicide Prevention Month. We provided a suicide prevention program called Ask Listen Refer, which is designed to train lay people how to help someone who may be having suicidal thoughts. Ask Listen Refer offers information on how to recognize warning signs, to know risk factors and protective factors, and to respond to those who are at risk for self-harm. We encouraged students to do this training by holding a prize drawing. Students submitted their certification of completion to enter. The training was shared with students via email, electronic bulletin board, in recorded chat media, in our freshman orientation class and with our employees by email. Our Active Minds student club shared information about suicide prevention through a social media campaign. We had 89 people complete the training, 69 students, 2 faculty, 17 staff and 1 community member. Special thanks to everyone who gave their time and energy to this important issue.

#### STUDENT ACCESSIBILITY AND SUPPORT SERVICES

##### Students Requesting Accommodations:

Disability	September 2020	September 2019	September 2018
Autism Spectrum Disorder	9	14	11
Attention Deficit Disorder	27	35	27
Blind/Visual Impairment	8	11	8
Deaf/Hard of Hearing	6	3	3
Head Injury	2	1	3
Intellectual Disability	4	3	3
Learning Disability	56	78	86
Medical	2	10	3

Physical	1	5	7
Psychiatric	8	16	20
Other Health Impaired	1	0	5
Total	124	176	176

#### Narrative Activities:

- Carly instructed and presented True Colors to 38 students. This was done in conjunction with a Job Skills class. The students learned about their own personality style, their work style, how they learn, their strengths and their weaknesses, how to be successful how to communicate and build relationships, as well as respect and understanding the different personality types.
- Robert continues to co-chair the Teaching Online Subcommittee for the Faculty Association. The group met and discussed what training options are currently available, what should be offered, how these items could be merged, and other ideas from the subcommittee members. The group is made up of representatives from Faculty Association, Online Education Services, the Center for Teaching Excellence, and faculty from each academic division. The first report has gone back to the Faculty Association for review.
- Robert is the current president of Kansas Association on Higher Education and Disability (KAN-AHEAD). On September 18, Robert hosted a Webinar for KAN-AHEAD entitled, "Complex Accommodation Requests: Developing a Framework for Determinations" presented by Mr. Jamie Axelrod from Northern Arizona University.

#### STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

##### Student Activities

- Hosted Voter Registration on the Main Campus, TEC and PCC (face to face & online)
  - Registered 27 students at the Main Campus
  - Registered 23 at the TEC
  - PCC registration unknown
- Hosted 2 sessions of Grocery Bingo at the PCC (face to face)
  - 30 students in each session = 60 students total
- Partnered with the ICC, Financial Aid, Political Science Department to host the annual Constitution Day (virtual)
- Co-hosted the Yes! Yes! Yes!...The Role of Consent in Ending Sexual Violence virtual presentation from Jeff Bucholtz, Director of We End Violence (virtual)
- FBOE hosts weekly meetings averaging 28 students (face to face)
  - Student led topics: Students leading the discussions
    - Black Lives Matter
    - Graduating with a Purpose
    - The New Normal
    - Creating Your Own Business While in School
  - Online (Live) encouragement from Howard University - Dr. Samori Swagert
- Upcoming Events:
  - Pioneer Career Center Drive Through Kids Halloween event on October 29<sup>th</sup> from 6:00 pm - 8:00 pm (face to face)
  - Nailed It Virtual Contest, October 2<sup>nd</sup> 4<sup>th</sup> (virtual)
  - Mid Semester Appreciation Nominations for students to nominate faculty or staff, October 5<sup>th</sup>-16<sup>th</sup> (online)
  - Student Town Hall Meeting regarding Social Injustice, October 14<sup>th</sup> from 1:30 pm - 2:30 pm
  - TEC Fall Harvest Dessert Contest, October 30<sup>th</sup> (face to face)

### Student Senate

- Student Senate Meeting every other Friday 1:30 pm - 2:30 pm via Zoom and Facebook Live (KCKCC Student Senate Facebook page (blended))
- Preparing for the Kids Halloween Drive-In Movie Night, October 30<sup>th</sup> from 7 pm - 9:30 pm in Parking Lot D on the Main Campus (face to face)
- Meetings scheduled with Vice Presidents Jerry Pope and Delfina Wilson to discuss student success and concerns
- Meetings scheduled with Dr. Derriitt to discuss student successes and concerns
- Reviewed and discussed the following policies at the Student Senate meeting on September 23, 2020 (blended)
  - Tuition Appeal
  - Student Code of Conduct
  - Temporary Emergency
  - Social Media Marketing
  - Purchase of Information Technology
  - College Email Signature

### Clubs, Organization, Special Interest Groups

- Student Veterans Organization hosting club activities for the student body (face to face & virtual)
- Active Minds hosts weekly virtual club meetings (virtual)
- Gamer Club hosting weekly club meetings and gaming competitions (face to face & virtual)
- PTK hosted a virtual student workshop with their national office (virtual)
- NSLS hosting a Meet & Greet at the Mason Jar (face to face)
- Freshman Club hosts weekly virtual club meetings (virtual)
- Sophomore Club hosts weekly virtual club meetings (virtual)
- First Gen Club hosts weekly club meetings (virtual)
- American Sign Language (ASL) hosts weekly virtual club meetings (virtual)
- AAUW hosts by-monthly club meetings (virtual)
- Christian Student Union/CRU hosted a giveaway table for the student body at the Main Campus (face to face)
- Christian Student Union/CRU hosts weekly club meetings (face to face)
- OQS hosts weekly meetings (face to face)

### STUDENT HOUSING - RONNIE MOORE, HOUSING SUPERVISOR

#### Student Housing Status:

- 102 students in housing,
  - 92 Athletes
  - 10 Gen. Population

#### Updates:

- Marc Caplan with Leeder Furniture delivered 3-Sofa/3-Chairs on 9/29/20
- Royal Ridge hired new custodian to clean student housing



#### STUDENT HEALTH CENTER-TAWONIA SCOTT, NURSE

##### Contact Tracing:

- Temporary Nurse has been hired to do Contact Tracing
- # of Students Contact Trace for the month of September: 75
- Developed presentation on Contact Tracing for college supervisors training
- Currently interviewing for the LPN position
- Reviewing applications for permanent College Nurse position

#### TRIO SSS-SARA SCHELP, DIRECTOR

- Program was approved to provide tutoring through the end of the semester
- Director is working on Inventorying supplies and equipment
- Annual Performance Report opens in December

#### ATHLETICS- ANTHONY TOMPKINS, DIRECTOR

The Jayhawk conference is tracking the amount of active COVID cases on a weekly basis to have up to date information when competition resumes in the spring. Here is the data so far that has been turned in for KCKCC:

Date	Active Cases Within Athletics
9/18/2020	0
9/25/2020	0
10/2/2020	1
10/9/2020	0

<b>KCKCC Unduplicated Headcount by Location</b>								
<b>CAMPUS (UNDUP at A Location &amp; DUP Across Locations)</b>	<b>10.15.2018</b>	<b>10.14.2019</b>	<b>10.12.2020</b>	<b>18-19</b>	<b>18-19</b>	<b>19-20</b>	<b>19-20</b>	<b>Fall 2020</b>
	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>Diff - #</b>	<b>Diff - %</b>	<b>Diff - #</b>	<b>Diff - %</b>	<b>%</b>
AMZN	-	11	-	11	-	-11	-100.00%	0.00%
BL	-	-	240	0	-	240	-	4.66%
DWNTN	-	9	-	9	-	-9	-100.00%	0.00%
FRSC	55	40	45	-15	-27.27%	5	12.50%	0.87%
HS	936	1,297	999	361	38.57%	-298	-22.98%	19.39%
MC	3,064	2,795	1,350	-269	-8.78%	-1,445	-51.70%	26.20%
OC	337	290	446	-47	-13.95%	156	53.79%	8.66%
OL	1,968	1,878	2,296	-90	-4.57%	418	22.26%	44.56%
PION	347	318	211	-29	-8.36%	-107	-33.65%	4.09%
TEC	866	873	703	7	0.81%	-170	-19.47%	13.64%
USDB	51	61	41	10	19.61%	-20	-32.79%	0.80%
VIRT	-	-	1,020	0	-	1020	-	19.79%
<b>Total UNDUP Headcount</b>	<b>5,962</b>	<b>6,077</b>	<b>5,153</b>	<b>115</b>	<b>1.93%</b>	<b>-924</b>	<b>-15.20%</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.

<b>Status</b>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>18-19 #</b>	<b>18-19 %</b>	<b>19-20 #</b>	<b>19-20 %</b>	<b>Fa 2020 %</b>
First-time	0	2,306	1,522	2,306	-	-784	-34.00%	29.54%
Returning	0	3,771	3,631	3,771	-	-140	-3.71%	70.46%
<b>Gender</b>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>18-19 #</b>	<b>18-19 %</b>	<b>19-20 #</b>	<b>19-20 %</b>	<b>Fa 2020 %</b>
Unknown	-	-	2	0	-	2	-	0.04%
Female	3,594	3,600	3,002	6	0.17%	-598	-16.61%	58.26%
Male	2,368	2,477	2,149	109	4.60%	-328	-13.24%	41.70%
<b>Race / Ethnicity</b>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>18-19 #</b>	<b>18-19 %</b>	<b>19-20 #</b>	<b>19-20 %</b>	<b>Fa 2020 %</b>
American Alaska Native	33	36	30	3	9.09%	-6	-16.67%	0.58%
Asian	258	295	217	37	14.34%	-78	-26.44%	4.21%
Black or African American	1,235	1,151	950	-84	-6.80%	-201	-17.46%	18.44%
Hawaiian Pacific Islander	13	11	15	-2	-15.38%	4	36.36%	0.29%
Hispanic	1,438	1,605	1,156	167	11.61%	-449	-27.98%	22.43%
Multi-racial	298	295	283	-3	-1.01%	-12	-4.07%	5.49%
Unknown	116	282	225	166	143.10%	-57	-20.21%	4.37%
White	2,571	2,402	2,089	-169	-6.57%	-313	-13.03%	40.54%
Non Resident	-	-	188	0	-	188	-	3.65%

<b>KCKCC Credit Hours by Location</b>								
<b>CAMPUS</b>	<b>10.15.2018</b>	<b>10.14.2019</b>	<b>10.12.2020</b>	<b>18-19</b>	<b>18-19</b>	<b>19-20</b>	<b>19-20</b>	<b>Fall 20</b>
	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>Diff - #</b>	<b>Diff - %</b>	<b>Diff - #</b>	<b>Diff - %</b>	<b>%</b>
AMZN	-	60	-	60	-	-60	-100.00%	0.00%
BL	-	-	1,484	0	-	1484	-	3.30%
DWNTN	-	47	-	47	-	-47	-100.00%	0.00%
FRSC	366	319	441	-47	-12.84%	122	38.24%	0.98%
HS	5,185	7,178	5,606	1993	38.44%	-1,572	-21.90%	12.48%
MC	23,404	21,852	7,136	-1,552	-6.63%	-14,716	-67.34%	15.89%
OC	822	884	1,173	62	7.54%	289	32.69%	2.61%
OL	10,436	10,091	14,259	-345	-3.31%	4168	41.30%	31.75%
PION	2,832	2,597	1,828	-235	-8.30%	-769	-29.61%	4.07%
TEC	10,251	10,340	8,013	89	0.87%	-2,327	-22.50%	17.84%
USDB	202	339	219	137	67.82%	-120	-35.40%	0.49%
VIRT	-	-	4,750	0	-	4750	-	10.58%
<b>Total</b>	<b>53,498</b>	<b>53,707</b>	<b>44,909</b>	<b>209</b>	<b>0.39%</b>	<b>-8,798</b>	<b>-16.38%</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**

- Participated in a county wide health department town hall called “COVID-19 and WYCO Businesses – Health Department Virtual Town Hall”. We learned that KCKCC is following all relevant guidance and doing everything possible to support a healthy environment for students, employees and guests.
- Working with the Women’s Chamber Foundation to host the 2020 Purses with a Purpose Fundraising event. This event will be virtual on Nov. 12<sup>th</sup> at 6:30 pm. Sarah Plake from KSHB will serve as host. We will share prerecorded video messages from Scholarship Recipients throughout the event. The event will feature an online auction of Purse Packages to support scholarships. Big THANK YOU to Randy and his team for assisting with the planning and support.
- Participated in the monthly MOCSA meeting to remain connected with the Stories on Stories initiative.
- Participated as a member of the Briedenthal Unit’s Advisory Committee in a virtual “Update and Activities Impact” community session. Many local leaders were invited to attend to learn about how CV-19 impacts the Unit and how staff are pivoting to provide needed services and resources to our local kids.
- Set up and hosted an introductory meeting between KCKCC student services offices and FosterAdopt Connect. This organization is moving into KCK and KCKCC is looking to support this organization by providing direct contact with our Student Affairs staff to help students get enrolled, stay enrolled and graduate.
- Continue to work with Foundation and Downtown Advisory Council to create and edit the Case of Support for the Centennial Path. This document is beautiful and tells the story of why KCKCC should have a physical presence in downtown KCK.
- Printshop continues to work with faculty and program coordinators to update academic brochures and materials.



- Dr. Mosier received the Region 5 Pacesetter Award from NCMPR! The Celebration and Awards watch party is Friday, October 16<sup>th</sup> at Noon. Tune in to see Dr. Mosier's acceptance speech, and to see if the Marketing Department wins 1st, 2<sup>nd</sup> or 3<sup>rd</sup> place in four separate categories! The categories we placed:
  - Flyer (single or series)
  - Notes / Cards / Invitations (single or series)
  - Computer-Generated Illustration
  - Social Media or Online Marketing Campaign


### **District 5 Medallions & Excellence Awards Watch Party**

Friday, October 16

12:00 noon, Central

[facebook.com/ncmpr](https://facebook.com/ncmpr)

- The Marketing and Communications Department assisted Donna Shawn in marketing three TEC programs to encourage more women to enroll in these programs. This was part of a grant that Donna applied for and received in summer 2020. Below are samples of some posts included in the campaign.




**Kansas City Kansas Community College**  
Published by Kelly Evenson Rogge · September 17 ·

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 begins Nov. 1! Visit <https://bit.ly/2RItSmm> or call 913-288-7812 to learn more today! #KCKCCProud #AutoTech #YouBelongHere



**KANSAS CITY KANSAS COMMUNITY COLLEGE TECHNICAL EDUCATION CENTER**

**AUTOMOTIVE TECHNOLOGY**

**CLASSES AVAILABLE**

**MON - FRI**  
**7:30 AM - 2:15 PM**

**MON - THURS**  
**5:00 PM - 9:00 PM**

**85,288** People Reached

**1,919** Engagements

[Boost Again](#)

**85,288** People Reached

**335** Reactions, Comments & Shares

<b>258</b> Like	<b>255</b> On Post	<b>3</b> On Shares
<b>38</b> Love	<b>38</b> On Post	<b>0</b> On Shares
<b>11</b> Haha	<b>11</b> On Post	<b>0</b> On Shares
<b>2</b> Wow	<b>2</b> On Post	<b>0</b> On Shares
<b>2</b> Angry	<b>2</b> On Post	<b>0</b> On Shares
<b>8</b> Comments	<b>4</b> On Post	<b>4</b> On Shares
<b>16</b> Shares	<b>16</b> On Post	<b>0</b> On Shares

**1,584** Post Clicks

<b>740</b> Photo Views	<b>42</b> Link Clicks	<b>802</b> Other Clicks
------------------------	-----------------------	-------------------------

**NEGATIVE FEEDBACK**

**0** Hide Post **0** Hide All Posts

**0** Report as Spam **0** Unlike Page

Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.



## Kansas City Kansas Community College

Published by Kelly Evencon Rogge 12 · September 23 ·

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 now! Early enrollment for the Spring 2020 semester begins Nov. 1! 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/3kBBdUel> or call 913-286-7612 to learn more today! #KCKCCProud #EnrollNow



KANSAS CITY KANSAS  
COMMUNITY COLLEGE  
TECHNICAL EDUCATION  
CENTER

# ELECTRICAL TECHNOLOGY

DAY AND EVENING CLASSES AVAILABLE

77,428

1,424

77,428 People Reached

276 Reactions, Comments & Shares

219 Like 214 On Post 5 On Shares

23 Love 23 On Post 0 On Shares

4 Haha 4 On Post 0 On Shares

3 Wow 3 On Post 0 On Shares

2 Sad 2 On Post 0 On Shares

2 Angry 2 On Post 0 On Shares

6 Comments 3 On Post 2 On Shares

18 Shares 17 On Post 1 On Shares

1,148 Post Clicks

558 Photo Views 114 Link Clicks 475 Other Clicks

### NEGATIVE FEEDBACK

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

**Kansas City Kansas Community College**  
Published by Kelly Evenson Rogge · September 9 ·

In less than a year, you can get into a career with excellent pay and benefits that will help you support your family! KCKCC-TFC'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. Get ready NOW for early spring enrollment, which begins Nov. 1! Visit <https://bit.ly/2Kxfmtv> or call 913-288-7812 to learn more today! #KCKCCProud #EnrollNow #divastrong

118,052

## MACHINE TECHNOLOGY

KANSAS CITY KANSAS COMMUNITY COLLEGE TECHNICAL EDUCATION CENTER

#TECHDIVA

Kansas City Kansas Community College

118,052

3,237

Boost Again

118,052 People Reached

359 Reactions, Comments & Shares

274 Like	263 On Post	11 On Shares
48 Love	48 On Post	0 On Shares
5 Haha	5 On Post	0 On Shares
1 Wow	1 On Post	0 On Shares
1 Sad	1 On Post	0 On Shares
1 Angry	1 On Post	0 On Shares
4 Comments	3 On Post	1 On Shares
25 Shares	25 On Post	0 On Shares

2,878 Post Clicks

996 Photo Views	128 Link Clicks	1,754 Other Clicks
-----------------	-----------------	--------------------

NEGATIVE FEEDBACK

0 Hide Post

1 Hide All Posts

## General Social Media Posts

**Kansas City Kansas Community College**  
Published by Kelly Evenson Rogge · August 27 ·

Congratulations to the eight students who earned GEDs today through the "Because We Care Program," a partnership with @KUHospital. We are proud of all of your hard work! #KCKCCProud

1,019

## 2020 GED GRADUATION

Kansas City Kansas Community College

THE UNIVERSITY OF KANSAS HEALTH SYSTEM

Get More Likes, Comments and Shares

Boost this post for \$2,660 to reach up to 6,400 people.

1,019 People Reached

80 Engagements

Boost Post

Jeremiah McCluney, Kaitlin Leeann Gomer and 22 others · 1 Comment · 2 Shares

Like Comment Share

Performance for Your Post

1,019 People Reached

39 Reactions, Comments & Shares

21 Like	15 On Post	6 On Shares
12 Love	9 On Post	3 On Shares
3 Comments	1 On Post	2 On Shares
3 Shares	2 On Post	1 On Shares

41 Post Clicks

8 Photo Views	0 Link Clicks	33 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 · 2d

Kansas City Kansas Community College is pleased to announce that President Dr. Greg Mosier has been selected as the recipient of the 2020 National Council of Marketing & Public Relations District 5 Pacesetter of the Year Award.

NCMPR, an organization that exclusively represents marketing and public relations professionals at community and technical colleges, presents the Pacesetter Award in each of its seven districts every year. The award is given to a community college chief... [See More](#)



**1,518** People Reached

**119** Reactions, Comments & Shares

86 Like	52 On Post	34 On Shares
9 Love	5 On Post	4 On Shares
1 Wow	1 On Post	0 On Shares
17 Comments	17 On Post	0 On Shares
6 Shares	6 On Post	0 On Shares


**94** Post Clicks

12 Photo Views	0 Link Clicks	82 Other Clicks
-------------------	------------------	--------------------

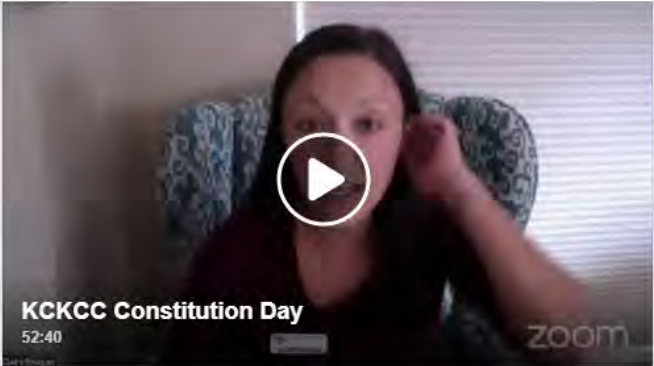
**NEGATIVE FEEDBACK**

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** was live.  
 Published by Vimeo · September 17

KCKCC Constitution Day



**KCKCC Constitution Day**  
52:40

**Get More Likes, Comments and Shares**  
Boost this post for \$2,660 to reach up to 6,400 people.

<b>3,595</b> People Reached	<b>279</b> Engagements	<a href="#">Boost Post</a>
--------------------------------	---------------------------	----------------------------

15 Reactions 9 Comments 15 Shares

[Like](#) [Comment](#) [Share](#)

**Performance for Your Post**

**3,595** People Reached

**1,206** 3-Second Video Views

**72** Reactions, Comments & Shares

30 Like	14 On Post	16 On Shares
11 Love	5 On Post	6 On Shares
14 Comments	9 On Post	5 On Shares
17 Shares	15 On Post	2 On Shares

**207** Post Clicks

36 Clicks to Play	1 Link Clicks	170 Other Clicks
----------------------	------------------	---------------------

**NEGATIVE FEEDBACK**

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

Reported stats may be delayed from what appears on posts

## Tweet activity



**KCKCC** @KansasCityKSCC

KCKCC wants to take a moment today in memory of the lives lost on Sept. 11, 2001 and to honor the countless heroes that selflessly served our nation on that tragic day.

#neverforget #911memorial #September11  
pic.twitter.com/brC3zffpqx



**Reach a bigger audience**

Get more engagements by promoting this Tweet!

[Get started](#)

Impressions	1,059
Total engagements	24
Likes	12
Detail expands	6
Media engagements	4
Retweets	2



kansascityksc • Following



kansascityksc As a way to remember the lives lost on Sept. 11, KCKCC faculty, students & staff participated in a Virtual 9/11 Challenge Friday. Each person was challenged to walk, climb or run 2,071 steps, the number that was in each of the World Trade Center towers. #KCKCCProud #September11th #bluedevils #kckcc #neverforget #september11 #walk #remember #911anniversary

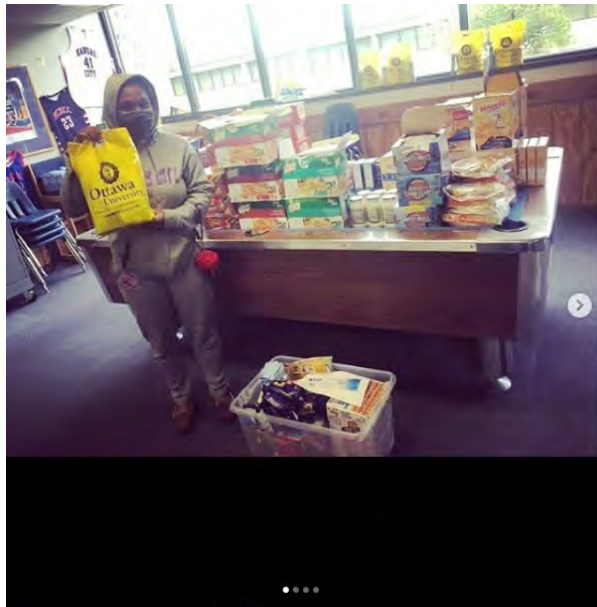


26 likes

SEPTEMBER 11

[Add a comment](#)

[Direct](#)



kansascityksc • Following ...

kansascityksc Congratulations to the KCKCC Housing Grocery Bingo winners! #KCKCCProud #bluedevis #kckcc #studenthousing #groceries #fun #communitycollege #studentlife #fall2020 #bingo #collegelife 🍷

3w

18 likes

SEPTEMBER 9

Add a comment... Post



kansascityksc • Following ...

kansascityksc The Culinary Foods III students at the Pioneer Career Center made a seafood paella from the Valencian region of Spain this week. It is great seeing what they are learning in the classroom! #KCKCCProud #kckcc #bluedevis #culinaryarts #cooking #class #communitycollege #learning #paella #kitchenfun #fun

2w

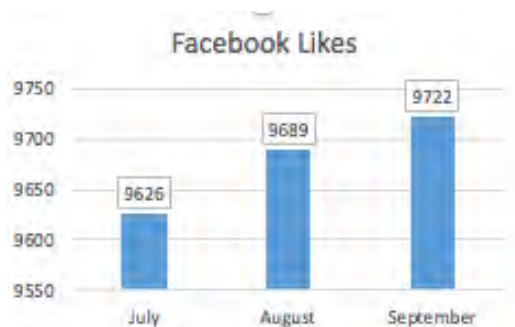
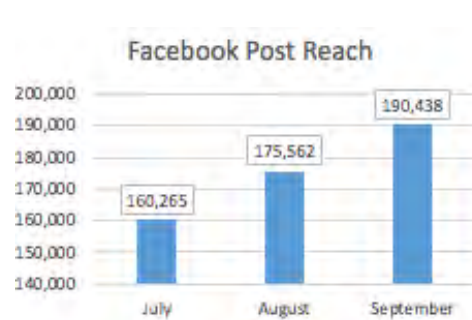
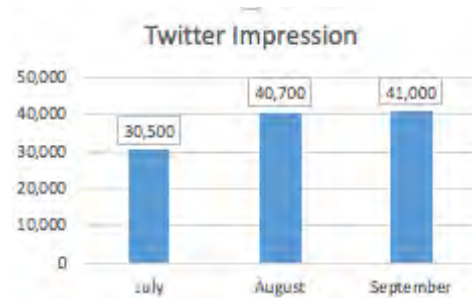
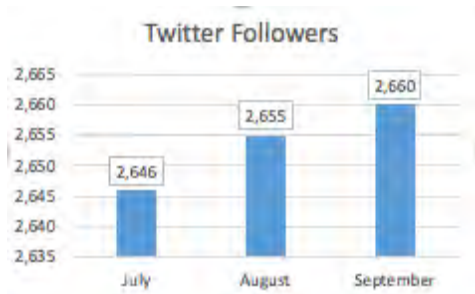
25 likes

SEPTEMBER 16

Add a comment... Post

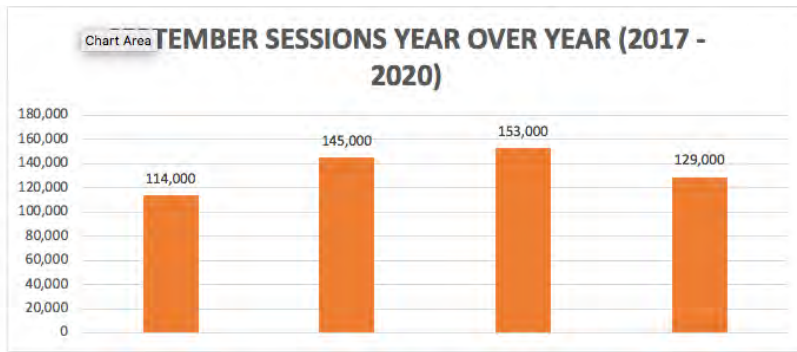
## Social Media Analytics





## General Website Information

- KCKCC Virtual Campus will be available in Beta shortly. This version will not be the final version but it will be a functional web site that can be used to “test drive” the Virtual Campus. This virtual campus will be a one-stop site where students can get all the information they need about participating in online classes, student services assistance, and resources available.



### Top Webpages for September 2020

Webpage	Pageviews
Degree / Certificate Webpage	26,432
Search	16,241
WebAdvisor	6,806
KCKCC Email	5,677
Blackboard Requirements	5,051



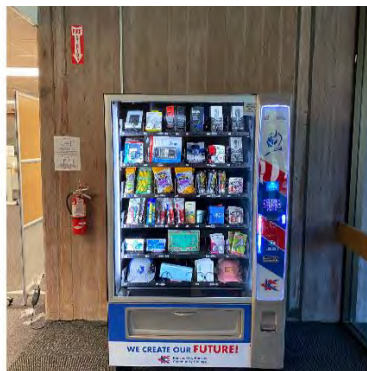
**BOARD OF TRUSTEES REPORT  
FINANCE & ADMINISTRATIVE SERVICES  
MICHAEL BEACH, CHIEF FINANCIAL OFFICER  
OCTOBER 2020 REPORT**

**FINANCE - MICHAEL BEACH, CFO**

- Providing financial support for the Student Housing Project.
- Audit fieldwork basically complete for the Annual Financial Statement Audit.
- Disbursed remaining CARES Act Emergency Relief Funds to Students; approximately \$1,000,000.

**BOOKSTORE - KASEY MAYER, DIRECTOR**

- We are now receiving adoptions for the Spring semester.
- Our new merchandise vending machine arrived. It looks great! (Pictures attached). We placed it at the entrance of the Learning Commons because of their extended hours and their foot traffic. Machine is stocked, but not operating due to COVID. This machine will be turned on when other vending services at College locations can resume.



- We completed our quarterly inventory.
- We are now starting our semester returns.

FACILITY SERVICES - JEFF SIXTA, DIRECTOR

Accomplishments:

- Installed Wenger panels in the band room
- Finished IE remodel in lower Humanities
- Carpeted the Social Science hallway carpeting
- Started Flint elevator rebuild
- Planning and scheduling rebuild of Air handler units in Allied Health Professions
- Finished the Baseball press box remodel

Goals:

- Complete painting in Science hallway
- Begin reroof of Humanities building
- Discuss the phase 2 remodel in Humanities hallway
- Planning and scheduling remodel of 3403-3405 as part of Learning Spaces Upgrades

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

SUMMARY:

- Officers Ross Hatfield and Steven Phipps attended In Service Training August 23 thru 27 at the Kansas City Kansas Police Academy to fulfill their state requirements.
- Sgt. Scott Bailie attended Taser Certification training August 4.
- Sgt. David Wainwright attended Supervisor's training August 10 thru 14.
- Participated with Chiefs of Police and Wyandotte County officials on weekly COVID-19 planning discussions.

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Interim Summary Financial Statements -September 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	\$ 33,241,205	\$ 38,492,726
Noncurrent Assets	55,548,747	55,548,747
Total Assets	<u>\$ 88,789,952</u>	<u>\$ 94,041,473</u>
Liabilities		
Current Liabilities	\$ 8,806,706	\$ 12,260,922
Noncurrent Liabilities	19,136,170	19,136,170
Total Liabilities	27,942,876	31,397,092
Net Position	<u>60,847,076</u>	<u>62,644,382</u>
Total Liabilities and Net Position	<u>\$ 88,789,952</u>	<u>\$ 94,041,473</u>

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

	<b>YTD FY2021</b>	<b>Annual</b>	<b>Annual</b>	<b>YTD FY2020</b>	<b>Percent Used Actual to</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Budget</b>
Operating Revenues	\$ 12,135,943	\$ 25,334,600	\$ (13,198,657)	\$ 10,943,346	47.90%
Non-Operating Revenues, Net	8,029,192	57,320,243	(49,291,051)	7,490,007	14.01%
Total Revenues	20,165,135	82,654,843	(62,489,708)	18,433,353	24.40%
Operating Expenses	18,114,300	77,662,659	59,548,359	18,101,547	23.32%
Increase/(Decrease) in Net Positions	<u>\$ 2,050,835</u>	<u>\$ 4,992,184</u>	<u>\$ (2,941,349)</u>	<u>\$ 331,806</u>	

**Notes**

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD SEPTEMBER 2020							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
		2021	9/30/2020	2021	9/30/2019	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 9,733,000	\$ 4,848,828	\$ 9,733,000	\$ 5,742,859	\$ (4,884,172)	49.82%
	Federal Grants and Contracts	11,875,000	5,508,789	11,875,000	3,365,461	(6,366,211)	46.39%
	State Contracts	568,000	822,371	568,000	348,845	254,371	144.78%
	Private Gifts, Grants & Contracts	263,000	140,000	263,000	125,000	(123,000)	53.23%
	Auxiliary Enterprise Revenue	2,520,000	777,874	2,520,000	910,414	(1,742,126)	30.87%
	Other Operating Revenue	375,600	38,081	375,600	450,767	(337,519)	10.14%
	Total Operating Revenues	25,334,600	12,135,943	25,334,600	10,943,346	(13,198,657)	47.90%
Nonoperating Revenues (Expenses)							
	County Property Taxes	44,019,850	3,203,060	44,019,850	2,565,836	(40,816,790)	7.28%
	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	3,503	175,000	66,281	(171,497)	2.00%
	Interest Expense on Capital Asset Debt	(786,971)	(366,054)	(786,971)	(324,611)	420,917	46.51%
	Transfer from Capital Reserves	-	-	-	-	-	0.00%
	Total Nonoperating Revenues	57,320,243	8,029,192	57,320,243	7,490,007	(49,291,051)	14.01%
Total Revenues		82,654,843	20,165,135	82,654,843	18,433,353	(62,489,708)	24.40%
Operating Expenses:							
	Salaries & Benefits	44,776,095	9,108,384	44,776,095	9,260,949	(35,667,711)	20.34%
	Contractual Services	1,736,000	364,847	1,736,000	482,556	(1,371,153)	21.02%
	Supplies & Other Operating Expenses	11,565,209	3,269,250	11,565,209	2,528,645	(8,295,959)	28.27%
	Utilities	1,992,600	397,914	1,992,600	541,517	(1,594,686)	19.97%
	Repairs & Maintenance to Plant	3,419,255	494,802	3,419,255	1,267,420	(2,924,453)	14.47%
	Scholarships & Financial Aid	10,148,500	4,413,823	10,148,500	3,989,465	(5,734,677)	43.49%
	Strategic Opportunities	1,250,000	-	1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	65,280	250,000	30,995	(184,720)	26.11%
	Debt Service	2,525,000	-	2,525,000	-	(2,525,000)	0.00%
Total Operating Expenses		77,662,659	18,114,300	77,662,659	18,101,547	(59,548,359)	23.32%
Increase in Net Position		\$ 4,992,184	\$ 2,050,835	\$ 4,992,184	\$ 331,806	\$ (2,941,349)	

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

	<b>FY2021 Actual</b>	<b>Annual 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	\$ 12,135,943	\$ 25,334,600	\$ 10,943,346	\$ 27,315,064	\$ 11,035,438	\$ 29,246,544	\$ 11,631,263	\$ 27,226,000
Non-Operating Revenues, Net	8,029,192	57,320,243	7,490,007	57,959,925	8,165,477	53,604,198	7,323,322	47,643,635
Total Revenues	20,165,135	82,654,843	18,433,353	85,274,989	19,200,915	82,850,742	18,954,585	74,869,635
Operating Expenses	18,114,300	77,662,659	18,101,547	80,812,679	18,912,917	79,979,223	18,588,551	74,620,000
Increase/(Decrease) in Net Positions	\$ 2,050,835	\$ 4,992,184	\$ 331,806	\$ 4,462,310	\$ 287,998	\$ 2,871,519	\$ 366,034	\$ 249,635

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	30-Sep-20	30-Sep-19
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 517,940		\$ 517,940	\$ 288,005
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 1,951,605		\$ 1,951,605	\$ 1,033,878
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,174,284	\$ 3,174,284	\$ 3,069,003
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 278,615		\$ 278,615	\$ 67,671
LIBERTY BANK	11	GENERAL FUND		\$ 503,499	\$ 503,499	\$ 500,000
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 350,531		\$ 350,531	\$ 665,858
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 1,313,820		\$ 1,313,820	\$ 1,310,536
SECURITY BANK***	11	GENERAL FUND	\$ 20,118,150		\$ 20,118,150	\$ 13,127,222
SECURITY BANK	15	TECHNICAL ED FUND	\$ 821,391		\$ 821,391	\$ 889,686
SECURITY BANK	16	STUDENT UNION	\$ 989,866		\$ 989,866	\$ 660,538
		(AUXILIARY SERVICES)				
	11	GENERAL FUND			\$ -	\$ 1,000,000
UMB BANK *	17	PAYROLL	\$ -		\$ -	
<b>TOTAL</b>			<b>\$ 26,341,919</b>	<b>\$ 3,677,783</b>	<b>\$ 30,019,702</b>	<b>\$ 22,612,397</b>
	<b>Current</b>	<b>Previous Month</b>	<b>Previous Year</b>			
<b>91-day Treasury Rate</b>	<b>0.100</b>	<b>0.110</b>	<b>1.840</b>			
* 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	3,653,486	3,653,486	(8,032,248)	(8,032,248)	(4,378,762)	(4,378,762)			16,560,778	9,638,146
November	1,394,853	1,394,853	(5,767,127)	(5,767,127)	(4,372,274)	(4,372,274)			12,188,504	5,265,872
December	1,720,958	1,720,958	(5,808,633)	(5,808,633)	(4,087,675)	(4,087,675)			8,100,830	1,178,197
January	29,642,011	29,642,011	(6,059,800)	(6,059,800)	23,582,211	23,582,211			31,683,041	24,760,408
February	7,917,760	7,917,760	(10,685,251)	(10,685,251)	(2,767,491)	(2,767,491)			28,915,550	21,992,917
March	7,458,489	7,458,489	(11,474,491)	(11,474,491)	(4,016,002)	(4,016,002)			24,899,548	17,976,915
April	1,996,704	1,996,704	(6,479,676)	(6,479,676)	(4,482,972)	(4,482,972)			20,416,575	13,493,942
May	2,107,232	2,107,232	(5,442,154)	(5,442,154)	(3,334,922)	(3,334,922)			17,081,654	10,159,021
June	17,657,423	15,862,932	(5,234,246)	(5,234,246)	12,423,177	10,628,686			29,504,831	20,787,707
Totals	93,737,217	89,033,746	(84,998,797)	(85,358,329)	8,738,421		(21,297)	-		
Bold = Actual										
	20,188,301		(20,015,170)							
GL Balance	General Fund	\$ 20,118,150								
	TEC Fund	\$ 821,391								
		\$ 20,939,541								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Position**  
**YTD SEPTEMBER 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 2012</b>	9,102,820	\$960,777	10.55	<b>year 2013</b>	9,781,828	\$974,199	10.17
<b>year 2014</b>	9,693,245	\$1,038,839	11.14	<b>year 2015</b>	7,217,301	\$832,768	11.79
1/28/2016	686,808	\$71,914	10.47	1/30/2017	669,778	\$67,660	10.10
2/26/2016	612,126	\$66,398	10.84	2/27/2017	520,873	\$59,658	11.45
3/30/2016	589,650	\$64,725	10.97	3/30/2017	571,377	\$66,275	11.59
4/29/2016	510,454	\$58,720	11.50	4/27/2017	488,937	\$62,282	12.73
5/27/2016	490,058	\$64,489	13.15	5/30/2017	519,433	\$63,673	12.25
6/30/2016	499,129	\$61,192	12.25	6/29/2017	493,221	\$63,308	12.83
7/28/2016	471,206	\$61,206	12.98	7/28/2017	517,966	\$69,963	13.50
8/30/2016	555,317	\$63,996	11.52	8/30/2017	509,347	\$65,091	12.77
9/29/2016	488,177	\$54,543	11.17	9/28/2017	471,352	\$68,199	14.45
10/28/2016	463,380	\$52,462	11.32	10/30/2017	510,088	\$66,797	13.09
11/29/2016	521,442	\$55,189	10.58	11/29/2017	440,328	\$72,722	16.51
12/29/2016	614,663	\$58,846	9.57	12/28/2017	543,884	\$75,020	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	566,892	\$80,894	14.27	12/30/2019	524,192	\$72,943	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	14.19				

# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### OCTOBER 2020

#### **Benefits**

- The health and benefits committee met this month to discuss the benefit renewal information presented by Bukaty Companies.
- Employees participated in biometric screenings and flu shots this month. A total of twenty-four (24) employees participated in the biometric screening. Forty (40) employees received a flu shot at the on-site location.

#### **Training and Development**

- Launched the new Knowledge City compliance training platform. This month employees are completing the required annual Title IX and Clery training. We also included harassment and discrimination training to our required annual compliance training list.

#### **Employee Relations**

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

##### **New Employee Follow-Up (Jul-Sep)**

Item:	Q1	Q2	Q3	Q4
The position description was well defined and representative of the position for which I interviewed.	4.63	4	4.5	
I was introduced to team members appropriately.	4.75	5	4.4	
I was given a clear understanding of my department's objectives.	4.75	3.5	4.2	
I was given a clear understanding of my personal performance objectives.	4.63	4	4.2	
I understand the requirements and expectations of my new position.	4.75	4	4.3	
My interactions with my supervisor and coworkers are appropriate.	5	5	4.5	
I am satisfied with the overall communication within KCKCC.	4.63	4.5	3.2	

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

- Everyone has been very professional and easy to work with, which is especially impressive during such a stressful time with Covid.
- The staff here has been very supportive in helping me.
- Making sure I have the necessary documents and information. Getting me set up with technology.
- KCKCC is very open minded and seeking progression. As a new hire who wants to create systematic positive change with new innovative ideas, I am able to work to my best creative capacity.
- This is an extremely friendly, welcoming environment, where people seem genuinely interested in helping each other out.
- I feel that there was a good plan for handling the covid situation when I started on June 1, 2020.
- The COVID response here is much better than the response as my previous institution. I feel like the President cares about the individuals that work here instead of the bottom dollar.

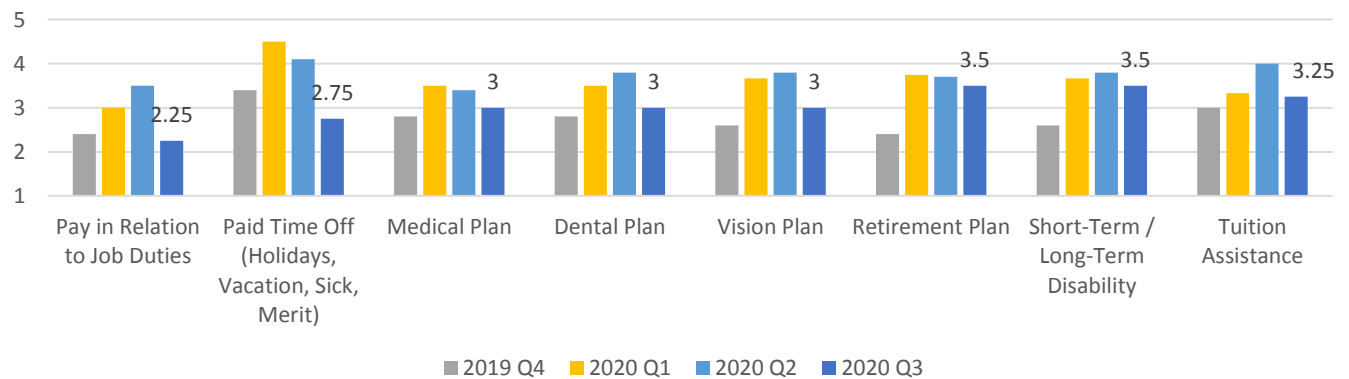
#### What areas can KCKCC improve?

- 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.
- Communication as to expectations, but I think this might just be a Covid 19 thing
- I think making sure everyone is on the same page and being held accountable.
- Urgency. While KCKCC is seeking progression and cross departments are willing to help create systematic positive change, there is little urgency to complete a project in a timely matter.
- Communication seems to be the biggest weakness I have seen, and I imagine some of it could be attributed to adjusting to Covid-related work environment restrictions.
- More clarity on students unmasked in deli area.
- RETIREMENT MATCHING!! I'm so very disappointment in this. Retirement is important for everyone. I would hope that KCKCC made it a priority to show that it care about its employees in that regard.

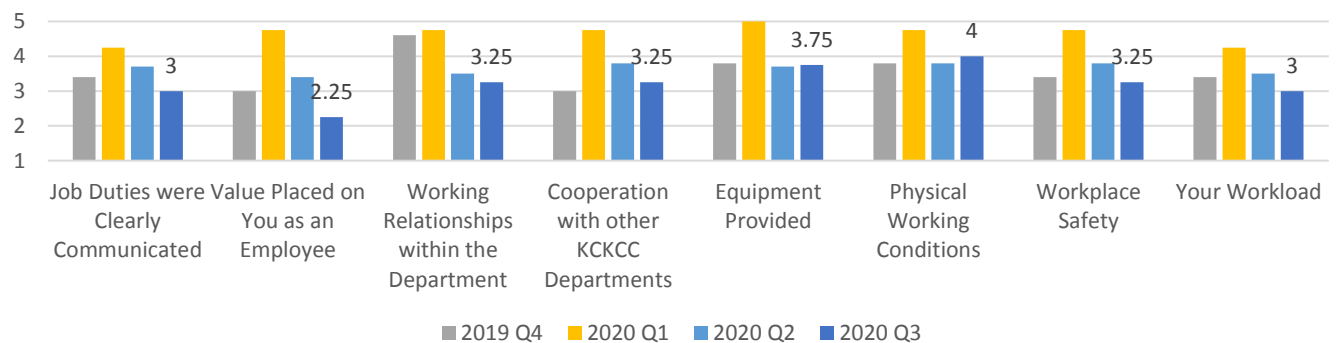
#### Exit Survey

<b>Reasons for leaving your current position</b>	<b>2019 Q2</b>	<b>2019 Q3</b>	<b>2019 Q4</b>	<b>2020 Q1</b>	<b>2020 Q2</b>	<b>2020 Q3</b>
Amount of Work Required	1	0	1	0	1	1
Type of Work Required	1	0	0	0	0	0
Compensation	0	2	2	2	0	2
Relocating	4	1	0	0	0	0
Working Conditions	2	2	1	0	2	1
Quality of Supervision	3	2	2	0	2	1
Career Advancement	5	2	1	3	3	1
Personal Reasons	3	1	1	1	1	3
Retirement	2	2	0	0	4	0

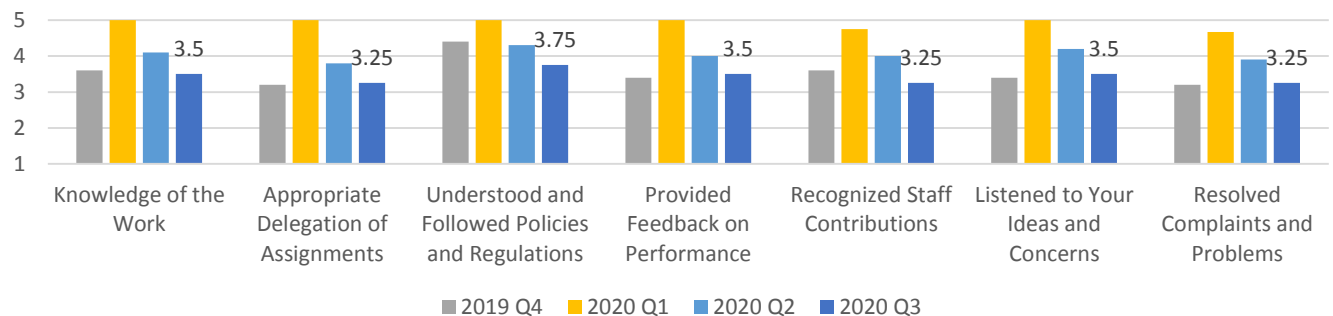
Rate the following compensation/benefit provisions at the College  
(5 = excellent, 1 = very poor)



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)



## BOARD OF TRUSTEES REPORT

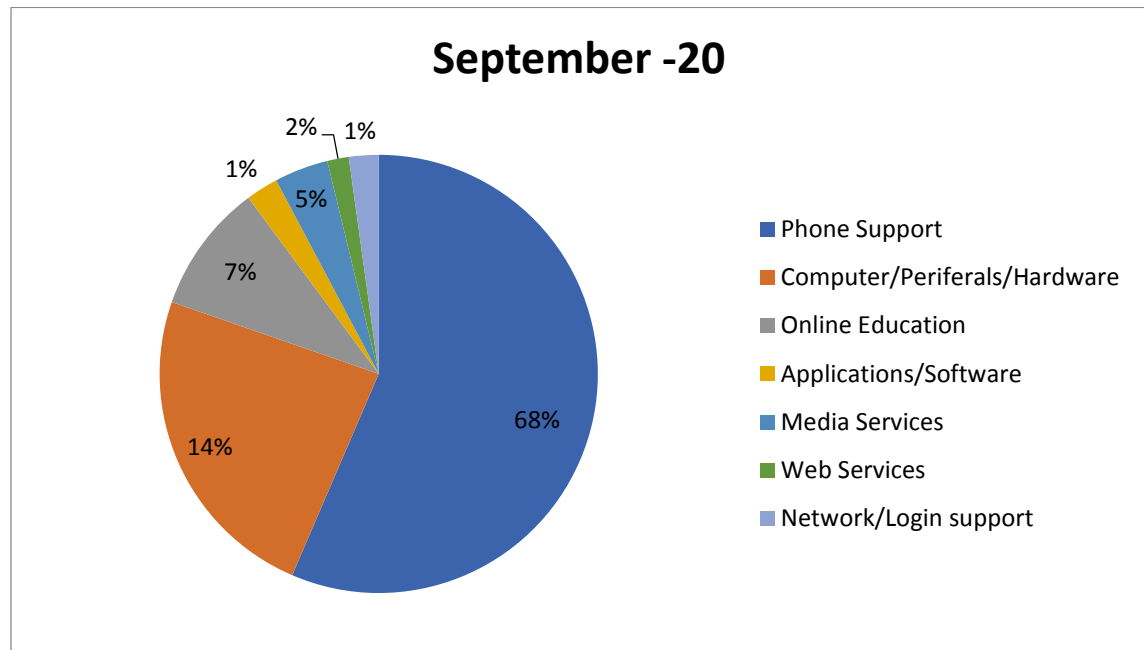
Peter Gabriel, Chief Information Officer

### ACADEMIC SUPPORT

- Developed and delivered training and support for Office 365 Teams Meetings and Bookings.
- Produced online meetings for Finance CMTE and Human Resources.
- Assisted in the production of online BOT Meetings.
- Participated in IT team hiring process and job interviews for new technician opening.
- Worked with Student Activities to produce KCKCC Sports show.
- Attended Staff Senate, College Senate, and President's Extended Cabinet Meetings.
- Produced online forms for President's Office and PTA program.

### COMPUTING SERVICES

- 521 tickets were issued during the month of September- 533 tickets were resolved.
- The average time spent on each ticket was 2.375 days.
- 463 helpdesk calls were taken in September - average time per call was 3.25 minutes.



### MEDIA SERVICES

- Setup and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup a virtual Board of Trustees Meeting via zoom.
- Recorded and setup a virtual meeting for the Community Candidates Forum. The two-day event had candidates for State Representative and State Senate. The program will air on the college's

cable channel and the college's YouTube channel beginning October 13, 2020 through November 2, 2020.

- Recorded video for "Student Activities Let's Talk" show that will air on the college's cable and YouTube channel.
- Took pictures for Math, Science, Business, Technology Division for Faculty/Staff directory.
- Setup room 3203 for video collaboration and conferencing hybrid of classes. The classroom has the capability to video conference to students at home, as well as students at the Pioneer Career Center.

## NETWORK SERVICES

- Student Recruiter Web App Availability - 97%
- MyDotte Web App Availability - 96%
- Email Availability for employees and students - 98%
- WebAdvisor Web App Availability - 92%
- Network Switch and Phone and Availability - 90%
- Colleague UI5.x interface has been updated to allow the Azure sign-on process and single sign on.
- Colleague UI4.x interface has been decommissioned and is no longer in use. It was out of date and out of scope for support for Ellucian.
- Self Service Password Reset (SSPR) with Microsoft. We have finished testing and are working on documentation that will be shared with all users.
- New DNS servers have been implemented and the old equipment has been decommissioned.
- Papercut "follow-me" printing has been enabled on the Konica printers in the following areas: Health Professions 1908 and Flint 3704. We will be adding or updating additional printers next month.
- We are continuing to decommission or migrate services that are running on Microsoft Windows Server 2008. 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).



## Revised 2021 SPRING SEMESTER

January	4	All Staff Report
	11-15	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	18	Martin Luther King Day - College Closed. Last day to enroll online
	19	Classes Begin Spring and Spring 1
	19-25	Late enrollment with approval
February	26	Spring and Spring 1 Auditor's Roster due
	15	Presidents Day – Classes in session
	16	Spring 1 Midterm grades due
	22	Last day to withdraw from Spring 1 classes
March	<del>10</del> 1	Final Exams for Spring 1 <del>Tues/Thurs</del> Mon/Wed classes
	<del>12</del> 11	Final Exams for Spring 1 <del>Tues/Thurs</del> classesFinal Exams for Spring 1 <del>Mon/Wed</del> classes (Test on Friday)
	<del>12</del>	College Closed
	15	Spring 1 Grades Due. Spring Midterm grades due
	<del>15-21</del>	Spring Break – No Classes – Offices Open March 15-18
	<del>19</del>	College Closed
	<del>22</del> 15	Spring 2 classes begin. Late enrollment with approval
	<del>29</del> 22	Spring 2 Auditor's Roster due
	1	Early Enrollment for Summer and Fall 2021 Begins
	<del>19</del> 12	Spring 2 Midterm grades due
April	<del>20</del> 13	Last day to withdraw from Spring
	<del>27</del> 20	Last day to withdraw from Spring 2 classes
	<del>10</del> 3	Last day of classes
	<del>11-17</del> 4 - 10	Finals Week
May	<del>17</del> 10	Spring Semester Ends
	<del>19</del> 12	Grades Due
	<del>20</del> 13	GRADUATION <del>ON CAMPUS</del> (Location and modality TBD) 2:00 p.m. & 7:00 p.m.
	<del>21</del> 14	Grades available

**EXTENSION  
OF  
MASTER LEASE**

THIS MASTER LEASE (this "Master Lease") is made and entered into as of the 22nd day of September, 2020, by and between SBV-KANSAS CITY-ROYAL RIDGE, LLC, a Kansas limited liability company (hereinafter "Lessor"), and KANSAS CITY KANSAS COMMUNITY COLLEGE (hereinafter "Lessee").

**RECITALS**

WHEREAS, Lessor owns the apartment community commonly known as Royal Ridge Apartments, 7300 State Avenue, Kansas City, Kansas (the "Property"); and

WHEREAS, Lessor and Lessee entered into that certain Master Lease dated May 23, 2011 as subsequently modified and amended pursuant to which on and as of the date hereof, Lessor leased to Lessee the sixty-nine (69) apartment units located at the Property and described on Exhibit "A" (the "Premises"); and

WHEREAS, the Master Lease as currently in effect will expire in accordance with its terms on June 30, 2020; and

WHEREAS, Lessor and Lessee desire to extend the term of the Master Lease to June 30, 2022 on the terms and conditions hereinafter set forth.

In consideration of mutual promises herein contained, Lessor and Lessee agree as follows:

1. Leased Premises. Lessor leases to Lessee the Premises on the terms and conditions set forth herein and therein.
2. Term. The term of this Master Lease is extended from July 1, 2020 to June 30, 2022, and as may be further extended pursuant to the terms hereof. "Lease Year" shall mean any July 1 to June 30.
3. Rent. Rent shall be payable monthly, in advance, to Lessor at 11615 Rosewood Street, Suite 100, Leawood, Kansas 66211 in the amount of 45,096.50 per month, see Exhibit "A" attached, and in the aggregate annual amount of \$541,158. Lessor shall provide an updated Exhibit "A" on or before March 1, 2022 with the rents proposed for each of the units for the following Lease Year which rents shall not exceed 95% of Lessor's current market rents for the Premises. In the event that Lessee approves the rents for the following Lease Year commencing July 1, 2022 by March 31, 2022, the parties agree to extend the term of this Master Lease to the end of the 2022 Lease Year. If this Agreement is not renewed and extended under this provision, Lessee agrees peaceably to deliver the Premises on or before June 30, 2022.
4. Proration of Rent. Rent for partial months, if any, shall be prorated.

5. Termination for Non-appropriation of Funds. In the event sufficient funds shall not be appropriated for the payment of the Rent required to be paid in connection with any renewal or extension hereof, and if Lessee has no funds legally available for the payment of Rent from other sources, then Lessee may decline to renew or extend the term hereof as provided in Section 3. Lessee agrees to deliver notice to Lessor of such termination at least eighty-five (85) days prior to the end of the then current Lease Year. If this Agreement terminates and expires under this provision, Lessee agrees peaceably to deliver the Premises on or before June 30, of the then current Lease Year. Lessee agrees to make all appropriate applications for funding on a timely basis and to diligently pursue funding in good faith.

6. Use of Premises. The Premises may be used by Lessee only for Lessee's student housing and for no other purpose. Lessee shall permit no more than two (2) persons per bedroom per unit. Efficiency or studio units shall be considered as having one (1) bedroom.

7. Utilities/WiFi. Lessee shall arrange and pay (or reimburse Lessor) for all utilities and WiFi furnished to the Premises for the entire term of this Lease. Lessor shall install water saving devices during the term of this Master Lease. Lessor shall also install energy efficient light bulbs in the Premises during the term of this Master Lease.

8. Repairs and Maintenance. Prior to commencement of each Lease Year, Lessor will inspect each of the units of the Premises and will repair or replace flooring, countertops, cabinets, plumbing fixtures and appliances as Lessor reasonably determines to be necessary or appropriate and as reasonably approved by Lessee. Lessor shall maintain the exterior of the Premises including the roof, exterior walls, and structure in good repair, reasonable and ordinary wear and tear expected. Lessor shall maintain the interior of the Premises including window glass in good repair and shall make units "rent ready" promptly after each unit is vacated no more than one (1) time each Lease Year; provided, however, that Lessee shall reimburse Lessor Extraordinary Turn Costs. For purposes hereof, "Extraordinary Turn Costs" shall include but not be limited to the costs related to making any unit rent ready more than one (1) time each Lease Year and repair and replacement costs beyond reasonable and ordinary wear and tear or caused by the grossly negligent or intentional conduct of Lessee's tenants. Lessor will inspect each unit of the Premises at least twice per Lease Year (including an inspection of all water saving devices, light bulbs, smoke detectors and fire extinguishers) and provide Lessee with an inspection report. During or immediately following the inspections, Lessor will repair or replace any defective water savings devices, light bulbs, smoke detectors and fire extinguishers.

9. Fence. The repair and maintenance of the fence separating the Premises from the rest of the Property shall be solely Lessee's responsibility.

10. Taxes. Lessor shall pay all real estate taxes for the Premises.
11. Insurance. Lessor shall obtain and pay for (1) fire and extended coverage insurance for the improvements to the Premises and (2) for general liability insurance. Lessee shall carry such insurance as it deems appropriate. Lessor's insurance does not cover loss or damage to personal property owned by Lessee or Lessee's tenants.
12. Substitute Units. In the event that a unit in the Premises becomes unavailable for occupancy for a period not expected to exceed one hundred twenty (120) days due to casualty loss or any other reason, Lessor may substitute a similar unit in one of its other buildings for use by Lessee during such period. Lessee shall have the right to approve the substitute unit, which approval shall not be unreasonably withheld.
13. Casualty/Condemnation. If any part of the Premises is partially or totally destroyed by fire or other casualty so as to become un-tenantable for a period exceeding one hundred twenty (120) days, or if the Premises is partially or totally condemned and such condemnation renders any part of the Premises unsuitable for occupancy by Lessee's subtenants, then the parties agree to negotiate in good faith to provide substitute units in accordance with paragraph 12, above. For such time as a unit or units is/are un-tenantable and no substitute unit has been provided by Lessor and approved by Lessee, Rent shall be abated from the date of the casualty or condemnation for those units that are un-tenantable.
14. Assignment/Subletting. Lessee shall not assign or sublet the Premises, or any right or privilege connected therewith, or allow another person or entity to occupy the Premises or any part thereof without first obtaining the written consent of Lessor; provided, however, that Lessee shall be entitled to sublet individual apartment units for student housing without further consent.
15. Lock/keys. Lessor shall provide keys to the existing door locks and neither Lessee nor subtenants of Lessee may change locks or add additional locks.
16. Rules and Regulations. Lessee and subtenants of Lessee shall be subject to and abide by Rules and Regulations adopted by Lessor for the remainder of the tenants at the Royal Ridge apartment complex as they may be amended from time-to-time whether such Rules and Regulations are incorporated in Lessor's standard lease document package or separately stated. The term "Rules and Regulations" shall include, but not be limited to, provisions relating to (i) parking of motor vehicles, motorcycles, bicycles, boats, trailers and recreational vehicles, etc.; (ii) safety and security; (iii) care and condition of the Premises; (iv) requirement/procedure for requesting repair/maintenance for those items for which Lessor is responsible; and (v) pet rules and regulations.
17. Entry on Premises by Lessor. Lessor reserves the right to enter the Premises at reasonable times and upon reasonable notice to inspect same and make repairs.

18. Breach/Default.

a. Lessee. After breach or default of the terms imposed on Lessee under this Lease Agreement, Lessee shall have thirty (30) days after receipt of written notice from Lessor of any such breach or default to correct the conditions specified in the notice; if Lessee fails to correct such condition, Lessor shall have all rights and remedies available at law or equity.

b. Lessor. After breach or default of the terms imposed on Lessor under this Lease Agreement, Lessor shall have thirty (30) days after receipt of written notice from Lessee of any such breach or default to correct the conditions specified in the notice. In the event the breach or default cannot be cured by Lessor in thirty (30) days, the cure period shall be extended so long as Lessor is diligently pursuing cure.

19. Signs. Lessee shall be permitted to install directional signs to assist Lessee's sub-tenants in locating the Premises. All signs installed by Lessee shall be approved by Lessor and shall comply with all governmental regulations. All signs installed by Lessee shall be at Lessee's expense and shall at all times be maintained by Lessee in good condition and repair. Lessee shall remove all signs installed by it at the expiration of this Master Lease.

20. Limitation of Liability. Notwithstanding anything in this Master Lease to the contrary, the liability of Lessee for torts shall not exceed the liability permitted under the Kansas Tort Claims Act, K.S.A. 75-6106 et. Seq.

21. Brokers. Lessor and Lessee each represent and warrant to the other that neither has had any dealing with any real estate broker or leasing agent in connection with this Master Lease or the transaction contemplated hereby. To the extent permitted by law, Lessor and Lessee each agree to indemnify, defend and hold the other harmless from all costs and liabilities, including reasonable attorneys' fees and legal costs arising out of or in connection with claims made by any broker or leasing agent or individual who alleges that it is entitled to a commission or fee with regard to this Master Lease as a result of the dealings it had with the indemnifying party.

22. Acceptance of Contract. This Master Lease shall not be considered accepted, approved or otherwise effective until all statutorily required approvals and certifications have been given or obtained by Lessee. Lessee shall provide Lessor with a copy of the resolution of the Lessee's Board of Trustees approving this Master Lease as evidence that all required approvals and certifications have been given by Lessee. Lessor shall be entitled to rely on the copy of the resolution provided by Lessee as evidence that, once executed by Lessee, this Master Lease is valid and in full force and effect.

23. Notices. All notices required or permitted to be given hereunder shall be by certified mail, postage prepaid, return receipt requested and if given by Lessee to Lessor, shall be addressed to the Lessor at the place last designated for payment of rent and if given by Lessor to Lessee shall be addressed to Lessee at 7250 State



Avenue, Kansas City, Kansas 66112 Attention: Michael T. Beach, Chief Finance Officer.

24. Attorneys' Fees and Costs. Unless prohibited by law, the prevailing party in any litigation initiated to enforce this Agreement shall be entitled to recover its reasonable attorneys' fees and costs of litigation.

25. Entire Agreement. This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof and incorporates all representations made in connection with negotiation of the same.

26. Modifications. The terms hereof may not be terminated, amended, supplemented or modified orally, but only by a written instrument duly executed by each of the parties hereto.


27. Agreement Binding. This Agreement and any amendments hereto shall be binding on and inure to the benefit of the parties hereto and their permitted successors and assigns.

28. Counterparts/Facsimile Signature/Electronic Signature. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be a duplicate original, but all of which together shall constitute one and the same instrument. Facsimile signatures and electronic signatures shall be equally valid and binding as original signatures.

IN WITNESS WHEREOF, this Real Estate Lease has been made and entered into as of the day and year firstabove written.

"Lessor"

SBV-KANSAS CITY-ROYAL RIDGE,  
L.L.C.  
By: Royal Ridge Management, Inc., its  
Manager

By:   
~~Scott Asner~~ Isaac Gortenburg  
Title: President

"Lessee"

KANSAS CITY KANSAS COMMUNITY  
COLLEGE

By: \_\_\_\_\_  
Michael T. Beach, CPA, MBA  
Title: Chief Finance Officer

**EXHIBIT "A"**  
**ROYAL RIDGE APARTMENTS-KCKCC UNITS**

Bldg/Unit	Floorplan	SQFT	Name	Rent/Month
1-101	B3CC	826	Student, KCKCC	\$ 693.50
1-102	A2CC	625	Student, KCKCC	\$ 560.50
1-103	83CC	826	Student, KCKCC	\$ 693.50
1-105	B3CC	826	Student, KCKCC	\$ 693.50
1-106	A2CC	625	Student, KCKCC	\$ 560.50
1-107	B3CC	826	Student, KCKCC	\$ 693.50
1-108	A2CC	625	Student, KCKCC	\$ 560.50
1-109	B3CC	826	Student, KCKCC	\$ 693.50
1-110	A2CC	625	Student, KCKCC	\$ 560.50
1-111	B3CC	826	Student, KCKCC	\$ 693.50
1-112	A2CC	625	Student, KCKCC	\$ 560.50
1-113	A2CC	625	Student, KCKCC	\$ 560.50
1-114	B3CC	826	Student, KCKCC	\$ 693.50
1-115	E1CC	486	Student, KCKCC	\$ 498.75
1-116	B3CC	826	Student, KCKCC	\$ 693.50
1-117	A2CC	625	Student, KCKCC	\$ 560.50
1-118	B3CC	826	Student, KCKCC	\$ 693.50
1-119	A2CC	625	Student, KCKCC	\$ 560.50
1-120	83CC	826	Student, KCKCC	\$ 693.50
1-121	A2CC	625	Student, KCKCC	\$ 560.50
1-122	83CC	826	Student, KCKCC	\$ 693.50
1-123	A2CC	625	Student, KCKCC	\$ 560.50
1-124	B3CC	826	Student, KCKCC	\$ 693.50
7-701	B3CC	826	Student, KCKCC	\$ 693.50
7-702	B4CC	926	Student, KCKCC	\$ 736.25
7-703	B3CC	826	Student, KCKCC	\$ 693.50
7-705	B3CC	826	Student, KCKCC	\$ 693.50
7-706	B4CC	926	Student, KCKCC	\$ 736.25
7-707	B3CC	826	Student, KCKCC	\$ 693.50
7-708	B4CC	926	Student, KCKCC	\$ 736.25
7-709	B3CC	826	Student, KCKCC	\$ 693.50
7-710	B4CC	926	Student, KCKCC	\$ 736.25
7-711	B3CC	826	Student, KCKCC	\$ 693.50
7-712	B4CC	926	Student, KCKCC	\$ 736.25
7-713	B4CC	926	Student, KCKCC	\$ 736.25
7-714	83CC	826	Student, KCKCC	\$ 693.50
7-715	E1CC	486	Student, KCKCC	\$ 560.50
7-716	83CC	826	Student, KCKCC	\$ 693.50
7-717	B4CC	926	Student, KCKCC	\$ 736.25
7-718	B3CC	826	Student, KCKCC	\$ 693.50
7-719	B4CC	926	Student, KCKCC	\$ 736.25
7-720	B3CC	826	Student, KCKCC	\$ 693.50
7-721	B4CC	926	Student, KCKCC	\$ 736.25
7-722	B3CC	826	Student, KCKCC	\$ 693.50
7-723	B4CC	926	Student, KCKCC	\$ 736.25
7-724	83CC	826	Student, KCKCC	\$ 693.50
8-801	B3CC	826	Student, KCKCC	\$ 693.50



8-802	A2CC	625	Student, KCKCC	\$ 560.50
8-803	B3CC	826	Student, KCKCC	\$ 693.50
8-805	B3CC	826	Student, KCKCC	\$ 693.50
8-806	A2CC	625	Student, KCKCC	\$ 560.50
8-807	B3CC	826	Student, KCKCC	\$ 693.50
8-808	A2CC	625	Student, KCKCC	\$ 560.50
8-809	B3CC	826	Student, KCKCC	\$ 693.50
8-810	A2CC	625	Student, KCKCC	\$ 560.50
8-811	B3CC	826	Student, KCKCC	\$ 693.50
8-812	A2CC	625	Student, KCKCC	\$ 560.50
8-813	A2CC	625	Student, KCKCC	\$ 560.50
8-814	B3CC	826	Student, KCKCC	\$ 693.50
8-815	E1CC	486	Student, KCKCC	\$ 498.75
8-816	B3CC	826	Student, KCKCC	\$ 693.50
8-817	A2CC	625	Student, KCKCC	\$ 560.50
8-818	B3CC	826	Student, KCKCC	\$ 693.50
8-819	A2CC	625	Student, KCKCC	\$ 560.50
8-820	B3CC	826	Student, KCKCC	\$ 693.50
8-821	A2CC	625	Student, KCKCC	\$ 560.50
8-822	B3CC	826	Student, KCKCC	\$ 693.50
8-823	A2CC	625	Student, KCKCC	\$ 560.50
8-824	B3CC	826	Student, KCKCC	\$ 693.50
<b>Total</b>	<b>69</b>			<b>\$ 45,096.50</b>

## AGREEMENT BETWEEN

**Kansas City Kansas Community College**  
7250 State Avenue  
Kansas City, Kansas 66112

AND

**Byrne Pelofsky + Associates, LLC**  
7431 Broadway Street, Suite 14  
Kansas City, Missouri 64114

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**Kansas City Kansas Community College**, and Byrne Pelofsky + Associates, LLC, in consideration for mutual promises offered, agree on this \_\_15th\_\_ day of September, 2020, enter into this AGREEMENT for Byrne Pelofsky + Associates, LLC, to provide professional consulting services as follows:

### Services

Byrne Pelofsky + Associates, LLC will provide the following consulting services related to Campaign Management Services over the course of an initial twelve (12) months starting September 15, 2020 for **Kansas City Kansas Community College**:

- Advise on the administration and staffing plan for the Capital Campaign
- Volunteer Leadership identification and recruitment
- Provide input on crafting and developing the Campaign Brochure, Campaign message and materials
- Develop and implement a comprehensive local, regional and national fundraising strategy which includes the identification, cultivation and implementation for alumni of KCKCC
- Develop and execute a strategy to secure public and institutional funding, including local, county, state and national funding opportunities
- Advise on donor recognition and naming opportunities
- Fundraising training for staff and Steering Committee
- Advise and seek public funding opportunities with the Unified Government and State of Kansas
- Advise and seek new market tax credits from various Community Development Entities (CDE) (eg. IFF, Alt-Cap, local LISC and Central Bank) from conception throughout the complete review process
- Ongoing prospective donor development and research
- Explore collaboration opportunities and fundraising implementation with partner organizations for the downtown location



- Grant Writing – Identify grant opportunities for KCKCC, write and submits grants to individuals, private foundations, corporations and local and state public government (we are capable of writing federal grants, but will need to invoice separately which can be discussed/negotiated)
- Prioritizing prospective donors on an ongoing basis, developing individual solicitation strategies (for families, individuals, corporations, foundations), one-on-one solicitations, moves management and follow up for each of the giving level thresholds below:
  - Lead Donors: \$1,000,000+
  - Pacesetter Donors: \$500,000 - \$999,999
  - Major Donors: \$100,000 - \$499,999
  - All other gifts: \$99,999 and below

## Fees

1. Fees for services are **\$10,000 per month for twelve (12) months**. A subsequent agreement can/will be developed during the second and third 12-month periods, if desired.
2. **Kansas City Kansas Community College** will be billed on the 1<sup>st</sup> day of each month for the current month's services. Payment will be due by the 15<sup>th</sup> of the month.
3. These fees are not reflective of the amount of a fundraising goal or the amount raised. Byrne Pelofsky + Associates, LLC agrees to put forth its best efforts for **Kansas City Kansas Community College**, and the consulting fees shall be due and owing, irrespective of the fundraising results.
4. Additional Travel Expenses: Other additional expenses to be billed separately include airfare, accommodations, ground transportation, mileage and/or parking. No travel is anticipated for this engagement. If, however, we need to travel on behalf of **Kansas City Kansas Community College**, we will seek prior approval before incurring any additional travel expenses.

**EFT [Electronic Funds Transfer] is recommended and can be coordinated with Byrne Pelofsky + Associates, LLC's accounting department.**

## Non-Hire Provision

In retaining Byrne Pelofsky + Associates, LLC, and its employees, **Kansas City Kansas Community College and Foundation** agrees that neither **Kansas City Kansas Community College and Foundation** nor its subsidiaries or affiliates will hire current or former Byrne Pelofsky + Associates, LLC's consultants or employees for a period of one (1) year following the conclusion



of this engagement. For purposes of this Agreement, this period commences on the first day following acknowledgement of notice of successful completion or termination of services.

### **Cancellation**

This Agreement contains the entire agreement between Byrne Pelofsky + Associates, LLC and **Kansas City Kansas Community College** and any changes must be made in writing and signed by both parties. This Agreement may be terminated by either party upon written notice sixty (60) days prior to intended date of separation and the organization shall pay for the work performed up to the date of cancellation.

### **Confidentiality and Ownership of Information**

All information developed and collected in preparing for and carrying out the fundraising components of the engagement shall be the property of **Kansas City Kansas Community College**. Byrne Pelofsky + Associates, LLC warrants that the corporation or its employees or representatives will not divulge information developed during the course of the consultation to outside parties without the prior written consent of **Kansas City Kansas Community College**.

### **Renegotiation of Contract Terms**

Fees are estimated based on the amount of time required to complete outlined activities, and on the availability of **Kansas City Kansas Community College and Foundation** leadership and staff to be active participants in this process. Should the parameters of the project or consultancy change significantly from those outlined in this contract, new estimates will be presented. Should unforeseen complexities require a significant number of additional workdays to be dedicated to the project, Consultants reserve the right to seek a renegotiation of contract terms.

The provisions found in Contractual Provisions Attachment (Form DA-146a), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

**For Kansas City Kansas Community College**

**For Byrne Pelofsky + Associates, LLC**

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Dr. Greg Mosier, President

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Jeffrey D. Byrne, Co-Founder + CEO

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Date

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Date



**CONTRACTUAL PROVISIONS ATTACHMENT**

**Important:** This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the 15 day of September, 2020.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.  
  
Contractor agrees to comply with all applicable state and federal anti-discrimination laws.  
  
The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

**RESOLUTION NO. 20-10-20-\_\_**

**A RESOLUTION DETERMINING IT NECESSARY TO CONSTRUCT, EQUIP AND FURNISH A NEW STUDENT HOUSING FACILITY FOR KANSAS CITY KANSAS COMMUNITY COLLEGE, WYANDOTTE COUNTY, KANSAS; AUTHORIZING THE ISSUANCE OF REVENUE BONDS TO PAY THE COSTS THEREOF; AND PROVIDING FOR THE GIVING OF NOTICE OF THE INTENT TO ISSUE SUCH REVENUE BONDS**

**WHEREAS**, K.S.A. 76-6a13 to 76-6a25, inclusive, as amended and supplemented (the “Act”), authorize the board of trustees of a community college in the State of Kansas to construct, equip and furnish certain buildings, including student housing facilities for the community college and to issue revenue bonds of the community college in order to pay the costs thereof; and

**WHEREAS**, the Board of Trustees (the “Board”) of Kansas City Kansas Community College, Wyandotte County, Kansas (the “College”), hereby finds and determines that the student housing system of the College (the “System”) should be improved by constructing, equipping and furnishing a new student housing facility of approximately 100,000 square feet and 260 beds, and all related improvements, on the campus of the College, in Kansas City, Kansas (the “Project”); and

**WHEREAS**, said Board hereby further finds and determines that the estimated cost of the Project, including construction, financing, reserves and capitalized interest, are \$20,000,000; that System revenue bonds of the College in an amount of not to exceed \$20,000,000 (the “Bonds”) should be issued to pay said costs; and that notice thereof should be given as provided by law.

**THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF KANSAS CITY KANSAS COMMUNITY COLLEGE, WYANDOTTE COUNTY, KANSAS:**

**Section 1. Authority for Project.** It is hereby authorized, ordered and directed that the College's System be improved by constructing, equipping and furnishing the Project under authority of the Act.

**Section 2. Intent to Issue Revenue Bonds.** It is hereby further determined to be necessary and is hereby further authorized, ordered and directed that the Board may issue and sell System Revenue Bonds, in an amount of not to exceed \$20,000,000, as authorized by the Act to be used to pay the costs of the Project, provide for bond reserve funds and related costs of issuance.

**Section 3. Further Provisions.** The terms, conditions, form and details of the revenue bonds authorized by *Section 2* hereof, including method and manner of sale, interest rates, use and application of funds and fees, shall be determined by and set forth by subsequent resolution or resolutions of the Board.

**Section 4. Publication of Notice.** The Chief Financial Officer, in conjunction with Gilmore & Bell, P.C. (the College’s “Bond Counsel”), is hereby directed to publish one time in the *Kansas Register* a notice advising all persons interested that the Board has determined to issue revenue bonds under authority of the Act, which notice shall be in the form and shall be published in the manner prescribed by the Act.

**Section 5. Declaration of Official Intent.** This Resolution shall constitute a declaration of official intent under U. S. Treasury Regulation § 1.150-2. The adoption of this Resolution is consistent with the budgetary and financial circumstances of the College. In order to permit and expedite the completion of the Project and realization of the public benefits to be derived from it, the College may expend lawfully available funds prior to delivery of, and to be reimbursed from, the proceeds of the revenue bonds herein authorized for such Project expenditures made from and after sixty days prior to the date of this Resolution.

**Section 6. Effective Date.** This Resolution shall be effective from and after its adoption.

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**ADOPTED AND APPROVED** by the Board of Trustees of Kansas City Kansas Community College, Wyandotte County, Kansas, on October 20, 2020.

**BOARD OF TRUSTEES  
KANSAS CITY KANSAS COMMUNITY COLLEGE  
WYANDOTTE COUNTY, KANSAS**

(Seal)

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

(Published in the **KANSAS REGISTER** on October 29, 2020)

**NOTICE OF INTENT TO ISSUE REVENUE BONDS**

TO: ALL PERSONS CONCERNED AND INTERESTED

You are hereby notified that the Board of Trustees (the “Board”) of Kansas City Kansas Community College, Wyandotte County, Kansas (the “College”), did on October 20, 2020, duly adopt a resolution (the “Resolution”) declaring necessary and authorizing improvements to the student housing system of the College (the “System”), by constructing, equipping and furnishing a new student housing facility of approximately 100,000 square feet and 260 beds, and all related improvements, on the campus of the College, in Kansas City, Kansas (the “Project”). The estimated cost of the Project, including bond reserves, capitalized interest and financing costs, of \$20,000,000.

You are hereby further notified that the Resolution declares necessary and authorizes the issuance and sale of System revenue bonds of the College under the authority of K.S.A. 76-6a13 to 76-6a25, inclusive, as amended and supplemented (the “Act”), in an amount of not to exceed \$20,000,000, such bonds to be used to pay the costs of the Project and provide for the deposit of bond reserve funds, capitalized interest and related financing costs.

You are hereby further notified that unless an action to contest the legality of the proposed revenue bonds of the College shall be filed in a court of law within 30 days of the date of publication of this Notice, the right to contest the legality of any revenue bonds issued in compliance with the aforesaid Resolution and other proceedings duly and legally had and taken by the Board prior to the date of publication of this Notice, and the right to contest the validity of the provisions of such proceedings, shall cease to exist, and no court shall thereafter have the authority to inquire into such matters; and that after the expiration of said 30 days from the date of publication of this Notice, no one shall have any right to commence an action contesting the validity of such revenue bonds or the provisions of such proceedings of the Board and all such revenue bonds shall be conclusively presumed to be legal and no court shall thereafter have the authority to inquire into such matters.

DATED: October 20, 2020.

BOARD OF TRUSTEES  
KANSAS CITY KANSAS COMMUNITY COLLEGE  
WYANDOTTE COUNTY, KANSAS

(Seal)

By \_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary

KANSAS REGISTER  
DOCUMENT NO.  
(Above space for Register Office Use)  
Submission Form  
Notice of Intent to Issue Revenue Bonds  
(Please type) (K.S.A. 76-6a25 as amended)

TITLE OF DOCUMENT                      NOTICE OF INTENT TO ISSUE REVENUE BONDS  
Re:     \$20,000,000 Student Housing System Revenue Bonds of Kansas City  
Kansas Community College, Wyandotte County, Kansas.

NUMBER OF PAGES   1                        DESIRED PUBLICATION DATE    October 29, 2020

BILL TO:            Mr. Michael Beach  
                         Kansas City Kansas Community College  
                         7250 State Avenue  
                         Kansas City, Kansas 66112

Please forward   1   Affidavits of Publication of same to Ms. Dawn Albrecht, Gilmore & Bell, One Main Place, Suite 800, Wichita, KS 67202 at your earliest opportunity.

Any questions regarding this document should be directed to:

NAME Dawn Albrecht                      PHONE (316) 267-2091

Certification

I hereby certify that I have reviewed the attached and herein described document, and that it conforms to all applicable Kansas Register publication guidelines. I further certify that submission of this item for publication in the Kansas Register is authorized by the municipality which has issued the notice.

\_\_\_\_\_  
Authorized Signature

Dawn Albrecht  
\_\_\_\_\_  
Typed Name of Signer

Legal Assistant  
\_\_\_\_\_  
Position

TRANSMIT TO:            Kansas Register; Secretary of State; State Capitol, Topeka, KS 66612  
PHONE: (785) 296-3489; FAX: (785) 291-3051; EMAIL: [nancyr@kssos.org](mailto:nancyr@kssos.org)

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THIS SPACE FOR REGISTER OFFICE USE ONLY

## CERTIFICATE OF NON-LITIGATION

STATE OF KANSAS                    )  
  ) ss:  
COUNTY OF WYANDOTTE    )

The undersigned, Secretary of the Board of Trustees of Kansas City Kansas Community College, Wyandotte County, Kansas (the “College”), does hereby certify that: (1) the Board of Trustees of the College duly adopted Resolution No. 20-10-20-\_\_, on October 20, 2020, declaring it necessary to improve the student housing system of the College (the “System”), at an estimated cost of \$20,000,000, and (b) issue Student Housing System Revenue Bonds, in an amount not to exceed \$20,000,000 (the “Bonds”), under the authority of K.S.A. 76-6a13 *et seq.* (the “Act”), to be used to pay such costs; (2) a Notice of said intention was duly published one time in the ***Kansas Register*** on October 29, 2020, as required by the Act; (3) more than thirty (30) days has elapsed from the date of said publication; and (4) there has been no legal action instituted against the issuance of the Bonds, as provided by the Act.

WITNESS my hand and official seal on November \_\_\_, 2020.

(Seal)

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Secretary of the Board of Trustees

## 2021 Plan Renewal - Medical

Plan Year w/ Options	Employee	Employer	Total	Total \$ Change Over	Employee % of Plan	Employer % of Plan
				OPT 1		
Prior Year 2020	\$561,873.22	\$ 4,540,286.44	\$5,102,159.67		11.01%	88.99%
<b>OPT 1</b> - No Change to Plan	\$597,503.32	\$ 4,877,898.25	\$5,475,401.57		10.91%	89.09%
7.5% Increase Over Prior Year	\$ 35,630.10	\$ 337,611.81	<b>\$ 373,241.91</b>			
<b>OPT 2</b> - Out-of-Pocket Max \$4,000 /\$8,000	\$583,591.29	\$4,853,960.31	\$5,437,551.60		10.73%	89.27%
6.54% Increase Over Prior Year	\$21,718.07	\$313,673.87	<b>\$335,391.93</b>	(37,849.97)		

## 2021 Plan Renewal - Dental

Plan Year	Employee	Employer	Total	Employee % of Plan	Employer % of Plan
Prior Year 2020	\$113,209.32	\$171,505.08	\$284,714.40	39.76%	60.24%
2021 Plan Year	\$117,768.70	\$ 178,344.14	\$ 296,112.84	39.77%	60.23%
4% Increase Over Prior Year					

2021 Plan Renewal - Basic Life/AD&D Insurance

Plan Year	Employee	Employer	Total	Employee % of Plan	Employer % of Plan
Prior Year 2020	\$0.00	\$24,555.48	\$24,555.48	0.00%	100.00%
2021 Plan Year	\$0.00	\$27,805.47	\$27,805.47	0.00%	100.00%
13.2% Increase Over Prior Year					