



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Board of Trustees Meeting Agenda**  
**June 15, 2021 – 5:00 P.M.**

Meeting Location: Hybrid – KCKCC-Main Campus in Upper Jewell and 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:
  - KCKCC Historical Mural Project Presentation. Presented by Ms. Shai Perry, Coordinator of the KCKCC Art Gallery, and Ms. Lydia Knopp, Creative Director at Tico Productions.
7. Communications – None scheduled.
8. Board Committee Reports
9. Consent Agenda:
  - (Item A) - Approval of Minutes of the May 18, 2021 Meeting
  - (Item A1) - Approval of Minutes of the May 18, 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. (Summer break)

11. **President's Report** – Dr. Greg Mosier
12. **Vice President Academic Affairs Report** – Mr. Jerry Pope
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. James Bennett, Director of Computing Services, on behalf of Mr. Peter Gabriel
18. **Unfinished Business:**
  - Approval of Policy. Presented by Trustee Lina Hoskins Sutton.
    - Vacation Policy.
  - Approval of Final Action on Non-renewal of Contract of Employment. Presented by Dr. Greg Mosier.
19. **New Business:**
  - Approval of Engagement of Novak Burks as KCKCC's Audit Firm for the Annual Audits for FY2021. Presented by Mr. Michael Beach.
  - Discussion of Senate Bill 13 and the August 2021 Board Meeting. Presented by Dr. Greg Mosier.
20. **Executive Session(s):** - None scheduled.
21. **Adjournment**

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

**Tuesday, July 20, 2021 - 5:00 p.m. – Hybrid Meeting**  
**(KCKCC – Main Campus & Zoom Virtual Meeting Room)**



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KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Meeting Minutes  
May 18, 2021 – 5:00 P.M.

Meeting Location: Virtual - Zoom Meeting

CONSENT AGENDA – Item A  
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:00 p.m. The Pledge of Allegiance was led by Trustee Rosalyn Brown.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
3. **Roll Call:** Indicated the following trustees present – Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton and McIntyre. All members present.
4. **Approval of Agenda:** Chair Daniels shared that the agenda has been amended to accommodate the early departure of a few trustees. He requested a motion to approve the agenda as amended, moving forward and reordering of the New Business items on the agenda. Vice-Chair Criswell made the motion to approve the agenda. Trustee Brune 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:** There were no special recognitions or presentation scheduled.  
(Trustee McIntyre offered her heartfelt gratitude to everyone for the condolences sent in memoriam of her husband. Trustee McIntyre and her family were much appreciative of the love expressed for their beloved.)
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, May 11<sup>th</sup> – the Committee discussed some hard financial decisions to be made while being fiscally responsible with taxpayer dollars. KCKCC's burn rate and Year-To-Date cash position are both better this year than during the same time last year. The Board Finance Committee continues to monitor the following financial items for the College – COVID-19 financial impact, the College may need to implement additional cost saving measures if ongoing revenues from tuition and fees are slow in the recovery process; the College continues to monitor enrollment as some state funding is based on enrollment numbers while devising strategies to combat state budget cuts; there are more updates to come regarding the KCKCC Downtown project; regarding the Student Housing project, the concrete footings are being poured for the structural foundation and Dr. Mosier has posted time-lapse videos for the Student Housing building in progress on Twitter; On May 10<sup>th</sup>, the College learned that the COVID-19 HEERF III funds, approximately \$5.8 million for institutional and student relief, will be received in a few days; in order to receive an Economic Development Administration (EDA) grant the College must match 20% of the funding awarded; Lastly, the draft of the Board Finance Training Packet has been included in the Board Packet for review and will be finalized and approved in June or July.

Chair Daniels asked about the impact of the expected decreases in state funding. Mr. Beach answered that the numbers are not yet final, but the expectation is that possible cuts will not be as drastic as originally projected., per Beach we do not have exact numbers yet.

- On behalf of the Community Engagement Committee, Trustee McIntyre shared that Dr. Steve Collins from the Quindaro Historic Project gave a presentation at their meeting on Monday, May 17<sup>th</sup>. The Committee is planning to work with neighborhood groups and receive data from community survey conducted by Dr. Tami Bartunek regarding the Downtown project. Vice-Chair Criswell offered to share connections for Quindaro Project for Trustee McIntyre.

9. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Brune made a motion. Trustee Ash seconded the motion. **The Motion Carried.**

10. **New Business:**

- Chair Daniels referenced the new contract for the College President running July 2021 through June 30, 2024. He called for a motion for approval of contract renewal for president.

Vice-Chair Criswell made a motion. Trustee Brune seconded the motion.  
**The Motion Carried.**

- Dr. Mosier presented to the Board a resolution to authorize matching funds for the Economic Development Administration (EDA) Grant. He shared that the College is looking at a multitude of sources to support the project downtown. The EDA grant is submitted for support with the construction portion of the build and requires the College's promise of support in the amount of \$620,000 or 20% of the requested grant.

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

- Chair Daniels presented the drafted dates for the Board of Trustees general meetings for FY2022.

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

- Mr. Jerry Pope presented the 2023-2024 Academic Calendar to the Board for approval. He shared that the calendar was a joint effort of the Vice President of Academic Affairs office and Faculty Senate and has been accepted by Faculty Senate.

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

- Dr. Mosier presented information pertaining to the Resolutions of Intent to Nonrenew the Contract for Employment for Ms. Latrisha Joyner, Mr. Joseph Mundt and Mr. Randy Rickermann. He began by sharing that of the many aspects of the jobs of college and community leaders, some may require difficult decisions that have the potential of a positive or negative impact on members of the team. The most difficult decision being those that affect individuals' employment. These types of decisions, in the end, are made in the best interest for the long-term sustainability of the institution so that the ever-changing needs of the community and our students can continue to be met. Dr. Mosier expressed it is the obligation of the College, as a public entity supported by taxpayers', students' and others' money to best serve the community's changing needs. He continued that after several years of declining enrollment and demand for services offered by KCKCC's Wellness Center and annually growing financial losses beginning at \$300K to now \$600K annually, the College must adjust to continue to meet the needs of the community and the College.

Dr. Mosier noted, with contractual language for a reduction in force as prescribed by KCKCC's Faculty Master Contract and Kansas Legislation, neither the College administration nor the Board of Trustees has input into whom may be affected in

these actions. These actions are purely defined by faculty seniority in a given area. He emphasized that KCKCC is not closing the Wellness Center and will continue to offer high quality services to our students and community members.

The resolution for Intent to Nonrenew Contract of Employment of Mr. Joseph Mundt was read.

Chair Daniels called for a motion to accept the resolution. Trustee Ash made the motion. Vice-Chair Criswell second the motion. **The Motion Carried.**

Chair Daniels asked for any further discussion regarding the resolution. Trustee McIntyre noted that the date for which Mr. Mundt became a faculty member was incorrectly stated as June 18, 2007. Dr. Mosier acknowledged the incorrect date and stated that the correct date that Mr. Mundt's status was converted to faculty member was 2018 with the Board's approval the resolution would be updated.

Chair Daniels announced that the Board would conduct a roll call vote. The Board's vote for the resolution was as follows:

Aye – Ash, Brown, Brune, Criswell, Daniels (5 members)

Nay – Hoskins Sutton, McIntyre (2 members).

Chair Daniels announced that the resolution passed with a vote of 5 to 2.

The resolution for Intent to Nonrenew Contract of Employment for Ms. Latricia Joyner was read.

Chair Daniels called for a motion to accept the resolution. Trustee Brune made the motion. Vice-Chair Criswell second the motion. **The Motion Carried.**

Chair Daniels asked for any further discussion regarding the resolution. Hearing none, he announced that the Board would conduct a roll call vote. The Board's vote for the resolution was as follows:

Aye – Ash, Brown, Brune, Criswell, Daniels (5 members)

Nay – Hoskins Sutton, McIntyre (2 members).

Chair Daniels announced that the resolution passed with a vote of 5 to 2.

The resolution for Intent to Nonrenew Contract of Employment for Mr. Randy Rickermann was read. The contract for Mr. Rickermann is within the probationary period.

Chair Daniels called for a motion to accept the resolution. Trustee Brown made the motion. Trustee Brune second the motion. **The Motion Carried.**

Chair Daniels asked for any further discussion regarding the resolution. Hearing none, he announced that the Board would conduct a roll call vote. The Board's vote for the resolution was as follows:

Aye – Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton, McIntyre (7 members)  
Nay – (0 members).

Chair Daniels announced that the resolution passed with a vote of 7 to zero.

- Chair Daniels invited Trustee Hoskins Sutton to present the policies for approval. Trustee Hoskins Sutton shared that a resolution was sent to the Board from the Staff Senate asking the Board to revisit the Vacation Policy. The Board agreed to remove the Vacation Policy from the vote and to vote on the following policies for approval - Computer Administrative Privileges, Employee Nepotism, Hiring, Identity Theft Prevention (Red Flags), Title IX and Video Monitoring.

Trustee Hoskins Sutton shared that the Title IX policy did not go through the typical process and was, instead, reviewed by the College attorney as it is a compliance regulation with the state of Kansas. She called for a motion to approve the policies listed, except for the Vacation policy.

Vice-Chair Criswell made the motion. Trustee Brown seconded the motion.

**The Motion Carried.**

Trustee Hoskins Sutton read the resolution from Staff Senate and the Board discussed the details of the policy and resolution. The Board decided to hold the vote at the June 2021 General Board meeting after reviewing the Financial Impact Statement that Ms. McGee would present to them. The Board Policy Committee will meet to discuss the resolution and data at their meeting in June and will invite someone from Staff Senate to share.

- Chair Daniels invited Ms. McGee to present the procedures for the Hiring and Title IX policies. She asked the Board if they had any questions regarding the procedures. There were no questions from the Board.

11. **Student Senate Report:** Chair Daniels announced that there would be no Student Senate report due to summer break.

12. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier began his report with an update of the recent COVID incidents. During the last form months, the student body had only 3 incidents – 2 COVID positive cases and 1 self-quarantine. The employees had a total of 5 incidents – 1 COVID positive case and 4 self-quarantine; all of which occurred within the first two weeks of the month. He added that President's Cabinet is reviewing the recent updates from the CDC and Wyandotte County Health Department to determine the next steps for the College's Comeback Plan as the county

and community transition out of the COVID-19 pandemic. The adjusted Comeback Plan will be updated in the coming weeks for Board feedback.

Dr. Mosier continued with the exciting year-end events that have occurred such as the Employee Recognition Ceremony; the 2<sup>nd</sup> Virtual Graduation, which he hopes will be the last one due to the pandemic; the Nursing Pinning Ceremony, which was held in-person in the Fieldhouse with limited attendance and livestreamed; the PTA Pinning Ceremony; and the Mid-America Hall of Fame, from which he was pleased to report raised over \$91K for student scholarships.

Dr. Mosier shared information about the Kansas Promise College Act, that passed and begins this fall. He announced that KCKCC has about 30 Promise eligible programs for students interested in following fields - Information Technology and Security; Mental and Physical Healthcare; Advanced Manufacturing and Building Trades; or Early Childhood Education and Development. The key eligibility requirements for students are they must be a Kansas resident; a high school graduate of Kansas public or private school in the last 12 months or have high school equivalency; be 21 years of age or older and, upon application for a scholarship, have been a resident of Kansas for three or more consecutive years; or be a dependent child of a military servicemember permanently stationed in another state and who, within the preceding 12 months, graduated from any out-of-state secondary school or obtained a high school equivalency certificate; and completers must reside and work in Kansas for two years or enroll in 4-year institution and then work 2 years.

Lastly, Dr. Mosier shared that the Student Housing project continues to progress on schedule, even with all the rain. He added that he has made many presentations for the KCKCC Downtown project and had a great potential partner meeting today. This potential partner may fill the space originally identified for High Aspirations, who had to pull back from the project. Dr. Mosier ended with the formal announcement of an addition to the Downtown project, a new, third floor within the Community Health Center of the project to be run by Swope Health. The organization has served the Kansas City region since 1969, providing primary health care to people across the region. Swope is a Federally Qualified Health Center and provides care to many people who do not otherwise have financial resources to pay for their care. He concluded, "KCKCC is very happy to add Swope Health as a partner in this important project!"

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

13. **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 – Mr. Pope began with the Academic Support and Assessment department to congratulate Ms. Becky Giger for retiring after 14 years of service in the Online Education Services department. He also extended congratulations to



Dr. Amanda Williams for receiving her Ph.D. in Human Capital from Bellevue University and the faculty and staff who represented KCKCC at the 2021 Assessment Matters Regional Community College Assessment Conference. The KCKCC presenters may be found in the report.

For Arts, Communications and Humanities, Mr. Pope shared that the KC Jazz Summit occurred virtually this year and had people watching from as far away as Havana, Cuba and California. The event received a 2021 “Best of Kansas City” Award due to the phenomenal cross-campus collaboration which includes IT, Media Services, Audio Engineering, Theatre Department, Business Office, Campus Police, Buildings and Grounds, Blue Devil Deli, Administration and Admissions along with community partnerships from BAC Music and the Kansas City Jazz Alliance and national partnerships with the Herb Alpert Foundation, Conn Selmer musical instruments and the Jazz Education Network. He continued with the congratulations of the KCKCC Music students and faculty who received 4 awards from the prestigious *DownBeat* Magazine.

For Career and Technical Education, Mr. Pope congratulated Mr. Jacob Litewski, a student in the Construction Technology program at KCKCC – PCC, who received the gold medal in the SkillsUSA Kansas State Championship Masonry competition. Additionally, the KCKCC-TEC Culinary Arts senior culinarians hosted preordered cold Charcuterie trays for the Mid-America Education Hall of Fame Awards and Scholarship virtual event held April 23, and the KCKCC-PCC Culinary Arts program provided a Culinary Carry-out meal as part of a United Way event in April. Mr. Pope continued that the KCKCC-TEC Electrical Technology program students partnered with HopeBUILDERS Home Repair to help an elderly homeowner with an unsafe electrical issue in her laundry room. The KCKCC-TEC Evening HVAC students have been working at Calvary Missionary Baptist Church in Kansas City, KS installing air conditioning units replacing ones stolen last year. The church is paying for the supplies and KCKCC is providing the labor. The KCKCC Auto Collision Repair Program students painted a 1948 F1 truck for a former student. After 4 months of hard work, the truck was presented to the owner in April.

Mr. Pope was excited to announce this year, Kids on Campus will be offered on campus while observing COVID safety protocols.

For Health Professions, Mr. Pope extended congratulations to Dean Dr. Tiffany Bohm who has been selected as a co-chair for the Kansas Board of Regents (KBOR) Transfer and Articulation Council for 2021-2022. He shared that the Health Professions department and Campus Police are working with Harvesters to have a food truck on KCKCC campuses once per month to assist with food insecurity in our community. The Mortuary Science program is working towards moving some class offerings online. Mr. Pope congratulated Dr. Mathias Ngewa, a Nursing Education faculty member, for receiving a Ph.D. in Education from Capella University. He was happy to announce that University of Kansas Medical Center is orienting 400 new Nursing graduates this spring.

In the Mathematics, Science, Business and Technology department, Dean Dr. Ed Kremer and Dr. Aaron Margolis, Interim Dean of Arts, Communications and Humanities, are working together with Merchant McIntyre & Associates on a Title III grant application.

Lastly, for Social and Behavioral Sciences and Public Services, Mr. Pope offered congratulations to Dr. Emily Morrow, Professor of Sociology, who completed a Ph.D. in Sociology from the University of Kansas. He also shared the success of Ms. Andrea Esquivel, a dual enrollment student at Turner High School, who received a \$10K scholarship from the Kansas City Royals Foundation. She competed with more than 200 students in the KC Metro area and is considering KCKCC to complete her associates degree in Criminal Justice before moving to a four-year college.

Trustee Hoskins Sutton asked about the resignation of the Early Childhood Program Coordinator. Mr. Pope answered that the position will be posted soon for candidates to apply.

Trustee Hoskins Sutton followed with a question about the management and location of Nursing students with clinicals in Wichita and Oklahoma. Mr. Pope answered that the clinicals are for KCKCC students living in those areas. Lastly, she expressed joy in the Kids on Campus program returning to campus.

Chair Daniels asked the number of students currently enrolled in the Kids on Campus program. Mr. Pope answered there were approximately 100 students to date.

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

14. **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 – She first congratulated Dr. Tina Church Lewandowski on receiving her doctorate degree from the University of Missouri – Columbia. Dr. Wilson then continued with the COVID Relief Funds report that 944 students received \$759,206 for the spring 2021 semester. She added that the College is now accepting COVID Relief Fund applications for summer 2021. The Financial Aid office is currently working with students who receive the full Pell Grant benefits with their eligibility to receive food benefits as well. The KCKCC Counseling and Advocacy office will be supporting students through the process.

Dr. Wilson shared that there will be updates in correlation with the new guidelines from the CDC and Wyandotte County Health department. There will also be updates for the Athletic teams and events.

Dr. Wilson continued that the Financial Aid department is working on best practices for the Kansas Promise Act which will cover tuition, fees, books and other course materials after any other Pell grants or support funds have been used. The requirement is for the student to live and work in Kansas for 2 years after receiving a degree or certificate.

She shared that Blue's Kitchen Cabinet received a large donation of food and toiletries from the Academic Support and Assessment department. Dr. Wilson added that there have been 162 visits to Blue's Kitchen Cabinet this semester, which included 384 adults, 75 children and 16 elderly who were served. Additionally, the Church of Resurrection Mobile Food Unit will be on campus once at TEC and once Main Campus each month beginning June 8<sup>th</sup>. Coordination for visits to KCKCC – PCC are in progress.

Dr. Wilson commended the Health Services department for the enhanced services being offered at the College's clinic to include lab scripts, lab draws, prescriptions and providing COVID vaccines on campus for KCKCC students and staff. She shared that the MyMajors assessment is in progress. Lastly, regarding the Harvard CTC/CDE update, Dr. Wilson and Dr. Mihir are in the data equity phase and will have their capstone project due soon.

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

15. **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 – Congratulations to Mr. Omar Brenes, Web Architect, for completing the Kansas Community College Leadership Institute this year. She shared that the Staff Senate Picnic would occur outdoors this year at semester's end and social distancing will be honored.

Dr. Bartunek was pleased to announce that the Wyandotte County Back to School Fair would happen this fall at the old Kmart building. COVID vaccinations, childhood immunizations, dental checks, vision checks, book bags and a food box will be provided for attendees. The planning for the event is still in progress. The date for this drive-thru event is Saturday, August 7<sup>th</sup>. She also shared that she is a member of the Marketing team for KACCT's Kansas Promise Act Committee. Dr. Bartunek invited Mr. Matt Fowler, KCKCC's Web Designer, to create the beta website for the committee.

Dr. Bartunek also announced that "Where is Flat Blue Devil?" social media campaign with swag item will be back this summer. She added that Flat Blue Devil may be at a KC Monarchs or Sporting KC game and encouraged everyone to be on the lookout so they may win some cool KCKCC swag. Lastly, Dr. Bartunek shared a radio ad that is currently running.

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

16. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report – Welcomed the new Director of Facility Services, Mr. Chris Gardner. Mr. Beach shared that the Finance department continues the annual budget process; the agenda and plans for the

Board's upcoming Annual Budget Retreat next month are in progress; the Student Housing project is going smoothly; the Finance department is also wrapping up the year and preparing for the annual audit while also working on an automation project for the Visa reconciliation process. He continued that the Payroll department is working with HR for time reporting.

Mr. Beach pointed the Board's attention to the draft of the Finance Training Packet included in their materials. He asked the Board to review the draft and provide feedback.

Mr. Beach announced that the Director of the Bookstore, Mr. Kasey Mayer resigned. He thanked Mr. Joseph Starkey for filling in as interim director.

Lastly, Mr. Beach shared that Facility Services continues to work on projects across the campus locations and the College Police department received 2 new officers from the academy at the end of the month.

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

17. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report – there were no significant updates from the Human Resources department this month. Ms. McGee shared that the Employee Recognition Ceremony was launched on Wednesday, May 12<sup>th</sup>. She thanked everyone who helped to make the event a success.

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

18. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report – the Information Services department is busy receiving laptops returns from spring 2021 semester and preparing them for summer 2021 check out. Mr. Gabriel shared that an email was sent to all students and employees to inform every one of the Federal Communications Commission (FCC) Emergency Broadband Benefit. This program provides a discount of up to a \$50 per month toward broadband service for eligible households and up to \$75 per month for qualifying households on qualifying Tribal lands. The benefit also provides up to a \$100 per household discount toward a one-time purchase of a computer, laptop, or tablet if the household contributes more than \$10 and less than \$50 toward the purchase through a participating broadband provider. Mr. Gabriel invited everyone to check their email for more details. Lastly, Mr. Gabriel mentioned that the College would be undergoing some vulnerability studies for data security. The project will be under way soon.

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

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

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 thanked everyone for their contributions to the meeting and called for a motion to adjourn the meeting. Trustee Brown made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **6:53 p.m.**

ATTEST:

\_\_\_\_\_

Chairperson, Dr. Ray Daniels

\_\_\_\_\_

Secretary, Dr. Greg Mosier



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 Special Meeting Minutes  
May 18, 2021 – 4:00 P.M.**

**Virtual Meeting**

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

The Board of Trustees met virtually on Tuesday, May 18, 2021 on the KCKCC Zoom meeting platform.

Members Present: Chairman Ray Daniels, Vice-Chairwoman Evelyn Criswell, Mr. Donald 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 4:00 p.m. by Board Chairman, Dr. Ray Daniels. He began with the first topic for discussion the Association of Community College Trustees National Leadership Congress to be held Wednesday, October 13, 2021 through Friday, October 16, 2021 in San Diego, CA. The Board discussed the advantages and disadvantage of attending in person to include the cost, travel regulation of the College and vaccination. The Board and Dr. Mosier agreed that the Board members interested should contact Risala directly.

At 4:10 p.m., Chair Daniels called for a motion to enter executive session for an amended 20-minutes, per Dr Mosier, 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. Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion.

**The Motion Carried.**

At 4:30 p.m., the Board returned to open session. Chair Daniels shared requested the following motions:

1. A motion to amend the agenda to include the discussion of the drafted bylaws for the College's 501 (c) 3 organization. Trustee Brune made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

2. A motion to approve the bylaws for the College's 501 (c) 3 organization. Trustee Brown made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**
3. A motion to identify the trustee leadership to serve on the Board of Directors of the College's 501 (c) 3 organization. Trustee Ash made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

At 4:33 p.m., Chair Daniels called for a motion to enter executive session for 10-minutes to discuss personnel matters of nonelected personnel with possible action to follow in open session. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion.

**The Motion Carried.**

At 4:43 p.m., the Board returned to open session. Chair Daniels shared that there would be no action.

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

The meeting adjourned at 4:44 p.m.

ATTEST:

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

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

## **Recommendations for Payment**

### **CONSENT AGENDA – Item B**

**June 15, 2021**

- 1) Approval in the amount of \$118,962.65 to **Blackboard** for annual services renewal.  
Requested by Peter Gabriel.

May bills totaling \$2,333,200.90 includes April VISA bills of \$201,373.69.



## **Items for Ratification**

### **CONSENT AGENDA – Item C**

**June 15, 2021**

1. **\$17,999.99** to **Woodcraft 316** for Construction Technology program equipment.  
Requested by Jerry Pope.
2. **\$16,597.96** to **Pay-LESS Office Products, Inc** for classroom furniture for the Electrical Technology program. Requested by Jerry Pope.
3. **\$16,929.60** to **IAC Industries** for classroom technology for Automation Engineering program.  
Requested by Jerry Pope.
4. **\$11,713.00** to **Paxen Publishing, LLC** for textbooks for GED program. Requested by Jerry Pope.
5. **\$10,505.35** to **Athena Energy Services Holdings, LLC (Symmetry Energy Solutions)** for February 2021 energy bill. Requested by Michael Beach.
6. **\$12,647.51** to **City Wide Maintenance** for TEC 1 janitorial and day porter services (June 2021).  
Requested by Michael Beach.
7. **\$12,450.00** to **Otho W. Mentzer** for trailer for Facility Services. Requested by Michael Beach.
8. **\$22,965.94** to **Fisher Scientific Company LLC** for classroom furniture for Science labs.  
Requested by Jerry Pope.
9. **\$19,500.00** to **Merchant McIntyre & Associates, LLC** for grant services for April 2021 through June 2021. Requested by Michael Beach.
10. **\$17,497.50** to **Lampton Welding Supply Co Inc** for classroom furniture for the Welding program at Lansing Correctional Facility. Requested by Jerry Pope. (Grant Funded)
11. **\$10,030.00** to **Center for Community College Student Engagement** for engagement surveys for students and faculty for 2021 (CCSSE 2021 & CCFSSSE 2021). Requested by Greg Mosier.
12. **\$11,843.03** to **MBS Textbook Exchange, Inc.** for textbooks. Requested by Michael Beach.

13. \$11,754.16 to **Kansas Lawn & Garden** for May 2021 maintenance for the Heritage Garden at KCKCC - Main Campus. Requested by Michael Beach.
14. \$18,184.64 to **Design Mechanical** for maintenance for underground water leak at Science Building. Requested by Michael Beach.
15. \$315,829.48 to **Christie Development Associates, LLC** for Student Housing Construction payment (Draw 6 – May 2021). Requested by Michael Beach.
16. \$538,525.63 to **Christie Development Associates, LLC** for Student Housing Construction payment (Draw 7 - June 2021). Requested by Michael Beach.

## HUMAN RESOURCES - PERSONNEL ITEMS

### CONSENT AGENDA – Item D

June 15, 2021

### SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Applicant Rescinded offer	Jacques, Gregorio	Resident Assistant	Student Housing	Student Affairs	05/21/2021
Resignation	Arzola, Electra	Executive Administrative Assistant	Human Resources	Human Resources	06/21/2021
Resignation	Bailey, Preston	PT Maintenance Worker	Facility Services	Financial & Facility Services	06/08/2021
Resignation	Bergman, Amanda	Simulation Lab Specialist II	Health Professions	Academic Affairs	06/17/2021
Resignation	Hoskins, Alan	Sports Information	Athletics	Student Affairs	06/30/2021
Resignation	Parker, Kurt	Adult Education Instructor	Adult and Continuing Education	Academic Affairs	05/14/2021
Separation	Lopez, Josefina	Unarmed Security Guard	College Police	Financial & Facility Services	05/21/2021

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

### STIPEND/MISCELLANEOUS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
Additional Duties at a higher grade	Starkey, Joseph	Bookstore Supervisor	Bookstore	Financial & Facility Services	06/01/2021 – 08/15/2021	\$650 per month

**RECOMMENDATIONS / APPROVALS**

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>EFF. DATE</b>	<b>SALARY</b>
New Hire	Baral, Tanka (Pricilla)	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/8/2021	\$15.00 per hour
New Hire	Barbee, Victoria	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/07/2021	\$20.00 per hour
New Hire	Betts, Javen	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/07/2021	\$15.00 per hour
New Hire	Booker, Roger	Adjunct- History	History	Academic Affairs	08/12/2021	\$933 per credit hour
New Hire	Cartagena- Maradiaga, Chelsea	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/08/2021	\$20.00 per hour
New Hire	Castor Lara, Dallanary	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/07/2021	\$15.00 per hour
New Hire	Cerros- Reyes, Yesica	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/08/2021	\$15.00 per hour
New Hire	Gutierrez- Suarez, Angela	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/07/2021	\$20.00 per hour
New Hire	Harris, NaQari	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/08/2021	\$20.00 per hour
New Hire	Leduc, Meghan	Adjunct- Clinical Instructor	Nursing	Academic Affairs	08/12/2021	***\$61.00 per scheduled student contact hour
New Hire	Maniraho, Benoni	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/08/2021	\$15.00 per hour
New Hire	Nickell, Patricia	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/07/2021	\$20.00 per hour

New Hire	Requenes, Victoria	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/07/2021	\$15.00 per hour
New Hire	Wayne, Jasmine	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/08/2021	\$15.00 per hour
New Hire	Wilson Jr., Terence	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/07/2021	\$20.00 per hour
Rehire	Barnes, Cassellas	Kids on Campus Counselors	Adult and Continuing Education	Academic Affairs	06/07/2021	\$15.00 per hour
Rehire	McFeders, Dwayne	Computing Services Specialist II	Information Services	Information Services	05/25/2021	\$46,818 annually

#### **Action Definitions**

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

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

Congratulations to Dr. Stacy Tucker. She is a 2020-2021 recipient of the Excellence in Teaching Award from the National Society of Leadership and Success (NSLS). Dr. Tucker's award will be presented on June 11, 2021.

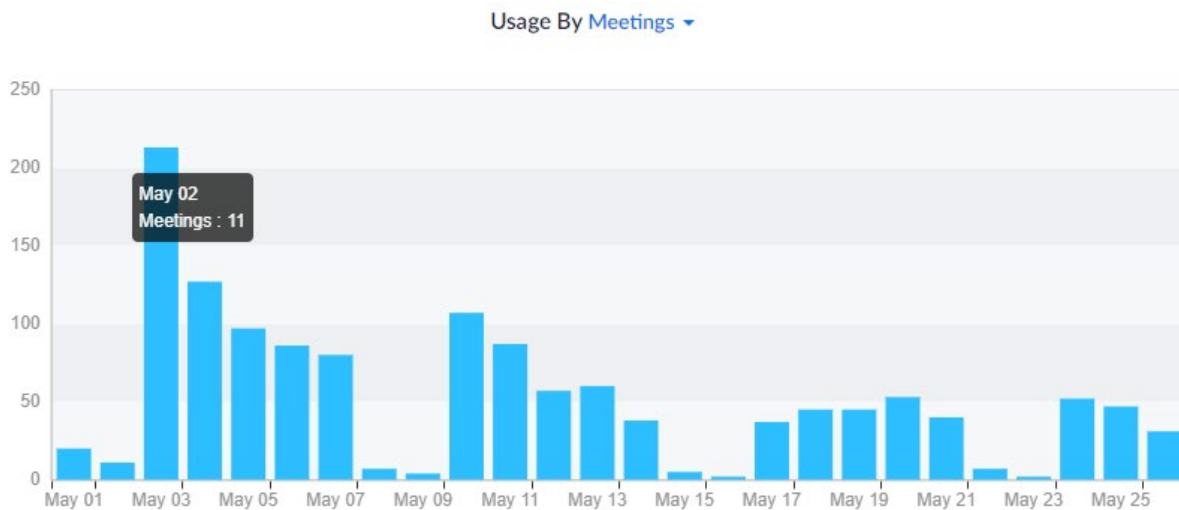
***Office of Assessment: Dr. Cynthia Goudeau***

The KCKCC assessment leadership team, comprised of Dean Cecelia Brewer and Dr. Cynthia Goudeau, completed the Kansas Community College Leadership Institute (KCCLI). The institute is a ten-month leadership program for employees at community colleges throughout the state of Kansas. KCCLI focuses on developing the leadership skills of participants through self-awareness and utilization of personal strengths. This is achieved by attending monthly sessions, interacting with speakers, reading leadership books, networking with peers at neighboring institutions, and implementing leadership projects at respective campuses.

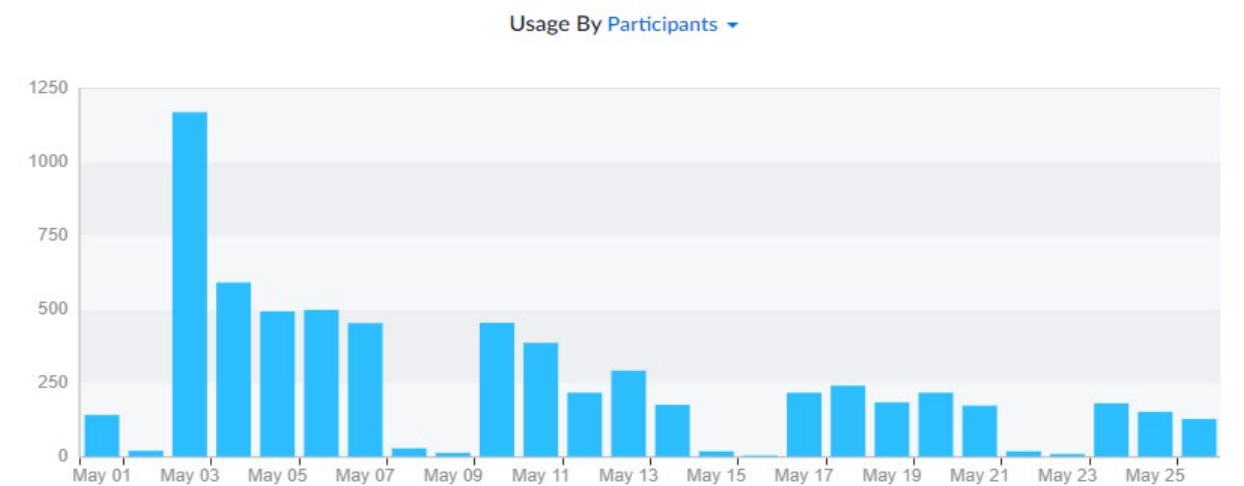
Dr. Goudeau and Dean Brewer partnered on a leadership project that has brought virtual study abroad to KCKCC. A pilot program will launch this summer.

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

We have had 3,358 Zoom meetings with 6,529 participants (over multiple sessions) clocking 376,221 combined minutes for May 1-27, 2021. As noted in the graph below, the use remains consistent from week to week. Participation rates remained steady as the term progressed.



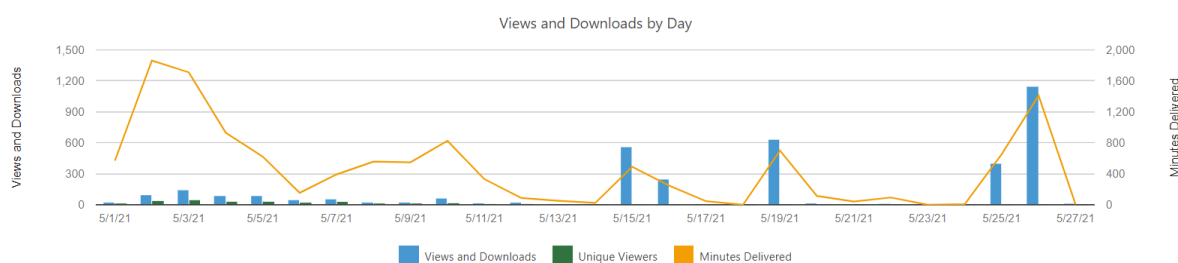
## June 2021 Board of Trustees Report Vice President of Academic Affairs



We continue to use Zoom Room, a classroom style feature to deliver a hybrid-flex pilot course for students in both the main campus and Pioneer Career Center. After ironing out some kinks with technology installation, the system seems to be working as planned. This instructional delivery will be replicated for additional courses in the Fall.

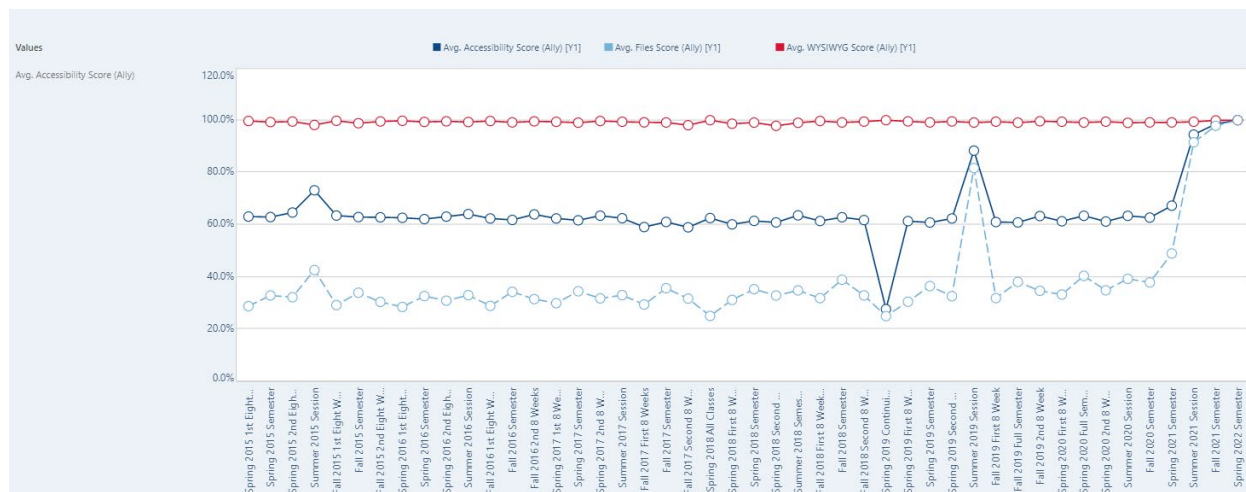
Online Education continues to support and facilitate the Board of Trustees Public Meeting through Zoom.

Along with a steady use of Zoom, we also are seeing a steady rate of utilization of class capture software, Panopto. The peak views for May 2021 were show that we consistently have a healthy number of views with the peak minutes accessed in a single day of 1862 minutes. The amount of recording is minimal by the end of the term as instructors have already completed their lectures. The use of Panopto has grown for the start of the Spring 2021 semester with regular use by both students and faculty. The integrations between Zoom and Panopto platform, between Zoom and Blackboard, and Panopto and Blackboard continues to encourage the use of these tools.



Accessibility of content in the online environment continues to be in the 60% range with sixty percent of the instructor content being accessible. OES works with instructors to make content more 508 compliant and has provided training on this factor as well.

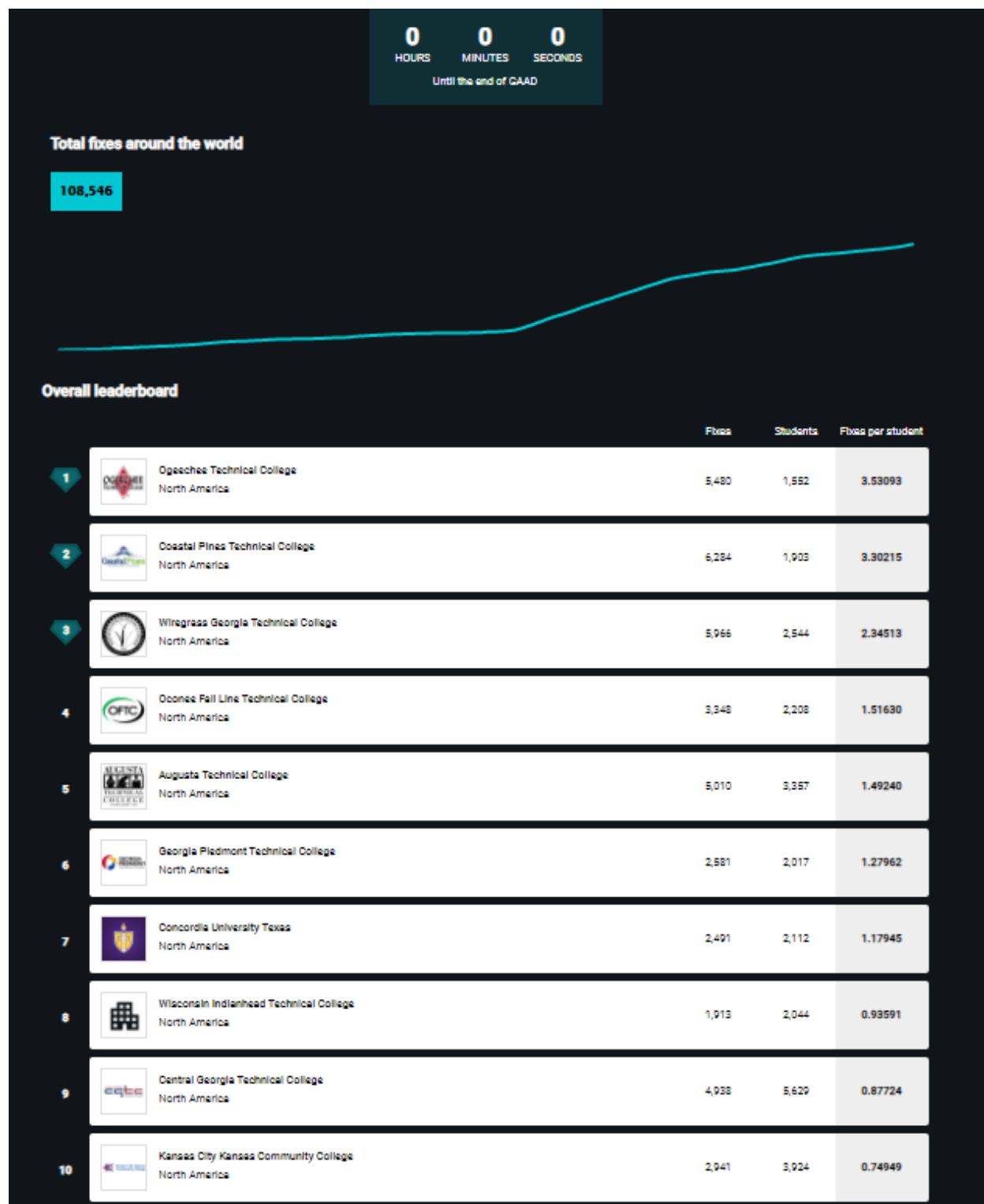
## June 2021 Board of Trustees Report Vice President of Academic Affairs



Mr. Shaun Pate led the KCKCC effort to create more accessible content in Blackboard as part of Blackboard Ally's Fix Your Content day. This event was an effort by Blackboard Ally, an accessibility tool, to encourage institutions to take one 24-hour day and make as many pieces of course content accessible as possible in honor of Global Accessibility Awareness Day on May 21, 2021. During the day, Blackboard tracked the activity of participants, and shared updates on social media, and announced the champions by regions. The campus size was factored into the calculation for determining the winner (Total Files Improved / Full Time Enrollment). While KCKCC did not finish in first place, through Mr. Pate's efforts, KCKCC finished in 10th place in the world listings with 2,941 pieces of content fixed giving KCKCC a rate of .75 fixes of content per student. Other Kansas Institutions also competed in the Fix Your Content Day. Wichita State University finished 12<sup>th</sup> and Cowley County Community College finished at 21<sup>st</sup>.



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



Online Education Services staff resolved approximately 174 tickets, calls or email support requests through May 27, 2021.

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

Professor of Music Jim Mair performed the Star-Spangled Banner on Saturday, May 22, at a Kansas City Monarchs home game

Assistant Professor of Music, Dr. Justin Binek, has been chosen as a Quarterfinalist for the 2022 GRAMMY Music Educator Award. Presented by the Recording Academy and the GRAMMY Museum, the Music Educator Award was established in 2014 to recognize current educators (kindergarten through college, public and private schools) who have made a significant and lasting contribution to the field of music education and who demonstrate a commitment to the broader cause of maintaining music education in the schools. Semifinalists for the award will be announced in October.

Dr. Binek will also be co-leading two separate iterations of The Jazz Harmony Retreat online this summer, alongside Dr. Jeremy Fox (Southwestern Community College, Creston, IA) and Matt Falker (MiraCosta College, Oceanside, CA). The Jazz Harmony Retreat is designed to help educators build their jazz theory, piano, and arranging skills, with professional development and graduate credit available for participants.

Dr. Binek will also have two original compositions for vocal jazz ensemble included in the Jazz Education Network's summer New Music Reading Session, part of JEN's online Summer Educators Institute.

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

KCKCC-TEC participated in the 2021 iBuild Showcase in April as an exhibitor by creating an interactive video spotlighting the following TEC programs: Building Engineering and Maintenance Technology (BEMT), Automated Engineer Technology (AET - new), and HVAC. Students attending the virtual event could interact with the video and earn credits and a certificate for completing the seven components of the video. The iBuild Showcase allows students and their teachers the best overview of the construction industry in a single venue.

Western Specialty (Nationwide Commercial Construction Contractor) conducted a presentation on commercial construction techniques in the Kansas City metro area on April 21. The BEMT students met over lunch and learned about Western Specialty's trades in the roofing, concrete, masonry, and sheet metal trades. Topics included project scheduling, material selection, material installation, and hands on products review.

Mr. Chris Peterson with Schloegel Design Remodel met with BEMT students on April 29 at the Technical Education Center (TEC) Training Village (behind Auto Collision Repair facility) for a dual focus worksite presentation. Topics covered included in-demand trade skills, what makes a good employee, and how to make a good fit with an employer.

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Vice President of Academic Affairs

The BEMT Program completed the semester with masonry and concrete training sessions with additional instruction from a Master Mason. Students received instruction on how to estimate concrete, gravel, and block quantities and mortar types and mixing ratios in the classroom. Students conducted hands-on installation of concrete pads, concrete masonry units (8"x8"x16" concrete blocks), and common red brick.

In early June, Mr. Larry Ryan, President of Ryan Lawn and Tree, and Mr. Shawn McGivern, BEMT Instructor, will meet to discuss horticulture training and industry guest speakers. Additionally, upcoming training on irrigation and landscaping is scheduled for June 10 at the TEC Training Village with the summer students. Ryan Lawn and Tree will be bringing its industry professionals onsite to provide current industry practices and techniques as part of a multi-trade discipline.

The first Apprenticeship partnership between BEMT and Axiom Property Management was completed. Two students completed a two-semester apprenticeship where they rotated through four trade sections at the company and attended classes at KCKCC-TEC. This is the first time BEMT has partnered with Axiom, and it was a great success. Both students are moving into the remodeling and renovation fields after graduation.

The KCKCC-TEC HVAC Program evening class celebrated those who received perfect attendance.



KCKCC-PCC HVAC students serviced a furnace and air conditioner of one of the recent United Way event winners in Leavenworth in May. A furnace and air conditioning (AC) tune-up was purchased at a recent United Way event. The United Way event was a virtual auction this winter and the KCKCC-PCC HVAC program had two furnace/AC tune-up certificates available to bid on at the auction.

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Vice President of Academic Affairs



Adult Education will begin the inaugural section of Business English as a Second Language (ESL) class at Kansas City Steak Company on June 1. Instructors teach incumbent workers English skills in their place of business in partnership with the employer. The cost of instruction is funded through an Accelerating Opportunity-Kansas (AO-K) at Work grant awarded by the Kansas Board of Regents (KBOR). There will be two other sessions, one with Central Solutions and the other with Plastic Packaging, beginning in fall 2021.

Driver's education classes are set to begin again June 1. The college has not had driver's education since 2019. Classes are filling up quick!

Adult Education exceeded the state negotiated target educational gain rate for academic year 2021. KCKCC's rate was 63% and the target was 46.7%. Kudos to the instructors for efficiently managing all the challenges this year. Ms. Stephanie Prichard, Assistant Director of Adult Education, worked well with instructors to surpass the state minimums despite challenging staffing situations.

Registration for fall 2021 General Educational Development (GED) and ESL classes begins July 6, 2021. It is anticipated that there will be significantly increased participation with USD 500 transitioning to in-person instruction.

Kids on Campus begins in June. There are satellite locations in partnership with The Learning Club to promote social distancing. Ms. Janel Sanders, Coordinator of Community Education, has done an awesome job getting the curriculum developed and engaging community business partners to support these efforts. The CEB administrative assistants, Ms. Jackie Batliner and Ms. Amy Inlow, are excellent ambassadors for the college and the department. They are extremely skilled at their work and make students feel valued.

International spouses from Fort Leavenworth received their certificates for ESOL at KCKCC-PCC in May.

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Vice President of Academic Affairs



The Welding Lab is being set up at the Lansing Correctional Facility (LCF). We recently welcomed Chris Nicoll who will be teaching the Welding Certificate A at LCF.

Dara Canady and Donna Shawn were awarded \$50,000 from the Bank of America Grant. Funds provided by this grant will be used to purchase 2 scrap metal bins; 32 gas cylinders; small tools/PPE for 32 students; and shelving for tools, supplies, and equipment storage fulfilling welding lab equipment needs. The program will provide up to 48 students per year welding education, certification preparation, apprenticeship opportunities and job placement assistance to fill the existing employment gap.

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

#### **Respiratory Therapy**

Provided four (4) continuing education credits to forty-one (41) Respiratory Therapists throughout the metropolitan area in May.

Graduated eleven (11) AAS-Respiratory Therapy students in May.

To date, enrolled twelve (12) students to begin the AAS-Respiratory Therapy program in Fall 2021. Advising, applications, selections, and enrollments will continue through the summer for Fall 2021.

The Commission on Accreditation for Respiratory Care annual Report of Current Status is in progress and is due July 1.

#### **Physical Therapist Assistant**

The program hosted a successful pinning on May 12, 2021, for their 10 graduates. The graduates have completed the board prep class and will be taking the NPTE in July 2021.

For fall, 21 new students will begin the program. The program faculty are having a summer meeting to review and align all program exams in July.

#### **Mortuary Science**

June 2021 Board of Trustees Report  
Vice President of Academic Affairs

The program held its second advisory board meeting on June 3, 2021. Great information was shared by our industry partners!

The program had 10 graduates in May 2021. To date, two have taken the Arts board and two have taken the Sciences board. One student has completed both.

The first-time pass rates through April 2021 are found in the table below:

	KCKCC average	National average	Required threshold
NBE Arts	76.1%	72%	60%
NBE Sciences	75.6%	56%	60%

#### Nursing

Dr. Dana Bush, Nursing Clinical Instructor, was invited to speak at the Emergency Nurses Association Annual Conference in Orlando, Florida, in September 2021.

Nursing's live pinning went well, and everyone's safety was maintained. We had 37 RN grads and 27 PN graduates.

We had very successful curriculum review meetings for both programs. Faculty did a look back at the past year's curriculum and course performance and a look ahead at plans for next year. Decisions for both programs are data driven, and data is regularly reviewed and analyzed for program improvements.

We are working to standardize program documents, policies, and Blackboard between courses and between programs to promote student success and familiarity with programs.

Accreditation preparations are on track for our visits for both programs by ACEN and KSBN. These will take place September 21-23, 2021.

Students have been impacted by a number of external challenges during the pandemic and this is resulting in increased loss of students in first semester (12 from first semester RN). We have been able to admit some additional articulation students to balance this first semester attrition.

We have obtained two fantastic new clinical sites for fall, Meadowbrook Rehab Hospital and The Healthcare Resort. Both are very excited to work with our PN and ADN students.

Fire Science is teaching a requested building construction class for the Lawrence Douglas County Fire Medical Department this summer, so their firefighters have a chance for promotion.

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

Fourteen high school students graduated with their Bio-manufacturing certificate in Spring 2021.



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Vice President of Academic Affairs

Five developmental math students completed two math courses in one semester. These students only pay for the highest-level course they complete. Several students each semester are able to finish one course and begin working on the next.

The MSBT division received strategic support for several items/initiatives in the 2020-2021 school year. Below are some pictures of the results. The division office was remodeled, with new lights, carpet, and desks for the administrative assistants.



A Carbon Dioxide Incubator and Cell Culture Hood were installed in room 3459. These will be used in the fall for the Bio-manufacturing Program.



A new incubator was installed in the Microbiology Lab. The incubator is up and running for student labs this summer.



Deeper Cabinets (18" instead of 12") were installed in the General Biology Lab Room. These cabinets will allow for safer storage of materials for the lab.

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The physics lab rooms are being remodeled this summer, as the next phase of the Learning Spaces Taskforce. Work is definitely underway! Buildings and Grounds has done a tremendous job to date. Equipment has been removed from both labs into the stockroom, which was repainted before the move. This has all happened since finals week.



Garmin approached Dr. Ross Stites about beginning an Electronics Lab at Piper High School in Fall 2022. Garmin has a similar lab with the Olathe School District. The Electronics Advisory Board met and began discussions about the curriculum for an AAS in Electronics. Dr. Stites will be working on curriculum plans this summer and fall.

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

Dean Cleon Wiggins attended the American Association of Community Colleges (AACU) annual conference during the month of May. The conference, held on Thursdays in May, was virtual this year. This year's theme was Rapid Change equals Resilience plus Resolve.

Dean Wiggins will attend the HLC Effective Administrator online seminar Wednesday June 23<sup>rd</sup> through Thursday, July 1<sup>st</sup>.



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Dr. Ronald Malcolm's most recent article on autism is entitled "My Child with Autism Has Hearing Loss" and it appears in the latest edition of Autism Parenting Magazine.

The necessary forms have been submitted to post the position of Coordinator for the Early Childhood Education and Development position. The position became vacant because of the sudden and unexpected resignation of the previous Coordinator.

**BOARD OF TRUSTEES REPORT  
JUNE 2021**

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

**KCKCC COVID HEERF II RELIEF FUNDS**

- KCKCC has recently closed the application for Spring 2021 and opened the application for Summer 2021 through June 15, 2021.
- To be eligible for funding, students must be KCKCC degree or certificate-seeking students enrolled in and attending six or more credit hours for Spring 2021 or 3 credit hours for Summer 2021.
- Priority will be given to the first group of 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). After the first group of students is awarded, all other students will be considered who have applied.
- Per new federal guidance, all students who indicate a Covid related need, regardless of their citizenship or FAFSA completion, are eligible for the funding.

Now accepting applications for summer: As of this date, 444 students have applied for funds for the summer. Students will be notified of their awards within the upcoming week. Funds will be disbursed to students in mid-June.

Spring 2021 Awards	Number of Students	Total Amount Disbursed
COVID Relief Funds paid directly to student	500	\$398,456
COVID Relief Funds paid toward student's balance	456	\$364,750
TOTAL	956	\$763,206

**Student Comeback Plan**

Beginning Monday, June 14, 2021, updated COVID-19 protocols went into effect at all KCKCC locations.

- All employees, students, and guests should keep a face covering with them at all times and be ready to wear it if/when appropriate to do so.
- Face coverings are not required while participating in outdoor activities.
- Physical distancing (three to six feet) should be maintained when possible.
- Students who wish to participate in small indoor groups without a mask, or travel on behalf of the college must complete a self-attestation form.
- We will continue to work with Student Housing and Athletics on the proposed COVID-19 protocols for move-ins and a safe return to practice/competition.

**Celebration**

- Dr. Stephen Terry will be re-joining the Student Affairs team and taking his responsibilities as Dean of Enrollment Management effective Tuesday, June 15, 2021. We appreciate his service to our county!
- Dr. Tina Church Lewandowski will work with Dr. Terry to finalize any pending projects before transitioning back to her role of Director of Admissions.
- We will plan a celebration to thank Dr. Church Lewandowski for taking on the challenge and to welcome back Dr. Terry. More details to follow.

### Fall 2021

- Compare Fall 2021 enrollments with Fall 2019. Fall 2021 enrollment is **UP** by **47%** compared to Fall 2020, however the enrollment is **DOWN 2%** compared to Fall 2019.

### ENROLLMENT MANAGEMENT – DR. TINA CHURCH LEWANDOWSKI, INTERIM DEAN

#### ENROLLMENT REPORT

- The summer and fall 2021 enrollment reports were provided by Intuition Research on June 7 and are attached.
- Summer session began on June 7.

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

#### ADMISSIONS

Applications Processed During May by Admit Type			
Year→	May 2019	May 2020	May 2021
Admit Type ↓			
High School	70	191	271
First Time Freshman	88	226	272
Transfer	50	173	137
Visiting	68	104	74
Returning Students	58	125	125
Non-High School Grad	0	8	8
Wellness	0	0	3
Total	334	827	890

Event Category	# People Events	# of Engagements
Off-Campus Events	2	6
On-Campus Visit	10	19
Virtual Presentations	5	5

#### HIGH SCHOOL PARTNERSHIP PROGRAM

- All enrollments have been submitted and processed except for Turner High School.

### STUDENT SUCCESS CENTER - DR. SAMANTHA DEVILBISS, DIRECTOR OF STUDENT SUCCESS

Advising Type	MAIN	PION	TEC
On-Campus Walk-In General Advising	77	30	11
On-Campus Walk-In Enrollment	174	29	61
On-Campus Walk-In Schedule Adjustment	12	13	0
On-Campus Walk-In Withdraw/Drop Advising	1	2	0
Phone & Video Advising & Enrollment	319	28	96
Email Advising	928	28	349
Email Drops or Withdrawal Inquiries	21	0	0
Email Enrollments	221	2	20
Recruiting	0	2	0
Reinstatement Appeal	8	0	0
Reverse Transfer	1	0	0
Financial Aid Exclusion Appeal	5	0	0

Graduation Check	25	4	15
<b>TOTAL</b>	<b>1792</b>	<b>138</b>	<b>552</b>

<b>Student Success Center General Inquiries</b>	
Advising Inbox Emails	845
Scanned Transcripts	637
Phone Calls	1328
Voicemails	147
<b>TOTAL</b>	<b>2957</b>

## TESTING SERVICES - FAITH MOODY, PLACEMENT TESTING SPECIALIST

Total Placement Tests This Semester

Spring 2021	Spring 2020	Spring 2019
1846	1178	2375

### May Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
May 2021*	122	21	11	273	0	427
May 2020	41	2	1	22	0	66
May 2019	200	39	28	726	5	998

\*Due to COVID, 8 of the students who tested at the main campus did so virtually over ZOOM.

### May Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
May 2021	# Administered	300	341	175	427
	Developmental	224	269	90	318
	% Developmental	75%	79%	51%	74%
May 2020	# Administered	49	54	25	66
	Developmental	35	41	12	47
	% Developmental	71%	76%	48%	71%
May 2019	# Administered	717	792	486	998
	Developmental	392	527	185	626
	% Developmental	55%	67%	62%	63%

## STUDENT FINANCIAL AID OFFICE - MARY DORR, DIRECTOR

### Financial Aid Applications Received as of June 2

Academic Year	Total Number of Records	Records Received in May
2020-2021	9,576	304
2019-2020	10,581	282
2018-2019	13,211	404

### Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2020-2021	\$5,844,147	\$5,138,537	1 <sup>st</sup> Disbursement Date: 6/24/21	\$10,982,684
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 as of June 2

Academic Year	FAFSAs Received	Awarded Financial Aid
2021-2022	4460	1522

Spring 2021 Awards	Number of Students	Total Amount Disbursed
COVID Relief Funds paid directly to student	500	\$398,456
COVID Relief Funds paid toward student's balance	456	\$364,750
TOTAL	956	\$763,206

### 2021 SPRING SATISFACTORY PROGRESS CALCULATED

- Satisfactory academic progress was reviewed for students who received federal financial aid for Spring 2021. A three-year comparison is documented below semester resulting in the following:

SAP Status	Spring 2019	Spring 2020	Spring 2021
"Warning" - completion rate below 66% and /or GPA below 2.0	214	216	137
"Exclusion" - completion rate below 66% and/or GPA below 2.0 after a warning status	158	142	70
"Exclusion" - attempted over 97 credit hours.	100	70	63
No More Aid" - students have appealed and did not complete approved appeal conditions.	36	21	26
Satisfactory	1532	1180	1046

Students were notified by US Mail and through their student email and given the information on how to appeal.

## **KCKCC TO PARTICIPATE IN KANSAS PROMISE SCHOLARSHIP ACT**

- On April 23, 2021, Governor Laura Kelly signed House Bill 2064 that authorizes the Kansas Promise Scholarship Act. This scholarship program is designed to assist Kansas resident students pursuing associate degrees and technical education certificates in high-wage, high-demand, critical industry programs of study. This is a service scholarship which means that in exchange for scholarship assistance, the student agrees to live and work in Kansas for a minimum of two years. Failure to do so will result in the student repaying the amount of funding they received plus interest.
- This scholarship does not become law until July 1, 2021. The eligible programs were approved by the Technical Education Authority Board last week and will receive final approval from the Board of Regents after their June meeting (June 16<sup>th</sup> & 17<sup>th</sup>).
- This scholarship is considered a “last dollar” scholarship meaning that it will only cover the cost of tuition, fees, and books & supplies after all other scholarships and grants have been applied to the student’s charges.
- Meetings are currently underway with the Student Financial Aid Office and Business Office to determine the processes and procedures to implement this program. KCKCC will be responsible to:
  - Receive scholarship applications from students.
  - Verify student eligibility based on the program’s regulations.
  - Make individual awards to eligible students and send award notice.
  - Conduct a counseling session and obtain a Promise Scholarship Service Agreement with each student awarded.
  - Credit funds to student accounts after all aid has been disbursed (does not include loans)
  - Create and maintain student records as required by the Board of Regents to document compliance.
  - Collect a verification form used to track the student annually after they have been awarded the scholarship.
  - Monitor the receipt and spending of funding sent by KBOR to the colleges.
  - Track student’s residency and employment in Kansas after the student finishes their program.

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

### **PERSONNEL**

- Jennifer Hostutler started June 1 as the Graduation and Transcript Services Coordinator II.
- The Graduation Specialist position has been posted.
- Interviews for the Part-time Administrative Assistant have been completed, and the top candidate declined. The search process will begin again shortly.

### **ACTIVITIES**

- Ron Clipperton continued to lead the Registrar's Office follow-up on the switchover to the upgraded version of Parchment (our transcript delivery service), which took place the last week of April. This included additional training on the new interface, troubleshooting the transcript processing, and addressing students' concerns.

### **VIRTUAL GRADUATION**

- The Registrar's Office finalized graduation preparation with FullMeasure. Graduation was on May 13, was a success!

Registrar Services	
Verification Services	
Clearinghouse Enrollment/Degree Verifications	17
Degree verifications	6
Enrollment verifications	14
Student Requests	
In-person	3
On-Line	15
Scholarships	
Letter of non-attendance	6
Student Record Services	
FERPA forms	2
Information Updates	
In-person	49
Online	46
Major Changes	
In-Person	26
Online	124
Record Edit Checks	4
Grade Changes	69
Notary Assistance	1
Residency	
Veterans/Military In-State	2
Regular residency appeals	1
Address Correspondence	
Return Mail	20
Web-Address	
Graduation return mail	5
Withdrawal Processing	
Students Administratively Withdrawn	
Online requests	
Walk-in requests	
Reinstatements	
Reinstatements after no show	

Reinstatements after withdrawal	
Schedule Adjustment Services	
High School 100% Drops	
High School Adds	
Dean Approved Drops at 100%	
Dean Approved Adds	
Other	
TEC High School Late Enrollment	
TEC Dean Approved Late Enrollments	
No shows	35
Tuition Appeals	
Tuition Appeals by class	
Graduation Services	
Duplicate/late diploma orders	37
Student pick-ups	2
Online Cap and gown requests	16
Spring 2021 Degree/Certificate Checks processed	298
Additional Spring 2021 Grad apps received	24 (517 total)
Additional Summer 2021 Grad apps received	11 (117 total)
Credit by Examination apps	
Gen Ed Waivers	
Advance Standing	3
Deviation/Substitution forms	10
Life Experience	1
Checked-In Transcripts	

Incoming Transcripts Processed	383
Outgoing Transcripts Processed	816

Unofficial transcripts processed on demand	5
Advisor transcript requests	3

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

- 5/3/21 KCKCC/PCC celebrated Teacher Appreciation Week by telling our instructors that they are O'FISH'ALLY AWESOME with a little treat and a thank you!



- 5/4/21 Congratulations to Jacob Litewski for being the 2021 SkillsUSA GOLD State Champion in masonry and here he is presented his medal. On to Nationals in June 2021.

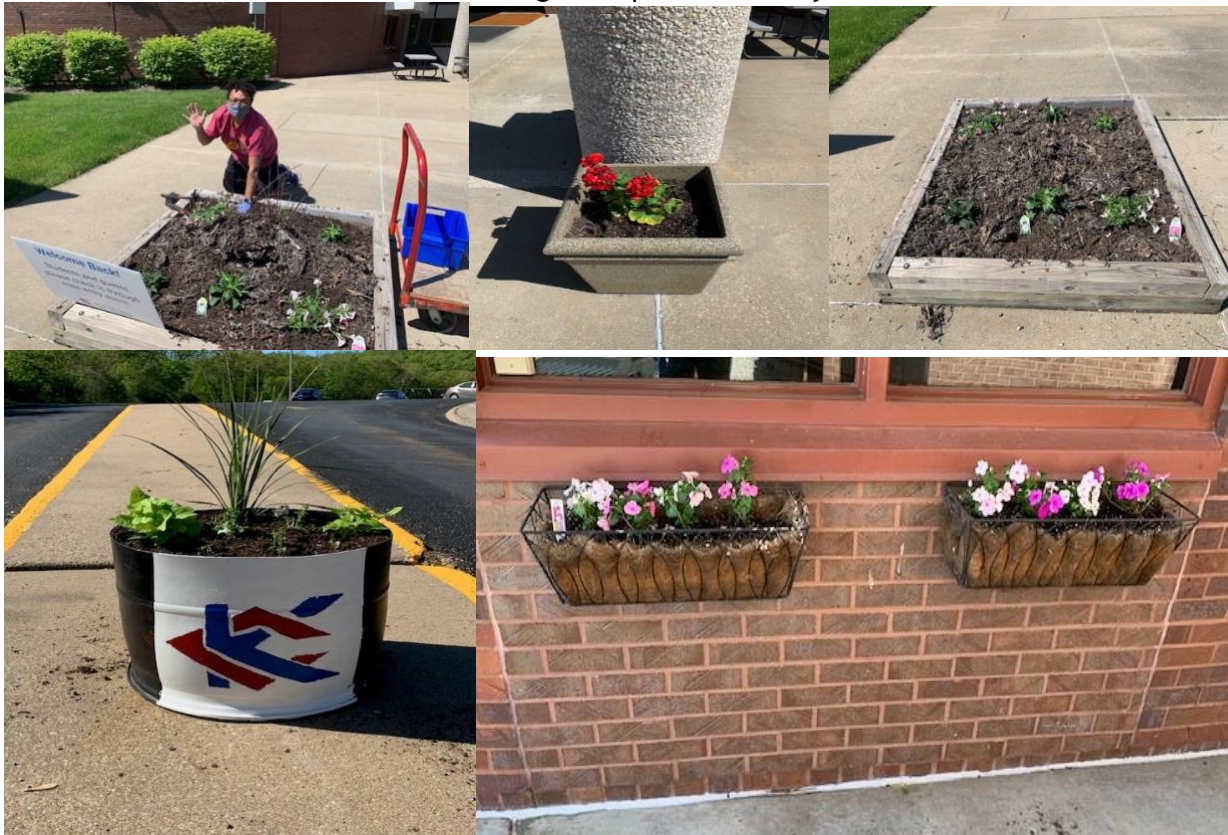


- KCKCC Pioneer Career Center received a Skills USA Gold 2021 Award for increasing their SkillsUSA memberships by 107 members.
- 5/4/21 PCC students were given granola bars and a drink to encourage them to finish their finals strong.

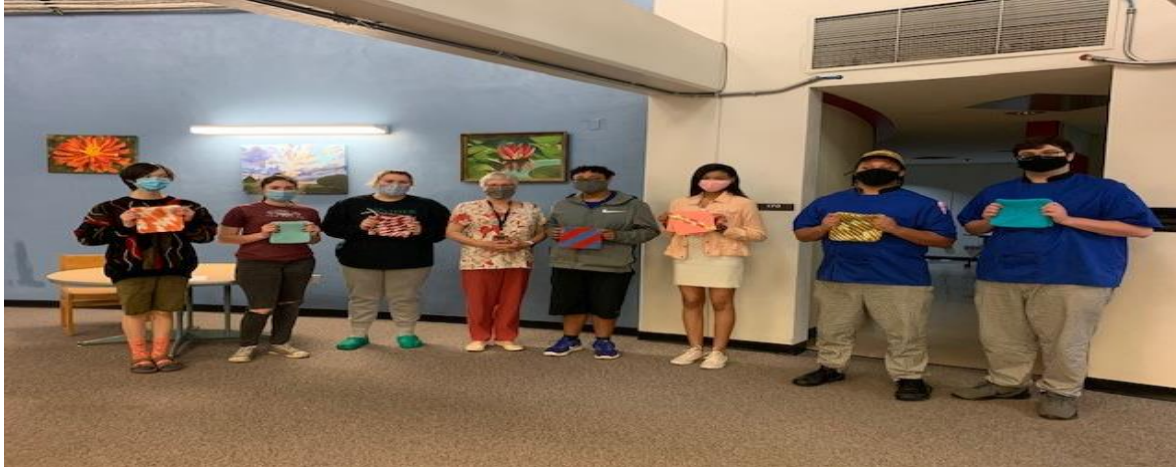




- 5/5/21 Before our student worker, Justyce Hulett, completes his job for the semester, he made sure we were left better than when he started with us by planting flowers around the outside of the building and up the driveway.



- 5/7/21 Melissa Davis, Student Success Advisor, makes potholders for the graduating Culinary students every year. Each student receives a pair of crocheted potholders.



- 5/7//21 HVAC students were in the Leavenworth community and serviced one of the United Way event winners this week with a furnace and AC tune-up they purchased at the United Way event.



- 5/12/21 Congratulations to Shelly Thompson for ten years of service at KCKCC and to Marcia Irvine for 20 years of service at KCKCC. We are VERY proud to announce that we have the Outstanding Staff Member of the Year as part of our PCC Family. Congratulations, Kim Taylor.

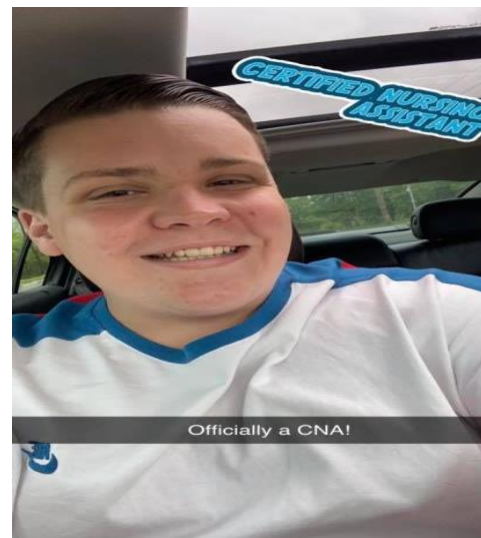


- 5/13/21 International spouses from Fort Leavenworth celebrated and received certificates for learning the English language.





- 5/19/21 Our PCC CNA students took their state exams to become Certified Nursing Assistants.



- 5/20/21 PCC was happy to present a check to the United Way of Leavenworth County to help them in their service to the local community. The money was raised from a sale of old furniture that had been left in the building.



#### DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY

- JRCF - We will have an in-seat class of HIST 104. There are already ten registered in the class.
- USDB - We will have an in-seat class of SPCH 151. There are already 11 enrolled in the class.

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

- The Veteran Center staff continues to provide various services to KCKCC's Military Affiliated student population.
- This month the Center saw a decrease in numbers, but with Finals and Graduation in early May, this was not unexpected.
- We continue to assist many students by phone and email. Students can also set up an appointment, and we will meet with them at either the PCC or TEC. The Center will also continue keeping a presence at the PCC during the Summer Term and as needed at TEC.
- The Army has changed the platform it uses for Active Duty and National Guard Army soldiers to use Tuition Assistance (TA). However, the new platform (ArmyIgnitED) continues to struggle to go live and may cause Active Duty and National Guard Army students to not be able to use TA for the Summer term.

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	115	
May	104	0	41	
June	56	17		
July	74	13		<b>Total</b>
<b>Total</b>	<b>1479</b>	<b>1790</b>	<b>644</b>	<b>3913</b>

Branch of Service		
Army	1975	51%
Maines	734	19%
Navy	333	9%
Air Force	442	11%

Coast Guard	9	>1%
N/A	420	10%
<b>Total</b>	<b>3913</b>	

<b>Type of Visitor</b>		
Active Duty	603	15%
Veteran	2152	55%
Military/Veteran Dependent	724	19%
Civilian	434	11%
<b>Total</b>	<b>3913</b>	

<b>Reason for Visit</b>		
Study	958	26%
Socialize	1270	32%
Benefits Question	614	15%
Enroll & Application Questions	243	6%
Computer Use	472	12%
Other	356	9%
<b>Total</b>	<b>3913</b>	

#### Student-focused Contacts by phone/email

Month	Phone	Email	Total
March	45	319	364
April	62	445	507
May	58	437	495

#### 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	95	1020	\$127,048.00
SU21 as of 2 Jun 21	30	183	\$17,710.00

#### Students Using Military Tuition Assistance (TA) during SU21

Type of Tuition Assistance	Number of Students	Hours Enrolled	Amount Invoiced
----------------------------	--------------------	----------------	-----------------

Army (GoArmyEd)			
Air Force			
MyCAA (Army Dependent)			
<b>Total</b>			

## EVENTS

- May
  - May 21: The KCKCC Student Veterans Organization (SVO) hosted a Spring Picnic for Military Affiliated Students. Approximately 25 students attended.
  - Throughout the month, the Center continues to give out Military Appreciation Dinner gift cards.
  - Graduation support
- June
  - None planned as of now

## STUDENT SERVICES

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

**Student Services Fulfills!**

## DEAN OF STUDENTS SERVICES

### Events/Projects

- Maxient Database(Student Conduct System)
  - Last training for level 5 user scheduled for June
  - The system will go live in Fall 2021
- Title III Grant
  - Working with KCKCC team to submit the Title III Grant
    - Areas the team wants to focus on
      - Guided pathways
      - Career Advising
      - Social Worker
      - Mandatory Advising
- Educational Talent Search TRIO
  - Grant notification will be in July (Fingers crossed!)

## COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

### Activities

- Counselors are busily engaged in the process of **Co-curricular Assessment** as we analyze data and report findings for 2020-21 programs that teach students skills for healthy relationships and suicide prevention.
- We also began evaluating counseling services using the **Council for the Advancement of Standards in Higher Education** program review self-guided assessment. This process will take several months to complete.

- Counselors are catching up on **continuing education** to maintain licensure. Courses taken this month ranged from Athletes and Eating Disorders, Dialectical Behavior Therapy, Grief and Loss, the Ethics of Self-Care, Trauma-Informed Care, Transgender Issues in Healthcare, and Mindfulness and Resilience.

## STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Disability	May 2021	May 2020	May 2019
Autism Spectrum Disorder	7	9	2
Attention Deficit Disorder	26	27	15
Blind/Visual Impairment	6	9	5
Deaf/Hard of Hearing	7	4	1
Head Injury	4	3	3
Intellectual Disability	5	2	0
Learning Disability	47	63	21
Medical	6	7	7
Physical	4	5	3
Psychiatric	7	13	12
Other Health Impaired	0	2	0
Total	119	144	69

- Alex, Carly, and Robert continue to work on AIM. They met with a trainer several times to learn the system and make changes. They are now waiting on the data stream between KCKCC and AIM to begin to finalize the launch.
- The Association on Higher Education and Disability (AHEAD) asked Robert to participate in their new virtual event. He was asked to give a presentation on digital accessibility in higher education for the May 19<sup>th</sup> session. He also participated in a Presenters' Panel Discussion at the end of the day.
- Robert continues to serve on the Accessibility Summer Camp planning team. Currently, there are over 1,000 individuals registered for the 2021 event on Friday, Jun 18<sup>th</sup>.

## STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

### Student Activities

- Co-hosted the Nature Trail Clean-up day
- Hosted the annual Student Senate retreat June 3<sup>rd</sup>-June 6<sup>th</sup>
- Preparing for the KCKCC Blue Devil Drive-Thru Family Picnic on Saturday, Jun 12<sup>th</sup>
- Hosted a Welcome Back event for the 2021 Summer Students

### Student Senate

- Completed the 2021-2022 Elections
- Filled all the Student Senate positions for the 2021-2022 academic year
- Attended the Student Senate retreat Jun 3<sup>rd</sup>- Jun 6<sup>th</sup>
- Revised the Student Senate Constitution
- NSLS hosted 2 Leadership Training Days and one live speaker broadcast with President

George Bush

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

### **Student Housing Status:**

- Currently (15) students in housing

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

- RA assisting with housing make ready and training
- Fall Housing Application opened on Jun 1<sup>st</sup>
- Developing an updated RA Training Module by Mr. Harris
- May 11<sup>th</sup> - 9<sup>th</sup>: General Population moved out for the end of spring semester
- Athletes extended stay in housing for post-season playoff through Jun 12<sup>th</sup>

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

### **Services Provided:**

- Campus Health Services continues to provide TB skin testing, health education/counseling, first aid, COVID tracing, and testing.
- Campus Health will provide a TB skin testing day to the nursing students on Jun 8th.
- A mobile COVID vaccine clinic was provided, with 15 participants receiving their first vaccine. We are scheduled for the next clinic on Jun 25<sup>th</sup> to hold another in the Fall if interests remain.

### **Meetings/Projects:**

- Sylvia met with children at their community centers to provide camp screenings and education for the Kids on Campus program.
- Campus Health will host a Royals-themed summer blood drive with Diane Neubecker from the Community Blood Center. There will be free Royals Tickets available to those who participate.
- Sylvia met with Butler Community College for knowledge sharing regarding healthcare on campus.
- Campus Health has been meeting with the Wellness Center to discuss what was learned from our meeting with Butler Community College and how we can improve our health-related programs here at KCKCC.
- Explore a new potential opportunity that may provide additional services at a lower cost to our students. Stay tuned for more on that.

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

- New Director starts July 1<sup>st</sup>!

## **ART GALLERY - SHAI PERRY-COORDINATOR**

### **Exhibitions**

- Coming Up - Children's Artwork for the community - show partner Vania Soto



### **In the Community**

- Art Classes at the PAL Wed. and Sat.
- Donated Easels and canvas to help create works for the Children's Artwork for the community summer exhibition in the Art Gallery.

### **Kids Camps**

- Art Gallery hosting Art week July 12<sup>th</sup> - 15<sup>th</sup> and Multicultural week July 19<sup>th</sup> - 22<sup>nd</sup>
- Partners - Epic Clay, Uran Hike, KCKCC Garden, Chester Owens, Gene Chavez, Curtis Smith, Dottie Hill, WyCo Museum.

### **Nature Trail**

- Clean up day May 15<sup>th</sup>, 9 am to 2 pm - Canceled
- Clean up June 2<sup>nd</sup> and 3<sup>rd</sup>, 9 am to 12 pm - in progress

### **Grants**

- Waiting for results
  - Visit Kansas City Kansas Marketing Grant - in partnership with CEB, Biology, Student Activities, SEC, Wellness Center, and Humanities.
  - Freedom Frontier National Heritage Area - in partnership with the CEB

### **WYCO Ethnic Fest**

- WYCO Ethnic Fest Board voted to have 2021 at Sporting in Sep or Oct.

### **Donations**

- Met with Alumni Cathy Hanis and Critic Lonita Cook
- Cathy donated a 100-year-old newsletter from the KCKCC's first journal. Mark secured the papers and stored them safely in the collections room. Foundations will complete the papers for donation.

### **Ambient Space Projects**

- **Outside Murals**
  - State Ave. - design in progress
  - Student designs due by Jun 11<sup>th</sup>
- **Historical Mural**
  - Shared designs/Presentation
    - KCK Chamber - Apr 29<sup>th</sup>
  - Worked with Bill Svoboda to get tables at the WYCO Fair
  - Communicating with other contacts to gather information for the timeline

### **My Shelf To Yours**

- WyCo Ethnic Fest Board has agreed to raise funds at the festival.

## **ATHLETICS**

## **ANTHONY TOMPKINS, DIRECTOR**

Would like to acknowledge the outstanding work done by our coaching staff, athletic trainers, athletic support staff, and our campus nurses in doing a tremendous job in navigating multiple changes in COVID-19 protocols/mandates to provide an opportunity for our student-

athletes to compete. Every single team was able to complete their season and all of them qualified for post season and most of them have received national recognition in some fashion.

**W. Soccer:** Earned an at-large bid to NJCAA Division 1 National Tournament in Evans, GA (1<sup>st</sup> time in KCKCC Women's Soccer History). It was a great experience for the ladies. Even though the results were not what we wanted they represented KCKCC well on and off the field.

**Golf:** Finished 19<sup>th</sup> overall at NJCAA Nationals

**Baseball:** Made it to the Final 4 in District play after winning one of the four sub-districts.

**Softball:** Lost in the District Finals to Highland

<b>KCKCC Unduplicated Headcount by Location</b>								
CAMPUS (UNDUP at A Location & DUP Across Locations)	06.10.2019	06.08.2020	06.07.2021	19-20	19-20	20-21	20-21	Summer 2021
	Summer 2019	Summer 2020	Summer 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
MC	655	156	254	-499	-76.18%	98	62.82%	15.37%
OC	-	1	1	1	-	0	0.00%	0.06%
OL	1,278	1,360	1,222	82	6.42%	-138	-10.15%	73.93%
PION	56	20	33	-36	-64.29%	13	65.00%	2.00%
TEC	212	168	177	-44	-20.75%	9	5.36%	10.71%
USDB	32	-	23	-32	-100.00%	23	-	1.39%
VIRT	-	-	54	-	-	54	-	3.27%
<b>Total UNDUP Headcount</b>	<b>2,021</b>	<b>1,620</b>	<b>1,653</b>	<b>-401</b>	<b>-19.84%</b>	<b>33</b>	<b>2.04%</b>	

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

Status	Summer 19	Summer 20	Summer 21	19-20 #	19-20 %	20-21 #	20-21 %	Su 2021 %
First-time	364	272	244	-92	-25.27%	-28	-10.29%	14.76%
Returning	1,657	1,348	1,409	-309	-18.65%	61	4.53%	85.24%
Gender	Summer 19	Summer 20	Summer 21	19-20 #	19-20 %	20-21 #	20-21 %	Su 2021 %
Unknown	-	-	-	-	-	-	-	0.00%
Female	1,299	1,078	1,082	-221	-17.01%	4	0.37%	65.46%
Male	722	542	571	-180	-24.93%	29	5.35%	34.54%
Race / Ethnicity	Summer 19	Summer 20	Summer 21	19-20 #	19-20 %	20-21 #	20-21 %	Su 2021 %
American Alaska Native	15	10	12	-5	-33.33%	2	20.00%	0.73%
Asian	87	74	58	-13	-14.94%	-16	-21.62%	3.51%
Black or African American	434	346	372	-88	-20.28%	26	7.51%	22.50%
Hawaiian Pacific Islander	3	6	2	3	100.00%	-4	-66.67%	0.12%
Hispanic	362	300	329	-62	-17.13%	29	9.67%	19.90%
Multi-racial	111	91	95	-20	-18.02%	4	4.40%	5.75%
Unknown	65	59	38	-6	-9.23%	-21	-35.59%	2.30%
White	944	687	698	-257	-27.22%	11	1.60%	42.23%
Non Resident	-	47	49	47	-	2	4.26%	2.96%

<b>KCKCC Credit Hours by Location</b>								
CAMPUS	06.10.2019	06.08.2020	06.07.2021	19-20	19-20	20-21	20-21	Summer 2021
	Summer 2019	Summer 2020	Summer 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
MC	2,115	526	798	-1,589	-75.13%	272	51.71%	9.80%
OC	-	3	2	3	-	-1	-33.33%	0.02%
OL	5,722	6,712	5,526	990	17.30%	-1,186	-17.67%	67.84%
PION	217	148	136	-69	-31.80%	-12	-8.11%	1.67%
TEC	1,712	1,301	1,411	-411	-24.01%	110	8.46%	17.32%
USDB	126	-	69	-126	-100.00%	69	-	0.85%
VIRT	-	-	204	-	-	204	-	2.50%
<b>Total</b>	<b>9,892</b>	<b>8,690</b>	<b>8,146</b>	<b>-1,202</b>	<b>-12.15%</b>	<b>-544</b>	<b>-6.26%</b>	

**KCKCC Unduplicated Headcount by Location**

CAMPUS (UNDUP at A Location & DUP Across Locations)	06.10.2019	06.08.2020	06.07.2021	19-20	19-20	20-21	20-21	Fall 2021	19-21	19-21
	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
BL	-	-	19	-	-	19	-	0.70%	19	-
DNTWN	6	-	-	-6	-100.00%	0	-	0.00%	-6	-100.00%
FRSC	15	14	12	-1	-6.67%	-2	-14.29%	0.44%	-3	-20.00%
HS	791	536	734	-255	-32.24%	198	36.94%	27.13%	-57	-7.21%
MC	1,292	768	790	-524	-40.56%	22	2.86%	29.21%	-502	-38.85%
OC	195	113	54	-82	-42.05%	-59	-	2.00%	-141	-72.31%
OL	782	620	901	-162	-20.72%	281	45.32%	33.31%	119	15.22%
PION	111	120	161	9	8.11%	41	34.17%	5.95%	50	45.05%
TEC	365	212	629	-153	-41.92%	417	196.70%	23.25%	264	72.33%
USDB	1	-	-	-1	-	0	-	0.00%	-1	-
VIRT	-	-	219	-	-	219	-	8.10%	219	-
<b>Total UNDUP Headcount</b>	<b>2,752</b>	<b>1,834</b>	<b>2,705</b>	<b>-918</b>	<b>-33.36%</b>	<b>871</b>	<b>47.49%</b>		<b>-47</b>	<b>-1.71%</b>

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

Status	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
First-time	794	540	873	-254	-31.99%	333	61.67%	32.27%	79	9.95%
Returning	1,958	1,294	1,832	-664	-33.91%	538	41.58%	67.73%	-126	-6.44%
Gender	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
Unknown	-	1	4	1	-	3	-	0.15%	4	-
Female	1,786	1,221	1,664	-565	-31.63%	443	36.28%	61.52%	-122	-6.83%
Male	966	612	1,037	-354	-36.65%	425	69.44%	38.34%	71	7.35%
Race / Ethnicity	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
American Alaska Native	18	13	11	-5	-27.78%	-2	-15.38%	0.41%	-7	-38.89%
Asian	141	86	110	-55	-39.01%	24	27.91%	4.07%	-31	-21.99%
Black or African American	428	332	437	-96	-22.43%	105	31.63%	16.16%	9	2.10%
Hawaiian Pacific Islander	1	10	3	9	900.00%	-7	-70.00%	0.11%	2	-
Hispanic	749	382	633	-367	-49.00%	251	65.71%	23.40%	-116	-15.49%
Multi-racial	136	98	155	-38	-27.94%	57	58.16%	5.73%	19	13.97%
Unknown	112	90	153	-22	-19.64%	63	70.00%	5.66%	41	36.61%
White	1,167	752	1,128	-415	-35.56%	376	50.00%	41.70%	-39	-3.34%
Non Resident	-	71	75	71	-	4	5.63%	2.77%	75	-

**KCKCC Credit Hours by Location**


CAMPUS	06.10.2019	06.08.2020	06.07.2021	19-20	19-20	20-21	20-21	Fall 2021	19-21	19-21
	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
BL	-	-	66	-	-	66	-	0.26%	66	-
DWNTN	23	-	-	-23	-100.00%	-	-	0.00%	-23	-100.00%
FRSC	140	140	120	-	0.00%	-20	-14.29%	0.48%	-20	-14.29%
HS	4,358	2,776	4,162	-1,582	-36.30%	1,386	49.93%	16.52%	-196	-4.50%
MC	10,599	6,296	5,357	-4,303	-40.60%	-939	-14.91%	21.27%	-5,242	-49.46%
OC	509	372	365	-137	-26.92%	-7	-	1.45%	-144	-28.29%
OL	4,403	3,416	5,505	-987	-22.42%	2,089	61.15%	21.85%	1,102	25.03%
PION	975	1,068	1,505	93	9.54%	437	40.92%	5.97%	530	54.36%
TEC	4,489	2,769	7,221	-1,720	-38.32%	4,452	160.78%	28.67%	2,732	60.86%
USDB	3	-	-	-3	-	-	-	0.00%	-3	-
VIRT	-	-	888	-	-	888	-	3.53%	888	-
<b>Total</b>	<b>25,499</b>	<b>16,837</b>	<b>25,189</b>	<b>-8,662</b>	<b>-33.97%</b>	<b>8,352</b>	<b>49.61%</b>		<b>-310</b>	<b>-1.22%</b>



## **Strategic Initiatives and Outreach**

Dr. Tami Bartunek Vice President  
Taylor Bolles 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

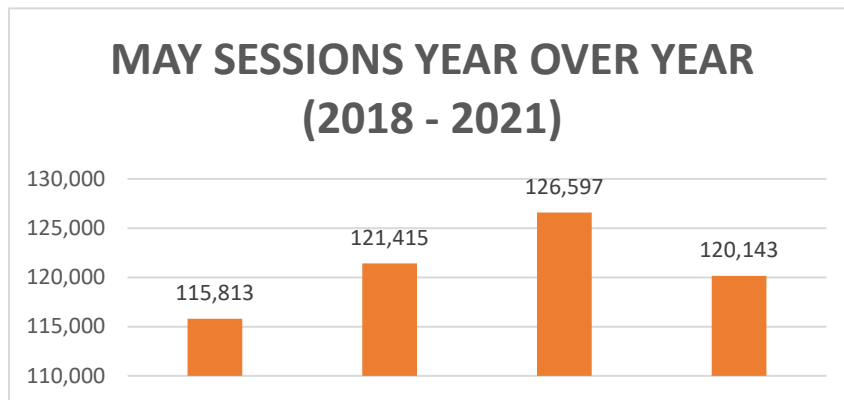
### **Strategic Initiatives and Outreach**

- We are very excited to launch a new TV commercial during the summer Olympic opening ceremony on July 23.  . The commercial will air twice, because of the time difference. We are currently working on the script and storyboard for the ad. Stay tuned for the final product.
- Working with Student Affairs and Academic Affairs for the launch of the KCKCC KS Promise Act website. We have the website created, but not yet published. We are waiting for the universal student scholarship application from the state and final confirmation of approved programs.
- We are, once again, partnering with the WYCO Fair, July 13 - 17! KCKCC will have a booth up and running each day that will be represented by our Admission Recruiters. We will also have a singing group perform live to help celebrate Veterans and Friday, July 16th will be KCKCC night.
- We shared our 2nd short video about the Student Housing project this week. Marketing and Web Services started creating and utilizing more short videos during COVID-19. We continue to release additional short videos to keep up social media engagement, especially during summer.
- We are serving on the Back-to-School Fair Committee and helping to plan this hybrid event. It will take place at the prior K-Mart site on State Ave. and will be, primarily, a drive through event. Vaccinations and Immunizations will be

available during the fair provided by the Health Department Inside the building. KCKCC has donated hygiene kits for each family.

### General Website Information

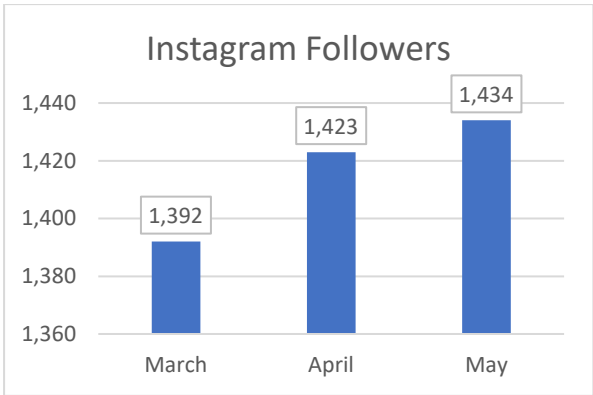
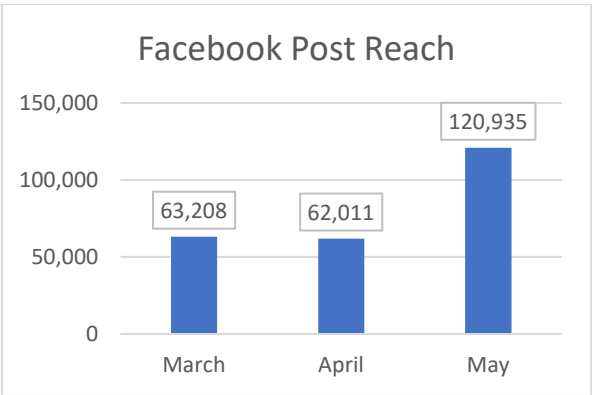
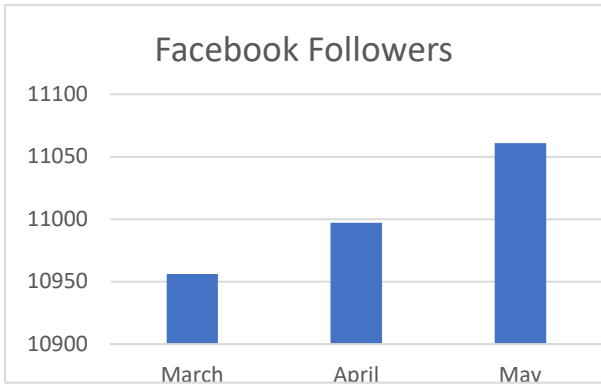
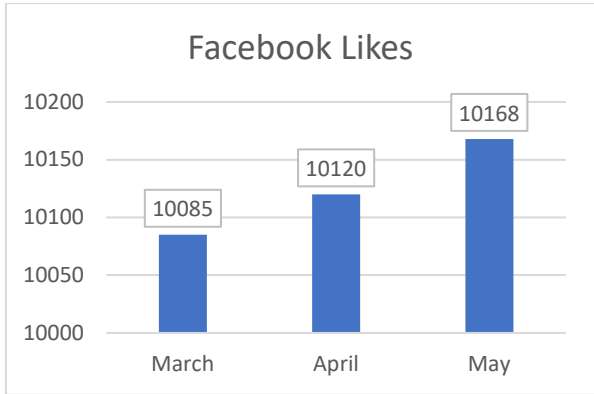
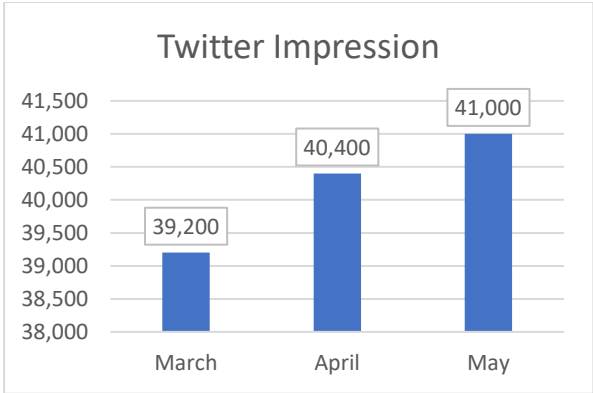
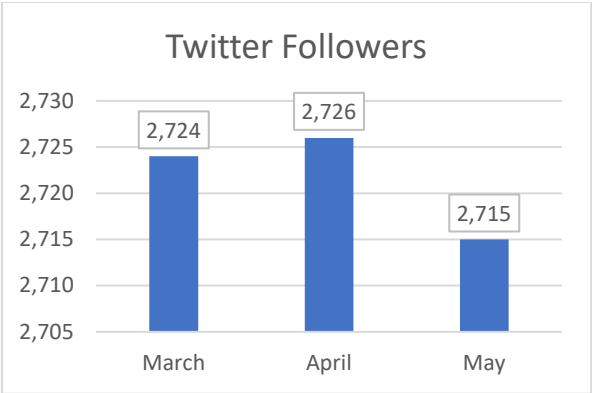
- Beta testing on the Cascade Website Editor is officially under way. A handful of KCKCC staff have been given initial training and limited access to a testing environment where they can begin to familiarize themselves with this new tool.
- We are seeing more visitors to our degree / certificate pages. To help activate more student applications, we have placed a direct link to the application form within the framework of these pages. Now, it is even easier to click the apply button. Individuals will not need to scroll to the header or footer of the pages.



### Top Webpages for May 2021

Webpage	Pageviews
Degree / Certificate Webpage	16,273
Class Schedule	5,761
Steps to Enrollment	5,233
Transcripts	4,363
WebAdvisor	3,409

### Social Media Metrics and Select Posts







Kansas City Kansas Community College

★ Favorites · May 6 · 🌐

CHAMPIONS! Winning 2-0 vs. Johnson County, your NJCAA Division I, #6 Nationally Ranked Blue Devils clinch 1st in the KJCCC DI East Division! KCKCC's record is now 11-0-0! Great job Blue Devils! #KCKCCProud ❤️

💙⚽💚💙💚



3,287 People Reached

305 Reactions, Comments & Shares ⓘ

209 Like

55 On Post

154 On Shares

50 Love

15 On Post

35 On Shares

30 Comments

7 On Post

23 On Shares

16 Shares

15 On Post

1 On Shares

301 Post Clicks

138 Photo Views

0 Link Clicks ⓘ

163 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 · May 28 · 🌐

Congratulations to the KCKCC Women's Soccer Team who received an at-large bid to the NJCAA DI National Soccer Tournament. This is the first time ever KCKCC has earned a spot at the tournament, which starts June 3. Congratulations Blue Devils!! #KCKCCProud 💙💚⚽💙💚



✔️ Get More Likes, Comments and Shares

When you boost this post, you'll show it to more people.

3,085 People Reached

438 Engagements

Boost Post

👍❤️ Kenly Nicolas-Estrada, Elida Gallego and 45 others

2 Comments 11 Shares

3,085 People Reached

263 Reactions, Comments & Shares ⓘ

183 Like

41 On Post

142 On Shares

57 Love

7 On Post

50 On Shares

13 Comments

2 On Post

11 On Shares

11 Shares

11 On Post

0 On Shares

175 Post Clicks

40 Photo Views

0 Link Clicks ⓘ

135 Other Clicks ⓘ

NEGATIVE FEEDBACK

2 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 · May 12 · 🌐

Congratulations to students in KCKCC's Practical Nursing and Associate Degree Nursing programs who celebrated their achievements during Tuesday's Pinning Ceremony !! We were so happy to celebrate with you in person and are proud of everything you have accomplished during your time at KCKCC. Good luck in all your future endeavors!! #KCKCCProud #KCKCCGrad



1,905 People Reached

113 Reactions, Comments & Shares ⓘ

69 Like	63 On Post	6 On Shares
30 Love	27 On Post	3 On Shares
8 Comments	2 On Post	6 On Shares
6 Shares	6 On Post	0 On Shares

471 Post Clicks

287 Photo Views	0 Link Clicks ⓘ	184 Other Clicks ⓘ
-----------------	-----------------	--------------------

NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

### Tweet activity



**KCKCC** @KansasCityKSCC  
 Congratulations to @bluedevel\_wsoc who received an at-large bid to the NJCAA DI National Soccer Tournament. This is the first time ever KCKCC has earned a spot at the tournament, which starts June 3. Congratulations Blue Devils!! #KCKCCProud  
 📸❤️🏆🏆❤️  
[pic.twitter.com/nu9qIPHegP](https://pic.twitter.com/nu9qIPHegP)

Impressions	10,029
Total engagements	815
Media engagements	517
Detail expands	176
Likes	66
Profile clicks	28
Retweets	26
Replies	1
Hashtag clicks	1







kansascitykscc

...



kansascitykscc KCKCC's geese family is enjoying their walk around campus! If you want a tour of the KCKCC campus, visit [bit.ly/3hxzjSD](https://bit.ly/3hxzjSD) to sign up! #KCKCCProud #EnrollNow #YouBelongHere #kckcc #geese #campus #beautiful #communitycollege #nature #birds

2w



35 likes

MAY 19



Add a comment...

Post



kansascitykscc

...



kansascitykscc Congratulations to students in KCKCC's Practical Nursing and Associate Degree Nursing programs who celebrated their achievements during Tuesday's Pinning Ceremony !! We were so happy to celebrate with you in person and are proud of everything you have accomplished during your time at KCKCC. Good luck in all your future endeavors!! #KCKCCProud



54 likes

MAY 12



Add a comment...

Post





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

**FINANCE - MICHAEL BEACH, CFO**

FY2022 Budget process continues; Strategic Priorities New Asks have been prioritized and evaluated by President's Extended Cabinet.

The Operating Budget Draft for FY 2022 and Planned Reserves for FY2021 and FY2022 have been updated and presented to the Board of Trustees in the Annual Board of Trustees Budget Workshop.

The Yearend closing process and preparation for the annual financial and compliance audit of the College is now underway.

The Student Housing Project continues on schedule despite all the rain in May. The Contractor, Conco Construction has done a great job managing through a very tight critical path timeline. The foundation and first level walls for the west wing are now coming up out of the ground and taking shape. The College is still waiting on receiving all permits from the UG. Christie Development is doing a great job managing this process. All permits necessary to continue to perform all foundation and first level walls have been received. Accordingly, the project does continue to move forward under proper permitting.

The Nature trail is now receiving a facelift. This was a project that was approved and started a couple years ago, but COVID derailed any work last summer, consequently there is now much work that needs to be done. Under the leadership of Shai Perry, and many volunteers, the trail is being cleaned up and cutback; bridges that were started by students in our Construction Technology Program a couple years ago, will be finished with the aid of Facilities Services; the Outdoor classroom will have the benches, and instructor platform remodeled. The group is hopeful to build a connecting trail creating a loop; new signage will be added to bring more attention to the trail and trailheads; crushed gravel will be added on the lower trail to at least the outdoor classroom, so that it will be ADA accessible to that point. Additionally, there is an initiative to also try and add more weather resistant informative placards to identify foliage, trees, and other plant life for educational purposes.

The next phase for the Learning Spaces Initiative is well underway. The College is remodeling, updating, and furnishing two of our science laboratories. The project is moving along and is expected to be finished for Fall Semester.

**BOOKSTORE - JOSEPH STARKEY, SUPERVISOR**

- Our Summer rush has started. Students are coming in to get books for Summer semester.
- We have our annual inventory coming up at the end of June.

- We will start getting ready for this once Summer rush is over.
- Main and TEC Bookstores will be closed 6/21-6/25 to conduct this inventory.

## **FACILITY SERVICES - CHRISTOPHER GARDNER, DIRECTOR**

### **ACCOMPLISHMENTS:**

1. Finished Upper Humanities remodel
2. Finished Historic Mural Project
3. Set up and take down of staging/chairs Nurses' Pinning
4. Cary teaching masonry classes at TEC and PCC
5. Completed addition of new wall, data lines, white board in 3205
6. Remove sinks in 3404
7. Cap off drains, gas, water at TEC 1 RM R101
8. Move ovens/commercial cooktop from appliance class to PCC
9. Moved forklift to welding for steel delivery
10. Uncovered foul odor from front office - added water to dry drain
11. Loaded welders to go to Lansing Correctional Facility
12. Sink not draining in cosmetology class - line pinched, repaired
13. Prepared list of vehicles and people going to LCF for Welding Delivery
14. Hauled base and roof for shed being built by building engineering class
15. Hung new white board in admin office
16. Researched and ordered solar crosswalk sign replacements
17. Board up Downtown location again. Copper stolen
18. Upper Jewell data lines
19. Removed snow from sidewalks. Applied salt to snowy sidewalks to prevent ice
20. Set up Nursing Office
21. Painted baseball press box
22. Furniture removal and replacement in the cyber security classroom
23. Took down softball cages for new cage installation
24. PCC installed 2 new TV's; 2 new data drops; 2 new white boards
25. Deliver all new equipment for Welding Class at Lansing Correctional Facility
26. Begin Science lab remodels/ remove furniture/nurse grad clean up
27. PCC 3 data drops for classroom remodel; TEC data line drops TEC Phone room
28. Library furniture removal
29. Installed Alertus lines at dorms
30. Moved furniture for new carpet in Humanities Hall
31. Accept deliveries for all locations - then deliver to offices
32. CEB furniture removal for new remodel
33. Child Care replaced furnace motor
34. Rm 103 - demo piping for remodel
35. Fix various leaks, stopped up sinks/toilets
36. Replaced flagpole lights at Police Academy
37. Perla - pick up and distribute all mail for all campuses
38. Clean all halls/offices/classes on campus
39. Process monthly reports, visas; all filing
40. Dispatched plumber, HVAC technician and electricians for emergencies
41. Set up recycling pick up
42. Relocate power in new wall for Rm 3405 remodel
43. Replace A/C motor at Police Academy Building
44. Demo Power at TEC 1 Rm R-105
45. Replace all light bulbs in Print shop
46. Grease bearings, change air filters, wash coils -spring maintenance

### **GOALS FOR NEXT MONTH:**

1. Meetings with BPU for pending switch gear replacement
2. Purchase Order for Design Mechanical - remove Deli cooling table and install new
3. Continue moving new furniture around all campuses
4. Begin renovation of Nature trail
5. Locate and repair leak in chilled water closed loop

#### **CAMPUS POLICE - ROBERT PUTZKE, CHIEF**

##### **SUMMARY:**

- Working with switching door card access from Lenel to Avigilon
- Provided traffic and parking lot control for KCKCC Nurses' Pinning May 11
- Participated in CAD dispatcher training through Omnigo May 11
- Participated in RMS report training through Omnigo May 13
- Conducted interviews for new police officer and security guard positions

## Monthly Financial Summary

May - YTD FY2021		
	Results	Comments
Total Assets	\$ 86,487,216	Decrease of \$3.79M for the month - Anticipated, due to expenses exceeding revenues historically for May; see H1 below
Total Liabilities	\$ 27,593,902	Net increase of \$825K for the month; largely due to increases in deferred revenue for Fall enrollments.
Net Position	\$ 58,893,314	Decrease of \$4.62M; see notes above

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 64,616,869	\$524K for the month; See H2 below
Operating Expenses	\$ 65,093,599	\$5.65M for the month; See H3 & H4 below
Increase /(Decrease) in Net Positions	\$ (476,730)	YTD decrease in Net Position is anticipated for May. See H1 below
Current Month - Burn Rate	\$ 5,654,432	CY Budgeted monthly burn rate =\$6.59M
PRIOR YEAR MONTH - Burn Rate	\$ 5,551,100	

Highlights / Key Financial Initiatives	
H1	The College's total YTD cash position is strong at approximately \$9M better than last year's YTD cash position. This increase in cash is also reflected as an increase in "Reserves" which is designated for needed future projects and operations.
H2	Revenues - Increase in revenues largely due to \$264K increase in Tuition and Fees Revenue during May; and \$213K increase in Auxiliary Revenues.
H3	Operating Results - YTD Operating expenses are 82.25% of Budget, compared to 92.0% YTD average. The YTD decrease in Net Position for the College is \$4.36M better than YTD last year.
H4	Operating Expenses - Paid \$390K principal payment on debt; increased repairs and maintenance to plant by approximately \$911K, a lot of this amount being new equipment for TEC programs; other operating expenses are normal compared to other months.
H5	

Risks / Issues	
R1	The College continues to enroll students for Summer and Fall semesters. Summer enrollment is up substantially over prior year by 24.54%. While the College continues to receive "one-time" funds from the Federal Government to offset losses in enrollment, the potential long-term decline in enrollments will continue to place pressure on the College to rely on these funds to meet "ongoing" operating expenses.
R2	The College continues to face pressure from delinquent Property Taxes. The current delinquent rate is approximately 5%. As noted, the College will also face pressure due to new legislation regarding property tax revenues and the "Revenue Neutral Rate". This pressure also adds to the risks identified in R1 above.
R3	KCKCC receives State Aid and SB-155 funds based on enrollments. Thus, continued lower enrollments will have a negative impact on these review sources in comparison to what they could be. The College will continue to monitor these developments and adjust the FY2022 budget accordingly.
R4	



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

**Summary Statement of Net Position**

	<b>YTD FY2021</b>	<b>Audited Year-End FY2020</b>
Assets		
Current Assets	\$ 30,938,468	\$ 38,492,726
Noncurrent Assets	55,548,748	55,548,748
Total Assets	<u>\$ 86,487,216</u>	<u>\$ 94,041,474</u>
Liabilities		
Current Liabilities	\$ 8,457,732	\$ 12,260,922
Noncurrent Liabilities	19,136,170	19,136,170
Total Liabilities	27,593,902	31,397,092
Net Position	<u>58,893,314</u>	<u>62,644,382</u>
Total Liabilities and Net Position	<u>\$ 86,487,216</u>	<u>\$ 94,041,474</u>

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

	<b>YTD FY2021</b>	<b>Amended Annual Budget</b>	<b>Annual Variance</b>	<b>YTD FY2020</b>	<b>Percent Used Actual to Budget</b>
	<b>Actual</b>			<b>Actual</b>	
Operating Revenues	\$ 25,887,023	\$ 26,816,600	\$ (929,577)	\$ 23,153,375	96.53%
Non-Operating Revenues, Net	38,729,846	57,320,243	(18,590,397)	37,520,116	67.57%
Total Revenues	64,616,869	84,136,843	(19,519,974)	60,673,491	76.80%
Operating Expenses	65,093,599	79,144,659	14,051,060	65,510,808	82.25%
Increase/(Decrease) in Net Positions	<u>\$ (476,730)</u>	<u>\$ 4,992,184</u>	<u>\$ (5,468,914)</u>	<u>\$ (4,837,317)</u>	

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD MAY 2021							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		Amended	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
		FY 2021	5/31/2021	2021	5/31/2020	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 9,733,000	\$ 9,725,161	\$ 9,733,000	\$ 11,513,294	\$ (7,839)	99.92%
	Federal Grants and Contracts	13,357,000	13,403,365	13,857,000	8,472,646	46,365	100.35%
	State Contracts	568,000	483,311	568,000	433,726	(84,689)	85.09%
	Private Gifts, Grants & Contracts	263,000	150,000	263,000	263,000	(113,000)	57.03%
	Auxiliary Enterprise Revenue	2,520,000	1,994,108	2,170,000	2,287,794	(525,892)	79.13%
	Other Operating Revenue	375,600	131,078	275,600	182,915	(244,522)	34.90%
	Total Operating Revenues	26,816,600	25,887,023	26,866,600	23,153,375	(929,577)	96.53%
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	10,365,001	-	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	24,470	75,000	224,403	(150,530)	13.98%
	Interest Expense on Capital Asset Debt	(786,971)	(782,735)	(786,971)	(875,197)	4,236	99.46%
	Transfer from Capital Reserves	-	-	-	-	-	0.00%
	Total Nonoperating Revenues	57,320,243	38,729,846	55,720,243	37,520,116	(18,590,397)	67.57%
Total Revenues		84,136,843	64,616,869	82,586,843	60,673,491	(19,519,974)	76.80%
Operating Expenses:							
	Salaries & Benefits	44,776,095	37,190,966	41,900,000	38,186,167	(7,585,129)	83.06%
	Contractual Services	1,736,000	1,570,060	1,736,000	1,600,409	(165,940)	90.44%
	Supplies & Other Operating Expenses	13,047,209	9,493,693	11,430,000	9,822,523	(3,553,516)	72.76%
	Utilities	1,992,600	1,500,575	1,833,200	1,586,649	(492,025)	75.31%
	Repairs & Maintenance to Plant	3,419,255	3,558,263	3,214,000	2,532,927	139,008	104.07%
	Scholarships & Financial Aid	10,148,500	9,025,248	10,148,500	9,036,735	(1,123,252)	88.93%
	Strategic Opportunities	1,250,000	-	* 1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	229,794	250,000	76,175	(20,206)	91.92%
	Debt Service	2,525,000	2,525,000	2,525,000	2,669,223	-	100.00%
Total Operating Expenses		79,144,659	65,093,599	74,286,700	65,510,808	(14,051,060)	82.25%
Increase in Net Position		\$ 4,992,184	\$ (476,730)	\$ 8,300,143	\$ (4,837,317)	\$ (5,468,914)	
* We have utilized \$271,317.77 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 MAY 2021**

	<b>FY2021 Actual</b>	<b>Amended Budget</b>	<b>FY2020 Actual</b>	<b>Annual Budget</b>	<b>FY2019 Actual</b>	<b>Annual Budget</b>	<b>FY2018 Actual</b>	<b>Annual Budget</b>
Operating Revenues	\$ 25,887,023	\$ 26,816,600	\$ 23,153,375	\$ 27,315,064	\$ 24,949,017	\$ 29,246,544	\$ 25,999,173	\$ 27,226,000
Non-Operating Revenues, Net	38,729,846	57,320,243	37,520,116	57,959,925	31,642,999	53,604,198	33,145,144	47,643,635
Total Revenues	64,616,869	84,136,843	60,673,491	85,274,989	56,592,016	82,850,742	59,144,317	74,869,635
Operating Expenses	65,093,599	79,144,659	65,510,808	80,812,679	67,669,674	79,979,223	67,143,637	74,620,000
Increase/(Decrease) in Net Positions	\$ (476,730)	\$ 4,992,184	\$ (4,837,317)	\$ 4,462,310	\$ (11,077,658)	\$ 2,871,519	\$ (7,999,320)	\$ 249,635

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	31-May-21	31-May-20
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 461,219		\$ 461,219	\$ 437,392
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 2,006,058		\$ 2,006,058	\$ 1,188,693
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,174,284	\$ 3,174,284	\$ 3,069,003
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 278,692		\$ 278,692	\$ 289,275
LIBERTY BANK			\$ 507,009		\$ 507,009	\$ 501,172
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 351,656		\$ 351,656	\$ 329,514
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 498,082		\$ 498,082	\$ 769,525
SECURITY BANK***	11	GENERAL FUND	\$ 17,713,107		\$ 17,713,107	\$ 9,278,708
SECURITY BANK	15	TECHNICAL ED FUND	\$ 821,391		\$ 821,391	\$ 880,313
SECURITY BANK	16	STUDENT UNION	\$ 890,347		\$ 890,347	\$ 789,847
		(AUXILIARY SERVICES)				
	11	GENERAL FUND			\$ -	\$ -
UMB BANK *	17	PAYROLL	\$ -		\$ -	\$ -
TOTAL			\$ 23,527,561	\$ 3,174,284	\$ 26,701,844	\$ 17,533,442
	Current	Previous Month	Previous Year			
91-day Treasury Rate	0.020	0.020	0.150			
* 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	5,013,271	1,996,704	(8,372,819)	(6,479,676)	(3,359,548)	(4,482,972)			23,548,707	13,493,942
May	1,080,147	2,107,232	(6,094,356)	(5,442,154)	(5,014,209)	(3,334,922)			18,534,498	10,159,021
June	17,657,423	15,862,932	(5,234,246)	(5,234,246)	12,423,177	10,628,686			30,957,675	20,787,707
Totals	91,253,637	89,033,746	(81,062,372)	(85,358,329)	10,191,266		(21,297)	-		
Bold = Actual										
	73,596,214		(75,828,126)							
GL Balance	General Fund	\$ 17,713,107								
	TEC Fund	\$ 821,391								
		\$ 18,534,498								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Position**  
**YTD MAY 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
<b>year 2014</b>	9,693,245	\$1,038,839	11.14	<b>year 2015</b>	7,217,301	\$832,768	11.79
1/28/2016	686,808	\$71,914	10.47	1/30/2017	669,778	\$67,660	10.10
2/26/2016	612,126	\$66,398	10.84	2/27/2017	520,873	\$59,658	11.45
3/30/2016	589,650	\$64,725	10.97	3/30/2017	571,377	\$66,275	11.59
4/29/2016	510,454	\$58,720	11.50	4/27/2017	488,937	\$62,282	12.73
5/27/2016	490,058	\$64,489	13.15	5/30/2017	519,433	\$63,673	12.25
6/30/2016	499,129	\$61,192	12.25	6/29/2017	493,221	\$63,308	12.83
7/28/2016	471,206	\$61,206	12.98	7/28/2017	517,966	\$69,963	13.50
8/30/2016	555,317	\$63,996	11.52	8/30/2017	509,347	\$65,091	12.77
9/29/2016	488,177	\$54,543	11.17	9/28/2017	471,352	\$68,199	14.45
10/28/2016	463,380	\$52,462	11.32	10/30/2017	510,088	\$66,797	13.09
11/29/2016	521,442	\$55,189	10.58	11/29/2017	440,328	\$72,722	16.51
12/29/2016	<u>614,663</u>	<u>\$58,846</u>	9.57	12/28/2017	<u>543,884</u>	<u>\$75,020</u>	13.79
<b>year 2016</b>	<b>6,502,410</b>	<b>\$733,680</b>	<b>11.36</b>	<b>year 2017</b>	<b>6,256,584</b>	<b>\$800,648</b>	<b>12.79</b>
1/30/2018	693,552	\$89,219	12.86	1/30/2019	609,645	\$83,726	13.73
2/28/2018	607,766	\$81,656	13.43	2/27/2019	625,832	\$80,202	12.81
3/28/2018	523,914	\$76,238	14.55	3/28/2019	554,141	\$78,123	14.09
4/27/2018	543,350	\$80,058	14.73	4/29/2019	510,325	\$73,381	14.37
5/30/2018	489,912	\$69,589	14.20	5/30/2019	441,276	\$66,651	15.10
6/28/2018	465,616	\$66,247	14.22	6/27/2019	436,477	\$63,796	14.61
7/30/2018	508,674	\$65,879	12.95	7/31/2019	537,680	\$64,553	12.00
8/30/2018	519,245	\$66,724	12.85	8/29/2019	494,320	\$67,133	13.58
9/28/2018	441,010	\$67,393	15.28	9/27/2019	485,749	\$63,507	13.07
10/30/2018	523,678	\$74,199	14.16	10/30/2019	528,274	\$73,213	13.85
11/29/2018	553,893	\$79,005	14.26	11/26/2019	440,981	\$65,663	14.89
12/28/2018	<u>566,892</u>	<u>\$80,894</u>	14.27	12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91
<b>year 2018</b>	<b>6,437,502</b>	<b>\$897,101</b>	<b>13.98</b>	<b>year 2019</b>	<b>6,188,892</b>	<b>\$852,891</b>	<b>13.83</b>
1/30/2020	501,163	\$72,729	14.51	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	4/29/2021	516,220	\$64,693	12.53
5/28/2020	296,200	\$53,723	18.13	5/27/2021	446,300	\$57,583	12.90
6/30/2020	412,142	\$61,005	14.80				
7/30/2020	456,500	\$64,387	14.10				
8/28/2020	417,396	\$58,039	13.90				
9/29/2020	478,281	\$67,910	14.10				
10/29/2020	479,090	\$75,859	15.80				
11/25/2020	443,240	\$65,829	14.85				
12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07				
<b>year 2020</b>	<b>5,355,424</b>	<b>\$789,932</b>	<b>14.94</b>				



# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### JUNE 2021

#### **Human Resources Updates**

- HR team members met with Staff Senate to answer, discuss and provide feedback for specific topics related to hiring, part-time employee and process for addressing employee relations matters.
- The Human Resources Department worked with the Web Services Department to update the KCKCC policy webpage. The updated focused on separating policies and procedures. The purpose for this change is to make it easier for the end user to find specific procedures that align with a policy and to be aware that a procedure follows a policy. Below is a snapshot of the update.

2.08 - Academic Standing	Policy
2.09 - Independent Study	Policy
2.09A - Independent Study	Procedure
2.10 - Grade Appeal	Policy
2.10A - Grade Appeal - Procedure	Procedure

- Based on employee feedback and new research regarding telework, HR team members worked with a cross-functional employee group to discuss and review draft procedures for a telework environment. A draft procedure will be presented to the leadership team for review and approval.
- The Human Resources Department continues to collaborate and work with the Payroll/Finance and Information Services Departments to update our backend HRIS/Payroll system. This month our teams focused on identifying process flows that were built into the system at inception that don't align with current practices and/or needs.

## BOARD OF TRUSTEES REPORT

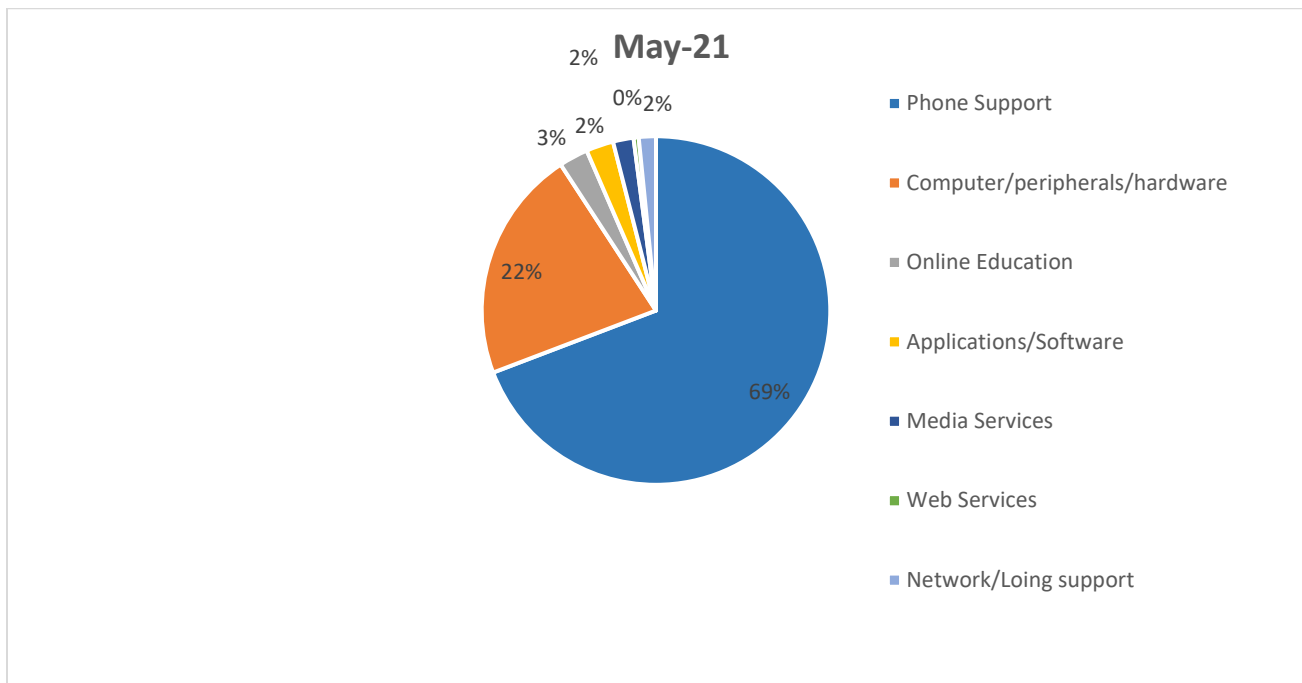
Peter Gabriel, Chief Information Officer

### ACADEMIC SUPPORT

- Participated in staff senate, extended cabinet and other meetings regarding staff concerns and Human Resources.
- Developed and delivered six training sessions on Office 365 and Teams.
- Produced and updated videos on admissions and log in processes.
- Presented specialized training on MS Teams to athletic department.
- Led team on staff picnic development.
- Closed multiple help desk tickets.
- Assisted in development of a Bookings calendar to schedule department evaluations.

### COMPUTING SERVICES

- 195 tickets were issued during the month of May - 304 tickets were resolved.
- The average time spent on each ticket was 1.75 days.
- 436 helpdesk calls were taken in May - average time per call was 3.250 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 and in person, a hybrid Board of Trustees Meeting.

- Working on second phase of active learning classrooms in rooms 2107, 2108, and 2110. This includes mounting TV's, cabling the infrastructure for multiple displays and commissioning sound and video quality for asynchronous learning.

## 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 - 92%
- The project to decommission or migrate services that are running on Microsoft Windows Server 2008 is ongoing. This project is still in progress, we are currently working on two servers used by Online Education.
- Microsoft updates and security patches were installed on 174 servers.
- College Police reporting software upgrade/replacement project is moving along, SAML (SSO) settings have been applied and the vendor is continuing to work on setting up the application.
- 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. This project is currently in progress.
- The Business office and vendor Transact has project is moving along, the connectivity issues have been resolved and testing has started.
- Students that checked out laptops for the Summer semester started on June 1st.
- Engagements for both Vulnerability testing and Microsoft Security and Best practices are in the process of being scheduled and will commence after the middle of June.
- An updated software package Read & Write from TextHelp was distributed to all machines that were using the previous version. The previous version utilized a connection to a server on premise. The new version does not and it is installed on each machine.

## Policy: 5.18

### Vacation

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#### Purpose

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

#### Scope

This policy applies to full-time and part-time staff employees.

#### Policy Statement

Upon initial employment with the College, vacation benefits begin to be earned. As vacation hours are reflected in the HR/payroll system, the employee may request use of these hours. Employees may not borrow against their vacation banks; therefore, no advance leave will be granted.

Supervisors should establish and communicate to employees the guidelines for requesting vacation time. Employees should request vacation leave in advance, following the supervisor's guidelines for requesting vacation time. All vacation leave is subject to approval by the supervisor.

#### Accrual of Vacation Leave

The accrual rate for full-time and part-time staff is as follows:

##### Full-Time

Years of Service	Annual Accrual	Maximum Accumulation Allowed
Upon initial employment through 4 years	80 Hours (6.67 hours per month)	120 Hours
Beginning year 5 through year 9	120 Hours (10.0 hours per month)	160 Hours
Year 10 and thereafter	160 Hours (13.34 hours per month)	200 Hours

Part-time employees begin to accrue vacation when they work 20 or more hours per week.

##### Part-Time Employees

Years of Service	Annual Accrual	Maximum Accumulation Allowed
Upon initial employment through 4 years	3.33 hours per month	60 Hours
Beginning year 5 through year 9	5 hours per month	80 Hours
Year 10 and thereafter	6.6 hours per month	100 Hours

**Administrators**

<b>Years of Service</b>	<b>Annual Accrual</b>	<b>Maximum Accumulation Allowed</b>
Upon initial employment	160 Hours (13.34 hours per month)	320 Hours

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event available vacation is not used by the end of the fiscal year; it may be carried forward to the next fiscal year. Vacation leave time will not exceed the maximum accumulation amount. If the total amount of carried-over accrued vacation time reaches the maximum accumulation limit, vacation accrual will temporarily stop. When vacation is taken again and the total accumulated amount falls below the maximum, vacation accrual will begin again. An employee that is in an unpaid status will not accrue vacation leave.

Any holidays that fall either within or on the day preceding or the day following a vacation period shall not be counted as vacation dates for full-time employees

For those days that the College is closed, part-time employees will not be paid for those days. However, part-time employees can use their accrued vacation leave to receive pay for the days that the College is closed.

Any employee changing from an employment period of less than twelve months in any school year to that of a twelve-month employee shall be allowed to count previous employment years for the purpose of determining the amount of vacation time.

**Unused Vacation Leave Upon Separation of Employment**

When an employee separates from the College, unused vacation leave that has been earned through the last day of active employment will be paid at the employee's hourly rate of pay at separation. The payout for accrued vacation will not exceed the maximum accumulation amount.

**Grandfathered Employees Clause**

Part-time employees working 12 months and an average of 20 hours per week on or before June 18, 2021 will continue to accrue leave at the rates established prior to the policy change implemented on June 18, 2021. If a part-time employee's work hours fall below an average of 20 hours per week or there is a break in employment, the employee's leave accrual rate will no longer be grandfathered.

Should the employee later begin to work an average of 20 hours per week or become re-employed, their leave accrual rate will be determined by the accrual rates established in the new policy implemented on June 18, 2021.

Revision Approved: XX/XX/XXXX

May 25, 2021

To the Trustees  
Attn: Michael Beach  
Kansas City, Kansas Community College  
7250 State Avenue  
Kansas City, Kansas

We are pleased to confirm our understanding of the services we are to provide Kansas City, Kansas Community College (the College) for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the College as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the College's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the College's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Required supplementary information (as noted in the Kansas Municipal Audit and Accounting Guide – KMAAG)
  - a) Supplemental Schedule of Comparison of Budgetary Expenditures with Appropriations.
  - b) Other potential schedules as proposed by management.

We have also been engaged to report on supplementary information other than RSI that accompanies the College's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the

financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of the College. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.



## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

## **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and,



accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the College's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the College's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the College's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the College in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including

internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of

federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## Engagement Administration, Fees, and Other

Bill Miller is the Engagement Partner.

We understand that your employees will prepare/provide:

- All cash, debt, lease, grant, or other confirmations we may request.
- Staff will locate any documents selected by us for testing.
- Staff will prepare a schedule of reconciliation for payroll activity to the general ledger account balances.
- Staff will prepare a schedule of reconciliation for fixed assets and the associated depreciation for the period to the general ledger account balances.
- Staff will provide a Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual, which is reconciled to the general ledger account balances, and budget documents.
- Staff will provide grant documents, and schedule of receipts and expenses charged for the period.
- Other information as provided in the schedule of “Prepared by Client” information, provided in advance of fieldwork.

We will provide copies of our reports to the Board of Trustees; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Novak Birks, PC and constitutes confidential information. The audit documentation for this engagement will be retained for a minimum of five years after the report release.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) and will not exceed \$46,850 for the financial statement audit. Fees associated with the compliance audit (Uniform Guidance if applicable - Single Audit) including report on schedule of expenditures of federal awards will be based on major program selection as determined by Uniform Guidance as applicable, and required testing are subject to services below. In addition, services may be provided as approved by management, including interim procedures, on-site training, and other services as approved by the College. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit, however we agree to a blended hourly rate for such services at \$129 per hour (*no increase from prior year*). Our invoices for these fees will be submitted as work progresses. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. We anticipate that College personnel will prepare financial reports for grant programs and agency funds. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

## Engagement Timeline

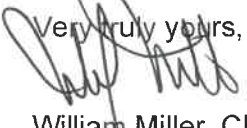
Our objective is to meet or exceed your expectations for a timely engagement. As such we plan to meet with key staff members by June 30, 2021 to develop an engagement calendar for this engagement. The engagement calendar will outline key dates and critical events in order to keep the engagement on track. These dates will be developed to allow for conclusion of fieldwork by October 15, 2021 and a draft report to management by October 31, 2021. This is



predicated on receipt of a preliminary trial balance and financial statements as provided by the College to the engagement team no later than August 31, 2021.

We appreciate the opportunity to be of service to the Kansas City Community College and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

  
William Miller, CPA, CGMA

Novak Birks, PC

RESPONSE:

This letter correctly sets forth the understanding of Kansas City, Kansas Community College.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_