



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

April 20, 2021 – 9:00 A.M.

Meeting Location: Virtual - Zoom Meeting

Agenda

1. Call to Order & Pledge of Allegiance
2. KCKCC Mission Statement
3. Roll Call
4. Approval of Agenda
5. Audience to Patrons and Petitioners (5-minute limit)
6. Recognitions/Presentations:
 - Strategic Enrollment Management Plan Update. Presented by Dr. Delfina Wilson, Vice President of Student Affairs.
7. Communications – None scheduled.
8. Board Committee Reports
9. Consent Agenda:
 - (Item A) - Approval of Minutes of the March 16, 2021 Meeting
 - (Item A1) - Approval of Minutes of the March 16, 2021 Special Meeting
 - (Item A2) - Approval of Minutes of the March 31, 2021 Special Meeting
 - (Item A3) - Approval of Minutes of the April 7, 2021 Special Meeting
 - (Item B) - Approval of Recommendations for Payment
 - (Item C) - Approval of Ratification Items
 - (Item D) - Approval of Personnel Items (H.R.)

10. **Student Senate Report** – No report.
11. **President's Report** – Dr. Greg Mosier
12. **Vice President Academic Affairs Report** – Mr. Jerry Pope, Interim
13. **Vice President Student Affairs Report** – Dr. Delfina Wilson
14. **Vice President Strategic Initiatives & Outreach Report** – Dr. Tami Bartunek
15. **Chief Financial Officer Report** – Mr. Michael Beach
16. **Chief Human Resources Officer Report** – Ms. Christina McGee
17. **Chief Information Officer Report** – Mr. Peter Gabriel
18. **Unfinished Business** – None scheduled.
19. **New Business:**
 - Approval of Policies. Presented by Trustee Linda Hoskins Sutton.
 - Academic Standing Policy
 - Grade Appeal Policy
 - Grants Management Policy
 - Independent Study Policy
 - Minors on College Property Policy
 - Informational – Policy Procedures. Presented by Ms. Christina McGee.
 - Grade Appeal Procedure
 - Independent Study Procedure
20. **Executive Session(s)** - None scheduled.
21. **Adjournment**

Next Meeting of the Board of Trustees:

Tuesday, May 18, 2021 - 5:00 p.m. – Virtual Meeting



Kansas City Kansas
Community College™

STRATEGIC ENROLLMENT MANAGEMENT (SEM) PLAN

Academic Years 2020-2023

Excellence Matters

INTRODUCTION

Kansas City Kansas Community College (KCKCC) is committed to providing access to quality education to the community we serve. The college supports the success of each student and seeks to provide a premier student-focused environment. In 2018, Kansas City Kansas Community College adopted a new mission and vision. In addition, the college launched its 2020-2023 College Strategic Plan with four priorities aimed at ensuring students would be supported in their learning and feel inspired to excel in an inclusive and diverse learning environment.

ORGANIZATIONAL STRUCTURE

College Mission

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

College Vision

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

2020-2023 College Strategic Plan Priorities

Student Success

Provide services and resources that empower students to attain their goals.

Quality Programs & Services

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

Employee Engagement

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

Community Engagement

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

SEM BACKGROUND

The college recognizes the new norm in the higher education environment and the availability of resources needed to accomplish its mission and vision. Community colleges can no longer rely on enrollment by chance to reach its long-term enrollment, retention, and persistence goals. Kansas City Kansas Community College recognizes the changing demographics, preparation, employment market, overall economic conditions, and needs of an increasingly diverse student population that are both traditional and non-traditional. For these reasons, KCKCC established the Strategic Enrollment Management Planning Council to develop the Strategic Enrollment Management (SEM) Plan. The SEM Plan is intentional and uses a data-informed approach for meeting the college's enrollment and retention goals.

STRATEGIC ENROLLMENT MANAGEMENT PLAN FRAMEWORK

Purpose of Strategic Enrollment Management Planning

The purpose for Strategic Enrollment Management planning at KCKCC is to align recruitment, admissions, financial aid, class scheduling, instruction, and student support services. Strategic planning is essential for enrollment growth and fiscal viability.

Guiding Principles

The following principles guide the SEM Plan:

- ▶ Focus on students and community.
- ▶ SEM Plan is aligned with the college's Strategic Plan and Academic Master Plan (AMP).
- ▶ SEM Plan uses relevant data to inform and assess decision making, goal setting, and planning.
- ▶ SEM Plan is a shared responsibility and an institution-wide priority.
- ▶ SEM Plan is dynamic and on-going.
- ▶ Equity, diversity, & inclusion is infused throughout the plan.

Key Enrollment Phases in Student Lifecycle

The overarching goal of enrollment management is to develop and support a sustainable integrated system that maximizes student access and success, creates fiscal stability and allows the college to anticipate scheduling needs. The SEM Plan and its goals fall into four separate yet interconnected dimensions based on key phases in the student lifecycle at KCKCC. The SEM Plan calls for policies, procedures, and resources to focus on improving student success. The SEM Plan will guide the college as it strives to provide the best possible opportunities to current students, prospective students, and the community.

The SEM Plan is linked to the Kansas City Kansas Community College Strategic Plan and aligned with the Academic Master Plan. The SEM Plan supports the mission and vision of the institution by strategically analyzing present realities, past trends, and future ambitions around enrollment, persistence, and retention. The SEM Plan provides strategies for efficiency, quality, access, inclusiveness, and completion for students from connection with, entry into, progress through, and ultimately completion of a course of study at the college. The SEM Plan is dynamic and ever-changing, therefore, the items contained in this SEM Plan shall be analyzed throughout the next few years for continuous responsiveness to occur.

Interconnected Dimensions

Recruitment/Marketing (Community Engagement)

This phase begins from the first point of contact to the acceptance at KCKCC.

The goal in this phase is to encourage prospective students to apply and complete the intake process in a timely manner so that they can begin to develop a plan for college and their careers.

Onboarding/Entry/Enrollment (Quality Programs & Services)(Student Success)

This phase starts from the point of acceptance to the completion of the first earned 15 credit.

The goal in this phase is to help students choose and enter a program of study that matches their interests as quickly as possible. Students will receive support from initial enrollment into the college through the point of passing college-level courses, such as math and English.

Progress: Persistence/Retention (Quality Programs & Services) (Student Success)

Starts from the completion of 15 credit hours until 45 credit hours are earned.

During this phase, the goal is to help students get to the point where completion is in sight by ensuring that programs are focused and streamlined, with options for more flexibility that are available for students.

Completion/Goal Attainment (Student Success)

Program degree/certificate completion or goal completion. Personal goal achieved or 46 credit hours and beyond.

The goal of this phase is to support students through completion of their final coursework for their chosen programs of study and to assist them as they transition to a transfer institution or the world of work.

Student Success

For the purpose of the SEM Plan, student success is defined as a sequential series of goal attainment, starting with course completion, followed by persistence, retention, and culminating in the completion of a certificate and/or associates degree. The objective is to increase the rates of student completion and/or educational goal attainment in programs of study through a specific, ambitious, and data-informed Strategic Enrollment Management Plan.

Goals and Objectives

Goal 1: The Strategic Enrollment Management (SEM) Plan will support the Academic Master Plan (AMP) and the College Strategic Plan

Objective 1.1: Ensure SEM Goals and Objectives support, align, and integrate with the college Strategic Plan and the Academic Master Plan (AMP).

KCKCC Strategic Priorities: Student Success; Quality Programs & Services

Target: Complete alignment of plans by July 2021

Leads: Dean of Enrollment Management; Dean of Student Services

Goal 2: Outreach, Recruitment and Marketing Efforts Support College Enrollment and Full Time Student Equivalent (FTSE) Goals

Objective 2.1: Create and implement a comprehensive integrated marketing and communication plan to promote recruitment events, application submissions and completion, and enrollment.

Objective 2.2: Identify cohort groups of potential students.

KCKCC Strategic Priorities: Student Success; Quality Programs & Services

Target: Implement strategies by June 2021

Lead: Dean of Enrollment Management; Director of Admissions

Accountability: Strategic Initiatives & Outreach; Recruiters; Coordinator of High School Programs; International Student Services Coordinator; Career Services Coordinator; Admissions staff; Institutional Effectiveness

Goal 3: Increase Total Enrollment

Objective 3.1: Increase the rate of admitted applicants to enrolled students.

Objective 3.2: Increase enrollment for students who have less than 15 credit hours earned.

Objective 3.3: Increase Dual and Concurrent Enrollment.

Objective 3.4: Enhance services offered at the Career Center.

KCKCC Strategic Priorities: Student Success; Quality Programs & Services

Target: Implement strategies by Summer 2021

Metrics	Baseline (fall 2020)	Year 3 Target (fall 2023)
Headcount	5,148	5,998
FTSE	3,003	3,540
Credit Hours	45,047	53,097

Lead: Dean of Enrollment Management; Director of Admissions

Accountability: Director of Student Success Center; Director Financial Aid; Registrars; Coordinator of High School Programs; Career Services Coordinator; Admissions

Goal 4: Increase Student Persistence

Persistence Rate is defined as the percent of students' continued enrollment in consecutive fall and spring terms (e.g., A student enrolls in fall 2020 and persists to spring 2021; A student is present on day 1 of term 1 and persists to the last day of term 1).

Objective 4.1: Increase the persistence rate of students in consecutive fall and spring terms (first semester to second semester).

Objective 4.2: Increase student contact with Student Success Advisors.

Objective 4.3: Increase percentage of contact with underrepresented students, at-risk students, and nontraditional students.

Objective 4.4: Increase percentage of students engaged through co-curricular and extra-curricular activities.

KCKCC Strategic Priorities: Student Success; Quality Programs & Services

Target: Implement strategies by August 2021

Metrics	Baseline (fall 2020)	Year 3 Target (fall 2023)
Fall to spring Persistence	78%	80%

Lead: Dean of Enrollment Management; Dean of Student Services; Director of Admissions

Accountability: Director of Student Success Center; Director Financial Aid; Registrars; Coordinator of Student Activities; Business Office; Admissions

Goal 5: Increase Retention/Goal Completion Rates

Retention Rate is defined as the percent of students enrolling in consecutive fall terms (e.g., fall 2020 and fall 2021).

Objective 5.1: Increase in yearly degree and certificate completion rates.

Objective 5.2: Increase the percentage of underrepresented students, at-risk students, and nontraditional students who complete their goals.

KCKCC Strategic Priorities: Student Success; Quality Programs & Services

Target: Implement strategies by August 2021

Metrics	Baseline (fall 2020)	Year 3 Target (fall 2023)
Fall to fall Retention	47%	60%
Graduation Rate (150%)	32%	35%
Transfer Out Rate	16%	18%

Lead: Dean of Enrollment Management; Dean of Student Services; Dean of Math & Science

Accountability: Director of Admissions; Director of Student Success Center; Director Financial Aid; Registrars; Coordinator of Student Activities; Business Office; Admissions; Faculty Coordinators



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**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
March 16, 2021 – 5:00 P.M.**

Meeting Location: Virtual - Zoom Webinar Meeting

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:09 p.m. The Pledge of Allegiance was led by Trustee Janice McIntyre.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
3. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
4. **Approval of Agenda:** Vice-Chair Criswell made the motion to accept the agenda. Trustee Brown seconded the motion. **The Motion Carried.**
5. **Audience to Patrons and Petitioners:** There were no patrons or petitioners to address the Board.
6. **Recognitions/Presentations:** Chair Daniels invited Mr. Jerry Pope, Interim Vice President of Academic Affairs to provide an update of the College's progress with the Higher Learning Commission (HLC) to the Board. Mr. Pope shared a PowerPoint presentation that detailed the plans for addressing the checkpoints noted by HLC, shared the steering committees assigned to each criterion and reviewed the timeline for the HLC visit.
7. **Communications:** There were no communications scheduled.
8. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees.
 - On behalf of the Board Finance Committee, Vice-Chair Criswell stated the following items were reviewed in their meeting on Tuesday, March 9th – the College continues in a strong financial position standing \$9.7 million dollars better in cash position than at this time last year; course fees and general discussion about the Automation

Engineering program set to begin in fall 2021; discussed the draft of the Board Finance Training Packet that will be ready in April 2021; Board of Trustees pledges and fundraising goal for the Capital Campaign; discussion of the post-construction operation plan for the Downtown campus and funding from the COVID Relief bill.

Chair Daniels asked Dr. Mosier and Mr. Beach for a special training session about the COVID Relief funding. Dr. Mosier agreed to get the special session scheduled to include FY2022 budget as well.

- On behalf of the Community Engagement Committee, Trustee McIntyre stated that the committee is having regular meetings. In the last meeting they continued to review sources of information in the community and discussed the potential for development of a community advisory council. The committee hopes to have further discussion about the council at the 2021 Board Retreat.
- On behalf of the Board Policy Committee, Trustee Hoskins Sutton stated that the committee is working to better streamline and track the policies throughout the Policy Review Process. The Committee has recommended six policies to be approved by the Board later in the meeting.
- For the KACCT update, Trustee Ash stated that all Board members attended the annual Phi Theta Kappa (PTK) Recognition meeting held on Wednesday, March 3rd and the Quarterly meeting was held virtually on Saturday, March 13th. Trustee Ash added that at the quarterly meeting it became apparent, in his view, that KCKCC is in a great position with the critical issues of this present time such as funding cuts and TEA programming.

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

10. **Student Senate Report:** Chair Daniels called for the Student Senate report. Mr. Destin Williams, Student Senate President, reported that the Student Senate has begun planning for fall 2021 student engagement activities as well as the Family Fun Days at each KCKCC campus. He shared that Student Senate cohosted the Black History Month Book Reading with the KCKCC Art Gallery in which the students read books by Black authors to more than 60 children. The students were joined by a KCKCC alumnae, Ms. Deja Joyce, for the event. Student Senate hosted a number of Black History Celebration events to include a showing of the movie, "A Raisin in the Sun" in the Lower Jewell Lounge, showing Black History videos at the beginning of each Student Senate meeting, and posting Black History videos on the Student Senate Facebook page. Student Senate created a weekly events calendar to be shared via email and showcased in Blackboard dashboard as well as on Facebook. The group, in collaboration with other clubs such as FBOE, also participated in a number of other events to include regular club meetings; Grab and Go Dinners; co-curricular assessment meetings; Student Housing Groundbreaking Ceremony; Main

Campus Blood Drive on Tuesday, March 2nd. In late April and early May, Student Senate will have their cabinet elections and in late May, Student Senate will have its budget hearings with the student clubs.

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier began his report with expressed gratitude for all the many small and vital things that each person has done to keep KCKCC safe over this past year in the global pandemic and encouraged everyone to continue to persist in these practices as people in our community and nation continue to get vaccinated. He stated in the coming weeks, the updated KCKCC COVID plan will be shared on the website and sent via email to all employees and students. Dr. Mosier commended Mr. Pope on his work in leading the KCKCC in preparations for the HLC site visit next spring and shared the dates for the HLC site visit are Monday and Tuesday, March 28th and 29th, 2022. He added progress is being made with the Downtown Community Education Center as the College works to acquire the last property lots needed for the site. Additionally, Dr. Mosier shared, as reported to Mayor David Alvey of Wyandotte County there is tremendous interest in the Downtown project as he has two to three presentations a week to different organizations such as the Kansas City Civics Council. Lastly, he thanked Ms. Dana Sambol, Executive Administrative Assistant to the President and Vice President of Strategic Initiatives and Outreach, for her stellar support in the President's Office. With the added projects in both the President's Office and Strategic Initiatives and Outreach, Ms. Sambol has decided to move full time into supporting the Strategic Initiatives and Outreach office. To serve as full-time Executive Administrative Assistant to the President is Ms. Sheryl Brownell, who will begin at KCKCC on Tuesday, March 30th.

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

12. **Vice President Academic Affairs Report:** Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope, Interim VPAA, highlighted the following items from the Board report – HLC has approved a new KCKCC education site at Lansing Correctional Facility offering the Welding certificate. Interestingly, from February 1st through February 26th, the College has logged 1,245,702 minutes of Zoom sessions from students and faculty which shows there is a lot of online meeting happening. Many thanks to Director of Online Education, Ms. Susan Stuart, who is a member of the Open Education Resources Steering Committee with the Kansas Board of Regents (KBOR). This state-level committee is working to get textbook materials as inexpensive as possible for students in Kansas. For Black History month, there were several virtual events that occurred in celebration to include a lovely display in the Learning Commons done by Ms. Joy Lawrence. In Arts, Communications and Humanities, congratulations to Debate team member, Nathan Newbie who placed 4th in the Penn State Debate Tournament. Kudos to Professor John Stafford, Associate Professor of Music, who was invited to be a guest conductor in a series of concerts in Carnegie Hall. The English Speakers of Other Languages (ESOL) program will be offering summer classes online, which is a great

opportunity for students to visit their home countries and continue with the learning at a distance. In Career and Technical Education, there are many industry internships highlighted in the report and as one of the College's strategic goals, it is great to see this continue and increase. Mr. Pope was very excited to share that the Culinary Arts students will be providing the food boxes for the Mid America Virtual Hall of Fame and shared the menu. The orders may be picked up at the TEC building. Dr. Tiffany Bohm, Dean of Health Professions, volunteered at the COVID vaccination site on State Avenue and was deemed the Wheelchair Diva while she assisted some of the people there with limited mobility with her physical therapy skills. Professor Chad Marmon, Associate Professor of Accounting, and other from the Accounting department are volunteering for the Volunteer Income Tax Assistance (VITA) program, offering tax preparation services to the community. The Learning Spaces Task Force is in phase III of the classroom remodels which includes lab rooms. Finally, in Social and Behavioral Sciences, one of the instructors in the American Sign Language courses had articles published which Mr. Pope agreed to get to the Board for their review.

13. **Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs report. Dr. Delfina Wilson highlighted the following items from the Board report – an update regarding the COVID Relief Funds as of March 1st includes 1,033 student applications received; 669 student applications processed and awarded with more than \$515,000 dollars in grants. The Student Health Services department supporting student athletes in managing the Wyandotte County COVID testing requirements consisting of students needing screening prior to games and random COVID testing during the week. The Student Health Services Blood Drive set a goal of 45 donors and end up with 53 donors. Additionally, Student Health Services is partnering with Instructional Technology Specialist, Ms. Becky Giger to launch a new health care and wellness information educational tool through Blackboard to our students as part of the College's co-curricular assessments. Dr. Wilson shared that in celebration of St. Patrick's Day, the following events will be going on at all KCKCC locations - Leprechaun Scavenger Hunt, free lunch tickets for the Blue Devil Deli, online trivia game and free St. Patrick's Day swag offered. Additionally, in celebration of Women's History month, the Women and Gender Advocacy program through the Counseling and Advocacy department is hosting a virtual workshop on the equal rights amendment and legal protections for women. The workshop, presented by Ms. Erica Benson on Thursday, March 25th is titled, "The Equal Rights Amendment: Why Is It So Important" via Zoom. The Veterans Center is encouraging KCKCC women who are either active members and veterans to get a free lunch and to share a photo of themselves in uniform in celebration of Women's History month. Dr. Wilson invited the College to welcome our new counselor, Ms. Victoria Bell. Lastly, Dr. Wilson announced that this year's graduation ceremony on Thursday, May 13th will be virtual. The ceremony is being produced by an outside company to support the Graduation Committee in creating a memorable experience for our graduates. The amenities include social media filters (Instagram and SnapChat) during graduation to students; virtual tassel change over; uploading pictures and an individual who will announce names during graduation. Congratulation messages to the graduates will be

included as well. After the graduation ceremonies are held, the link will be shared and graduates may search and watch again their time crossing the virtual stage. There will be two virtual graduation ceremonies.

14. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach report. Dr. Tami Bartunek highlighted the following items from the Board report – for the Virtual Hall of Fame event, KCKCC staff will be delivering food to sponsors. The menu includes herb roasted chateaubriand served cold and sliced with whipped cream horseradish sauce, cold shrimp cocktail with New Orleans Remoulade sauce, Artichoke and Pasta Primavera tossed with Basil Pesto, Fresh Baked Potato Rolls, Tuxedo Dipped Fresh Strawberries and French Pecan Diamonds Drizzled with Chocolate Gnocchi. Regarding enrollment, Dr. Bartunek explained that the Marketing team is doing hard promotion for the 2nd 8-week courses to include social media and radio. She shared one commercial. Dr. Bartunek commented on the success of the Student Housing Groundbreaking held a few weeks ago. She thanked the trustees for coming and shared a 1-minute video from the event. She added that a Student Housing webpage has been created to keep everyone updated on the progress. The Downtown Project Survey to gather feedback from community about desired programming at the Downtown Community Education Center is now public. As of last Friday, the College received 270 completed surveys. Dr. Bartunek invited the Board members to complete the survey and to share with others. A review of the survey results will be shared at a later date. Dr. Bartunek shared that Mr. Omar Brenes, web Architect, is working to gain multiple editors for the academic webpages. Beta testing for the project will be active shortly with a tentative roll out in fall 2021. Lastly, Dr. Bartunek shared that the Strategic Initiatives and Outreach department is working with the Virtual Graduation Committee and Dr. Wilson to make this year's graduation a remarkable event.
15. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report – the FY2022 Budget Process is under way with most departments having made their budget presentations to the President's Extended Cabinet. He clarified the usage of the HEERF II Funds mentioned by Dr. Wilson are for student relief after December 2020. Mr. Beach reviewed the Monthly Financial Sheet and celebrated, as mentioned by Vice-Chair Criswell, that the College's cash position is \$9.7 million dollars better than this time last year. Mr. Beach concluded that the College is very high in financial soundness over reporting needs to HLC.
16. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted from the Board report that the Human Resources department continues to provide support services in the daily matters of the College. She concluded that the most recent Supervisor training was held virtually and hosted 11 trainees which included 5 new supervisors.

17. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report – Media Services has been streaming athletic events and Mr. Pat Kelly, Academic Support Specialist, offers play-by-play announcements for the basketball team; the ALERTUS project for Student Housing is progressing well; new firewalls have been placed for Campus Police at each KCKCC location; the CRM Advise and Self-service Ellucian projects are going as expected and the phone systems now allow for Avaya Call reporting, which will support with service call reporting. Mr. Gabriel was happy to report the service provided by Microsoft includes timely communication in the event of a possible technological threat. Recently, within hours of an alert, the Microsoft customer service representatives were calling to offer support for a potential issue.

Chair Daniels called for a motion to accept all the President's Cabinet reports. Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

18. **Unfinished Business:** There was no unfinished business scheduled.

19. **New Business:**

- The course fees for high school students in the Automation Engineer Technology program were presented by Mr. Jerry Pope for approval. He explained for the EXCEL and CTE program the full tool kit may not be needed for a 101-level class, which means a reduction in price from \$1,010.00 to \$100.00 for book and course materials.

Vice-Chair Criswell made the motion to approve the course fees. Trustee Brown seconded the motion. **The Motion Carried.**

- The Auto Collision & Refinishing Technology Certificate(s) program was presented by Mr. Jerry Pope for approval. He shared that the approval is needed due to realignment changes required by KBOR to continue to offer the program.

Trustee Brune made the motion to approve the realignment. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

- The following policies were presented by Trustee Linda Hoskins Sutton for approval - Academic Forgiveness; Administrative Leave; Holiday Pay; Sick Leave; Web Content and Editing; Overtime, Holiday and Compensatory Pay.

Vice-Chair Criswell made the motion to approve the policies. Trustee Brune seconded the motion. **The Motion Carried.**

20. **Executive Session(s):** Chair Daniels acknowledged that there were no actions to be taken from the executive sessions for the general meeting.

21. **Adjournment:** Chair Daniels adjourned the meeting at 7:06 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
March 16, 2021 – 3:30 P.M.**

Meeting Location: Virtual – Zoom Webinar

CONSENT AGENDA – Item A1

Meeting Minutes

The Board of Trustees met virtually on Tuesday, March 16, 2021 on the KCKCC Zoom Webinar meeting platform.

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

The meeting was called to order at 3:36 p.m. by Board Chair, Dr. Ray Daniels. Chair Daniels called for a motion to amend the time listed for the third executive session by increasing it to 15-minutes. Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

At 3:37 p.m., Chair Daniels called for a motion for the Board to enter an executive session for 30-minutes duration for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session. Trustee McIntyre made the motion. Trustee Brown seconded the motion.

The Motion Carried.

All Board members transitioned into the Executive Session meeting room at 3:45 p.m.

At 4:15 p.m., the Board returned to open session. Chair Daniels shared that the Board would require more time to discuss the matter and would do so at the April 20th Special Board Meeting. He then called for a motion to enter a second executive session for 15-minutes duration for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session. Trustee Ash made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

All Board members transitioned into the Executive Session meeting room at 4:25 p.m.

At 4:40 p.m., the Board returned to open session. There was no action. Chair Daniels called for a motion to enter a third 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 Hoskins Sutton made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

All Board members transitioned into the Executive Session meeting room at 4:45 p.m.

At 5:00 p.m., the Board returned to open session. Chair Daniels called for a motion to purchase property discussed in executive session to provide for storm water runoff for the Student Housing Project. Trustee Ash made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

Chair Daniels then called for a motion to acquire property from the Kansas City Kansas Housing Authority for the Downtown Project. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

Chair Daniels called for a motion to adjourn the meeting. Vice-Chair Criswell made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

The meeting adjourned at 5:03 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
March 31, 2021 – 5:00 P.M.**

Meeting Location: Virtual Meeting - Zoom

CONSENT AGENDA – Item A2

Meeting Minutes

The Board of Trustees met virtually on Wednesday, March 31, 2021 on the KCKCC Zoom meeting platform.

Members Present: Chairman Ray Daniels, Mr. Don Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Janice McIntyre, and Ms. Linda Hoskins Sutton were present in the virtual meeting. Vice-Chairwoman Evelyn Criswell was not present.

The meeting was called to order at 5:05 p.m. by Board Chair, Dr. Ray Daniels.

At 5:07 p.m., Chair Daniels called for a motion for the Board to enter an executive session for 15-minutes duration for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session. Trustee Hoskins Sutton made the motion. Trustee Ash seconded the motion.

The Motion Carried.

At 5:22 p.m., the Board returned to open session. Chair Daniels called for a motion to appoint Dr. Greg Mosier and Ms. Christina McGee as SB40 Hearing Officers. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion.

The Motion Carried.

At 5:25 p.m., Chair Daniels called for a motion for the Board to enter an executive session for 20-minutes duration to discuss personnel matters of nonelected personnel with no action to follow in open session. Hoskins Sutton made the motion. Trustee Brown seconded the motion.

The Motion Carried.

At 5:45 p.m., the Board returned to open session. There was no action.

Chair Daniels shared that the Board would meet in between the monthly Board meetings to continue the discussion of non-elected personal matters.

Chair Daniels called for a motion to adjourn the meeting. Trustee Brown made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The meeting adjourned at 5:49 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
April 7, 2021 – 5:00 P.M.**

Virtual Meeting

CONSENT AGENDA – Item A3
Meeting Minutes

The Board of Trustees met virtually on Wednesday, April 7, 2021 on the KCKCC Zoom meeting platform.

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

The meeting was called to order at 5:00 p.m. by Board Chair, Dr. Ray Daniels. Chair Daniels invited Dr. Greg Mosier to make the FY2022 Preliminary Budget Considerations presentation.

Dr. Mosier shared a PowerPoint presentation regarding the proposed FY2022 Budget. Topics discussed were: KCKCC's IPEDS enrollment, retention, persistence and completion data; faculty compensation and instructional costs; anticipated revenue decline scenarios; suggested budget adjustments to cover shortfalls, and other details. Trustee Hoskins Sutton shared some of the history related to faculty salary progression. Dr. Mosier agreed to share the PowerPoint presentation with the Board for further review.

At 5:56 p.m., Chair Daniels called for a motion for the Board to enter an executive session for 15-minutes duration for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session. Trustee Brown made the motion. Trustee McIntyre seconded the motion.

The Motion Carried.

At 6:11 p.m., the Board returned to open session. Chair Daniels shared that there was no action. He then invited Mr. Michael Beach to present an update regarding federal and state funding for COVID relief for educational institutions.

Mr. Beach shared a PowerPoint presentation that explained, in detail, Senate Bill 294 and Senate Bill 13 as each relates to the Property Taxes Revenue Neutral Rate. Mr. Beach recommended that as the College's benefit becomes clear, that there be special sessions to make the necessary amendments to the FY2021 budget. Vice-Chair Criswell recommended the special sessions be held during the Board Finance Committee meetings in May and June 2021 with the proper advertisements.

Chair Daniels called for a motion to adjourn the meeting. Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

The meeting adjourned at 6:28 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B

April 20, 2021

- 1) Approval in the amount of \$30,388.77 to **Hyland LLC** for annual maintenance and database backup services for Perceptive Content/Image Now. Requested by Peter Gabriel.
- 2) Approval in the amount of \$99,939.30 to **De Lage Landen Public Finance** for Cisco network equipment and services agreement (payment for year 3). Requested by Peter Gabriel.
- 3) Approval in the amount of \$27,457.50 to **Martz Bros** for clearing of snow and ice at Main Campus (01/01/21 & 01/02/21). Requested by Michael Beach.
- 4) Approval in the amount of \$31,300.00 to **Martz Bros** for snow removal from lots/sidewalks at Main Campus (Feb 14th – 16th, 2021). Requested by Michael Beach.
- 5) Approval in the amount of \$34,307.29 to **Redshelf, Inc** for spring 2021 textbooks from Inclusive Access. Requested by Michael Beach.
- 6) Approval in the amount of \$42,000.00 to **Shawnee Mission Ford** for College Police vehicle. Requested by Michael Beach.
- 7) Approval in the amount of \$58,862.00 to **P 1 Group Inc** for Science lab HVAC upgrades. Requested by Michael Beach.
- 8) Approval in the amount of \$205,470.00 to **Aidex Corporation** for Automation Engineering Technology and Electrical Technology program equipment. Requested by Jerry Pope.
 1. Requisition 002070 for \$50,500.00 – Programmable Logic Controller Training System
 2. Requisition 002077 for 114,450.00 – GE Robotics System
 3. Requisition 002088 for \$40,520.00 - Programmable Logic Controller Training System (Grant Funded)
- 9) Approval in the amount of \$54,890.52 to **Innovative Education Systems** for Automation Engineering Technology program equipment. Requested by Jerry Pope.
- 10) Approval in the amount of \$25,382.29 to **Gilmore Kramer Co.** for Automation Engineering Technology program equipment. Requested by Jerry Pope.

March bills totaling \$5,228,760.59 includes February VISA bills of \$215,975.11.

Items for Ratification

CONSENT AGENDA – Item C

April 20, 2021

1. **\$11,754.16** to **Kansas Lawn & Garden** for April 2021 payment for lawn maintenance for Main Campus and Heritage Garden. Requested by Michael Beach.
2. **\$10,000.00** to **Byrne Pelofsky & Associates** for capital campaign services. Requested by Michael Beach.
3. **\$12,647.51** to **City Wide Maintenance** for Tec 1 janitorial and day porter services (April 2021). Requested by Michael Beach.
4. **\$12,647.51** to **City Wide Maintenance** for Tec 1 janitorial and day porter services (January 2021). Requested by Michael Beach.
5. **\$19,500.00** to **Merchant McIntyre & Associates, LLC** for government relations services December 2020 to February 2021. Requested by Michael Beach.
6. **\$24,889.54** to **Pay-LESS Office Products, Inc** for Strategic Initiatives & Outreach department furniture. Requested by Michael Beach.
7. **\$23,353.50** to **ConvergeOne Inc** for Veeam Ware software and system maintenance. Requested by Peter Gabriel.
8. **\$22,750.00** to **Kaplan Higher Education Corporation** for practical nursing NCLEX Test Prep software. Requested by Jerry Pope.
9. **\$16,034.40** to **Omnigo Software LLC** for College Police incident reporting software licensing. Requested by Peter Gabriel.
10. **\$12,355.31** to **American Digital Security LLC** for College Police emergency support technology for Fieldhouse. Requested by Michael Beach.
11. **\$10,000.87** to **MBC Textbook Exchange, Inc.** for textbook rental fees. Requested by Michael Beach.
12. **\$9,640.00** to **Kansas Lawn & Garden** for March 2021 payment for lawn maintenance for Main Campus. Requested by Michael Beach.

13. \$13,955.00 to **Apple Inc** for HVAC program training equipment. Requested by Jerry Pope.
(Grant Funded).
14. \$12,912.57 to **Lenovo Inc** for technology equipment for President's Office and KCKCC Board of Trustees. Requested by Peter Gabriel.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

April 20, 2021

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Mohite, Akanksha	Research & Data Analyst	Institutional Effectiveness	President	04/16/2021
Retirement	Nichols, Shirl	Professor	Nursing	Student Affairs	09/01/2021
Resignation	Reed, Tracy	Administrative Assistant I	Student Activities	Student Affairs	03/16/2021
Resignation	Wilder, Kim	Motorcycle Rider Coach	Adult and Continuing / Community Education	Academic Affairs	03/27/2021
Resignation	Mayer, Kasey	Director of the Bookstore	Bookstore	Financial & Facility Services	04/22/2021
Retirement	Giger, Becky A.	Instructional Technology Specialist	Online Services	Academic Affairs	05/31/2021
Resignation	Younger, Tonya	Motorcycle Range Aid	Adult and Continuing / Community Education	Academic Affairs	04/09/2021

STIPEND/MISCELLANEOUS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
Date extended-Additional Duties	Alexander, Audrey	Administrative Assistant I	Foundations	President	11/15/2020-06/30/2021	\$600 per month
Date extended-Additional Duties at a higher grade	Ward, Daniel	Interim Director of Facilities Services	Facility Services	Financial & Facility Services	02/01/2021-05/31/2021	\$800 per month

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
New Hire	Cochran, Troy	Adjunct-Criminal Justice	Criminal Justice	Academic Affairs	03/16/2021	\$883 per credit hour
New Hire	Rodriguez, Stephanie	Administrative Assistant I	Learning & Library Services	Academic Affairs	04/05/2021	\$38,807 annually
New Hire	Roy, Jason	Lab Assistant-EMT	Emergency Medical Education	Academic Affairs	04/06/2021	\$18.16 per hour
New Hire	Urban, Maria	Lab Assistant-EMT	Emergency Medical Education	Academic Affairs	04/05/2021	\$18.16 per hour
Promotion	Grady, Thomas J.	Faculty Director-Center for Teaching Excellence	Academic Support and Assessment	Academic Affairs	03/22/2021	\$ 90, 908.26 annually (No change to current salary)
Rehire	Latta, Peter	Lab Assistant-EMT	Emergency Medical Education	Academic Affairs	04/05/2021	\$18.16 per hour
Salary Adjustment	Brattin, Emily	International Student Services Coordinator II	Admissions	Student Affairs	04/16/2021	\$57,000 annually
Salary Adjustment-Correction	Schelp, Sara	Financial Aid Coordinator I	Financial Aid	Student Affairs	01/01/2021	\$49,941.52 annually
Reassignment	Ozegovic, Jelena	Professor-Psychology	Psychology	Academic Affairs	08/03/2020	\$88,328.51 annually (No change to current salary)

Action Definitions

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

April 2021 Board of Trustees Report Vice President of Academic Affairs

Academic Support and Assessment – Dean Cecelia Brewer

The division of Academic Support and Assessment (ASA) launched a “WE CARE” campaign to help struggling KCKCC students finish the semester strong. Over the course of two weeks, division faculty and staff donated 406 packaged items to the KCKCC food pantry. The division also reached out to almost 600 students with a cumulative GPA of 2.25 or below (some were first semester students). A flyer was sent in the mail and through email to encourage students to use academic support services either virtually or in-person. Finally, the Center for Teaching Excellence (CTE) used a similar flyer to target resources for faculty. The purpose of the flyer was to give faculty tools for supporting students as the semester draws to a close. Early feedback from the division’s efforts have been positive.



**Kansas City Kansas
Community College**



WE CARE
MANY WILL START FAST, FEW WILL FINISH STRONG.
-GARY RYAN BLAIR

Learning Services	Library Services	Online Education Services
<ul style="list-style-type: none">• Learning Services is home to free individual Content Area Tutoring (CAT), the Digital Access Studio, Math & Science Center, and Writing Center.• Virtual Tutoring is available daily!• For more information email tutoring@kckcc.edu or call 913.288.7575	<ul style="list-style-type: none">• Books, reference materials, and videos are available in both physical and digital formats.• Our librarians are here to assist you with research and information literacy.• For more information, email library@kckcc.edu or call 913.288.7650	<ul style="list-style-type: none">• Helpdesk : 913-288-7479• Choose Option #1• Support by phone is provided Monday through Friday in Classroom Technologies, 8 AM to 5 PM.• Helpdesk Tickets are monitored during the workday, nights and weekends.• To view self-support options check out our support site at https://blogs.kckcc.edu/onlineeducation/

LEARNING COMMONS BUILDING HOURS: MONDAY-THURSDAY 8:00 AM - 6:00 PM, FRIDAY 8:00 AM - 4:00 PM
KCKCC is an Equal Opportunity and Affirmative Action Educational Institution

**Kansas City Kansas
Community College**

**CENTER FOR
TEACHING EXCELLENCE**



WE CARE
MANY WILL START FAST, FEW WILL FINISH STRONG.
-GARY RYAN BLAIR

The rapid transition to fully online or blended courses has not been a easy for faculty or students. Included below are several techniques and strategies that are evidence-based, high impact practices that focus on student success and learner engagement.

Active Learning Resources	Engaging Online Students	Blended and Flipped Learning Resources
<ul style="list-style-type: none">• Active Learning Strategies, Techniques, and Examples You Can Use in Your Course• Active Learning That Distacts from Learning• Three Active Learning Strategies That Push Students Beyond Memorization• Creative the Space for Frequent Discussions• Choosing the Best Strategies for Small Group Work	<ul style="list-style-type: none">• 21 Ways to Structure an Online Discussion Part 1• 21 Ways to Structure an Online Discussion Part 2• Sandwich or Thumbs Up/Down with Online Learning and Growing a Healthy Mindset for Our Students	<ul style="list-style-type: none">• Four Alternative Assessments for a Blended Synchronous Learning Environment• Five Ways to Motivate Underprepared Students in the Flipped Classroom• Behind the "Mic": During a Pandemic Making Virtual Instruction More Engaging for Students• Five Online Tools to Help Support a Learning Community in Your Course

CENTER FOR TEACHING EXCELLENCE HOURS: MONDAY-THURSDAY 10:00 AM - 4:30 PM, FRIDAY 10:00 AM - 12:00 PM
Contact: CTE@kckcc.edu, 913-288-7499

Online Education Services (OES): Ms. Susan Stuart

We have had 2,838 Zoom meetings with 15,451 participants (over multiple sessions) clocking 853,222 **combined** minutes for March 1-24, 2021. Usage remains consistent from week to week. Participation rates remain steady as the term progresses.

April 2021 Board of Trustees Report
Vice President of Academic Affairs

Online Education continues to support the Zoom Webinar product to facilitate remote delivery of Board of Trustees Public Meetings for up to 100 participants.

Along with a steady use of Zoom, OES is seeing a steady rate of utilization of the class capture software Panopto. The peak views were March 7 and 8, 2021, with 191 views for each day with 2,408 peak minutes accessed in a single day. The use of Panopto has grown since the start of the Spring 2021 semester with regular use by both students and faculty with an increased use of instructors having students turn in video assignments using Panopto. The integrations between Zoom and Panopto platform, between Zoom and Blackboard, and Panopto and Blackboard continues to encourage the use of these tools.

Online Education Services staff resolved approximately 215 tickets, calls, or email support requests through March 24, 2021.

OES has 14 training events scheduled for March. These remain virtual due to COVID-19 precautions.

Brian Almanza, LMS Technical and Database Manager, completed work with the KCKCC Database Administrator, Shure Herr, and Ellucian technical and functional consultants to connect Ellucian Advise to report Blackboard data.

Jung Shon, Online Course Development Coordinator, participated in the Online Learning Consortium Innovate Virtual Conference March 15th-19th. This conference highlighted challenges and innovations in online teaching and technology.

Arts, Communication and Humanities – Dr. Aaron Margolis

Dr. Ian Corbett presented as part of a Live Sound Technology panel at the Audio Engineering Society Central Region Audio Student Summit in March.

Professor Jim Mair adjudicated REW Music festival, the Prairie View Band Festival, and the virtual Kansas Music Educators Association Large Ensemble.

On April 15, Professor Jim Mair will perform the national anthem live and in person at the Kansas City Royals/Toronto Blue Jays baseball game at Kauffman Stadium.

Associate Professor of Music John Stafford has been invited to be a guest conductor at Carnegie Hall for MidAmerica Productions' 2022 Concert Series. Professor Stafford will be conducting Assistant Professor of Music Justin Binek's jazz mass, *Missa Lucis*, on Friday, June 3, 2022. Other KCKCC faculty will be joining Professors Stafford and Binek on the performance, which will feature a choir of 125 singers.

Dr. Binek was a guest presenter at Concordia College's (MN) Vocal Jazz Festival on Saturday, March 20.

April 2021 Board of Trustees Report
Vice President of Academic Affairs

Adjunct Professor Spencer Hutson's article, "A Virtuoso of Enormous Powers: Sebastian Mills and the Dissemination of Liszt's Piano Music in America" was published in the *Journal of the American Liszt Society*, Volumes 70-71, 2019-2020.

Professor Ian Corbett's Routledge Blog Entry, "If You Can't Mic It! Right Now... You Might Still Be Able To Mix It!" appeared on www.Routledge.com

Career and Technical Education – Dean Chef Cheryl Runnebaum

The KCKCC-TEC Culinary Arts Program has been selected as the recipient of the 2021 American Technical Education Association (ATEA) Outstanding Technical Program Award. The purpose of this award is to recognize an outstanding technical program at a postsecondary technical education institution. The program must be exemplary and contribute to the nation's workforce, and instruction in the program should be current and cutting edge. The program's Advisory Committee should be knowledgeable and active. Involvement with business and industry is essential. Program instructor(s) innovative teaching strategies and credentials are reviewed, and enrollment and placement are taken into consideration. This award will be announced at the awards program during the virtual 2021 ATEA National Conference on Tuesday, April 27.

KCKCC received a Perkins CTE Program Growth and Enhancement Grant for \$69,532.00. The grant will provide a motor control training system and transformer for Electrical Technology; an air conditioning/heat pump troubleshooting learning system and iPads for HVAC; and registration in the "iWiTTS WomenTech Educators Training and Coaching System: Bootcamp" to attract and retain female students in programs that are traditionally male dominated occupations.

On March 8, a boutique job fair for Culinary Arts was held at KCKCC-TEC. Weston Schroeder, Executive Chef from Sporting KC, interviewed eight students for full- and part-time positions. For the first time, Sporting KC will be preparing its own food; previously, it hired other food services to prepare all foods. Chef Weston came from Denver where he worked closely with culinary programs in that area which were his main hiring source. He wants to start a working partnership with KCKCC-TEC. The interview session was a success, and several students were offered positions. Chef Weston also met with our Chefs in the Culinary Arts Program and toured the facility.

The inaugural Cybersecurity class was recently held. This new program has classrooms on the Main Campus with Kelly Olinde as the instructor.

April 2021 Board of Trustees Report
Vice President of Academic Affairs



Students in different KCKCC-PCC programs have been busy in March.

Construction Technology students began hanging drywall in a room renovation, building cabinets, and constructing door frames.



April 2021 Board of Trustees Report
Vice President of Academic Affairs

Culinary Arts students have been preparing profiteroles, applesauce, and fish.



HVAC students worked on commercial chiller systems and a refrigeration system to a pop machine.



April 2021 Board of Trustees Report
Vice President of Academic Affairs

Electrical Technology students worked on wiring for three phase electricity in the PCC building.



A Kansas City, MO, business started by KCKCC-TEC Multimedia/Video Production Adjunct Instructor Mike Rollen recently received a \$25,000 grant to help address issues in the community – one being fresh produce. Mike Rollen started Ophelia's Blue Vine, an urban farm, located near East 24th Terrace and Vine street. The location contained contaminated dirt which he cultivated into a useful plot of land. The grant was from the Generating Income for Tomorrow program (GIFT). More on the link below:

<https://www.kshb.com/news/local-news/east-side-kcmo-businesses-receive-grants-to-provide-fresh-produce-security-for-community>

Health Professions – Dean Dr. Tiffany Bohm:

Dr. Deanne Yates is serving as a member of the team that will create the Kansas Jurisprudence Assessment Module for Physical Therapists and Physical Therapist Assistants. Once developed, this test will be required for all Kansas PTs and PTAs at their annual renewal.

Students in the Nursing, Paramedic, and Respiratory Therapy programs completed an interdisciplinary simulation learning experience the first week of April. This will be an activity implemented each semester with the hope of expanding it to include other disciplines as topics allow.

Mortuary Science has experienced an increased number of students interested in the profession, and they are enrolling students almost every day.

Donna Ignatavicius, national consultant for the RN program, conducted a Mock ACEN visit in late March to help the program prepare for their ACEN re-accreditation visit scheduled for September 21-23, 2021. We had excellent participation from a wide range of KCKCC faculty and staff. Donna continues to be very impressed with the positive improvements in the program.

April 2021 Board of Trustees Report
Vice President of Academic Affairs

She indicated her interviews with faculty and staff within the program and those who support the program show the commitment to student success. Since accreditation visits are about identifying strengths and opportunities for improvement, we are pleased she presented both, and we have already begun working to address the few opportunities for improvement prior to the actual visit.

The RN program applied for the KBOR Nursing Initiative Grant for FY22. We were able to apply for the full grant funds due to the increased NCLEX pass rates! Our request was for almost \$90,000 to assist with purchasing an obstetric/newborn simulation mannikin, a faculty position focused on maternal/child nursing, and continued faculty development with our consultant. We look forward to hearing the decision on our application in early summer.

Chief Wood and the KCK Fire Department donated a flagpole to be placed at the Fire Science building. KCKCC Buildings and Grounds will be installing a light on the roof so we do not have to take the flag down every day. We are in the process of having a plaque made showing recognition for the donation. We are very thankful for the KCK Fire department and they continue to provide the resources and support to promote the Fire Science program and our students!



Two on-campus pinning ceremonies have been scheduled. Attendance is limited to two guests per student to maintain appropriate distancing and safety protocols. Board members who wish to attend should contact Dr. Tiffany Bohm to receive a ticket. The Nursing program will host pinning on Tuesday, May 11, 2021 at 7pm at the Fieldhouse. The PTA program will host pinning on Wednesday, May 12, 2021 at 7pm at the TEC.

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

Saturday Academy will host their Parent Breakfast and closing day on May 1st.

The Summer Medical Academy is June 14th -July 23rd, with applications due May 16th.



- ✓ Interested in going into a health career?
- ✓ Do you enjoy labs & dissection?
- ✓ Do you enjoy poetry and art?

Summer Medical Academy

Professor Alphonse Mendy, Professor Kris Ball, and Dr. Kremer attended the HLC virtual conference April 6th-9th. There were several excellent presentations, and each attendee will share the information with their department, division, and the college as a whole.

The KCKCC S-STEM team: Professor Tyrun Flaherty, CTE Director Tom Grady, Assistant Professor Kara Reed, Dr. Ladrian Brown, Dr. Melissa Gentzler, and Dr. Kremer; worked to develop a NSF grant to provide academic support and scholarships for students pursuing biology degrees. The grant proposal Building Biologists using Assets Scholar Support S-STEM (ID # 2130237), was submitted April 7th.

Professor Teri Huggins was selected as the recipient for the ACBSP Region 5 Associate Degreed Teaching Excellence Award Recipient.

Professor Kris Ball attended the following virtual trainings: ACUE Promoting Active Online Learning--March 15-April 19, Cengage Computer Experience Conference--March 10-11, Executive Secretary Live global conference--March 17-19, KCPDC Conference--March 6, KCWE Virtual Assessment Workshop--March 5, Kansas Business Administrative/Office Technology Faculty Meeting--Feb. 22.

From the Wellness and Fitness Center: 30 Miles in 30 Days finished up in March. Eighty-eight participants signed up and walked at least one mile a day. Five participants who completed the program were randomly chosen to receive a prize.

The Wellness & Fitness Center partnered with Student Activities on March 16 and 17 for a St. Patrick's Days Scavenger Hunt on the west side of the campus trails.

April 2021 Board of Trustees Report
Vice President of Academic Affairs

We have started a virtual 5K training program that is designed to help participants complete a 5k. There are currently 44 participants preparing to either run or walk a 5K. We would like to have these participants sign up for our annual Blue Devil 5K, but it is not a requirement for participation. This is a free program for anyone to join and registration is done online.

Our annual Blue Devil 5k and Kids Trot will be a virtual event this year. Participants are encouraged to complete a 5k between April 26 and May 1. The Kids Trot has been modified for parents to choose how far their child or kids can run based on their ability. This can be done outdoors, at home or in a park/safe environment. If the event were held on campus, it would have been May 1. The participation includes a participation T-shirt, and registration is completed online.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Dr. Ronald Malcolm, adjunct professor of American Sign Language, continues to be recognized by Autism Parenting Magazine for his outstanding writing about autism. Not only was his work recognized by the Editor of Autism Parenting Magazine this month, but his article entitled “Autism Awareness Month” was featured.

Dr. Andres Cantillo, Professor of Economics, was invited by the economics department of the National University Mayor de San Marcos (Universidad Nacional mayor de San Marcos), in Lima, Peru, to give a virtual presentation to the faculty of the economics department, on March 31. The topic was “Production Commitments and the financial Foundations of Specialized Economies: Key to Understand the Relations Between Production and Finance.” Dr. Cantillo also accepted an invitation last year to give a presentation to students.

Dr. Cantillo presented on April 14 at National University, the largest public university in Colombia (his alma matter). The presentation will be part of a conference organized by Professor Luis Lorente and by the economics department at the National University. Professor Luis Lorente is recognized for his contributions to economics in Colombia.





Autism Parenting Magazine

Editor's Letter

W

elcome to the April issue of *Autism Parenting Magazine*. This month is Autism Awareness Month, so we're taking the opportunity to raise awareness of autism and celebrate neurodiversity all over the world.

Education expert Ron Malcolm, EdD, and autism mom Kristina Walsh, BHR, have both written articles sharing ideas for how readers can mark Autism Awareness Month at home and bring their local communities together.

Among Ron's suggestions for marking the occasion are: doing something to thank your child's therapists and educators, bringing treats into the classroom, decorating bulletin boards, displaying blue lights or wearing blue (the official color for the event), writing content for your child's school newsletter, watching a film about autism, inviting an autistic adult to speak at a local event, sponsoring an autism-related competition, reading a book about neurodiversity, or joining with other parents to host an activity. Kristina has some similar ideas and also suggests raising awareness of autism through social media.

Renowned autistic author Marcelle Ciampi, MEd, also takes up the awareness gauntlet in her article, *Empowering Caregivers through Voices of Autistic Culture*, where she urges parents to get behind "autistic culture". In her piece, Marcelle quotes David Gray-Hammond from *Emergent Divergence*, noting: "The world of autistic culture is a steep learning curve, but very worth it. Especially if it empowers your child to advocate for themselves."

Gemma Winchester, an advocate who has two siblings with additional needs, is another writer raising awareness this month through her article *Celebrating Achievers on the Spectrum*, where she highlights heroes in the autism community who are paving the way for others.

Meanwhile, educator Sharon Longo, BA, attempts to answer a question many "neurotypicals" have asked at one time or another: *Is Autism a Disability?* There are many terms used to describe autism, including "disorder" and "condition", but which of these is correct or appropriate? While an autism diagnosis can present challenges, many adults on the spectrum credit their autism for helping them succeed in their careers. Remember, it's called a "spectrum" for a reason—no two people with ASD are the same. Sharon's article analyzes recent research and draws some interesting conclusions.

In addition to the special Autism Awareness articles mentioned above, this issue is packed full of all the usual content you expect to find in our pages, covering topics ranging from communication and behavior, to sensory solutions and social skills.

We hope you enjoy the read and choose to take action—in a big or small way—this month to raise awareness of your children's amazing achievements.

Emily Ansell Elfer

Editor

Autism Parenting Magazine



Celebrating Autism Awareness Month

By Ron MALCOLM, EdD

APRIL IS AUTISM AWARENESS MONTH. HERE ARE SOME IDEAS FOR HOW YOU CAN CELEBRATE AS A PARENT OF A CHILD WITH AUTISM.

Here are 10 easy, inexpensive suggestions for celebrating Autism Awareness Month that your child may be able to participate in.

1. Celebrate your teachers and therapists

During the month of April, you and your child with autism can help celebrate Autism Awareness Month by doing something special for the educators and therapists involved in your child's life. Simple gifts like a plate of homemade cookies, a thank-you note, or a homemade card from your child would be a wonderful way for you to thank your child's teacher, speech therapist, school principal, occupational therapist, etc.

2. Celebrate with your child's classmates

Your autistic child may interact with many other children during their school day. Most students who don't have autism may have no idea that April is Autism Awareness Month. Imagine how excited they would be if you made arrangements with their teacher to celebrate this occasion by having your child bring cupcakes for all of them. Even something as simple as a class

popcorn party can allow the other students in class to view your child as a "giver" and someone they can interact with.



“Decorating bulletin boards within the school is a great and inexpensive way to provide information about autism to others.”

3. Bulletin boards

Decorating bulletin boards within the school is a great and inexpensive way to provide information about autism to others. With the permission of the teacher, students in your child's class can assist with decorating a bulletin board to help celebrate Autism Awareness Month. Art teachers within your school generally have excellent ideas on how to involve students in demonstrating their creativity. They can use those skills to display information about autism to engage and educate other students and staff members in the school.

4. Blue day

Some communities celebrate Autism Awareness Month by displaying blue lights. Homes and businesses will replace their regular light bulbs with blue ones. It is a wonderful way to actively involve the community in celebrating autism. At school, Autism Awareness Month could be celebrated by placing blue lightbulbs in classroom lamps. Classroom doors could be covered with blue construction paper for the month. Students could be encouraged to wear blue t-shirts on Fridays to celebrate autism.

5. Principal's newsletter

Many school principals produce and distribute a weekly newsletter to parents. As a parent, you can work with your child's school principal to place information in the newsletter about autism during the month of April.

This information could involve: a fact sheet about autism, tips for parents on what to do if they want to refer their child for an autism evaluation, an explanation from an autism parent about how par-



ents can explain autism to their children, a weekly fun question about autism that parents can discuss with their child at home, a letter from an older student discussing what it is like to have autism, etc.

6. Show a movie

Showing a movie is a great way for students or even your family members to learn more about autism. Teachers can show an autism related movie to their students. Parents can host a movie night in their home. Your extended family members, friends or neighbors could be invited to learn more about autism.

There are many great movies to select from. Some you might want to consider could include:

- *Temple Grandin*
- *Best Kept Secret*
- *Rain Man*
- *The Horse Boy*

“Showing a movie is a great way for students or even your family members to learn more about autism.”

7. Adults with autism

Parents can assist teachers with locating adults in the community who have autism. These adults would make excellent speakers to have in your child's classroom. Students will learn about the lives of these adults with autism and how it has impacted them. It can create a safe and comfortable environment for children to ask questions. Children will get an opportunity to see the contributions adults with autism can make to the community.

Teachers can work with the students in their classroom to identify well-known people with autism. Students can also discuss the contributions these autistic adults have made. Such individuals that could be studied could include:

- Tim Burton
- Susan Boyle
- Temple Grandin
- Michelangelo



8. Sponsor a contest

Consider approaching your school and asking teachers to be involved with celebrating Autism Awareness Month. They could sponsor a school competition about "Random Acts of Kindness."

Each student at the school could be given a puzzle piece. Puzzle pieces are recognized as a symbol for autism. Students could put their names on their puzzle pieces and paint the puzzle pieces blue.

Then students can be encouraged to perform "Random Acts of Kindness" with people throughout the school. As an "Act of Kindness" is performed, the student can collect a puzzle piece from the person they are doing the kind act for.

At the end of the day, the students with the most puzzle pieces can be celebrated. The PTA could offer small prizes to these students. The principal could place the names of the winners in the school newsletter or a "Random Act of Kindness" bulletin board could be developed in the school. Students performing the most acts of kindness could have their names displayed, or classes demonstrating



Susan Boyle

the most acts of kindness could be offered a movie party (that involves watching a movie about autism).

9. Read a book

Parents can encourage the school librarian to get involved with celebrating Autism Awareness Month. Librarians can display books dealing with autism for students to select from.

Librarians can also volunteer to go to your child's classroom and read a book about autism to your child's class. There are many books dealing with autism or books featuring autistic characters that your school librarian could select. Some examples are:

- *There's Something Different About Dad* – Kirsti Evans and John Swogger
- *Ian's Walk* – Laurie Lears and Karen Ritz
- *Andy and His Yellow Frisbee* – Mary Thompson
- *Tobin Learns To Make Friends* – Diane Murrell

10. Involving other parents

Parents of children with autism can become actively involved in their child's school by joining the school PTA. As an active member of the PTA, you can remind them that April is Autism Awareness month. The PTA could sponsor an essay writing or poetry contest centered on an autism theme. They could work with the school physical education teacher to develop an activity day in the gym with games, activities or even a "Walk For Autism Day". The PTA could also sponsor a bake sale. The money raised could be used to buy a piece of equipment

“Parents can encourage the school librarian to get involved with celebrating Autism Awareness Month.”

for children in the autism classroom or for various fidgets or sensory devices for students with autism.



Ron Malcolm, EdD is an Assistant Director of Special Education for a public school district, an Associate Faculty Member with the University of Phoenix, and a Special Graduate Faculty member at the University of Kansas.

He has Bachelor level Degrees in English and Special Education. He holds Master level Degrees in Counseling, Special Education and School Administration. His Doctorate Degree is from Northern Arizona University in Educational Leadership. His Post Graduate Degrees are in Positive Behavior Supports and Autism Spectrum Disorders.

For the past 36 years he's worked with students between the ages of 3-21 with autism in various school and community-based settings.

THE CENTER FOR APPLIED DRAMA AND AUTISM

THEATRE ON THE SPECTRUM

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BOARD OF TRUSTEES REPORT
April 2021

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

KCKCC COVID RELIEF FUNDS for SPRING 2021

The information below is provided by the Financial Aid office.

- KCKCC has recently reopened the application for spring 2021 for additional emergency financial assistance as part of the Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRSAA) 2021, called the Higher Education Emergency Relief Fund (HEERF) II through May 1, 2021.

As of April 1, the funding data is reported below:

Award	Number of Students	Total Amount Disbursed
COVID Relief Funds paid directly to student	500	\$335,000
COVID Relief Funds paid toward student's balance	471	\$317,000
TOTAL	971	\$652,000

Summer 2021 HEERF II Plan

Open application May 3, 2021 through June 15, 2021

- Eligibility:
 - Enrolled in at least 3 credit hours.
 - Complete 2020-2021 FAFSA

Award:

- \$500 - 3-5 credit hours
- \$750 - 6 or more credit hours

Priority is given to Pell Grant eligible students or students with financial need as demonstrated by the results of the 2020-2021 FAFSA. The student will be given the option on the application to use funds to pay the balance that occurred after March 13, 2020.

Fall 2021

Currently working with Cabinet and FA on a plan for fall 2021. We expect to have funds to award.

2021 Virtual Graduation

- Save the date! May 13, 2021
- Recorded videos for graduation with the assistance of our Media Services Department
- The Graduation Committee is in the process of submitting templates and social media filters.
- Text messages and emails will go out to the students within the next 2 weeks.
- Over 700+ students applied for graduation.

CCSSE Survey

In partnership with the Office of Institutional Effectiveness, the Community College Student Survey of Engagement (CCSSE) was sent electronically to the students on April 4th.

ENROLLMENT MANAGEMENT - TINA CHURCH LEWANDOWSKI, INTERIM DEAN

ENROLLMENT REPORT

- Spring 2021, summer 2021, and fall 2021 enrollment reports provided by Intuition Research on April 12 and are attached.
- Summer and Fall 2021 enrollment began April 1, 2021.

OFFICE OF ADMISSIONS - TINA CHURCH LEWANDOWSKI, INTERIM DEAN

ADMISSIONS

Admissions Application Processed		
March 2019	March 2020	March 2021
548	853	1092

Recruitment Category	Number of Events	# of People Engaged
On-Site visits (at KCKCC)	13 Visits	20
Virtual Presentations	22 events	81
Community/Off-Campus Recruitment Activity (World of Wheels)	3-day event	192

- Since the new Admissions Recruitment Coordinators joined the Admissions team in October 2020, they have been responsible for a marked increase in our social media engagement.
 - Twitter has grown from 87 impressions to 5,095 impressions.
 - Facebook has grown from 17 new page views to 2,912.

HIGH SCHOOL PARTNERSHIP PROGRAM

- Enrollment for the fall 2021 semester has started with the high schools.

DOWNTOWN WYANDOTTE LOCATION

- New community relationships have been established with the following groups:
 - Latino Health for All Coalition
 - Friends of Yates
- Participation took place with the Latinos to College event. A Bilingual college fair sponsored by Kansas State University.
- A database of Latino-owned companies has been created to assist TEC students whose first language is Spanish find job placement after graduation.

STUDENT SUCCESS CENTER - DR. SAMANTHA DEVILBISS, DIRECTOR

Advising Type	MAIN	PION	TEC
On-Campus Walk-In General Advising	55	2	12
On-Campus Walk-In Enrollment	20	0	0
On-Campus Walk-In Schedule Adjustment	4	0	0
On-Campus Walk-In Withdraw/Drop Advising	18	2	0
Phone & Video Advising & Enrollment	181	0	19
Email Advising	846	9	211
Email Drops or Withdrawal Inquiries	31	0	0
Email Enrollments	41	0	0
Recruiting	0	5	0
Reinstatement Appeal	6	0	0
Reverse Transfer	1	0	0
Financial Aid Exclusion Appeal	1	0	2
Graduation Check	214	3	163
TOTAL	1418	21	407

Student Success Center General Inquiries	
Advising Inbox Emails	422
Scanned Transcripts	1790
Phone Calls	957
Voicemails	47
TOTAL	3216

STUDENT SUCCESS PROJECTS

- The Student Success Team, along with Admissions, is working on hosting an advising and registration event for the Hispanic Development Fund for high school seniors intending to attend KCKCC.
- Final training for the implementation of MyMajors is set late in April.

TESTING SERVICES

Total Placement Tests This Semester

Spring 2021*	Spring 2020	Spring 2019
931	1178	2375

* 2021 is as of report day, and other years are semester totals.

March Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
March 2021**	134	13	19	468	0	634
March 2020	22	1	4	320	0	347
March 2019	76	24	13	169	2	284

**Due to COVID, 6 of the students who tested at the main campus did so virtually over ZOOM.

March Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
March 2021	# Administered	426	478	227	634
	Developmental	297	349	88	411
	% Developmental	70%	73%	39%	65%
March 2020	# Administered	275	298	98	347
	Developmental	207	224	33	239
	% Developmental	75%	75%	34%	69%
March 2019	# Administered	251	261	108	284
	Developmental	150	189	56	195

STUDENT FINANCIAL AID OFFICE- MARY DORR, DIRECTOR

Financial Aid Applications Received as of April 1		
Academic Year	Total Number of Records	Records Received in March
2020-2021	9272	124
2019-2020	10299	104
2018-2019	12807	197

Financial Aid Disbursed to Student Accounts				
	Fall	Spring	Summer	Total
2020-2021	\$5,826,280	\$4,883,732	1 st Disbursement Date: 6/24/21	\$10,710,012
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

2021-2022 Financial Aid Processing			
Academic Year	FAFSAs Received	Applied for Admission	Awarded Financial Aid
2021-2022	3330	2798	910

KCKCC COVID RELIEF FUNDS AVAILABLE FOR SPRING 2021

- KCKCC has recently reopened the application for Spring 2021 for additional emergency financial assistance as part of the Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRSAA) 2021, called the Higher Education Emergency Relief Fund (HEERF) II through May 1, 2021.
- To be eligible for funding, students must be KCKCC degree or certificate-seeking students enrolled in and attending six or more credit hours. Priority will be given to

students who are eligible to receive Federal Pell Grant funding and demonstrate financial need according to the 2020-21 Free Application for Federal Student Aid (FAFSA). As of April 1, the funding data is reported below:

Award	Number of Students	Total Amount Disbursed
COVID Relief Funds paid directly to student	500	\$335,000
COVID Relief Funds paid toward student's balance	471	\$317,000
TOTAL	971	\$652,000

FINANCIAL AID OFFICE COVID ACTIVITIES

- All students who received Title IV funding and have withdrawn or ceased attendance in all courses are being sent a letter to determine if their situation was due to COVID. If they have a COVID reason, the Student Financial Aid Office is required to notify the Department of Education. These students will not be required to owe back any Title IV funding received.
- Students who are currently Pell-eligible and have an unmet need based on their 2020-2021 FAFSA have been sent an email to encourage them to apply for the Higher Education Emergency Relief Fund (HEERF) II.
- Students who indicated a decrease in family income in 2019 or 2020 on their Higher Education Emergency Relief Fund (HEERF) II Application were sent an email on how to request a Professional Judgement by the Financial Aid Director, which would recalculate financial aid eligibility based on their 2019 or 2020 family income.
- The Student Financial Aid Office has formed a campus committee to inform students and work out a process regarding a new COVID Relief regulation that allows students who have an EFC of 0 and those students who qualify for Federal Work-Study to receive Food Stamps. The Student Financial Aid Office will need to provide verification to students that they meet the criteria. Students will be emailed, and printed information will be posted within the next week.

REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

PERSONNEL

- The coordinator of Graduation and Transcript Services II top candidate has been identified, and we are in the process of completing the new hire procedure.

ACTIVITIES

- The December 2020 graduate diplomas have been mailed to the successful graduates.
- Graduation files are currently being processed for May 2021 and July 2021 candidates.
- Meetings with Parchment have taken place to explore the possibility of electronic diploma offerings.
- Waitlists for the summer and fall 2021 courses have been set in the system.

VIRTUAL GRADUATION

- The virtual graduation introduction was filmed on March 29.
- We are inviting over 700 students to participate in the virtual ceremony.
- We have been working with Student Activities and Media Services to create the social media lens and the ceremony program.

Registrar Services	
Verification Services	
Clearinghouse Enrollment/Degree Verifications	26
Degree verifications	4
Enrollment verifications	2
Student Requests	
In-person	6
Online	32
Scholarships	2
Letter of non-attendance	2
Student Record Services	
FERPA forms	1
Information Updates	
In-person	8
Online	22
Major Changes	
In-Person	8
Online	22
Record Edit Checks	
Grade Changes	29
Notary Assistance	2
Residency	
Veterans/Military In-State	1
Edit Checks	12
Address Correspondence	
Return Mail	4
Web-Address	4
Graduation return mail	6
Withdrawal Processing	
Students Administratively Withdrawn	93
Online requests	142
Walk-in requests	6
Reinstatements	
Reinstatements after no show	18
Reinstatements after withdrawal	4

Schedule Adjustment Services	
High School 100% Drops	3
High School Adds	
Dean Approved Drops at 100%	1
Dean Approved Adds	3
Other	1
TEC High School Late Enrollment	12
TEC Dean Approved Late Enrollments	2
No shows	153
Tuition Appeals	
Tuition Appeals by class	3
Graduation Services	
Mailed out diplomas	209 December grad diplomas mailed
Degree Checks processed	24 (255 total) additional December Graduates 406 May apps 55 July apps
Credit by Examination apps	1
Gen Ed Waivers	1
Deviation/Substitution forms	19
Checked-In Transcripts	
Incoming Transcripts Processed	258
Outgoing Transcripts Processed	529
Advisor transcript requests	6

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

- 3/1-3/5 The classroom renovation continues with insulation being installed, then drywall being hung and mudded.



3/1 The culinary students made profiteroles and ganache.



- 3/4/21 Students, faculty, and staff can pick up a 3.3 oz. complimentary bottle of Hand Sanitizer, thanks to the Leavenworth County Emergency Management



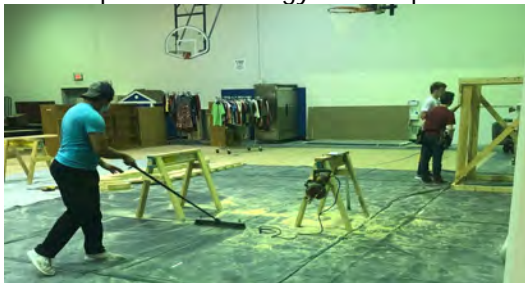
- 3/8/21 C.N.A. students went through a patient's morning routine for clinicals this week. Students walked through the steps on bathing, changing linens, brushing the patient's teeth, washing a patient's face and hands, preparing them for breakfast, and feeding them breakfast.



- 3/12/21 KCKCC PCC student worker, Justyce Hulett, organized a book donation from KCKCC PCC to the Little Book Box community library on 19th Terrace in Leavenworth, Denney's Produce community library, and Council on Aging's library.



- 3/15/21 Construction students are beginning to lay out temporary walls that will be placed in the gym to expand the construction program's hands-on lab area.



- 3/17/21 Leavenworth St. Patrick's Day Parade – Staff, students, and Recruiters represented KCKCC in the Annual St. Patrick's Day Parade in Downtown Leavenworth.



- 3/19/21 Working together as a family. HVAC students worked on a refrigerator for our KCKCC culinary program. HVAC students replaced the refrigerator fan.



- 3/25/21 The Biology class with Ernie May did some interesting experiments with D.N.A., both Chicken and Human.



- 3/26/21 All hands-on deck as staff and culinary students filled over 14,000 eggs and prepared over 1000 bags for our Easter Drive Thru event to be held on Saturday, April 3rd.



DISCIPLINARY BARRACKS AND JOINT REGIONAL CORRECTIONAL FACILITY

- JRCF - We are still unable to get into the facility, as they are a little further behind on reintegrating at the JRCF.
- USDB - We are still not able to get into the facility, but they are to be back at full staff in the USDB prison on April 8th for their work staff, which should mean us getting back in hopefully in June.

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

- The Veteran Center staff continues to provide a number of services to KCKCC's Military Affiliated student population. The Center has a weekly presence at the P.C.C. and T.E.C., which allows Military Affiliated students to talk directly to a V.A. Certifying Official if that is the students' preferred method. Students can also set up an appointment, and the Veterans Center will adjust hours as needed to support these students. This month the Center saw another increase of walk-ins as we continue to assist students who contacted the Center by email or phone.

Veteran Center Visitors				
	AY18-19	AY19-20	AY 20-21	
August		281	103	
September	48	313	58	
October	185	307	37	
November	132	245	25	
December	105	124	10	
January	189	173	67	
February	218	216	79	
March	159	101	109	
April	209	0		
May	104	0		

June	56	17		
July	74	13		Total
Total	1479	1790	488	3757

Branch of Service		
Army	1905	51%
Maines	708	19%
Navy	323	8%
Air Force	434	12%
Coast Guard	8	>1%
N/A	379	10%
Total	3757	

Type of Visitor		
Active Duty	588	16%
Veteran	2082	56%
Military/Veteran Dependent	695	18%
Civilian	392	10%
Total	3757	

Reason for Visit		
Study	941	26%
Socialize	1204	32%
Benefits Question	578	15%
Enroll & Application Questions	235	6%
Computer Use	461	12%
Other	338	9%
Total	3757	

Student Contacts by phone/email

Month	Phone	Email	Total
April	45	319	364

Students Using VA Educational Benefits

Term Certified	Number of Students Certified	Hours Certified	Amount certified
SP19	170	Not tracked	\$199,002.00
SU19	75	Not tracked	\$40,524.00
FA19	173	1542	\$195,060.00
SP20	150	1653	\$202,332.00

SU20	29	182	\$21,608.00
FA20	117	1148	\$141,919.00
SP21 As of 31 March	95	1020	\$127,048.00

Students Using Military Tuition Assistance (TA) during SP21

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	6	32	\$5112.00

- ** The Army is no longer using GoArmyEd to process a soldier's T.A. request. They are now using a platform called ArmyIngitED. However, the platform is currently experiencing issues as it attempts to go live. The Veterans Center is working with the students at KCKCC using Army TA to keep them informed and to ensure there is as little disruption as possible as they continue their educational goals.

EVENTS

- March
 - 16 March: All Veterans Center Staff members participated in a required School Certifying Official webinar workshop.
 - 22 March: The Veterans Center honored KCKCC's women Services Members and Veterans with a box lunch and drink at the Veterans Center



- 23/30 March: The KCKCC Student Veterans of America (S.V.A.) The club hosted a Meet and Greet at the P.C.C. and T.E.C. for all Military Affiliated students interested in the S.V.A. club.



- 8/22 March: Hosted S.V.A. club Meetings
- April
 - 19 April: Box lunch in the Veterans Center for Military Affiliated students
 - 10 April: Support Student Activities Easter event
 - 10 April: Support the SVO Social Activity
 - 5 & 19 April: Support S.V.A. Club meetings

STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

Student Services Fulfills!

DEAN OF STUDENTS SERVICES EVENTS

- Attended the League for Innovation in the Community College virtual conference March 1-4th
- Attended several meetings to discuss the Title III grant. Currently, we are looking to propose the grant look at supporting Guided Pathways to assist in the retention of students and Developmental Education, exploring how to assist students in getting through the sequences of developmental education courses.
- Attended, The Gathering: A Virtual Diversity Experience that was a half-day event featuring interactive workshops and knowledgeable speakers addressing diversity initiatives and practices. I also facilitated a session titled: Grit & Grind Diversity Discussion Session, Colleges & Universities

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

In March, we processed 16 applications for the American Association of University Women Reentry Woman Scholarship. Three KCKCC students received scholarships. The Reentry Woman Scholarship program provides a financial award to women who have returned to college after a lapse of 5 or more years in their education and have proven their commitment by successfully completing at least one semester of a degree program with a GPA of 3.0 or higher since reentry to college. Recipients are chosen by AAUW members on the basis of

submitted essays and letters of recommendation. Below are a few words about the KCKCC scholarship recipients.

- Emily Holmes, KCKCC, nursing. Emily began her college education in 2014, but left college during her first semester when her mother was diagnosed with cancer. Because of her father's inability to care for her mother, Emily became her mom's primary caregiver over the next few years, while also working at a nearby hospital and gaining satisfaction from caring for patients. Throughout her continued illness, Emily's mother has encouraged her to follow her dream. In 2019, Emily returned to school to pursue her dream of becoming a registered nurse, even while her mother continues cancer treatments.
- Argelia Fagre-Rivas, KCKCC, Respiratory Therapy. Argelia was born in Venezuela where she earned a degree as a cardiopulmonary technician. After moving to the US, however, she learned that her degree earned more than ten years earlier could not be validated in order for her to work in her field in the US. She went back to school in Indiana and pursued an Associate's degree at a community college there. Because of a change of employment, her family then relocated to the Kansas City area, and once again, she discovered that her previous credits would not transfer. In 2020, she began the Respiratory Therapy program at KCKCC. In addition to her schoolwork, Argelia volunteers with a young adult mentoring program, working with Latino youth. She has been accepted into a dual program with KU Med Center to complete her Bachelor's degree in Respiratory Therapy.
- Electra Arzola, Park University, Human Resources Management program. Electra dropped out of college in her first year when she had her first child. Five years later, she was able to obtain a full-time job at Kansas City Kansas Community College. Her position allowed her to resume her own college education, and she graduated with her Associate's degree in May 2020. Although she intended to continue her college education, she didn't expect that she would be juggling the demands of being a full-time worker (working both in-person and virtually), a full-time mom with teaching duties for her children who were now taking classes online, and also a full-time student herself.

REENTRY AWARDS CEREMONY

SATURDAY, APRIL 17, 2021 10:00 AM

To receive a link to attend by Zoom, please email
debaauw@gmail.com (include your name, please)

STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

Disability	March 2021	March 2020	March 2019
Autism Spectrum Disorder	7	8	11
Attention Deficit Disorder	24	27	15
Blind/Visual Impairment	6	9	8
Deaf/Hard of Hearing	7	4	3
Head Injury	1	3	3

Intellectual Disability	5	2	3
Learning Disability	47	63	63
Medical	6	6	8
Physical	4	5	4
Psychiatric	6	13	16
Other Health Impaired	0	2	1
Total	113	142	135

Narrative Activities:

- Alex, Robert, Amanda Williams, and Dr. Stacy Tucker meet to discuss and develop their presentation they will be giving at the Assessment Matters Conference in April.
- Alex, Shaun Pate, and Robert participated in an online demonstration of Verbit's audio description service. This is a service that creates audio descriptions of videos to provide equal access to visually impaired individuals.
- Alex and Carly participated in the Virtual High School Counselor's Breakfast for U.S.D. 500. They discussed how students with disabilities in the Highschool Partnership Program can request accommodations.
- Alex participated in a mock interview for the Nursing Division's accreditation. A reviewer asked each person what supports they provided to nursing students.
- Carly attended a conference meeting with Piper High School's counselors, sped teacher, potential student, and his parents to answer questions about a TEC program, and what accommodations he could receive while attending TEC.
- Carly worked with the Kansas State School for the Deaf and Blind, on setting up two different program tours for two potential students that are interested in attending TEC in the fall.
- Robert met with a visually impaired student interested in coming to KCKCC in the fall. He provided enrollment information and a brief tour.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Student Activities

- Opened the Game Room for students on MWF from 8 am - 4 pm.
- Preparing a presentation for the co-curricular assessment conference
- Co-hosted a welcome event for our 2nd 8-week students with Admissions and the Counseling and Advocacy Center
- Attended the National Association of Student Personnel Administrators annual conference (virtual)
- Assisted with the pre-recording for the virtual graduation
- Assisted Student Senate with Club Budget Proposals
- Assisted Student Senate with the upcoming Club Budget Hearings
- Partnered with the KCKCC Foundation to promote student support for the tax credit imitative
- Assisted in writing three policies: Student Trip/Travel, Student Senate and Student Clubs, Organizations and Special Interest Groups

Student Senate

- Save the Dates: Spring 2021 Student Senate Meetings
 - April 16th Final Meeting for Spring 2021

- Preparing for the annual Easter Celebration - Drive-Thru Event April 10th - Main Campus (Canceled due to weather)
- Clubs are submitting their budget proposals for the 2020-2021 academic year by April 2nd
- The Student Senate Budget Committee will be hosting budget hearings on April 7th and April 9th
- Daniel Zacapa, Student Senate Chief Information Officer participated in the KCKCC Technology Committee
- Destin Williams, Student Senate President gave a graduation speech at the virtual graduation recording
- Clubs that have attended virtual conferences this Spring 2021 semester
 - OQS
 - Christian Student Union
 - Student Veterans Organization
 - PTK
 - Drama Club
- NSLS hosted 4 student orientations - trying to reach as many students as possible
- Catholic Student of KCKCC hosted the monthly Mass - St. Patrick's Day
- Psi Beta Phi hosted a virtual information meeting with UMKC's psychology department
- Writing Club will be hosting a Poetry contest during National Poetry Month
- Student Veterans Organization hosted a Meet & Greet at the Main Campus, TEC, and PCC
- Gamer Club hosted a Miniature Painting activity. They will be hosting 2 movie events and a gaming tournament this month.
- Drama Club hosted a watch party during their student productions.

STUDENT HOUSING - RONNIE MOORE, HOUSING SUPERVISOR

Student Housing Status:

- 101 students in housing

Upcoming/On-Going Activities/Projects:

- March 11, 2021, Bob Ross Painting
- March 15-19, Spring Cleaning/Cloths Drive programs
- March 15-19, Emergency Response i.e., fire drills, tornado

Interpersonal & Intrapersonal Competence - Social Engagement

- March 8, 2021, Housing & Nurse Staff Meeting topic CastleBranch process
- March 10, Avigilon Training (Security Cameras) meeting with KCKCCP hosted by Jason Sievers/Chief Roberts

STUDENT HEALTH CENTER-SYLIVIA GILLIS, NURSE PRACTITIONER

Services Provided:

- Health Services continues to provide acute care visits, TB skin testing, health education/counseling, first aid, COVID tracing, and testing.

Meetings/Projects:

- Dr. DeTar & Sylvia met with Peter Gabriel and Samantha Landau regarding technology to improve clinic flow.
- Dr. DeTar & Sylvia met with Linda Warner regarding the referral process between Campus Health and Counseling/Advocacy. Clients in need of medications related to their mental health will be able to see Sylvia to get started on prescription medications.
- Health Services met with Andrica Wilcoxon & Diane Neubecker to discuss details of the upcoming Tech Campus Blood Drive in April. Our Main Campus Blood Drive in March was a good success with 44 donors. We are also looking at dates in June for a Royals themed event.
- As a licensed, board-certified medical provider, I have access to ordering multiple different free sample medications for our campus clinic on a quarterly basis. I have already registered with several pharmaceutical companies and have free samples and coupons on the way for items such as Tylenol, Claritin, Bayer aspirin, Prilosec, and there will be many others. I will also be helping students with patient assistance programs and have worked with Dan Ward and Perla in the mailroom to create a secure, HIPPA compliant system for the clinic mail. A separate mail container for our office to receive this sensitive mail has been placed in the mailroom in the locked area. This was an important step in preventing liability and securing private client information.
- We have scheduled a date in June with the nursing department to perform TB testing on all nursing students at a single event. Tiffany Bohm has agreed to set a date for the other healthcare programs as well.

OFFICE OF EQUITY AND INCLUSION (Formerly ICC) Vacant Director Position

- Search for new Director is in progress

ART GALLERY - SHAI PERRY-COORDINATOR

Events

- Partnership with CEB and CornerStone of Care (foster care teens)
 - March 16 and 18
 - Teen Art classes to teach life skills through arts
 - Title - The Art of Sewing
 - Instructor - Polly Alice
- Supplies purchased through KBV





KCKCC DORM Art Program
 March 11 Bob Ross Painting Event
 Winner, Madison E. Broeker received a painting kit from the Art Gallery to continue her artistic exploration

Exhibitions

- Reception - Artist Virtual Studio Visit March 31, 5-7 pm
- Spring 2021 Now Open Feb. - April 29 -
 - *Becoming: Womyn Bodies of Trauma, Displacement and Persistence* is a group exhibition featuring BIPOC [Black, Indigenous, People of Color] and womyn artists of diverse cultural heritage, gender/sexual orientation, and faiths. Ect.

Art Class Talks

- Four virtual artists talks held

Ambient Space Projects

- Historical Mural
- Phase 3
 - Final Designs in progress
 - Advisor Committee Meeting WEEKLY NOW
 - Mural Open community presentation April 1, 4pm-5:30pm
 - Open presentation boards in lower Jewell from March 30 to April 5.
- Shared designs/Presentation
 - Faculty Senate - Mar. 9
 - Staff Senate - Mar. 8
 - Cabinet - Dr. Mosier shared
 - Deans - Mar. 2
 - FBOE - Mar. 11
 - Board - May 18
 - Open Prez - April 1

ATHLETICS:

Volleyball: Had a very strong season despite having a COVID-19 setback late in the season. The ladies finished fourth in the KJCCC and narrowly missed the National Tournament when they were defeated by Johnson County in the District finals.

All Conference: Cassidy Crist - 1st Team, Kelcey Hund - Honorable Mention
All District: Cassidy Crist - 1st Team, Kelcey Hund - 2nd Team

Men's Basketball: Were on pace to win the conference again, but were also sidelined due to COVID late in the season. The Men were beaten in the 1st round of the Region Tournament. Will share post-season awards in the next report.

Women's Basketball: Competed at a high level all season long. Defeated #1, and unbeaten Johnson County in the Region 6 Final to Advance to the NJCAA National Tournament in Hickory, NC. The Lady Blue Devils will be the #3 seed and will play at 9:00 am on April 20th. Will share post-season awards in the next report.

Men's Soccer: Currently 1-2 on the season. The talent level is a little down this year as some of the players were unable to enter the country due to COVID.

Women's Soccer: Currently 4-0 on the season and ranked #12 in the nation. A very strong group of sophomores leading the way. If they can stay healthy that have a strong chance of making it to Nationals

Baseball: Currently sitting 5th in the conference. Had a couple of tough injuries as of late, but this team is competitive. Should be able to make it to post-season play.

Softball: Currently sitting 3rd in the conference, but is playing fantastic as of late. Beat a ranked Division 1 team and the ladies are now ranked #12 in the nation. This team has a very strong chance of making it to the national tournament if they can get out of the District.

Golf: Has done well competing in some very tough tournaments. Should compete well with the rest of the teams in the conference.

KCKCC Unduplicated Headcount by Location								
CAMPUS (UNDUP at A Location & DUP Across Locations)	04.15.2019	04.13.2020	04.12.2021	19-20	19-20	20-21	20-21	Summer 2021
	Summer 2019	Summer 2020	Summer 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
MC	230	83	59	-147	-63.91%	-24	-28.92%	12.34%
OL	451	287	340	-164	-36.36%	53	18.47%	71.13%
PION	26	6	5	-20	-76.92%	-1	-16.67%	1.05%
TEC	8	1	87	-7	-87.50%	86	8600.00%	18.20%
VIRT	-	-	15	-	-	15	-	3.14%
Total UNDUP Headcount	624	333	478	-291	-46.63%	145	43.54%	

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

Status	Summer 19	Summer 20	Summer 21	19-20 #	19-20 %	20-21 #	20-21 %	Su 2021 %
First-time	105	39	52	-66	-62.86%	13	33.33%	10.88%
Returning	519	294	426	-225	-43.35%	132	44.90%	89.12%
Gender	Summer 19	Summer 20	Summer 21	19-20 #	19-20 %	20-21 #	20-21 %	Su 2021 %
Unknown	-	-	-	-	-	-	-	0.00%
Female	478	259	338	-219	-45.82%	79	30.50%	70.71%
Male	146	74	140	-72	-49.32%	66	89.19%	29.29%
Race / Ethnicity	Summer 19	Summer 20	Summer 21	19-20 #	19-20 %	20-21 #	20-21 %	Su 2021 %
American Alaska Native	4	1	4	-3	-75.00%	3	300.00%	0.84%
Asian	29	13	17	-16	-55.17%	4	30.77%	3.56%
Black or African American	133	73	100	-60	-45.11%	27	36.99%	20.92%
Hawaiian Pacific Islander	-	1	-	1	-	-1	-100.00%	0.00%
Hispanic	103	57	113	-46	-44.66%	56	98.25%	23.64%
Multi-racial	44	18	25	-26	-59.09%	7	38.89%	5.23%
Unknown	7	10	10	3	42.86%	-	0.00%	2.09%
White	304	153	201	-151	-49.67%	48	31.37%	42.05%
Non Resident	-	7	8	7	-	1	14.29%	1.67%

KCKCC Credit Hours by Location								
CAMPUS	04.15.2019	04.13.2020	04.12.2021	19-20	19-20	20-21	20-21	Summer 2021
	Summer 2019	Summer 2020	Summer 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
MC	895	295	237	-600	-67.04%	-58	-19.66%	9.09%
OL	2,093	1,404	1,591	-689	-32.92%	187	13.32%	61.00%
PION	111	26	21	-85	-76.58%	-5	-19.23%	0.81%
TEC	45	7	695	-38	-84.44%	688	9828.57%	26.65%
VIRT	-	-	64	-	-	64	-	2.45%
Total	3,144	1,732	2,608	-1,412	-44.91%	876	50.58%	

KCKCC Unduplicated Headcount by Location								
CAMPUS (UNDUP at A Location & DUP Across Locations)	04.15.2019	04.13.2020	04.12.2021	19-20	19-20	20-21	20-21	Fall 2021
	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
BL	-	-	8	-	-	8	-	1.64%
FRSC	5	3	5	-2	-40.00%	2	66.67%	1.02%
HS	46	-	46	-46	-100.00%	46	-	9.43%
MC	363	160	165	-203	-55.92%	5	3.13%	33.81%
OC	3	-	7	-3	-100.00%	7	-	1.43%
OL	259	127	203	-132	-50.97%	76	59.84%	41.60%
PION	13	3	22	-10	-76.92%	19	633.33%	4.51%
TEC	73	61	156	-12	-16.44%	95	155.74%	31.97%
VIRT	-	-	54	-	-	54	-	11.07%
Total UNDUP Headcount	546	252	488	-294	-53.85%	236	93.65%	

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

Status	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %
First-time	87	52	90	-35	-40.23%	38	73.08%	18.44%
Returning	459	200	398	-259	-56.43%	198	99.00%	81.56%
Gender	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %
Unknown	-	-	1	-	-	1	-	0.20%
Female	385	168	313	-217	-56.36%	145	86.31%	64.14%
Male	161	84	174	-77	-47.83%	90	107.14%	35.66%
Race / Ethnicity	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %
American Alaska Native	6	1	4	-5	-83.33%	3	300.00%	0.82%
Asian	22	10	27	-12	-54.55%	17	170.00%	5.53%
Black or African American	104	65	90	-39	-37.50%	25	38.46%	18.44%
Hawaiian Pacific Islander	-	1	1	1	-	-	0.00%	0.20%
Hispanic	119	49	110	-70	-58.82%	61	124.49%	22.54%
Multi-racial	32	13	22	-19	-59.38%	9	69.23%	4.51%
Unknown	4	6	14	2	50.00%	8	133.33%	2.87%
White	259	104	207	-155	-59.85%	103	99.04%	42.42%
Non Resident	-	3	13	3	-	10	333.33%	2.66%

KCKCC Credit Hours by Location								
CAMPUS	04.15.2019	04.13.2020	04.12.2021	19-20	19-20	20-21	20-21	Fall 2021
	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
BL	-	-	24	-	-	24	-	0.45%
FRSC	50	30	50	-20	-40.00%	20	66.67%	0.95%
HS	182	-	221	-182	-100.00%	221	-	4.19%
MC	2,763	1,198	1,104	-1,565	-56.64%	-94	-7.85%	20.92%
OC	9	-	21	-9	-100.00%	21	-	0.40%
OL	1,475	724	1,349	-751	-50.92%	625	86.33%	25.57%
PION	80	34	167	-46	-57.50%	133	391.18%	3.17%
TEC	883	897	2,109	14	1.59%	1,212	135.12%	39.97%
VIRT	-	-	231	-	-	231	-	4.38%
Total	5,442	2,883	5,276	-2,559	-47.02%	2,393	83.00%	



Strategic Initiatives and Outreach

Dr. Tami Bartunek Vice President

Taylor Bolls Graphic Designer
Omar Brenes Web Architect
Joy Cicero Production Assistant
Matt Fowler Web Designer
Kim Lutgen Printshop Manager
Kelly Rogge Public Information Manager
Dana Sambol Executive Assistant

Strategic Initiatives and Outreach










- As a reminder, last month, we marketed a Community Outreach Survey to gather feedback about our Downtown Community Education Center project. We also provided a direct Survey Hotline Phone Number for individuals to call and speak with a “live person”. Only 1 call was received. Also, we provided the survey in Spanish and marketed that the survey was available in Spanish. We did not receive any responses to the Spanish survey version. The survey did not require completion of every question. Rather, each question was optional. The thought behind that was even if we received only 1 response from an individual, that was 1 more piece of information. The main source of analysis of the survey results was word frequency. Responses were put into a word frequency counter then clustered into themes. There were several responses about the need for wrap around services. Specifically, health / wellness, financial literacy and childcare / parenting resources. College programming around health careers and technical trades were highly ranked. We will need to make greater efforts to share how this project will be funded (through fundraising efforts), as the main concern was increased taxes (increase in mill levy) for residents.
- We are working to have produced a series of TV commercials celebrating local Seniors that are graduating this summer. The commercials will feature the unique high school logos with congratulatory remarks.
- We are launching a new campaign built around Spotify music streaming. We are creating a few different KCKCC Playlists that we will share via social media. The intent is to engage with our community via music and just have a little fun going into summer. Right now, we have draft music lists for “Summer Fun”, “Study Session” and “Graduation Party”. Below are screen grabs of the Summer Fun play list.
 - <https://open.spotify.com/playlist/4QydpbhKYm7bpHzLjzR4MM?si=ecb086f2feb64887>























PLAYLIST

Summer Fun

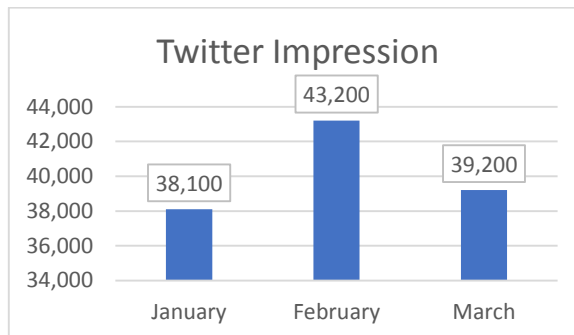
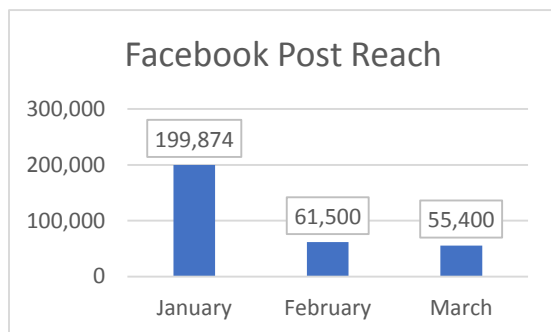
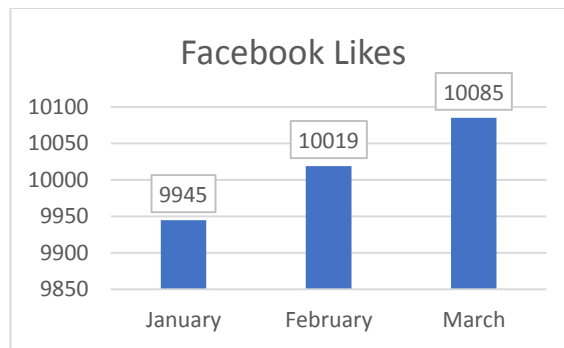
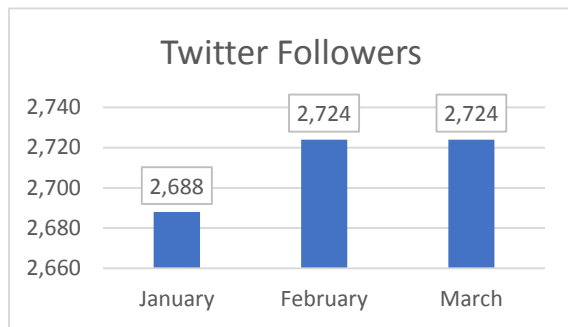
Kansas City Kansas Community College • 33 songs, 2 hr 5 min

- | | | | |
|---|-------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------|
| 1 |  | Young
Kenny Chesney | No Shoes, No Shirt, No Probl... |
| 2 |  | Summertime
DJ Jazzy Jeff & The Fresh Prince | Homebase |
| 3 |  | (Sittin' On) the Dock of the Bay
Otis Redding | The Dock of the Bay (Mono) |
| 4 |  | The Boys Of Summer
Don Henley | Building The Perfect Beast |
| 5 |  | Wipe Out - Hit Version / Exte...
The Surfaris | The Best Of The Surfaris |
| 6 |  | Kokomo
The Beach Boys | Made In California |
| 7 |  | Under the Boardwalk
The Drifters | Under the Boardwalk |
| 8 |  | Walking On Sunshine (25th A...
Katrina & The Waves | Walking on Sunshine |
| 9 |  | Endless Summer Nights
Richard Marx | Richard Marx |

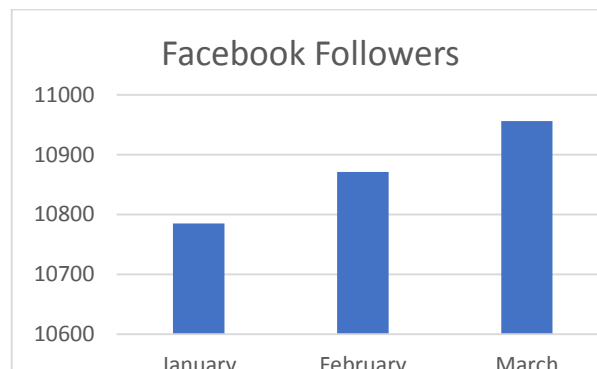
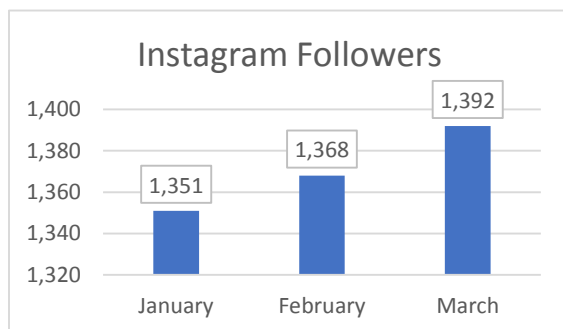
10		Cruel Summer Bananarama	Bananarama (Collector's Editi...
11		Born To Be Wild - Single Version Steppenwolf	Steppenwolf
12		Summertime New Kids On The Block	The Block
13		Island In The Sun Weezer	Weezer (Green Album)
14		I Wanna Dance with Somebod... Whitney Houston	Whitney
15		I Gotta Feeling Black Eyed Peas	THE E.N.D. (THE ENERGY NE...
16		Hot Hot Hot Buster Poindexter And His Banshee...	Buster Poindexter
17		Happy - From "Despicable Me... Pharrell Williams	G I R L
18		Free Fallin' Tom Petty	Full Moon Fever
19		Photograph Def Leppard	Pyromania

19		Photograph Def Leppard	Pyromania
20		Summer Breeze Seals and Crofts	Seals & Crofts' Greatest Hits
21		Boondocks Little Big Town	The Road To Here
22		The Lazy Song Bruno Mars	Doo-Wops & Hooligans
23		(Love Is Like A) Heat Wave Martha Reeves & The Vandellas	Heat Wave
24		California Girls The Beach Boys	50 Big Ones: Greatest Hits
25		Life is a Highway - From "Cars" Rascal Flatts	Disney/Pixar Greatest
26		Soak Up The Sun Sheryl Crow	The Very Best Of
27		Got To Give It Up - Pt. 1 Marvin Gaye	Every Great Motown Hit Of ...
28		It's Five O'Clock Somewhere Alabama	Playlist: The Very Best Of Ala...

Social Media Metrics and Select Posts



Note: The decline is due to no posts being boosted in February. The reach is right in line with other non-boosted months. We will, again, boost ads as we move into summer / fall enrollment campaigns.



COVID-19 continues to impact social media in general, particularly Twitter. But we seem to be holding steady and continue to monitor and adjust.

Tweet activity



KCKCC @KansasCityKSCC
Way to go Blue Devils! #KCKCCProud
<https://twitter.com/kckvolleyball/status/1372321082305306624> ...

Impressions	1,088
Total engagements	15
Likes	7
Detail expands	5
Profile clicks	2
Hashtag clicks	1

Tweet activity



KCKCC @KansasCityKSCC
Congratulations to KCKCC Alums @nijacollier24,
@CamSwanson12 and their @UCMWBB teammates! Good
luck in the #FinalFour! #KCKCCProud #NationalChampions
❤️❤️❤️❤️❤️
<https://twitter.com/UCentralMO/status/1374548520091447298> ...

Impressions	1,169
Total engagements	12
Detail expands	4
Likes	3
Profile clicks	3
Replies	1
Retweets	1

Tweet activity



KCKCC @KansasCityKSCC
Happy #StPatricksDay Blue Devils!
#KCKCCProud [pic.twitter.com/x6xvNkJmN2](https://twitter.com/x6xvNkJmN2)

Impressions	990
Total engagements	20
Media engagements	6
Likes	6
Detail expands	6
Retweets	1
Hashtag clicks	1



kansascitykcc • Following ...

kansascitykcc Last week the Junior Culinarials "High School Students" at KCKCC-TEC finished their Foods II class. This class covered how to source, butcher, fabricate and use proper cooking methods/techniques for many different proteins. The food looks delicious Blue Devils!!
#KCKCCProud #kckcc #bluedeils #tec #culinary #culinaryarts #learning #hardwork #goals #lifekills #studentlife ❤️❤️❤️❤️❤️

3w

turnerusd202 Our students really enjoy the culinary courses at TEC! ❤️

3w Reply



20 likes

MARCH 11



kansascitykcc • Following ...


kansascitykcc Happy St. Patrick's Day!!! Come by the front of the Jewell Student Center to get a FREE green drink and some green swag!!!
#KCKCCProud #StPatricksDay #kckcc #bluedeils #green #studentlife #fun #communitycollege #leprechaun

3w




25 likes

MARCH 17


Kansas City Kansas Community College
 ★ Favorites · March 8 · 🌐

Get Ready Blue Devils! Enrollment is happening NOW for our 2nd set of 8-week courses. No matter what you may be looking for, KCKCC has a variety of courses to meet your needs. Classes start March 15 so don't delay! Learn, Lead, Achieve at KCKCC! Visit <https://www.kckcc.edu/get-ready.html> for more information! #KCKCCProud #EnrollNow #YouBelongHere



Kansas City Kansas Community College
 Community College

[Send Message](#)

9,484
 People Reached

532
 Engagements

Boost Again

9,484 People Reached

54 Reactions, Comments & Shares

35 Like	32 On Post	3 On Shares
11 Love	11 On Post	0 On Shares
1 Wow	1 On Post	0 On Shares
2 Comments	2 On Post	0 On Shares
5 Shares	5 On Post	0 On Shares


478 Post Clicks

15 Photo Views	72 Link Clicks	391 Other Clicks
--------------------------	--------------------------	----------------------------

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College
 ★ Favorites · March 15 · 🌐

In less than a year, you can be trained for high demand career. Early enrollment is just around the corner. Prepare now by filling out an online application today and get ready for early enrollment on April 1! <https://bit.ly/2VowDve>


High school students interested in joining a program should talk to their HS advisor. Everyone else can call 913.288.7812 for more information.

#KCKCCProud

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


FALL 2021 PROGRAMS

<ul style="list-style-type: none"> • Auto Technology • Auto Collision • Building Engineering & Maintenance Technology • Computer Support • Construction Technology • Cosmetology • Culinary Arts • Cybersecurity 	<ul style="list-style-type: none"> • Electrical Technology • Heating and Refrigeration • Machine Technology • Multimedia • Nail Technology • Office Assistant • Welding Technology
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



1,054 People Reached

15 Likes, Comments & Shares

6 Likes	6 On Post	0 On Shares
4 Comments	1 On Post	3 On Shares
5 Shares	5 On Post	0 On Shares

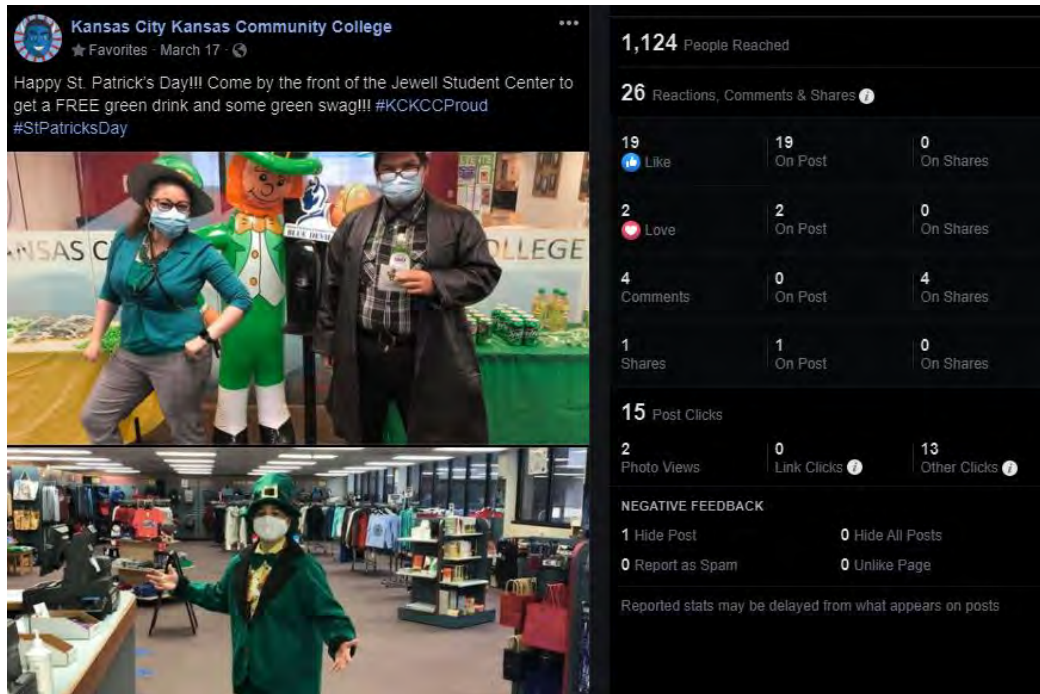
26 Post Clicks

1 Photo Views	5 Link Clicks	20 Other Clicks
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NEGATIVE FEEDBACK

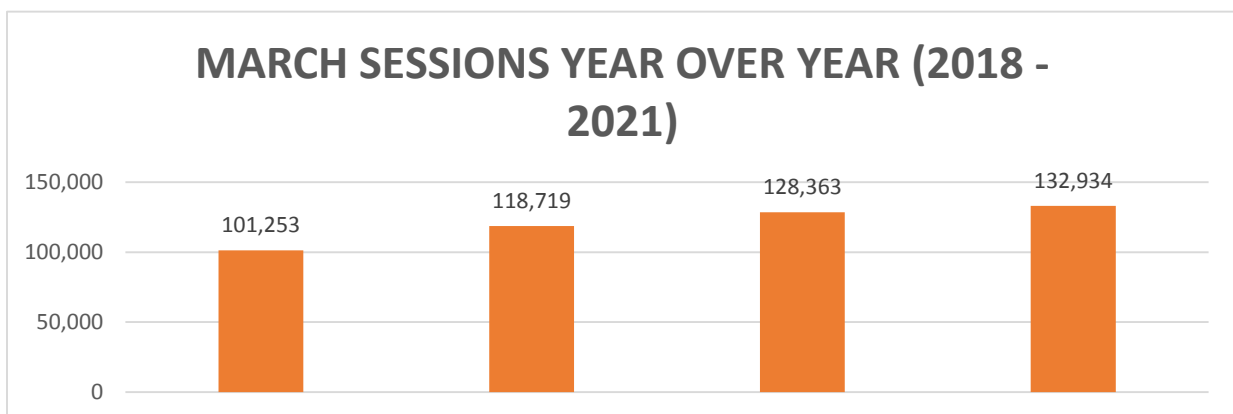
1 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts



General Website Information

- The Marketing & Outreach Department is ready to launch beta testing of a system to allow selected users to edit pages within the KCKCC.edu website. This will allow individual departments to be able to edit/add information to the website to help keep the site current and accurate.



Top Webpages for March 2021

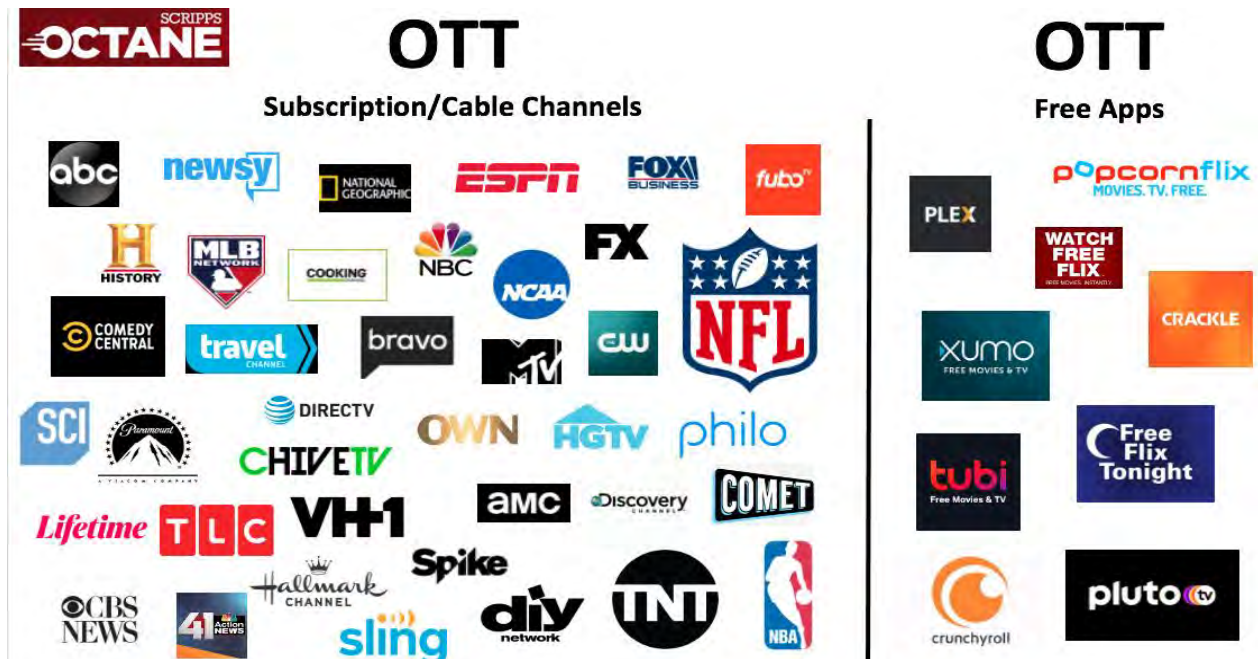
Webpage	Pageviews
---------	-----------

Degree / Certificate Webpage	13,972
Class Schedule	4,503
Steps to Enrollment	3,477
Academic Calendar	2,731
WebAdvisor	2,448

Paid Advertising quarterly update:

Our heavy focus on Wyandotte & Leavenworth counties is making a difference. We can tell by the jump up in click through rates across the board when comparing Q4 2020 (Oct-Dec) vs Q1 2021 (Jan-March) results. According to WebFX, the average CTR for display ads is .46%.. Average CTR for education-focused marketing is .53%. Our Overall CTR for Q1 was **0.66%** vs 0.47% in Q4.

In Q1, 300,239 impressions were delivered on Octane. We added Over the Top TV (OTT) to our media mix last year. OTT television, usually called online television or internet television or streaming television, remains the most popular OTT content. This signal is received over the Internet or through a cell phone network, as opposed to receiving the television signal from a land broadcast or satellite. Below is visual representation of the channels serving our ads.





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

FINANCE - MICHAEL BEACH, CFO

- The FY2022 Budget process continues. We are on track with the outline calendar.
- Some permits for the Student Housing project have been obtained and work is officially underway. We have fully signed and executed management and construction agreements.
- The College initiated its first quarter draw of the HEERF II funds available. The deadline was April 27th. There are no further deadlines in initiating draw amounts for these funds, other than all funds relating to HEERF II need to be spent by January 31, 2022. The College will use most of these funds in the next fiscal year to offset anticipated losses in revenue sources.

BOOKSTORE - KASEY MAYER, DIRECTOR

- The adoptions process for text material for upcoming Summer and Fall semesters is underway. We continue working with coordinators to gather the remaining adoptions.
- We sent all the textbooks that are not going to be used back to vendors for credit.
- We are gearing up for graduation and have again volunteered to hand out and ship caps and gowns.

FACILITY SERVICES - DAN WARD, ASSISTANT DIRECTOR

Accomplishments:

- Ordered carpet for MSBT remodel
- Replaced existing lights in MSBT with LEDs with dimmers
- Replaced 300-amp fuses in lower PAC switch gear
- Repaired sinks, urinals and toilets as needed
- Started remodeling room #2107
- Replaced burned out lights in Pioneer Career Center hallway
- Installed motion sensor in hallway at Pioneer Career Center
- Continued replacement of lights and rigging in Performing Arts Center

- Installed four televisions at Pioneer Career Center
- Pulled data lines to boiler room at TEC 1
- Transported fork truck to Lansing prison to unload welding booths
- Unloaded and assembled welding booths at Lansing Prison
- Removed and replaced motor on TEC air handler #3
- Put up batting cages at softball field
- Repaired back stop netting and gates at softball field
- Repaired communication line at Print Shop
- Pulled data lines to room # R101 at TEC center
- Rearranged furniture in the Student Health Nurses office

Goals:

- KC Fab to complete installation of handrails
- Upgrade electrical panel at Performing Arts building
- Replace carpet in lower Humanities hallway
- Replace portion of the south Math Science sidewalk removed for water line repair
- Complete the replacement of the rigging in the Performing Arts building

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

Summary:

- Command staff attended training March 8th/9th on navigating the new CAD system, all other personnel will attend a 2-hour training in the future
- All Officers and Security Guards participated in People in Crisis online training
- New Officers Jonathan Berry and Christopher Allison are at the State Academy for their Police training thru April 30, 2021

Monthly Financial Summary

March - YTD FY2021

	Results	Comments
Total Assets	\$ 92,797,076	Decrease of \$4.73M for the month - Anticipated, due to expenses exceeding revenues historically for March; see H4 below
Total Liabilities	\$ 25,975,083	Decrease of \$1.79M for the month; largely due to \$1.62M principal payment on debt
Net Position	\$ 66,821,993	Decrease of \$2.91M; see notes above

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 62,012,526	\$2.68M for the month; See H2 below
Operating Expenses	\$ 53,621,751	\$7.17M for the month; See H1 & H3 below
Increase /(Decrease) in Net Positions	\$ 8,390,775	YTD increase in Net Position is anticipated for March. See H4 below
Current Month - Burn Rate	\$ 7,169,266	CY Budgeted monthly burn rate = \$6.59M; monthly burn rate for March net of student relief is \$6.65M
PRIOR YEAR MONTH - Burn Rate	\$ 6,532,100	

Highlights / Key Financial Initiatives

H1	Operating Results - YTD Operating expenses are 67.75% of Budget, compared to 75.0% YTD average. The YTD increase in Net Position for the College is \$3.31M more than YTD last year.
H2	Revenues - \$30K Increase in Tuition and Fees Revenue during March. YTD enrollment approximately \$1.82M less than prior year. Current year budgeted decrease is approximately \$1.8M; an increase of \$582K in Federal Grants and Contracts Revenue for financial aid; Approximately \$2.35M in County Property Taxes; paid \$280K interest on debt included in Nonoperating Revenues (Expenses).
H3	Operating Expenses - Paid \$514K in HEERF II funds and financial aid to students; paid \$1.625M principal payment on debt
H4	The College's total YTD cash position remains approximately \$9M better than last year's YTD cash position.
H5	

Risks / Issues

R1	Spring enrollment continues to trail projections by approximately 6.3%. The college continues to look for ways to attract and retain students. COVID-19 continues to present challenges in this area. An ongoing risk is the possible negative enrollment trends for higher education due to COVID-19. While the College continues to receive "one-time" funds from the Federal Government, it uses these funds to cover "ongoing" expenses. Thus, the College will need to put into place cost saving measures if "ongoing" revenues (tuition and fees) are slow in the recovery process. The potential long-term decline in enrollments will continue to place pressure on the College to rely on other revenues to meet "ongoing" operating expenses.
R2	The College continues to face pressure from delinquent Property Taxes. The County projected delinquent taxes at approximately 2%. However, actual delinquencies are approximately 5%.
R3	There continues to be discussions of budget cuts at the State level which will have a negative impact on State Aid and SB 155 funding. In addition to these budget cuts, KCKCC receives State Aid and SB-155 funds based on enrollments. Thus, continued lower enrollments potentially exacerbates decreases in these funding sources. The College will continue to monitor these developments and adjust the FY2022 budget accordingly.
R4	

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

Summary Statement of Net Position

	YTD FY2021	Audited Year-End FY2020
Assets		
Current Assets	\$ 37,248,328	\$ 38,492,726
Noncurrent Assets	55,548,748	55,548,748
Total Assets	<u>\$ 92,797,076</u>	<u>\$ 94,041,474</u>
Liabilities		
Current Liabilities	\$ 6,838,913	\$ 12,260,922
Noncurrent Liabilities	19,136,170	19,136,170
Total Liabilities	25,975,083	31,397,092
Net Position	<u>66,821,993</u>	<u>62,644,382</u>
Total Liabilities and Net Position	<u>\$ 92,797,076</u>	<u>\$ 94,041,474</u>

Summary Statement of Revenue Expenses and Changes in Net Position

	YTD FY2021	Amended Annual Budget	Annual Variance	YTD FY2020	Percent Used Actual to Budget
	Actual			Actual	
Operating Revenues	\$ 23,215,645	\$ 26,816,600	\$ (3,600,955)	\$ 21,500,608	86.57%
Non-Operating Revenues, Net	38,796,881	57,320,243	(18,523,362)	37,668,669	67.68%
Total Revenues	62,012,526	84,136,843	(22,124,317)	59,169,277	73.70%
Operating Expenses	53,621,751	79,144,659	25,522,908	54,089,388	67.75%
Increase/(Decrease) in Net Positions	<u>\$ 8,390,775</u>	<u>\$ 4,992,184</u>	<u>\$ 3,398,591</u>	<u>\$ 5,079,889</u>	

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD MARCH 2021							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		Amended	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
		FY 2021	3/31/2021	2021	3/31/2020	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 9,733,000	\$ 8,870,904	\$ 9,733,000	\$ 10,681,698	\$ (862,096)	91.14%
	Federal Grants and Contracts	13,357,000	11,997,148	13,857,000	7,653,693	(1,359,852)	89.82%
	State Contracts	568,000	347,262	568,000	428,246	(220,738)	61.14%
	Private Gifts, Grants & Contracts	263,000	150,000	263,000	217,500	(113,000)	57.03%
	Auxiliary Enterprise Revenue	2,520,000	1,747,979	2,170,000	1,767,957	(772,021)	69.36%
	Other Operating Revenue	375,600	102,352	275,600	751,514	(273,248)	27.25%
	Total Operating Revenues	26,816,600	23,215,645	26,866,600	21,500,608	(3,600,955)	86.57%
Nonoperating Revenues (Expenses)							
	County Property Taxes	44,019,850	27,966,448	43,019,850	26,019,308	(16,053,402)	63.53%
	State Aid	10,377,364	10,377,364	10,377,364	10,365,000	-	100.00%
	SB155 AID	3,535,000	1,144,299	3,035,000	1,786,601	(2,390,701)	32.37%
	Investment Income	175,000	18,442	75,000	210,493	(156,558)	10.54%
	Interest Expense on Capital Asset Debt	(786,971)	(709,672)	(786,971)	(712,733)	77,299	90.18%
	Transfer from Capital Reserves	-	-	-	-	-	0.00%
	Total Nonoperating Revenues	57,320,243	38,796,881	55,720,243	37,668,669	(18,523,362)	67.68%
Total Revenues		84,136,843	62,012,526	82,586,843	59,169,277	(22,124,317)	73.70%
Operating Expenses:							
	Salaries & Benefits	44,776,095	29,813,632	41,900,000	30,755,530	(14,962,463)	66.58%
	Contractual Services	1,736,000	1,276,400	1,736,000	1,389,212	(459,600)	73.53%
	Supplies & Other Operating Expenses	13,047,209	8,220,789	11,430,000	8,223,938	(4,826,420)	63.01%
	Utilities	1,992,600	1,237,335	1,833,200	1,363,738	(755,265)	62.10%
	Repairs & Maintenance to Plant	3,419,255	2,489,937	3,214,000	2,287,821	(929,318)	72.82%
	Scholarships & Financial Aid	10,148,500	8,789,284	10,148,500	8,119,621	(1,359,216)	86.61%
	Strategic Opportunities	1,250,000		* 1,250,000		(1,250,000)	0.00%
	Contingency	250,000	169,374	250,000	58,289	(80,626)	67.75%
	Debt Service	2,525,000	1,625,000	2,525,000	1,891,239	(900,000)	64.36%
Total Operating Expenses		79,144,659	53,621,751	74,286,700	54,089,388	(25,522,908)	67.75%
Increase in Net Position		\$ 4,992,184	\$ 8,390,775	\$ 8,300,143	\$ 5,079,889	\$ 3,398,591	
* We have utilized \$270417.77 of the strategic initiative funding to date. The expenses were expended out of various Supplies & Expenses accounts.							

KANSAS CITY KANSAS COMMUNITY COLLEGE
Summary Statement of Revenue Expenses and Changes in Net Position
YTD MARCH 2021

	FY2021 Actual	Amended Budget	FY2020 Actual	Annual Budget	FY2019 Actual	Annual Budget	FY2018 Actual	Annual Budget
Operating Revenues	\$ 23,215,645	\$ 26,816,600	\$ 21,500,608	\$ 27,315,064	\$ 23,057,731	\$ 29,246,544	\$ 23,954,598	\$ 27,226,000
Non-Operating Revenues, Net	38,796,881	57,320,243	37,668,669	57,959,925	31,810,829	53,604,198	33,299,222	47,643,635
Total Revenues	62,012,526	84,136,843	59,169,277	85,274,989	54,868,560	82,850,742	57,253,820	74,869,635
Operating Expenses	53,621,751	79,144,659	54,089,388	80,812,679	55,428,899	79,979,223	56,598,151	74,620,000
Increase/(Decrease) in Net Positions	\$ 8,390,775	\$ 4,992,184	\$ 5,079,889	\$ 4,462,310	\$ (560,339)	\$ 2,871,519	\$ 655,669	\$ 249,635

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	31-Mar-21	31-Mar-20
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 520,064		\$ 520,064	\$ 419,753
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 2,627,082		\$ 2,627,082	\$ 2,055,265
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,174,284	\$ 3,174,284	\$ 3,069,003
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 278,688		\$ 278,688	\$ 67,789
LIBERTY BANK			\$ 507,009		\$ 507,009	\$ 501,172
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 170,469		\$ 170,469	\$ 321,091
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 760,710		\$ 760,710	\$ 1,044,269
SECURITY BANK***	11	GENERAL FUND	\$ 26,086,865		\$ 26,086,865	\$ 17,096,542
SECURITY BANK	15	TECHNICAL ED FUND	\$ 821,391		\$ 821,391	\$ 880,373
SECURITY BANK	16	STUDENT UNION	\$ 954,629		\$ 954,629	\$ 1,414,008
		(AUXILIARY SERVICES)				
	11	GENERAL FUND			\$ -	\$ -
UMB BANK *	17	PAYROLL	\$ -		\$ -	\$ -
TOTAL			\$ 32,726,907	\$ 3,174,284	\$ 35,901,191	\$ 26,869,266
	Current	Previous Month	Previous Year			
91-day Treasury Rate	0.020	0.040	0.090			
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
** No interest paid, no fees charged.						
***No Fees assessed by Security Bank and Brotherhood Bank.						

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2020 to June 30, 2021										
July 1, 2019 to June 30, 2020										
Month	FY2021	FY2020	FY2021	FY2020	FY2021	FY 2020	FY2021	FY2020	FY2021	FY2020
	Operational	Operational	Operational	Operational	Net	Net	Transfers	Transfers	Cash	Cash
	Cash	Cash	Cash	Cash	Change	Change	In/Out	In/Out	Balance	Balance
	Inflow	Inflow	Outflow	Outflow						
June									20,787,707	17,112,289
July	3,429,836	1,120,087	(5,377,634)	(5,848,294)	(1,947,798)	(4,728,207)			18,839,909	12,384,082
August	7,193,429	8,660,992	(6,050,200)	(7,083,680)	1,143,229	1,577,312	(21,297)		19,961,841	13,961,394
September	9,565,036	7,498,242	(8,587,336)	(7,442,728)	977,700	55,514			20,939,541	14,016,908
October	3,690,944	3,653,486	(5,631,319)	(8,032,248)	(1,940,375)	(4,378,762)			18,999,166	9,638,146
November	2,867,892	1,394,853	(7,238,935)	(5,767,127)	(4,371,043)	(4,372,274)			14,628,123	5,265,872
December	1,098,189	1,720,958	(5,601,686)	(5,808,633)	(4,503,497)	(4,087,675)			10,124,626	1,178,197
January	29,633,372	29,642,011	(7,094,270)	(6,059,800)	22,539,102	23,582,211			32,663,728	24,760,408
February	5,455,993	7,917,760	(6,433,678)	(10,685,251)	(977,685)	(2,767,491)			31,686,042	21,992,917
March	4,568,105	7,458,489	(9,345,892)	(11,474,491)	(4,777,787)	(4,016,002)			26,908,256	17,976,915
April	1,996,704	1,996,704	(6,479,676)	(6,479,676)	(4,482,972)	(4,482,972)			22,425,283	13,493,942
May	2,107,232	2,107,232	(5,442,154)	(5,442,154)	(3,334,922)	(3,334,922)			19,090,362	10,159,021
June	17,657,423	15,862,932	(5,234,246)	(5,234,246)	12,423,177	10,628,686			31,513,539	20,787,707
Totals	89,264,156	89,033,746	(78,517,027)	(85,358,329)	10,747,129		(21,297)	-		
Bold = Actual										
	67,502,796		(61,360,951)							
GL Balance	General Fund	\$ 26,086,865								
	TEC Fund	\$ 821,391								
		\$ 26,908,256								

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD MARCH 2021

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			
August	State Aid - Disbursement 1	\$ 5,188,682	Insurance (Comprehensive)	(\$503,000)	
September	Tax Distribution	\$ 2,715,643	Financial Aid Refunds	(\$1,300,000)	
	Current Tax	\$ 953,284	COP - Interest on Debt (Certificates of Participation)	(\$366,848)	
	Heavy Truck	\$ 330			
	Motor Vehicle	\$ 1,463,602			
	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 (Principal and Interest)	(\$1,898,995)	
	Current Tax	\$ 958,822			
	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			

*subject to change in relation to reduction in state aid

ELECTRICAL USAGE

DATE	KWH	DOLLARS	CENTS	DATE	KWH	DOLLARS	CENTS
			PER KWH				PER KWH
year 2014	9,693,245	\$1,038,839	11.14	year 2015	7,217,301	\$832,768	11.79
1/28/2016	686,808	\$71,914	10.47	1/30/2017	669,778	\$67,660	10.10
2/26/2016	612,126	\$66,398	10.84	2/27/2017	520,873	\$59,658	11.45
3/30/2016	589,650	\$64,725	10.97	3/30/2017	571,377	\$66,275	11.59
4/29/2016	510,454	\$58,720	11.50	4/27/2017	488,937	\$62,282	12.73
5/27/2016	490,058	\$64,489	13.15	5/30/2017	519,433	\$63,673	12.25
6/30/2016	499,129	\$61,192	12.25	6/29/2017	493,221	\$63,308	12.83
7/28/2016	471,206	\$61,206	12.98	7/28/2017	517,966	\$69,963	13.50
8/30/2016	555,317	\$63,996	11.52	8/30/2017	509,347	\$65,091	12.77
9/29/2016	488,177	\$54,543	11.17	9/28/2017	471,352	\$68,199	14.45
10/28/2016	463,380	\$52,462	11.32	10/30/2017	510,088	\$66,797	13.09
11/29/2016	521,442	\$55,189	10.58	11/29/2017	440,328	\$72,722	16.51
12/29/2016	<u>614,663</u>	<u>\$58,846</u>	9.57	12/28/2017	<u>543,884</u>	<u>\$75,020</u>	13.79
year 2016	6,502,410	\$733,680	11.36	year 2017	6,256,584	\$800,648	12.79
1/30/2018	693,552	\$89,219	12.86	1/30/2019	609,645	\$83,726	13.73
2/28/2018	607,766	\$81,656	13.43	2/27/2019	625,832	\$80,202	12.81
3/28/2018	523,914	\$76,238	14.55	3/28/2019	554,141	\$78,123	14.09
4/27/2018	543,350	\$80,058	14.73	4/29/2019	510,325	\$73,381	14.37
5/30/2018	489,912	\$69,589	14.20	5/30/2019	441,276	\$66,651	15.10
6/28/2018	465,616	\$66,247	14.22	6/27/2019	436,477	\$63,796	14.61
7/30/2018	508,674	\$65,879	12.95	7/31/2019	537,680	\$64,553	12.00
8/30/2018	519,245	\$66,724	12.85	8/29/2019	494,320	\$67,133	13.58
9/28/2018	441,010	\$67,393	15.28	9/27/2019	485,749	\$63,507	13.07
10/30/2018	523,678	\$74,199	14.16	10/30/2019	528,274	\$73,213	13.85
11/29/2018	553,893	\$79,005	14.26	11/26/2019	440,981	\$65,663	14.89
12/28/2018	<u>566,892</u>	<u>\$80,894</u>	14.27	12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91
year 2018	6,437,502	\$897,101	13.98	year 2019	6,188,892	\$852,891	13.83
1/30/2020	501,163	\$72,729	14.51	1/28/2021	581,940	\$75,663	13.00
2/28/2020	507,458	\$71,243	14.03	2/25/2021	664,720	\$76,586	11.52
3/30/2020	488,515	\$73,813	15.10	3/30/2021	568,580	\$73,401	12.90
4/30/2020	279,539	\$47,494	16.90				
5/28/2020	296,200	\$53,723	18.13				
6/30/2020	412,142	\$61,005	14.80				
7/30/2020	456,500	\$64,387	14.10				
8/28/2020	417,396	\$58,039	13.90				
9/29/2020	478,281	\$67,910	14.10				
10/29/2020	479,090	\$75,859	15.80				
11/25/2020	443,240	\$65,829	14.85				
12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07				
year 2020	5,355,424	\$789,932	14.94				

BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

APRIL 2021

Human Resources Updates

Benefits

- This month the Human Resources and Payroll departments have been transitioning certain benefit functions such as the administration of KPERS to the Human Resources Department. The benefits coordinator has spent time this month training and updating our HR processes to accommodate the additional changes.

Training and Development

- We are adding our supervisor training to KnowledgeCity for all employees to view. The Performance Evaluations and Understanding and Managing Leave presentations are now available. We will be adding more sessions this month. Employees can access the training by following the weblink below.

<https://kckcc.knowledgecity.com/en/library/184183/compliance/supervisor-trainings/>

- Currently, we are in the process of planning the employee recognition event. The Employee Recognition and Retirement Ceremony will be a virtual presentation on Wednesday, May 12, at 10am. We look forward to recognizing the accomplishments of our faculty and staff as we end the spring semester.

Employee Relations

- The Human Resources Department is working with Ruffalo Noel Levitz to administer an employee satisfaction survey this spring semester. The survey will be launched on April 19, 2021. The last employee satisfaction survey was sent to KCKCC employees in April of 2018.

Quarterly Employee Survey Reports

New Employee Follow-Up (Jan-Mar)

Item:	2020 Q2	2020 Q3	2020 Q4	2021 Q1
The position description was well defined and representative of the position for which I interviewed.	4.00	4.50	4.56	4.71
I was introduced to team members appropriately.	5.00	4.40	4.47	4.57
I was given a clear understanding of my department's objectives.	3.5	4.20	4.13	4.57
I was given a clear understanding of my personal performance objectives.	4.00	4.20	4.00	4.57

I understand the requirements and expectations of my new position.	4.00	4.30	4.25	4.57
My interactions with my supervisor and coworkers are appropriate.	5.00	4.50	4.50	4.86
Satisfaction with overall communication within KCKCC.	4.50	3.20	3.88	4.71

What has KCKCC done well?

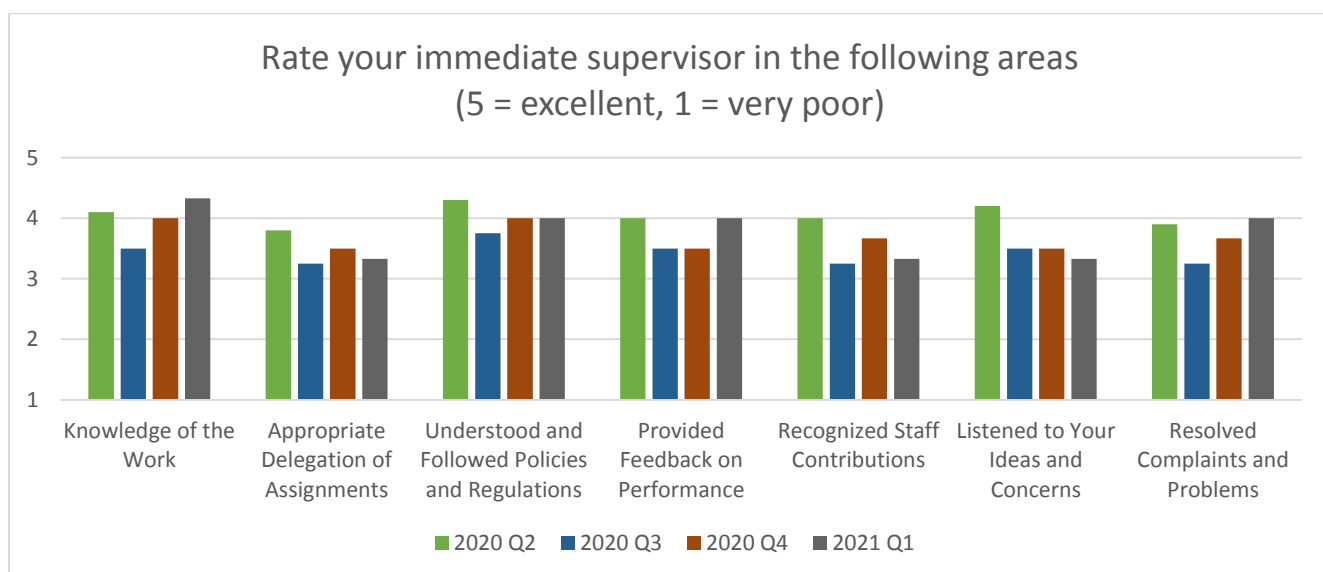
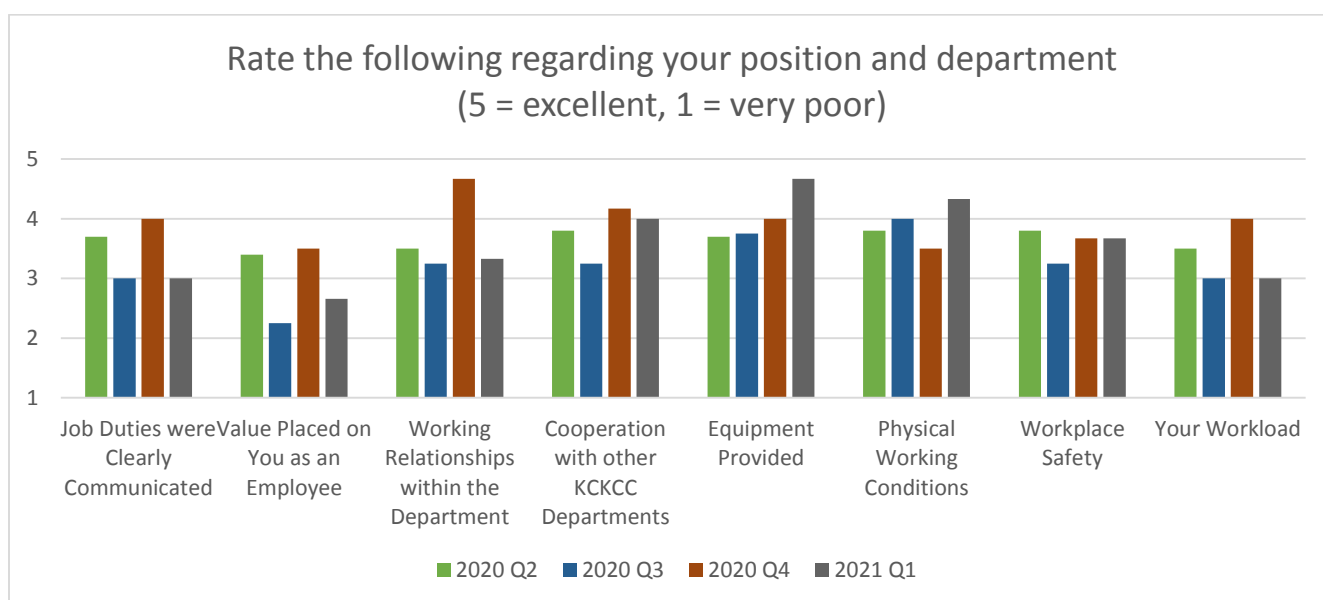
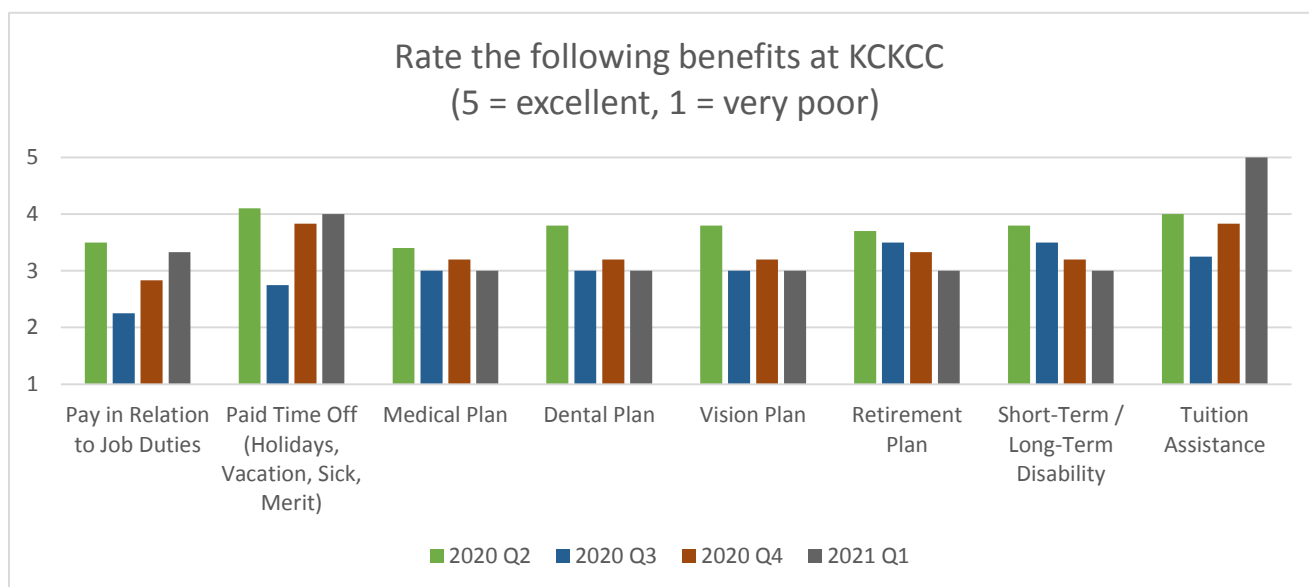
- I like having a mentor
- Making me feel welcome at the college
- KCKCC has helped my adapt quickly to my new position.
- The help desk process is easy to navigate and they are quick to resolve issues and complete tickets.
- KCKCC provides instructors and coordinators freedom to make decisions to solve problems
- All staff is amazing and great that they introduce you to everyone

What areas can KCKCC improve?

- More information about benefits, payroll
- Ensuring new hires are placed on the emergency text message list right away. Providing new supervisors with clear and up to date directions on how to approve time and leave right away.
- Trying to prevent meetings scheduled during the same time
- A faculty guidebook that shows how to do things like add/drop, do audit roster etc.
- Making sure that when you come in on your first day you know where to go.

Exit Survey (Jan-Mar)

Reasons for leaving your current position	2020 Q2	2020 Q3	2020 Q4	2021 Q4
Amount of Work Required	1	1	0	2
Type of Work Required	0	0	0	0
Compensation	0	2	1	1
Relocating	0	0	0	1
Working Conditions	2	1	1	1
Quality of Supervision	2	1	1	1
Career Advancement	3	1	2	1
Personal Reasons	1	3	2	1
Retirement	4	0	0	0



BOARD OF TRUSTEES REPORT

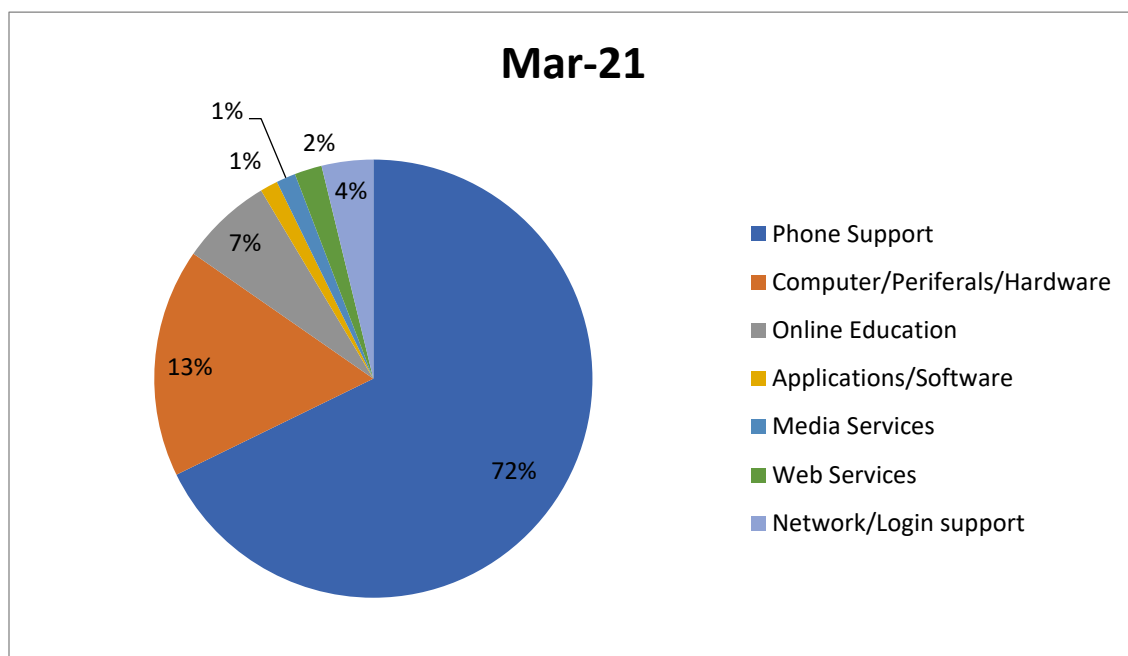
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Delivered ad hoc support on Office 365 to faculty and staff.
- Facilitated and participated in meetings with high school counselors.
- Developed and delivered training materials for Self-Service products from Ellucian.
- Participated in College Senate, Staff Senate, and President's Extended Cabinet.
- Facilitated and produced Finance Committee meeting.
- Continued to work on new ID system for students and employees.
- Assisted in Board of Trustees meetings online.
- Assisted in delivering online budget presentations.
- Assisted with moderating online Pizza with the Prez meetings.

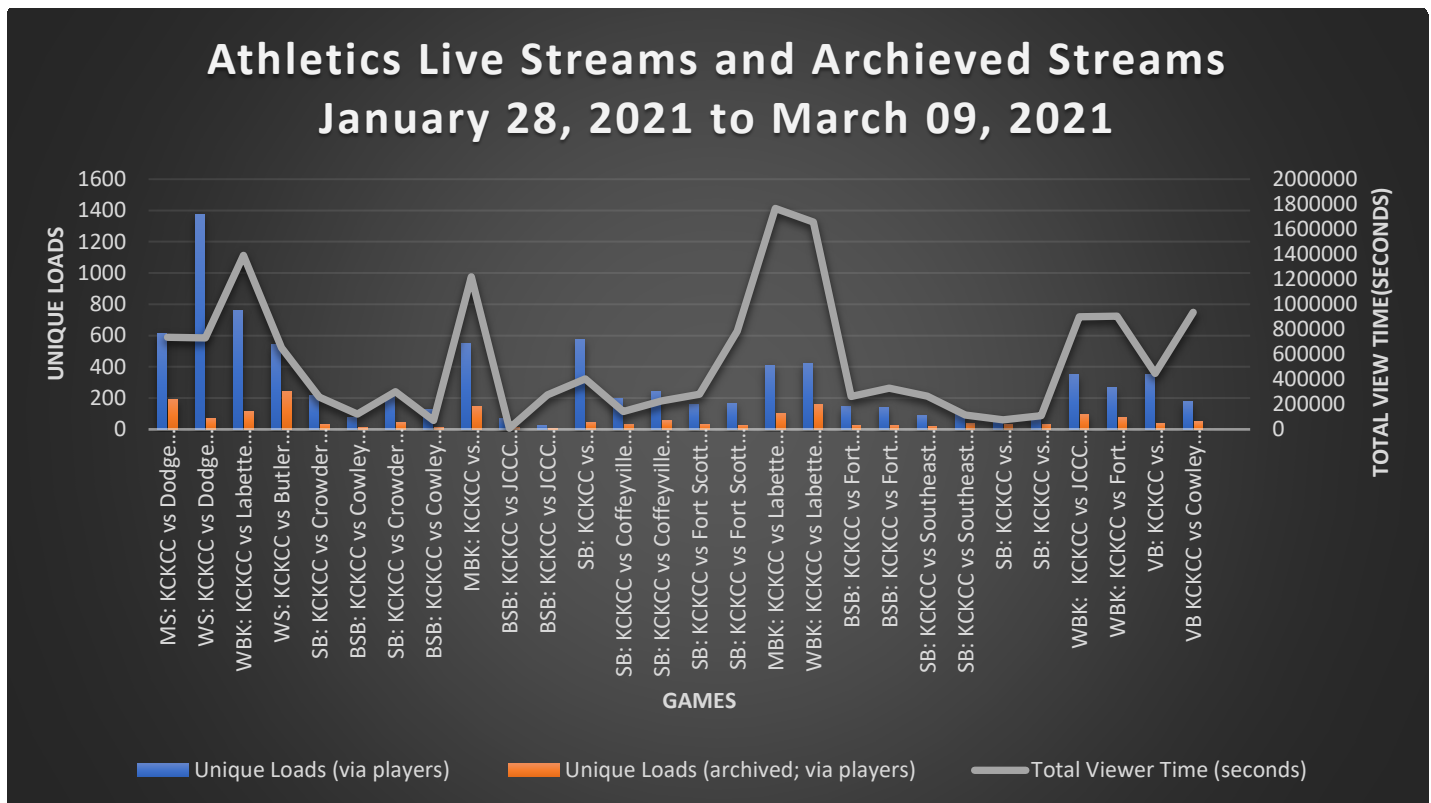
COMPUTING SERVICES

- 292 tickets were issued during the month of March- 502 tickets were resolved.
- The average time spent on each ticket was 2.78 days
- 433 helpdesk calls were taken in March - average time per call was 3.275 minutes.



MEDIA SERVICES

- Setup and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via zoom a virtual Board of Trustees Meeting.
- Setup via zoom a virtual Board of Trustees Special Meeting on April 07, 2021.
- Unique Loads - Unique count of viewers that loaded a player for this broadcast at least once.
Total Viewer Time - Cumulative number of seconds that people have a player open to this broadcast. Views do not start counting until the play button is pressed, but will continue counting if the video is paused.



- Setup Zoom meetings for Nursing Department.
- Setup and ran the teleprompter for the virtual Graduation.
- Installed and aligned cameras for a time lapse video for the new Student Housing.

NETWORK SERVICES

- Student Recruiter Web App Availability - 98%
- MyDotte Web App Availability - 98%
- Email Availability for employees and students - 99%
- WebAdvisor Web App Availability - 98%
- Network Switch and Phone and Availability - 97%
- The project to decommission or migrate services that are running on Microsoft Windows Server 2008 is ongoing. This project is still ongoing.
- Microsoft updates and security patches were installed on 152 servers.
- College Police reporting software upgrade/replacement project has started. A conversation around authentication will happen on 4/12 regarding the possibility of using SAML through Azure to enable Multi-Factor Authentication (MFA).
- College Police firewall hardware upgrade project was started and the initial configuration of the devices will start the week of April 12th.
- We are in the process of working with our vendor and the College Police to migrate our card access door control system to a new vendor. Information from the existing system has been extracted and clean and is ready for upload into the new system. That upload should take place during the week of April 12th.
- A project to update the configuration of our firewalls with our identity management system has been completed. This update will provide increased visibility to data and interactions of machines and user account internet activities.
- A new project with the Business Office and vendor Transact has started, new virtual servers have been deployed and configuration of those servers and the connection to Colleague for data is underway and should be completed in April.

Policy: 2.08

Academic Standing

Purpose

To define how academic standing at Kansas City Kansas Community College (KCKCC) is determined. For information on “Satisfactory Academic Progress” required to maintain financial aid, refer to Policy 2.06 (Satisfactory Academic Progress).

Definitions

Academic Probation: A student whose cumulative grade point average is below 2.0.

Academic Dismissal: A student on academic probation whose cumulative grade point average is below 1.59.

Policy Statement

Students with a cumulative grade point average (GPA) below 2.0 are placed on academic probation. Students on academic probation are strongly advised to limit credit hours to nine (9) during fall and spring semesters and three (3) credit hours during midterm and summer sessions.

Students on academic probation that have attempted 16 or more credit hours with a cumulative GPA below 1.60 are academically dismissed from KCKCC for one entire fall or spring semester. Note: cumulative GPA does not include non-credit bearing courses or wellness courses. Students who are academically dismissed must submit a request for reinstatement. Reinstatement forms are available in the Student Success Center and the Dean of Enrollment Management makes the decision.

Students reinstated at the college are placed on probation for one semester and must show academic improvement to continue taking classes. Students transferring to KCKCC are subject to the same probation and dismissal policies.

Board Approved: XX/XX/XXXX

Policy: 2.10

Grade Appeal

Purpose

To identify the conditions to appeal a final course grade(s).

Scope

This applies to all students and faculty at KCKCC.

Policy Statement

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. Faculty have the right to determine standards for grading and devise a system for the calculation of grades. These standards and system for calculating grades must be included in the course syllabi. Only final grades may be appealed. Grade appeals in selective admission programs may be handled differently as outlined in their respective student handbooks.

Grade appeals will be handled through the KCKCC procedure (include procedure #)

Board Approved: XX/XX/XXXX

Policy: 4.16

Grants Management Policy

Purpose

The faculty, staff, and administration of KCKCC are encouraged to obtain external funding in the form of grants for various projects and programs. This funding allows the College to increase operating capital for pursuing development of new programs and services, to supplement existing programs and services with equipment or other needs, and to provide resources for professional development.

Scope

This policy applies to all employees working with any grant, public or private.

Policy Statement

To establish parameters for funding proposals by the College to outside agencies that will preserve the quality of the internal review and approval process and uphold the integrity of the institution.

The following establishes responsibility and accountability during the grant life cycle.

- The College only submits proposals to outside agencies for the funding of activities consistent with the mission and goals of KCKCC.
- Any College employee may initiate action to prepare a proposal for grant funding from an outside agency but must do so through appropriate procedures.
- The Project Director (PD), Project Officer, or Principal Investigator, the Grant Office, and the Division Dean are responsible for grant proposal development and management.
- The appropriate President's Cabinet Member, through consultation with the Dean/Director of the PD approves grant proposals in which matching or in-kind funds from the College are not required. The College President, or their designee, through consultation with the Chief Financial Officer (CFO) approves all grant proposals that require matching or in-kind funds from the College.
- Departments must submit completed proposals through the Grants Office following written guidelines and procedures.
- When the College does not review or approve an application prior to submission, it reserves the right to reject an agreement.
- When the College receives grant funding from an external source, only the President or CFO of the College may sign the grant agreement/award document.

Noncompliance

Noncompliance with federal and state regulations and grant or program specific award parameters puts the College at risk of losing its ability to receive future financial support from that funder and federal funds, including Title IV Financial Aid. This policy and the procedures that follow exist to protect the College and KCKCC employees, and to ensure consistent, accurate, and efficient grant application and implementation processes.

Organizations found in noncompliance of grant requirements or parameters may risk return of awarded monies, suspension of research, and forfeiture of application privileges for subsequent grants.

Employees who intentionally do not follow College policy related to grants or are found to be in repeated noncompliance with federal regulations, grant award parameters, or local or state laws during grant application, implementation, or close-out may be subject to disciplinary actions up to and including termination.

Board Approved: XX/XX/XXXX

Policy: 2.09

Independent Study

Purpose

To provide an opportunity to earn academic credit for learning outside the formal class structure.

Policy Statement

An independent study course is a course taught on an individual basis outside of the regular college schedule that, for some reason, is not readily accessible to the student, e.g., a course needed for graduation in a student's final semester, a course that has an irresolvable time conflict with another course, a course not regularly scheduled, etc. Students may apply six (6) credits of independent study toward a certificate or degree. Independent study cannot be used to validate existing knowledge or competencies. KCKCC provides a Life Experience Learning Program option if a student believes that previous learning or experience meets KCKCC course learning outcomes.

Policy: 5.08

Minors on College Property

Purpose

To promote the well-being and security of minors during their participation in various Kansas City Kansas Community College programs. This policy is intended to support a safe, inviting, and productive environment for minors to participate in various programs to achieve their goals within the mission of the College.

Definitions

Minor: Any unemancipated person under 18 years of age (K.S.A. §38-101)

Program: Programs and/or activities offered by various academic or administrative units of the College, or by other groups using College facilities. This includes, but is not limited to workshops, sport camps, academic camps conferences, etc.

Program Director: The individual with responsibility for the operation of the Program.

Program Staff: Individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in Program activities or recreational and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, students, interns, employees of temporary employment agencies, and independent contractors. This definition does not include temporary guest speakers, presenters and other individuals who have no direct contact with program participants other than short-term activities supervised by Program Staff.

Policy Statement

The College recognizes that minors may be present on College property for a variety of legitimate reasons. Employees and students are to be particularly vigilant regarding the safety and security of minors on campus. Program Staff should behave professionally and maintain the highest standards of personal behavior at all times.

This Policy requires appropriate adult supervision for all minors on College property at all times. The College believes that it is in the best interest of minors and members of the College community that minors shall not be unattended or unsupervised while on campus in any circumstance. When minors are on campus as part of an official College activity or event, the program staff responsible for the activity or event are responsible for ensuring minors are supervised while on campus. When minors are on campus accompanying current students and/or employees, the current student and/or employee is responsible for ensuring minors are supervised at all times.

Non-student minors are not permitted to attend class sessions with parents or guardians who are College students because this creates the possibility for disruption in the classroom and detracts from the delivery of course information.

Background Screening

All Program Staff who may have contact with participants must be thoroughly screened, including a background check on all such individuals. At a minimum, the background check should include: federal and state criminal records (felony and misdemeanor) for the past seven years; and federal and state sex offender and child abuse registries. For College sponsored Programs, the Human Resources department will coordinate access to the background check provider and/or be responsible for auditing the outcome of the required background check.

Communication and Emergency Notification

The Program Director shall establish procedures for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant Program disruptions. Program Staff, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the Program.

Documentation

All documentation related to the Program, including but not limited to, registration materials, emergency contact forms, waivers of liability, program rules of conduct, access of specific facilities, training conducted, et cetera, will be retained with the Program Director and their department and made available upon request by Human Resources or administration.

Reporting

Program Staff must make all reasonable efforts to ensure the safety of minors participating in Programs, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.

If a program participant discloses any type of assault or abuse (at any time previous to, during, or after the Program), or if a Program Staff member has reason to believe that the participant has been subject to such assault or abuse, in accordance with the College's crime reporting policy, the Program Staff member must immediately report the matter to the Kansas Department for Children and Families, Kansas Protection Report Center, at 1-800-922-5330 and the College Police Department. In the event of an emergency, the Program Staff member must immediately contact local law enforcement, College Police or call 911.

If an allegation of inappropriate conduct has been made against a Program Staff member, the Program Staff member shall discontinue any further participation in Programs and activities covered by this policy until such allegation has been satisfactorily resolved. Program Staff who are College employees may be subject to appropriate disciplinary action upon the resolution of an allegation.

Exclusions

The following exceptions are NOT subject to minors on campus procedures:

- Minors who are enrolled as students or are enrolled high school students (to which all other College policies apply)
- Youth visitors, individually or in groups, for single-day activities not initiated or supervised by College Program Staff
- Office of Admissions or other departmental recruiting visit programs which involve youth visiting campus with their parents, legal guardians, or any other adult acting as guardian for the event

- Incidental visits by individual youth interacting with College faculty or staff, but not as part of a coordinated program offering, e.g., tours of facilities, visiting a family member at work
- Performances, activities, or events open to the general public

Board Approved: XX/XX/XXXX

Procedure: 2.10A

Grade Appeal

Purpose

To assure students a fair and equitable process for the review of a grade the student feels does not reflect his/her performance according to the instructor's specified grading standards or system.

1. Within 30 days of receiving the final grade, the student must first make an appointment with the instructor to discuss the matter. The instructor and student will work together to come to a resolution. Please note it is anticipated that most grading concerns will be resolved at this level.
 - a. If the instructor is not available, the student should submit the Grade Appeal Form, along with sufficient evidence to the appropriate Academic Dean. The Academic Dean will notify the instructor of the grade appeal.
2. If the matter cannot be resolved through consultation with the instructor, the student should submit the Grade Appeal Form along with sufficient evidence, to the appropriate Academic Dean within ten (10) business days from the date of the student/instructor consultation. Copies of documentation and evidence upon which the student is basing the appeal must accompany any Grade Appeal.
3. The Academic Dean will facilitate one mediation session between the student and the instructor to come to an agreement on the final grade. This meeting will only occur during the traditional academic year. Such a meeting will not occur over the summer months.
 - a. Either the student or the instructor may choose to "opt out" of this step in the process. If that is the case, the grade appeal will move to Step 6.
 - b. Special consideration may be given to a student appealing a grade required for graduation or transfer to another institution of higher education if the faculty member is unavailable during the summer months. The Academic Dean may choose to employ an alternative process by moving directly to the Grade Appeal Committee.
4. If an agreement is reached during this mediation session, then both parties will sign the Grade Appeal Form. Each party will retain a copy for their records; a copy will be forwarded to the Academic Dean and the Vice President of Academic Affairs. If necessary, a grade change form will be initiated by the Academic Dean and forwarded to the Registrar. If an agreement is not reached, then the student moved to Step 6.
5. The student is required to provide sufficient evidence that the grade was awarded in error when submitting the Grade Appeal form. The Vice President of Academic Affairs and the Academic Dean, or their designees, will determine whether the preponderance of evidence standard (51%) for unfair grading has been met.
 - a. This includes but is not limited to copies of quizzes, tests, homework assignments, and other projects that counted toward the final course grade. Please note that these must be in the same condition as when submitted to the instructor for grading. The student is also required to provide a copy of the course syllabus received at the beginning of the course.

- b. The student is required to provide sufficient documentation of his/her performance that can be measured against the instructor's stated grading policy or system.
 - c. Without sufficient documentation, the appeal cannot go forward. (A grade appeal must be based upon more than a difference of opinion.)
- 6. If the Academic Dean deems the evidence is insufficient, the Academic Dean will communicate that decision to the student in writing within ten (10) business days.
- 7. If the student has met the preponderance of evidence standard, the Academic Dean will either decide the outcome of the appeal, or if the Academic Dean feels a content expert is needed, the appeal will proceed to the Grade Appeal Committee.

Grade Appeal Committee

The Grade Appeal Committee will consist of five (5) members: three (3) standing faculty members; one (1) faculty member from the discipline in dispute or a closely related discipline, and a student. All members of this committee will be appropriately trained and will be FERPA compliant. One (1) of the standing faculty members will serve as Chair. The student member of the panel will serve for one year and will be selected by the Vice President of Academic Affairs. The panel will provide a record and summary of the meeting.

The student appealing the grade and the instructor may attend the meeting of the Grade Appeal Committee. The student and instructor should speak for themselves and always maintain appropriate professional decorum.

The Grade Appeal Committee will review the evidence and render an opinion on the appeal, recording it on the Grade Appeal Form. All parties will sign, and each will retain a copy. If one or more parties is not present or did not sign the form, the panel chair will enter a notation on the form.

Within ten (10) business days of the panel meeting, the Chair of the Grade Appeal Committee will forward the opinion to the Vice President of Academic Affairs to review solely for procedural anomalies. If any questions arise, the case may be referred to the Grade Appeal Committee.

Once the Grade Appeal Committee has decided, and the Vice President of Academic Affairs has reviewed the grade appeal procedure solely for procedural anomalies, then this decision will be final and binding to all parties. The Vice President of Academic Affairs will inform the student, instructor, and the Academic Dean in writing of the outcome within ten (10) business days. If necessary, a grade change form will be initiated by the Academic Dean and forwarded to the Registrar.

Board Approved: XX/XX/XXXX

Procedure: 2.09A

Independent Study

Purpose

To provide guidance for the administration of the Independent Study policy.

Procedure Statement

1. Obtain a copy of the Independent Study Contract Part I and II from the Student Success Center, an Academic Dean's office, or online through MyDotte.
2. Meet with the faculty member, fill out the appropriate form and attach a copy of the course outline/syllabus, learning activities, methods of evaluation, grading criteria, and timeline for communication/meetings with the instructor to this form.
3. Obtain the signatures of the appropriate Academic Dean and the Vice President of Academic Affairs.
4. Register at the Student Success Center.
5. Pay tuition for the course.
6. Complete the course as outlined in the Independent Study Contract Part I
7. The instructor completes the Independent Study Contract Part II form and submits the final grade.