

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

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

Meeting Location: Virtual - Zoom Meeting

Agenda

- 1. Call to Order & Pledge of Allegiance
- 2. KCKCC Mission Statement
- 3. Roll Call
- 4. Approval of Agenda
- 5. Audience to Patrons and Petitioners (5-minute limit)
- 6. **Recognitions/Presentations –** None scheduled.
- 7. **Communications** None scheduled.
- 8. Board Committee Reports

9. Consent Agenda:

- (Item A) Approval of Minutes of the April 20, 2021 Meeting
- (Item A1) Approval of Minutes of the April 20, 2021 Special Meeting
- (Item A2) Approval of Minutes of the April 22, 2021 Special Meeting
- (Item A3) Approval of Minutes of the May 4, 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 due to summer break.

- 11. President's Report Dr. Greg Mosier
- 12. Vice President Academic Affairs Report Mr. Jerry Pope, Interim
- 13. Vice President Student Affairs Report Dr. Delfina Wilson
- 14. Vice President Strategic Initiatives & Outreach Report Dr. Tami Bartunek
- 15. Chief Financial Officer Report Mr. Michael Beach
- 16. Chief Human Resources Officer Report Ms. Christina McGee
- 17. Chief Information Officer Report Mr. Peter Gabriel
- 18. Unfinished Business None scheduled.

19. New Business:

- Review of Board of Trustees General Meeting Dates for FY2022. Presented by Chair Ray Daniels.
- Approval of the 2023-2024 Academic Calendar. Presented by Mr. Jerry Pope.
- Approval of Policies. Presented by Trustee Linda Hoskins Sutton.
 - o Computer Administrative Privileges Policy
 - o Employee Nepotism Policy
 - o Hiring Policy
 - Identity Theft Prevention (Red Flags) Policy
 - o Title IX Policy
 - Vacation Policy
 - Video Monitoring Policy
- Informational Policy Procedures. Presented by Ms. Christina McGee.
 - o Hiring Procedure
 - o Title IX Procedure
- Approval of Contract Renewal for President. Presented by Chair Ray Daniels.
- Resolution(s) of Intent to Nonrenew Contract for Employment. Presented by Dr. Greg Mosier.
- Resolution to Authorize Matching Funds for Economic Development Administration Grant. Presented by Dr. Greg Mosier.
- 20. Executive Session(s): None scheduled.
- 21. Adjournment

Next Meeting of the Board of Trustees:

<u>Tuesday, June 15, 2021 - 5:00 p.m. – Hybrid Meeting</u> (KCKCC – Main Campus & Zoom Virtual Meeting Room)



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 Minutes April 20, 2021 – 9:00 A.M.

Meeting Location: Virtual - Zoom Meeting

<u>CONSENT AGENDA – Item A</u> Meeting Minutes

- 1. **Call to Order & Pledge of Allegiance**: Chairman Ray Daniels called the meeting to order at 9:00 a.m. The Pledge of Allegiance was led by Chairman Ray Daniels.
- 2. KCKCC Mission Statement: Chair Daniels read the College mission statement.
- 3. **Roll Call:** Indicated the following present Trustees: Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton. Trustee McIntyre was not present. Chair Daniels called for a moment of silence in honor of the life of Dr. Jorge Guglielmino, a beloved community veterinarian and Trustee McIntyre's husband.
- 4. **Approval of Agenda:** Trustee Hoskins Sutton made the motion to accept the agenda. Vice-Chair Criswell seconded the motion. <u>The Motion Carried.</u>
- 5. Audience to Patrons and Petitioners: There were no patrons or petitioners to address the Board.
- 6. Recognitions/Presentations: Chair Daniels invited Dr. Delfina Wilson, Vice President of Student Affairs, to present an update on the Strategic Enrollment Management Plan. Dr. Wilson shared a PowerPoint presentation on the Strategic Enrollment Management (SEM) plan for 2021-2023. She stated that the plan is a living process that will continue to grow and progress with KCKCC. The purpose, framework, guiding principles, the alignment of the SEM plan with the 2020 2023 Strategic Plan, Loss/Momentum framework as adapted from the Completion by Design project funded by the Bill & Melinda Gates Foundation and the goals, objectives, priorities and targets of the SEM plan were shared.

- 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, April 13th the College continues in a strong financial position standing \$3 million dollars better in cash position than at this time last year. The Board Finance Committee monitors the impact of COVID expenses as well as plan strategies to combat financial disparity and state budget cuts. Vice-Chair Criswell shared that the Student Housing contracts are now in place and the land clearing of the building began on April 13th. Lastly, she added that the COVID-19 Relief financials include the amount of \$930,000 dollars for students in fall 2021 and with the addition of the College Promise Act enacted will be further increased by \$1,200 dollars per full-time student for college.

With no questions, Chair Daniels moved to the next item on the agenda.

- 9. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Vice-Chair Criswell made a motion. Trustee Ash seconded the motion. <u>The Motion Carried.</u>
- 10. **Student Senate Report:** Chair Daniels announced that there would be no Student Senate report.
- 11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier began his report by introducing Ms. Sheryl Brownell, the new Executive Administrative Assistant to the President. He announced that the Lady Blue Devils basketball team were playing in the National Championship tournament simultaneously with the Board meeting, so he would be rooting the ladies on and keeping the Board updated on the score. Dr. Mosier was happy to announce that the COVID incidents at the KCKCC campuses had reduced significantly with 17 total incidents for students (7-COVID positives, 10-self-quarantined) and 5 total incidents for staff (1-COVID positive, 4-self-quarantined). The latest updated to the Blue Devil Comeback Plan has allowed appliance use in the breakrooms and will allow the use of vending machines. There will still be no gatherings in these areas.

Dr. Mosier announced that Faculty Contract Negotiations have begun and gave a brief overview of the interest-based bargaining process, shared the goals, ground rules and schedule for the collective bargaining group. He shared information about the Kansas College Promise Act to include the requirements for qualification for free college for students.

Dr. Mosier celebrated the excellent achievements of the student athletes, KCKCC Debate team, KCKCC Music department and congratulated the student athletes for stellar records while maintaining a 3.0 GPA. He added that the Annual Hall of Fame Luncheon would occur on Friday, Apr. 23rd and announced the inductees – Mr. Alan Hoskins, Ms. Maxine Drew, Ms. Mary Ann Flunder (posthumously); Ms. Pam Louis-Walden; and the

Leavenworth Public Schools Education Foundation. Dr. Mosier shared the menu for the event. The fundraising goal was \$80,000 dollars and so far, had been exceeded by \$15,000 dollars with thanks to some grand donations from Security Bank of Kansas City, Conco Construction and other sponsors.

Chair Daniels acknowledged the KCKCC Culinary Arts program for winning the 2021 American Technical Education Association (ATEA) Outstanding Technical Program Award.

With no additional comments, Vice-Chair Criswell made the motion to accept the report. Trustee Ash seconded the motion. <u>The Motion Carried.</u>

12. Vice President Academic Affairs Report Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope, Interim VPAA, highlighted the following items from the Board report – the Academic Support and Assessment department launched the "We Care" Program from which was donated more than 410 items to Blue's Kitchen to support our students.

On April 15th, Mr. Jim Mair played the national anthem for Canada at the Kauffman Stadium for the Kansas City Royals/Toronto Blue Jays baseball game. On June 23rd, Associate Professor of Music John Stafford will be conducting a piece at Carnegie Stadium. The piece he will conduct was written by Dr. Justin Binek, Assistant Professor of Music. Mr. Pope continued Dr. Spencer Houston had an article published in the Journal of the American Liszt Society. As mentioned by Chair Daniels, the Culinary Arts program received the 2021 Outstanding Technical Program Award from the American Technical Education Association (ATEA). Adjunct Professor, Mr. Mike Rollen recently received a \$25,000 grant to help address the issue of fresh produce in the community.

The Nursing department participated in ACEN Mock interviews on preparation of their onsite visit. For the first time, the program will be able to apply for a larger NCLEX grant as a result to the increases pass rates. The Fire Science program received a new flagpole from Chief Wood and the KCK Fire Department. Mr. Pope was happy to announce that there will be an in person pinning ceremony for the Nursing and Physical Therapy Assistant (PTA) graduates this year.

The Math, Science, and Business Technology department is working with Merchant McIntyre on grant proposals. Professor Teri Huggins was selected as the recipient for the Accreditation Council for Business Schools and Programs (ACBSP) Region 5 Associate Degree Teaching Excellence Award. As promised in last month's meeting, Mr. Pope shared the articles that were published by Dr. Ronald Malcolm. He concluded his report with Professor of Economics, Dr. Andres Cantillo being invited to give a virtual presentation to the faculty of the Economics department at the National University Mayor de San Marcos in Lima, Peru. Trustee Hoskins Sutton made the motion to accept the report. Trustee Brune seconded the motion. <u>The Motion Carried.</u>

13. Vice President Student Affairs Report Chair Daniels called for the Vice President of Student Affairs report. Dr. Delfina Wilson highlighted the following items from the Board report – To date, the College has provided COVID Relief Funds to 971 students in the amount of \$652,000. There are many students who are eligible but have not applied, so the College will continue to offer the grants. The HEERF II Funds application for this summer will open on Monday, May 3rd through Tuesday, June 15th. Dr. Wilson was happy to announce that there will be more than 700 students graduating in the upcoming Virtual graduation May 13th.

The student Community College Survey of Student Engagement has been emailed to students for their feedback. As mentioned by Dr. Mosier, the Lady Blue Devils basketball team are competing at the National Championship Tournament this week. Dr. Wilson acknowledged and thanked the cochairs of the SEM plan, Dr. Shawn Derritt, Dr. Tina Church-Lewandowski, and Dr. Ed Kremer. Lastly, Dr. Wilson celebrated Ms. Electra Arzola, Executive Assistant to the Chief Human Resources Officer, for sharing her story and being awarded the American Association of University Women Reentry Woman Scholarship.

Vice-Chair Criswell made the motion to accept the report. Trustee Ash seconded the motion. <u>The Motion Carried.</u>

14. Vice President Strategic Initiatives & Outreach Report: Chair Daniels called for the Vice President of Strategic Initiatives & Outreach report. Dr. Tami Bartunek highlighted the following items from the Board report – new signage has been installed at the KCKCC -Pioneer Career Center! Dr. Greg Mosier may be found on the front page of Leavenworth Times in a story highlighting the Leavenworth Public Schools Education Foundation's Inspire Scholarship Fundraiser. Dr. Bartunek shared additional feedback requested by the Board regarding the digital survey for community feedback for the KCKCC Downtown Project. She shared that the community has a great desire for healthcare, health and wellness services, financial literary, childcare and parenting education services.

Dr. Bartunek announced that the Marketing department is launching a new campaign through Spotify, "KCKCC Listening Lists," and shared some songs from the first list titled, "Summer Fun." Other lists include "Study Session" and "Graduation Party" and will be shared via social media outlets. Associate Professor John Stafford and the Standard jazz ensemble were asked to use their recording of the National Anthem for the ARCA Menards Race at the Kansas Speedway on Saturday, May 1st.

The Marketing department has a new billboard on I-70 promoting summer COVID Relief grants available the students. Dr. Bartunek concluded her report by sharing that the link

to register for the Hall of Fame virtual event is on the KCKCC homepage for anyone wanting to register to attend.

Trustee Hoskins Sutton thanked Dr. Bartunek for the series of shout-outs to the local high school graduating seniors that KCKCC is doing.

Vice-Chair Criswell asked if there would be additional surveys for the community for the Downtown project. Dr. Bartunek answered that there would be a series of surveys and agreed to send the current survey to the Board members.

Vice-Chair Criswell made the motion to accept the report. Trustee Ash seconded the motion. <u>The Motion Carried.</u>

15. Chief Financial Officer Report: Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report – the FY2022 Budget process is in progress and on time with the budget calendar. He thanked the budget managers and deans for their great work.

Mr. Beach announced that the College has secured permits and signed contracts for the Student Housing project. He was happy to share that the lots are being cleared off to begin the build. The College received the first draw for HEERF funds on Tuesday, Apr. 27th and the funds must be spent for COVID expenses by January 31, 2022. The emergency relief funds are helping the College with financial losses and one-time expenses related to COVID. The bookstore continues to do well with its adoptions processes to support students with getting their books and are assisting with graduation efforts.

Mr. Beach noted the many projects that the Facilities crews are working on. He noted that the College Police continue to do a great job in keeping our campuses safe and celebrated two officers who will be graduating from the police academy in June. Lastly, Mr. Beach shared a brief overview of the Monthly Financial Report Summary.

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

16. Chief Human Resources Officer Report: Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report – the HR department is with the Business Office to update payroll and benefits functionality in the self-service system. HR is also uploading training programs to the Knowledge City platform to include supervisor and compliance training.

The Annual Employee Recognition program will be live for all to view on Wednesday, May 12th. The Noel Levitz Employee Satisfaction Survey was sent to all employees on Monday, April 19th. Lastly, Ms. McGee was happy to share that the College's ratings from the new employee and exit surveys from last quarter to present have seen a slight increase in approval.

Trustee Brown made the motion to accept the report. Vice-Chair Criswell seconded the motion. <u>The Motion Carried.</u>

17. Chief Information Officer Report: Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report – the Information Services department continues to work with several other departments on the Self-Service platform. The RFP/RFQ process update is currently in testing mode to work out any challenges before it becomes our new way of processing RFPs/RFQs.

Mr. Gabriel noted the incident last month that occurred in the Park Hill School District where they were hit with ransomware on a Sunday and had to cancel school Monday and Tuesday. In response to this incident, KCKCC is looking into processes, additions and improvements to be made to keep the College safe. KCKCC is coming up with a list of things to do and preventative measures to put in place. It may seem to complicate the processes we have but we are really seeking to keep the College safe.

Trustee Brune and Dr. Mosier both thanked Mr. Gabriel for his commitment to the difficult work of maintaining network security for the College.

Trustee Brune made the motion to accept the report. Trustee Hoskins Sutton seconded the motion. <u>The Motion Carried.</u>

- 18. Unfinished Business: There was no unfinished business scheduled.
- 19. **New Business:** Trustee Hoskins Sutton presented the following policies to the Board for approval Academic Standing, Grade Appeal, Grants Management, Independent Study, and Minors on College Property.

Ms. McGee added that the policy procedures for the Grade Appeal and Independent Study policies were included for the Board to review.

Trustee Brune made the motion to approve the policies. Trustee Ash seconded the motion. <u>The Motion Carried.</u>

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. Vice-Chair Criswell made the motion. Trustee Ash seconded the motion. The Motion Carried.

The meeting of the Board of Trustees adjourned at 10:58 a.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Special Meeting Minutes April 20, 2021 – 8:00 A.M.

Meeting Location: Virtual – Zoom

<u>CONSENT AGENDA – Item A1</u> Meeting Minutes

The Board of Trustees met virtually on Tuesday, April 20, 2021 on the KCKCC Zoom meeting platform.

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

The meeting was called to order at 8:00 a.m. by Board Chairman, Dr. Ray Daniels. He began with the first topic for discussion of the policy review of the Vacation Policy and invited Trustee Hoskins Sutton to present to the group. Trustee Hoskins Sutton shared the changes suggested to align the leave proportionately for the part-time and full-time employees. She concluded that the policy would be further reviewed and brought to the Board for approval in May 2021.

At 8:07 a.m., Chair Daniels called for a motion to enter executive session for 30-minutes for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session. Trustee Hoskins Sutton made the motion. Vice-Chair Criswell seconded the motion. <u>The Motion Carried.</u>

At 8:37 a.m., the Board returned to open session. Chair Daniels shared that there would be no action.

Chair Daniels continued to the next item on the agenda to begin the discussions on the Board's return to holding hybrid meetings. He clarified that "hybrid" means that some Board members would attend the meetings in-person and some would attend virtually. The Board discussed the options. Dr. Mosier shared that the College is also beginning to hold hybrid meetings. The Board decided to hold all meetings as hybrid meetings for the summer.

Trustee Hoskins Sutton reminded the group that the Board Policy Committee does not meet in the summer.

Dr. Mosier agreed to follow up with the Board members on details about the in-person arrangements for the meetings.

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

The meeting adjourned at 8:43 a.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Special Meeting Minutes April 22, 2021 – 5:00 P.M.

Meeting Location: Virtual Meeting – Zoom

<u>CONSENT AGENDA – Item A2</u> Meeting Minutes

The Board of Trustees met virtually on Thursday, April 22, 2021 on the KCKCC Zoom meeting platform.

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

The meeting was called to order at 5:00 p.m. by Board Chairman, Dr. Ray Daniels.

At 5:03 p.m., Chair Daniels called for a motion to enter executive session for 45-minutes duration to discuss personnel matters of nonelected personnel with no action to follow in open session. Trustee Brown made the motion. Trustee McIntyre seconded the motion. <u>The Motion Carried.</u>

At 5:48 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. <u>The Motion Carried.</u>

The meeting adjourned at 5:49 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Special Meeting Minutes May 4, 2021 – 5:00 P.M.

Meeting Location: Virtual Meeting - Zoom

<u>CONSENT AGENDA – Item A3</u> Meeting Minutes

The Board of Trustees met virtually on Tuesday, May 4, 2021 on the KCKCC Zoom meeting platform.

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

The meeting was called to order at 5:01 p.m. by Board Chairman, Dr. Ray Daniels. He shared that there would an amendment to the agenda. Dr. Mosier would share an update from his presentation at the Landmarks Commission meeting last night.

Dr. Mosier began by sharing that the College's interest in the space where the Seventh Street Methodist Episcopal Church currently sits led to obtaining an engineer's study of the building to determine the cost of restoration to the church. The updates to the church would cost more than \$5 million dollars. Dr. Mosier offered that the College would honor and preserve the history of the church by integrating building materials into the KCKCC Downtown Community Education Center. The Landmark Commissions interests are in a free standing, living tribute of the church. The next steps with the Landmarks Commission is for Dr. Mosier to meeting with Mr. Gunnar Hand, the Director of Planning and Urban Design at the Unified Government of Wyandotte County.

Trustee Sutton shared that Dr. Mosier's presentation was excellent and Ms. Shai Perry, KCKCC's Art Gallery Coordinator, was also present and provided good information about the College's Historic Mural.

At 5:10 p.m., Chair Daniels mentioned that there was an amendment to the executive session in that the time would be reduced from 30-minutes to 20-minutes. He called for a motion for the Board to enter an executive session for the amended 20-minutes duration to discuss personnel matters of nonelected personnel with no action to follow in open session. Trustee Brown made the motion. Trustee McIntyre seconded the motion. The Motion Carried.

At 5:30 p.m., the Board returned to open session. Chair Daniels shared that the Board would require more time to discuss the matter.

At 5:32 p.m., Chair Daniels called for an additional executive session for 20-minutes duration to continue to discuss the personnel matters of nonelected personnel with no action to follow in open session. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. The Motion Carried.

At 5:52 p.m., the Board returned to open session. There was no action.

At 5:55 p.m., Chair Daniels called for a motion for the Board to enter an executive session for 15minutes duration for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. The Motion Carried.

At 6:10 p.m., the Board returned to open session. There was no action.

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

The meeting adjourned at 6:10 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



Recommendations for Payment

<u>CONSENT AGENDA – Item B</u> May 18, 2021

- 1) Approval in the amount of <u>\$40,279.59</u> to Logic, Inc for Universal Robots Training hardware and software for the Automotive Engineering Tech program. Requested by Jerry Pope.
- 2) Approval in the amount of <u>\$40,743.86</u> to Full Compass Systems Ltd for a large format mixing console for the Audio Engineering Lab. Requested by Jerry Pope. (Grant Funded)
- 3) Approval in the amount of <u>\$34,220.40</u> to **Bobcat Company** for a Bobcat Compact Excavator for the Building Engineering and Maintenance program. Requested by Jerry Pope. (Grant Funded)
- 4) Approval in the amount of <u>\$47,050.00</u> to CAMaster Inc. for a computerized router and cutting table for the Construction Technology program at PCC. Requested by Jerry Pope. (Grant Funded)
- 5) Approval in the amount not to exceed **\$54,000.00** for the acoustical renovations for the Audio Engineering program. Requested by Jerry Pope.
 - Sierra Building Products (Rockfon) \$1,500.00
 - Acoustical Solutions @2,500.00
 - GIK Acoustics \$50,000.00

April bills totaling <u>\$2,582,941.18</u> includes March VISA bills of <u>\$150,039.53</u>.



Items for Ratification

<u>CONSENT AGENDA – Item C</u> May 18, 2021

- 1. **\$10,945.00** to **Novak Birks PC** for auditing services and 1023 application review. Requested by Michael Beach.
- 2. **<u>\$10,000.00</u>** to **Byrne Pelofsky & Associates** for capital campaign services. Requested by Michael Beach.
- 3. <u>\$12,647.51</u> to City Wide Maintenance for TEC 1 janitorial and day porter services (February 2021). Requested by Michael Beach.
- 4. <u>\$12,647.51</u> to City Wide Maintenance for TEC 1 janitorial and day porter services (May 2021). Requested by Michael Beach.
- 5. **<u>\$10,417.50</u>** to **Kansas-Oklahoma Machine Tools, Inc.** for ironworker equipment for the Welding program at Lansing Correctional Facility. Requested by Jerry Pope. (Grant Funded)



HUMAN RESOURCES - PERSONNEL ITEMS

<u>CONSENT AGENDA – Item D</u> May 18, 2021

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Position Elimination	Appollis, Judith	PT Student Success Advisor	Student Success	Student Affairs	06/30/2021
Position Elimination	Hobson, Albert	Community Training and Fitness Specialist II	Wellness Center	Academic Affairs	05/13/2021
Resignation	Fields, Theresa	GED Instructor	Adult and Continuing Education	Academic Affairs	05/11/2021
Resignation	Hernandez, Jaime	Custodian Pioneer Career Center		Financial Services	05/21/2021
Resignation	Hollister, Carrie	Adjunct- Psychology	Psychology	Academic Affairs	05/14/2021
Resignation	Jefferson, Tonnesha	Part-time Administrative Assistant	Pioneer Career Center	Student Affairs	05/10/2021
Resignation	McFeders, Dwayne	Computing Services Specialist II	Information Services	Information Services	05/04/2021
Resignation	McKinstry, Joseph	Head Coach – Women's Basketball	Athletics	Student Affairs	05/20/2021
Resignation	Moeschler, Michael	Lab Assistant- Paramedic	Emergency Medical Education	Academic Affairs	03/02/2021
Resignation	Nowak, Linda	Adjunct- Clinical Nursing	Nursing	Academic Affairs	05/04/2021
Resignation	O'Neal, Timeka	Assistant Coach- Women's Basketball	Athletics	Student Affairs	05/12/2021
Resignation	Peterson, Penny	Administrative Assistant I	Adult and Continuing Education	Academic Affairs	05/12/2021
Resignation	Stluka, Dan	Early Childhood Education Instructor & Program Coordinator	Early Childhood Education	Academic Affairs	05/13/2021

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	SALARY
Additional Position	Guillory, De'Jaria	Resident Assistant	Student Housing	Student Affairs	04/16/2021	\$400 a month
Additional Position	Neighbors, Loriann	Motorcycle Rider Coach	Adult and Continuing Education	Academic Affairs	05/01/2021	\$18.00 per hour
Master Contract- Step-Class Increase Degree	Miles, Todd	Assistant Professor and Fire Science Coordinator	Fire Science	Academic Affairs	04/16/2021	\$72,401.34 annually
Master Contract- Step-Class Increase Degree	Ngwewa, Matthias	Assistant Professor- Nursing	Nursing	Academic Affairs	04/01/2021	\$69,634.64 annually
Master Contract- Step-Class Increase Degree	Young, Daryn	Instructor- PTA	Physical Therapist Assistant	Academic Affairs	05/01/2021	\$56,548.94 annually
New Hire	Bridgwater, Sean	Automation Engineering Technology	Automation Engineering Technology (AET)	Academic Affairs	04/21/2021	\$53,188.75 annually
New Hire	Emanuel, Jonathan	Adjunct- Culinary	Culinary	Academic Affairs	08/09/2021	\$883 per credit hour
New Hire	Flores, Gabriela	Director of Institutional Equity & Inclusion	Center of Equity, Inclusion, & Multicultural Engagement (CEIM)	Student Affairs	07/01/2021	\$78,500 annually
New Hire	Gardner, Chris	Director of Facility Services	Facility Services	Financial Services	05/17/2021	\$90,203 annually
New Hire	Hostutler, Jennifer	Graduation and Transcript Services Coordinator II	Registrar	Student Affairs	06/01/2021	\$54,000 annually
New Hire	Jacques, Gregorio	Resident Assistant	Student Housing	Student Affairs	06/01/2021	\$400 per month

New Hire	Nicoll, Chris Welding Technology Instructor	Welding Technology	Academic Affairs	06/01/2021	\$53,188.72 annually
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Action Definitions

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

Academic Support and Assessment – Dean Cecelia Brewer

Ms. Becky Giger, Instructional Technology Coordinator, will be retiring in May after 14 years of service. Thank you for your amazing contribution to OES and KCKCC!

Congratulations to Dr. Amanda Williams! She completed a Ph.D. in Human Capital Management from Bellevue University.

Thanks for a job well done to all faculty and staff who represented KCKCC at the 2021 Assessment Matters Regional Community College Assessment Conference hosted virtually by Johnson County Community College. Sessions featuring KCKCC faculty and staff included:

- Andragogy and Faculty Assessment Buy-in Dr. Deanne Grier Yates, Kansas City Kansas Community College; Dr. Royce Ann Collins.
- **Poll the Audience: Effective Strategies for Surveying Students** Dr. Cynthia Goudeau, Director of Assessment, Kansas City Kansas Community College
- How to Survive Co-Curricular Program Review Mr. Robert Beach, Dr. Stacy Tucker, Ms. Alex Twitty, and Dr. Amanda Williams; Kansas City Kansas Community College
- Academic Affairs, Student Affairs & Assessment OH MY! Ms. Andrica Wilcoxen, Kansas City Kansas Community College
- The Challenges of Establishing a New General Education Assessment Project for a Community

Dr. Elizabeth Gillhouse and Mr. James Krajewski, Kansas City Kansas Community College

 Assessment in a Covid Environment – Panel Discussion Dr. Sheri Barrett, Johnson County Community College Ms. Cecelia Brewer, Kansas City Kansas Community College Ms. Annalisa Gramlich, Rockhurst University Ms. Joyce Johnson, St. Louis Community College Ms. Tammie May, Metropolitan Community College Mr. Rod Rhodes, Southeast Community College

Honors Education/Phi Theta Kappa: Dr. Stacy Tucker, Director

Julia Ratterman, a member of Phi Theta Kappa and the Honors Program, is graduating from KCKCC with an A.S. in Liberal Arts. She has thrived while at KCKCC and applied herself for the next step and it has paid off. Julia received the Marion H. Bloch Scholarship at the University of Missouri-Kansas City (UMKC) which is only given to eight total students each year. She also has been accepted into UMKC's Honors College.

The Marion H. Bloch Scholars/Next Generation Merit program supports underserved, higherperforming students living in urban environments of greater Kansas City. This scholarship includes full-tuition and fees and is renewable up to 3 years for transfer students.

The KCKCC faculty members who wrote letters of recommendations for Julia for this scholarship were Victor Ammons, Awilda Haas, and Yvonne Jackson.

The KCKCC Honors Program and Phi Theta Kappa are proud of Julia and wish her the best at UMKC!



Learning and Library Services: Dr. Amanda Williams, Director

- Learning Services would like to welcome Stephanie Rodriguez, Administrative Assistant, to our team. Stephanie holds an MBA with concentrations in Leadership & Strategic Innovation, along with a B.A. in Management in Information Systems with a Minor in Marketing from Ottawa University. Stephanie recently finished graduate school and is eager to embark on her professional career journey at KCKCC. Her favorite pastime activities include playing tennis, cooking, drawing, and exploring new places.
- 2. The Librarians provided research instruction for the following courses: Composition II, Honors Tutorial II, and Psychology. They demonstrated how to use online library resources and displayed bibliographic tools available to aid students. Topics the students were working on included the consequences of becoming a virtual society, police brutality/funding/training, recidivism, and trauma informed schools.
- 3. Penny Mahon, Media Librarian and chair of the Sustainable Environments Committee (SEC), facilitated a Climate Reality Project presentation for Honor's Tutorial III. A handout was provided that included a list of local environmental and food organizations for volunteering. SEC is also doing a lot of work on the KCKCC campus gardens, native and medicinal plants, the wood/nature trail and the art/history trail.
- 4. Barbara Stransky, Reference Librarian, attended the Adjunct Senate meeting to share information about using the library that is open to all adjuncts; concentrated on virtual

resources, and emphasized that all resources are available to adjuncts as well as full time faculty.

- 5. Dottie Hill, Library Specialist, created two new virtual Research Guides for Tammie Jones in Respiratory Therapy and a guide for Dr. Brown for Pathophysiology. She also created the guide in collaboration with Carrie Dimino, Writing Center Coordinator, for Poetry Month.
- 6. Nine of the Peer Tutors in Learning Services completed College Reading and Learning Association (CRLA) International Tutor Training Program Certification. Congratulations to James, Samba, Kaleb, Sage, Britan, John, Matt, Shalon, and Paige.

Online Education Services: Ms. Susan Stuart, Director

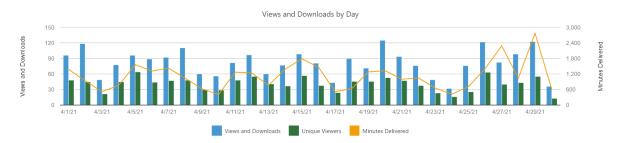
OES has had 3,358 Zoom meetings with 18,366 participants (over multiple sessions) clocking 1,082,704 combined minutes for April 1-29, 2021. As noted in the graph below, the use remains consistent from week to week. Participation rates remained steady as the term progressed.



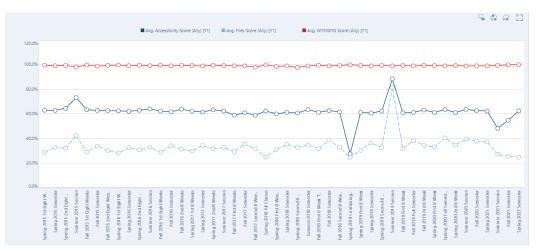
We continue to use Zoom Room, a classroom style feature to deliver a hybrid-flex pilot course for students on both main campus and Pioneer Career Center. This instructional delivery can be replicated for additional courses in the fall.

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 the class capture software Panopto. The peak views for April 2021 show that we consistently have between 115-125 views each week with the peak minutes accessed in a single day of 2,775 minutes. The use of Panopto has grown since 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.



Online Education Services staff resolved approximately 270 tickets, calls or email support requests through April 24, 2021.

OES had 10 training events scheduled in April. These remain virtual training sessions due to COVID-19 precautions.

Arts, Communication and Humanities – Dr. Aaron Margolis

1. The Kansas City Jazz Summit took place April 27-30, 2021 in a mostly virtual format. Jazz Choirs from as far away as Havana, Cuba and San Diego participated. Instrumental bands from Jacksonville, Florida, to Bentonville, Arkansas, to Mandan, North Dakota, participated. The entire festival was presented on Twitch and is available for the public to

view (until May 10th) at <u>https://www.twitch.tv/videos/1002626480</u>. On the day of the festival, there were over 1,000 views of the festival from North America, South America, and Europe!

- 2. The Kansas City Summit received a Best of Kansas City award for 2021. This is due to the Jazz Summit being a remarkable 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.
- 3. Professor Jim Mair was selected as a virtual adjudicator for the Northern Arizona University Jazz/Madrigal Festival on Thursday, May 6th. He adjudicated vocal jazz ensembles and provided an hour-long jazz presentation.
- 4. The Standard, KCKCC's top vocal ensemble, has been asked to perform at the in-person Kansas Choral Directors Association Summer Convention in Topeka, KS, on Thursday, July 8. The performance is important because it will start the creation of a Kansas All-State Jazz Choir in the summer of 2022.
- 5. Professor Justin Binek has been selected as the Iowa All-State Jazz Choir Director and will direct the 20 best jazz vocalists in the state on a concert on July 28th at Central College in Pella, IA. The concert will be socially distanced and outdoors with a limited audience.
- 6. The KCKCC Blue Devil Funk Band, directed by Dr. Justin Binek, participated in three virtual festivals this Spring: Columbia College of Chicago's Deep Dish Music Festival, the Accent Vocal Festival (Tiffin University, Tiffin OH), and the Real Group Vocal Festival (School for Music Vocations, Southwestern Community College, Creston IA). The group's performances were extremely well-received by both the world-renowned clinicians and the online audiences, and the members of the ensemble also received excellent and helpful feedback from the clinicians.
- 7. KCKCC music students and faculty have again been recognized in *DownBeat* Magazine's Student Music Awards, one of the most prestigious honors given to educational jazz and contemporary music programs. With four awards this year, KCKCC has been recognized fifteen times in the past three years (and eighteen times in the last five), significantly more than any other community college music program. KCKCC's 2022 recipients:

• Outstanding Performance, Community College Large Vocal Jazz Ensemble: Vocal The Jazz Ensemble, directed by John Stafford

•Outstanding Soloist: Noah Haskin on "A Change is Gonna Come" (The Standard Vocal Jazz Ensemble)

•Outstanding Performance, Community College Latin Jazz Ensemble: The Standard Vocal Jazz Ensemble, directed by John Stafford

•Outstanding Performance, Community College Blues/Pop/Rock Soloist: Ben Garber, KCKCC Blue Devil Funk Band, directed by Dr. Justin Binek

- 8. ESOL is offering summer classes for the first time. Two classes have been made and we are hoping four more to make in the coming weeks.
- 9. BVT Publishing recently published Professor Awilda Hass's textbook, *Hablemos<u>An</u> introduction to Spanish Language and Cultures*.

Career and Technical Education – Dean Chef Cheryl Runnebaum

1. A boutique welding job fair was held on April 15, 2021 at KCKCC-TEC. Five employers attended the job fair and all the Welding Technology students participated, including some evening students. Students were pleased with the job information and job offers coming from employers. Mr. Ron Sportsman, Welding Technology Instructor, said the high school students were very pleased because they found out how much of a need there is for welders and that is why they need to work hard and have good attendance. Employers stated they would also like to come to meet the evening welding students. Employers who participated include American Dish, Henke Manufacturing Corp., Labconco, QPS Employment Group, and Shor-Line.





2. KCKCC-PCC Construction Technology student Mr. Jacob Litewski received the gold medal in the SkillsUSA Kansas State Championship Masonry competition last week. Mr. Litewski will go on to compete in the national SkillsUSA competition in June.







Mr. Jacob Litewski with his KCKCC-PCC Construction Technology Instructor Mr. Robbie Jenkins.

3. KCKCC-TEC Culinary Art senior culinarians hosted preordered cold Charcuterie trays for the Mid-America Education Hall of Fame Awards and Scholarship virtual event held April 23. The students worked the week of the event on the cold luncheon platters that included Sliced Roasted Chilled Chateaubriand and Wine Poached Shrimp. More than 90 double trays were purchased, which was a sell out! Those who preordered drove up to the front doors at KCKCC-TEC and students delivered the tray to the cars. U.S. Foods partnered with the Culinary Arts Program and donated the domed trays for the food and as well as the jumbo shrimp.



4. The KCKCC-PCC Culinary Arts program provided a Culinary Carry-out meal as part of a United Way event in April. The purchaser received a meal prepared by Culinary Arts students that included a chef's starter salad, champignon strip steaks, mashed potatoes with leeks and pistachios, parmesan seasoned asparagus, and lemon delight cake.



- 5. Senior Culinary Arts students both at TEC and PCC have been busy with their Capstones in April.
- 6. 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. Instructors and students inspected the laundry room and determined the dryer was not properly grounded, which had resulted in electric shocks to the homeowner while doing the laundry. The students replaced the proper breakers and circuit to provide electrical safety to the homeowner. *See attached letter for more detailed information regarding this service call.* HopeBUILDERS Home Repair is a nonprofit organization that exists to help financially challenged elderly, veterans and people with disabilities in the Kansas City Metro area live in safety, comfort and dignity by providing accessibility solutions (ramps, door widenings, and bathroom modifications) and other critical home repairs.
- 7. 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. Mr. Herman Lloyd, HVAC Instructor, stated that this is a good lesson of giving back to our local community.



8. The KCKCC Auto Collision Repair Program students painted a 1948 F1 truck for a former student. Gary Nation had repaired the fenders to a hobbyist level on his own before the class took over. Gary is a veteran and the class wanted to show him its appreciation by painting his truck. A group of four students disassembled and prepared the parts for paint. After 4 months of hard work, the truck was presented to the owner in April.





9. Students in the Electrical Technology Program at KCKCC-PCC have been busy practicing their wiring skills.





- 10. Business English as a Second Language (ESL) classes will begin being held at the Kansas City Steak Company in May 2021 and Central Solutions in Fall 2021. Both programs are eligible for grant funding and applications for grant funds are being submitted.
- 11. The Continuing and Community Education Division will be offering the summer program *Kids on Campus* again this summer after not offering it in 2020. There is already a commitment for more than 100 participants in that program from a partner, The Learning Club.

Health Professions - Dean Dr. Tiffany Bohm:

- a. Dr. Tiffany Bohm has been selected as a co-chair for the KBOR Transfer and Articulation Council for 2021-2022. Dr. Bohm has served on this council since Fall 2016 and will lead the Core Outcomes sub-committee as well as co-chair the larger TAAC council.
- b. We are working with Harvesters and campus police to have a food truck on campus once a month to assist with food insecurity in our community.
- c. We are working on a program within our division to recognize longevity in our parttime lab assistants.
- d. Respiratory Therapy
 - i. There are thirteen candidates for the AAS Respiratory Therapy degree this semester.
 - ii. Employment of RT graduates is strong with most reporting jobs or job offers. The University of Kansas Healthcare System, Mosaic Medical Center, North Kansas City Hospital, Research Medical Center, and Children's Mercy Hospital are among area employers hiring KCKCC RT graduates this semester.
 - iii. RT students are active with both completion routes with the University of Kansas Respiratory Therapy Program for AAS-BSRT. One agreement includes dual enrollment, and the other is an AAS from KCKCC plus oneyear completion at KU.
 - iv. To date, nine (9) students have been selected and enrolled into the first semester of the RT Program for fall 2021. Selections and enrollment will continue through the summer. An additional nineteen (19) applications are active and are being processed. The target total for new enrollment for fall 2021 is 16-21 students.
 - v. Argelia Fagre-Rivas, a second semester RT student, has been selected to receive the Rycken RRT scholarship for the fall 2021 semester.
- e. Mortuary Science
 - i. Summer and Fall enrollment is progressing nicely.
 - ii. For the first time in 20+ years, we are offering 2 online classes. MTSC 102 Orientation to Funeral Service and MTSC 225 Funeral Service Counseling. If this is successful, we may look to transition more coursework to online given the increased interest from students.
 - iii. Effective July 1, 2021, graduates will be allowed to sit for the NBE every 30 days (previously 90) with unlimited attempts (previously limited to 6).
- f. Physical Therapist Assistant
 - i. The new class will have 22 students beginning in Fall 2021.
 - ii. There are 18 graduates for May 2021
 - iii. Lorna Jarrett, 2009 graduate, was recently elected as the Kansas PTA caucus representative at the APTA. She replaces Dr. Yates who held this position for the last three terms.
 - iv. New clinical contracts for PTA this semester

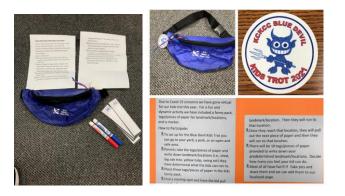
- 1. Ignite Medical Resort of Blue Springs
- 2. Advanced Physical Therapy Wichita/Preferred Physical Therapy
- 3. Cass Regional Medical Center
- 4. McBride Orthopedic Hospital McBride Clinical OCCMED West Oklahoma
- g. Fire Science
 - i. The flag pole is completely installed with lighting so it may be flying at all times.
 - ii. Todd Miles had a meeting with Bryce Dietrich with Advanced Fire, Inc. He and his company are looking for a graduate of Fire Science to hire on their team and this has been added to our Facebook page with employment information.
- h. Nursing
 - i. Congratulations to Dr. Matthias Ngewa, Nursing Education faculty, on completion of his PhD in Education with an emphasis in Nursing Education from Capella University. His dissertation focused on use of a Concept-Based Curriculum which is the style of education utilized at KCKCC. Congratulations, Dr. Ngewa!
 - ii. The nursing program met with representatives from Ottawa University and will be establishing a new concurrent enrollment partnership for students to complete their ADN and BSN simultaneously. This is an exciting opportunity for our students!
 - iii. Kathy Eblen, Assistant Director of Nursing, is doing an excellent job coordinating curriculum with a consultant we have secured from Phoenix who manages eight simulation labs.
 - iv. PN students are doing very well with IV certification and we will graduate our second cohort with this in May.
 - v. Five of our spring PN graduates have already been hired by Brookdale in Shawnee.
 - vi. There are many opportunities for new graduates in the community. KU is orienting 400 new grads this spring. Some hospitals, including Providence, are beginning to use PNs in acute care. Students are fully back in live clinicals and we are securing new clinical sites.

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

The Wellness Center is hosting the Virtual Blue Devil 5K May 1st. Joe Mundt has been hosting a free virtual 5K training program the last six weeks leading up to the 5K date. Forty-four people participated in the training program---these participants are KCKCC students and employees.



Here are some pictures of the virtual Kids Trot. They get instruction on what they need to complete, and a fanny pack equipped with items used to complete kids trot.



In preparation for a Title III grant application, the Developmental Read/Write program and the Developmental Math program are discussing the formation of a Developmental Education Council. The Council will work to develop a clear picture of the needs/performance of our developmental students and develop strategies to improve the percentage of students successfully completing the gateway college ready courses in math and writing.

The General Education Committee hosted training for faculty who are completing General Education Learning Outcomes (GELO) rating of student artifacts collected for the Communications and Math GELOs. A report of the GELO findings will be shared with the college in the fall.

Professors Julia Bichelmeyer, Teri Huggins, Kristen Ball, and Dr. Gena Ross completed a 6week ACUE Micro course, Promoting Active Learning Online.

Professor Teri Huggins, Professor Lakshmy Sivaratnam, and Dr. Kremer are attending the AACC Virtual Conference during the month of May.

Dr. Ishfaq Ahmed, Dr. Stacy Tucker, Professor Victor Ammons, Dr. Zachary Fisher, and Dr. Kremer are participating in an Undergraduate Research Conference hosted by the InnovateBIO— NSF National Bioscience Center on May 6 and 7. During the conference, the

KCKCC team will be developing a framework approach to Undergraduate Research Experiences at KCKCC.

The Biology Department is working hard on the campus gardens. Student classes have planted several beds and are experimenting with (square foot) gardening. On May 5th, a section of the garden area was tilled for our annual sweet potato planting. Division faculty/staff are also working with the Art Gallery and the Student Activities area to beautify the Natural Trail.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Emily Morrow, professor of sociology, successfully defended her PhD thesis and has earned her doctorate degree in sociology from the University of Kansas. Dr. Morrow's thesis is entitled "Which Meritocracy? An Explanation of Gender Differences in Meritocracy Belief and Experiences in Relation to Advancement in Academic Medicine".

During the most recent division meeting, Doug Hansen, CRJS professor, announced that one of his dual enrollment students at Turner High School, Andrea Esquivel, was awarded a \$10,000 scholarship from the Kansas City Royals Foundation. Andrea, a senior, has been taking criminal justice courses since her sophomore year. To win, she competed against over 200 high school seniors in the metro area. The scholarship can be used to attend any college or university of her choice if it is in the Kansas City metropolitan area. She is currently considering KCKCC to complete her Associate degree in criminal justice before moving on to a four-year college (Washburn or UMKC). She plans to become an FBI analyst.

Professor Michael James, Coordinator of the Addiction Counseling program, announced that two students have been offered employment opportunities in the Kansas City metro area (one on the Missouri side and one on the Kansas side) upon completion of their Addiction Counselor Program course work, following the spring 2021 semester.

Dr. Ronald Malcolm had two articles published in April (both on the same day). One was in the magazine Parenting and Autism, and the second article, entitled "Keeping a Diabetic Child Included and Safe during the School Day" appeared in the publication "Staying Fit and Healthy" and is in your board packet.

Electrical Technology Program Community Service Project Hope Builders

Board of Trustee Members,

It is with great pride that the Electrical Technology Program had an opportunity to work with "Hope Builders" to aid an elderly homeowner with an unsafe electrical condition in the laundry room of her home in the Argentine neighborhood of, Kansas City, Ks.

For several months, Ms. Sonya Everhart @ 4023 Silver Ave., KCK 66106 has experienced electric shocks wile doing her laundry. Though this situation had been investigated by others all attempts had failed to remedy this hazard. Upon inspection of the Dryer by Faculty and Students of the KCKCC Electrical Technology program it was noted that the dryer had not been properly grounded.

Students replaced a corroded 30-amp breaker, upgraded the dryer's branch circuit to the proper 10-gauge, three wire, with ground cable. Students upgraded the Dryer's 240-volt receptical and power cord, bringing the dryer up the NEC 2020 standard of electrical safety. The dryer no longer has a potential difference of 25 volts from chassis to ground.

Our students conducted themselves in a professional manner throughout this opportunity and completed all assigned work by lunch time.

The Electrical Technology Program looks forward to a continued working relationship with Hope Builders and the elderly community of Kansas City, Ks. and the Greater Kansas City Area.

Jake Carmack Associate Professor Electrical Technology KCKCC-TEC



Keeping a Diabetic Child Included and Safe During the School Day

By Ron I. Malcolm, EdD

CLASSROOM TEACHERS CAN OFTEN FEEL THEIR HANDS ARE FULL WITH HANDLING THE DAILY NEEDS OF STUDENTS IN THEIR REGULAR EDUCATION CLASSROOMS. HOWEVER, CHILDREN WITH DIABETES CAN CAUSE SOME UNIQUE COMPLICATIONS THAT CAN OCCUR THROUGHOUT THE SCHOOL DAY. PARENTS CAN ASSIST THESE TEACHERS WITH HANDLING VARIOUS HEALTH-RELATED SITUATIONS BY FOLLOWING THESE 10 TIPS.

BATHROOM BREAKS

Leachers need to understand your child with diabetes may need additional bathroom breaks. Your child will need to be taught to approach the teacher and let them know they need to go to the bathroom even when regular bathroom breaks are built into their schedule. This may assist your child with diabetes with not having any unnecessary accidents in the classroom in front of other students. Teachers need to be aware frequent requests to take bathroom breaks may be an indication your child with diabetes is experiencing hyperglycemia.

COUNTING CARBS

All individuals dealing with diabetes need to learn how to count their own carbs. Children with diabetes are no excep-

tion to this rule. Generally, children will receive instruction through a registered dietitian on how to properly count their carbs. However, not knowing if your child with diabetes is doing this at school can cause anxiety for parents. Parents can ask for assistance from their child's classroom teacher. They can ask the teacher to infuse carb counting into a math lesson, a science lesson dealing with vegetables and fruits, or even a social studies lesson on the history of insulin and why carb counting is important for insulin usage. Teachers who become aware of carb counting can assist with monitoring your child's blood sugar levels throughout the school day.

CLASSROOM AND HOLIDAY PARTIES

Many children with diabetes often feel neglected during classroom parties or school holiday events. This is especially true if the event centers on food. Many people are falsely under the impression that children with diabetes cannot get sweets like candy or cookies. While they are not the "best" choice for a child with diabetes, they are generally not the "best" choice for any child. However, a child with diabetes can be taught how to check their blood sugar, adjust their insulin, and be successful in eating a cookie during a birthday event at school. If the cookie is definitely not an option, parents can assist with having alternate snacks available in the classroom. That way your child with diabetes will not feel "left-out" during a special event at school.

FIELD TRIPS

Parents will need to keep teachers well informed when their child attends field trips with their classmates. An emergency pack should be sent with the teacher. The pack should contain extra insulin, an ice pack, food, and snack items to deal with low blood sugar, glucometer, bottled water and juice, test strips, lancets, and fast-acting glucose tablets. Students on field trips may react differently due to the heat of the day, or the additional exercise they are experiencing during the field day. Having the additional supplies will assist the



teacher with handling the low and high blood sugar levels a student with diabetes may be experiencing.

KNOWLEDGE

It will be important for parents to work consistently with the child's classroom teacher. Teachers need to be aware normal blood sugar levels are generally between 80-120 mg/dL. They need to understand the difference between hypoglycemia and hyperglycemia. Children with diabetes can experience these conditions throughout the school day. It will be important for teachers to be able to recognize the signs and symptoms of both conditions. They will need to know how these conditions can be treated in the classroom or at the nurse's office. If the school does not have a full-time nurse on staff, it will be even more important for the classroom teacher to know how to treat these conditions. If the typical behavior patterns of the child with diabetes appear to change, this could be a warning sign that something is wrong. Remember, all behavior is communication, and during an emergency situation, a child with diabetes may experience confusion and irritation.

Hypoglycemia is often referred to as "low blood sugar." Every child with diabetes will react differently to their low blood sugar episode. Most begin to experience symptoms when their blood sugar tests below 70 milligrams per deciliter (mg/dL). Teachers need to be aware of symptoms with low blood sugar such as confusion with the student, slurred speech, dizziness, sweating, excessive hunger, children falling asleep in class, blurred vision, pale skin, irritability, seizures, or even loss of consciousness. Low blood sugar needs to be treated immediately. A student with diabetes can be immediately administered a high sugar food, candy, or drink to treat the low blood sugar. Some students with diabetes may require a fast-acting glucose tablet. Some students may become ill at school. They may be picking up a cold or flu bug from another student. They may not fully eat their breakfast or lunch at school, causing their hypoglycemia. Parents and the school nurse will need to be alerted immediately when low blood sugars are detected.

Hyperglycemia is often referred to as "high blood sugar." It can generally occur when a blood sugar level spikes above 180 mg/ dL. Symptoms that teachers need to recognize could include: excessive thirst, frequent trips to the bathroom, headaches, trouble concentrating in class, or blurred vision. High blood sugar can be treated by allowing the child to drink water. They may also need to go for a walk with an adult supervising them. Their blood sugar will need to be checked every 20 minutes, or they may need to adjust their insulin intake. Some students may not have taken enough insulin before one of their meals and thus caused their high blood sugar. Some students may be picking up an illness. Others may be stressed about a situation or test at school, and their blood sugar is spiking.

C 504 PLAN

Some children with diabetes attending a public school may require a 504 Plan. They may need health-related ser-



vices throughout their school day. The law requires a public school provide a medically safe environment for children with diabetes. Diabetic care is constant. It is a 24 hours/seven days a week process. It is not simply disallowing a child to eat a cookie or piece of birthday cake at school. Diabetes is a diagnosis that substantially limits an endocrine function that would qualify your child for 504 eligibility. If the academic performance of your child is adversely affected by their diabetes, they could qualify as Other Health Impaired and receive an Individualized Education Program (IEP) at their school.

T EMERGENCY AWARENESS

Children with diabetes need to be taught how to self-manage their diabetes-related needs. All children should have an emergency contact form completed and a copy given to their classroom teacher and the school nurse. Emergency phone numbers for both Mom and Dad should be placed in the child's cell phone in case of an emergency. Students with diabetes can become confused or disoriented. They may forget simple things like phone numbers. Students with diabetes may need to be encouraged to wear their medical alert bracelet. Some students with diabetes may not like wearing the medical alert bracelet on their wrist. They may prefer to wear a necklace. Others may have to have a special text message placed on their cell phone in the event they are not able to communicate during an emergency vocally. This text message could be used to alert others of their diabetes.

O DIABETES EQUIPMENT

O Don't assume the school personnel or school nurse is familiar with your child's diabetic supplies. Not all children with diabetes use the same equipment. Some students use syringes. Others use diabetic pumps or continuous glucose monitors (CGM) that school personnel will need to be trained on how to use properly. Almost all children with diabetes will carry a glucometer with them daily. Some students prefer to keep it with them throughout the day, while others will want to keep it in the teacher's desk or with the school nurse. The classroom or nurse's office will also need to have access to a sharps container to properly dispose of used needles or lancets.

SCHOOL BUSES

Many children attending public school are riding back and forth to school on a school bus. The first person they may see each day may not be their classroom teacher; it may be their bus driver. It is absolutely essential your school bus driver is fully informed about your child and their diabetes. Some school busses do not have air conditioning, and a child with diabetes can become overheated on a hot day and adversely affect their blood sugar levels. An informed bus driver can also assist in an emergency or at least recognize a potential situation.

10 SELF-MANAGEMENT The ultimate goal of any child with diabetes is self-management. Each student with diabetes should have a Diabetes Medical Management Plan (DMMP) at school. Your child with diabetes needs to be an active participant in developing and managing this plan. Having a "voice" in putting this plan together will encourage your child towards their goal of independently managing their own diabetic needs.



Ron I. Malcolm, EdD is an Assistant Director of Special Education for a public school district, an Associate Faculty Member with the University of Phoenix, and a Special Graduate Faculty member at the University of Kansas. His educational background includes a bachelor's degree of arts (BA) in English from Acadia University, Nova Scotia, Canada; a bachelor's degree in Education (BEd), Special Education from Acadia University, Nova Scotia, Canada; a master's degree in Education (MEd), Deaf Education from L'universite de Moncton, New Brunswick, Canada; a master's degree of arts (MA) in Counseling from Gallaudet University, Washington, DC; a master's degree of science (MS) in School Administration from Fort Hays State University, Hays, Kansas; a doctorate in education (EdD), School Leadership from

Northern Arizona University, Flagstaff, Arizona; post-doctorate studies in autism spectrum disorders at Northern Arizona University, Flagstaff, Arizona; and post-doctorate studies in positive behavior supports at Northern Arizona University. Flagstaff, Arizona, Horizona, Horizona, Horizona, Horizona, Horizona, Horizona, Horizona, Arizona, Horizona, Hori

STUDENT AFFAIRS MAY 2021 - KCKCC BOARD REPORT

VICE PRESIDENT OF STUDENT AFFAIRS - DR. DELFINA WILSON KCKCC COVID HEERF II RELIEF FUNDS

Application for spring 2021 are closed. Now accepting applications for summer.

spring 2021 funding data:

Award	Number of Students	Total Amount Disbursed
COVID Relief Funds paid directly to student	577	\$394,706
COVID Relief Funds paid toward student's balance	367	\$394,750
TOTAL	944	\$759,206

- March 17-21: STD-CTE Fellowship, 3rd workshop
- Participated in the video recording for Employee Recognition Program
- Ongoing work with the Student Health Center in efforts to enhance student and employee services
- Ongoing work to update the KCKCC Student Comeback Plan
- Working on updates for the College Strategic Plan
- Work with Athletics on the proposed COVID 19 guidelines for fall 2021
- Negotiations

ENROLLMENT MANAGEMENT - DR. TINA CHURCH LEWANDOWSKI, INTERIM DEAN ENROLLMENT REPORT

- spring, summer, and fall 2021 enrollment reports were provided by Intuitional Research on April 10 and are attached.
- summer and fall 2021 enrollment began April 1, 2021.

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

Admissions Application Processed					
April 2019 April 2020 April 2021					
112 887 951					

Event Category	# People Engaged	# of Events
Virtual Recruitment (Includes College fairs/Admissions Presentations)	55	9
In-Person visits to KCKCC	17	7
Off-Campus Recruitment	150	4
What To Expect Wednesdays	149	2

HIGH SCHOOL PARTNERSHIP PROGRAM

- Piper high school has completed its enrollment process for fall 2021.
- Leavenworth, Bonner, Washington, and Easton high schools have all started submitted fall 2021 enrollment requests.
 - The enrollment process for high school for the fall 2021 semester is delayed due to COVID-19 complications at the high schools.

STUDENT SUCCESS CENTER - DR. SAMANTHA DEVILBISS, DIRECTOR

Advising Type	MAIN	PION	TEC
On-Campus Walk-In General Advising	54	34	48
On-Campus Walk-In Enrollment	234	28	83
On-Campus Walk-In Schedule Adjustment	4	7	2
On-Campus Walk-In Withdraw/Drop Advising	15	0	0
Phone & Video Advising & Enrollment	491	50	113
Email Advising	1227	31	100
Email Drops or Withdrawal Inquiries	10	0	0
Email Enrollments	309	83	21
Recruiting	0	5	90
Reinstatement Appeal	5	0	0
Reverse Transfer	1	0	0
Financial Aid Exclusion Appeal	1	0	0
Graduation Check	100	8	54
TOTAL	. 2451	246	511

Student Success Center General Inquiries	
Advising Inbox Emails	1015
Scanned Transcripts	1123
Phone Calls	1417
Voicemails	105
TOTAL	3660

STUDENT SUCCESS PROJECTS

- The Student Success Team is conducting final testing on Student Educational Planning software in preparation for rolling it out to the students. This software will help students to plan out their degree, stay on track, and avoid excess credits.
- The SSC advisors are beginning to utilize the MyMajors assessment to provide major and career counseling. The assessment allows students to see information, such as job outlook, anticipated salary, and academic paths, for career fields that are a good fit for the student.
- The Career Services Coordinator position has been posted. We anticipate reviewing applications towards the end of May 2021.

TESTING SERVICES

Total Placement Tests This Semester

Spring 2021*	Spring 2020	Spring 2019
1419	1178	2375

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

April Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
April 2021**	111	14	15	345	0	485
April 2020	14	0	0	0	0	14
April 2019	207	25	21	323	2	578

**Due to COVID, 7 of the students who tested at the main campus did so virtually over ZOOM.

April Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
April 2021	# Administered	339	403	142	485
	Developmental	268	327	83	374
	% Developmental	79%	81%	58%	77%
April 2020	# Administered	12	12	6	14
	Developmental	7	7	5	10
	% Developmental	58%	58%	83%	71%
April 2019	# Administered	447	492	288	578
	Developmental	231	307	158	385

STUDENT FINANCIAL AID OFFICE- MARY DORR, DIRECTOR

Financial Aid Applications Received as of May 6					
2020-2021 9438 166					
2019-2020 10474 175					
2018-2019 13038 231					
2020-2021	2020-2021 9438 166				

Financial Aid Disbursed to Student Accounts					
	Fall Spring Summer Total				
2020-2021	\$5,841,554	\$5,084,872	1 st Disbursement Date: 6/24/21	\$10,926,426	
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	
*Doos not inc	udo third parts	navmonts or KCK	CC Equindation Scho	larching	

*Does not include third party payments or KCKCC Foundation Scholarships

2021-2022 Financial Aid Processing					
Academic Year FAFSAs Received Awarded Financial					
		Aid			
2021-2022 3927 1063					

FEDERAL STUDENT LOAN INFORMATION ON KCKCC GRADUATES

- Loan Exit Information was sent to the 2021 Spring Graduates; 207 students owe an outstanding balance on a Federal Student loan.
- Personal debt letters were sent to borrowers on May 4, 2021. Each letter indicates the personal debt of the borrower, their loan servicer, and the phone number of their loan servicer. Information on repayment plans was also provided.
- The average loan debt of the 207 students who have borrowed a Federal Direct Student loan and are now graduating from KCKCC is \$15,843. Of the total students graduating, 24.88% owe an outstanding balance on a Federal Student Loan. Out of the 207 that owe a balance on a Federal Student Loan, 47 students owe less than \$5000. Five graduates are in active default on a student loan.

KCKCC STUDENT ELIGIBLE TO APPLY FOR FOOD ASSISTANCE

• Part of the COVID Relief regulations allow students that receive the maximum Federal Pell Grant amount for the year or demonstrate eligibility for Federal Work-Study to apply and receive Food Stamps or SNAP benefits. The Student Financial Aid Office has sent emails to students regarding this benefit and instructions on applying. Staff will be assisting students in obtaining the necessary financial aid documentation needed. The KCKCC Counseling and Advocacy Office will also be assisting students in navigating the process and encouraging students visiting the KCKCC Food Bank to apply for this benefit.

REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

PERSONNEL

- The part-time administrative assistant interviews are underway.
- The Graduation Specialist position was reviewed, reclassified and posted.

ACTIVITIES

- The withdrawal form has been added to Self-Service.
- Graduation files are currently being processed for May 2021 and July 2021 candidates.

• Conversations with Information Technology were held to discuss Ellucian Security classes. This will allow the HelpDesk to add or change an employee's access to Ellucian depending on the position title.

VIRTUAL GRADUATION

• Lists of the fall 2020 graduates and spring 2021 and summer 2021 graduation candidates have been verified and submitted to FullMeasure. A review of students who added their picture and a quote to the service to be added to the virtual graduation page has been completed.

Registrar Services			
Verification Services			
Clearinghouse Enrollment/Degree Verifications	25		
Degree verifications			
Enrollment verifications	6		
Student Requests			
In-person	5		
On-Line	18		
Scholarships	4		
Letter of non- attendance	4		
Student Record Services	5		
FERPA forms	6		
Information Updates			
In-person	36		
On-line	35		
Major Changes			
In-Person	11		
On-line	125		
Record Edit Checks	4		

Grade Changes	93			
Notary Assistance	4			
Residency				
Veterans/Military In- State	2			
Edit Checks	7			
Address Correspondence	e			
Return Mail	6			
Web-Address				
Graduation return mail	6			
Withdrawal Processing				
Students Administratively Withdrawn	93			
Online requests	175			
Walk in requests	18			
Reinstatements				
Reinstatements after no show	1			
Reinstatements after withdrawal	10			
Schedule Adjustment Services				

High School 100% Drops	3
High School Adds	
Dean Approved Drops at 100%	
Dean Approved Adds	
Other	
TEC High School Late Enrollment	2
TEC Dean Approved Late Enrollments	1
No shows	
Tuition Appeals	
Tuition Appeals by class	3
Graduation Services	
Duplicate/late diploma orders	37
Student pick-ups	6
Online Cap and gown requests	22
	30 (285 total) additional December Graduates
Degree Checks processed	493 May apps (87 additional processed this month)

	1 1
	106 July apps (99 additional processed this month)
Credit by Examination apps	
Gen Ed Waivers	3
Advanced Standing	14
Deviation/Substitution forms	8
Life Experience	2
Transcripts Services	
Incoming Transcripts Processed	345
Outgoing Transcripts Processed	472
Unofficial transcripts processed on demand	7
Advisor transcript requests	13
	-

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

• 4/3/21 We held a drive-thru Easter event for the community and students. All the children received a colorful bag of eggs, a drink, a craft, and a container of donuts! AND each car got a picture with the EASTER BUNNY in front of the balloon arch! We had volunteers from our Culinary students, Leavenworth High school JROTC, and the National Honor Society.



• 4/8/21 Our 4th-semester Culinary Students began their capstone projects.



• 4/9/21 in collaboration with the KCKCC Drama club students, our Criminal Justice students, conducted Interrogation Interviews to learn how to question victims and suspects.



• 4/9/21 Biology students in Ernie May's class began the process of dissecting fetal pigs.



• 4/9/21 The Basehor Lions Club/Leavenworth Lions Club and Tonganoxie Lions Club awarded Jaime Hernandez an award for his dedication and hard work as a custodian in the Leavenworth community, which is part of their "Thank a Hero" project.



• 4/14/21 Community Blood Drive - We had a great turnout of students, staff, instructors, and community members.



• 4/20/21 the classroom renovation continues with sanding, priming, and painting the walls.



 4/20/21 The Leavenworth Education Foundation hosted a virtual version of their annual "Foundation Breakfast," which is a THANK YOU to those who graciously support the Foundation's fundraising campaign. The "Breakfast in a Box" is filled with a special Better Together Pancake Mix, syrup, bacon sticks, "Bits of BLUEberries," and a special blend of coffee. A virtual "Foundation Breakfast" presentation took place on Tuesday, April 20, at 11:30 a.m. KCKCC and the Pioneer Career Center are long-time donors to the LV Education Foundation and strongly support the Foundation's mission and purpose. Below is a picture of Dr. Mosier opening his box.



• 4/28/21 Jacob Litewski competed at the College level for Masonry and earned a gold medal, and is headed to Nationals. We are so proud.



• 4/29/21 Senator and Mrs. Jeff Pittman purchased the KCKCC PCC Culinary Carry-out meal for four from the United Way Event. The Culinary students prepared a chef's starter salad, champagne strip steaks, mashed potatoes with leeks and pistachios, parmesan seasoned asparagus, and lemon delight cake.



DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY

- JRCF We are planning for an in-seat class of HIST 104. We have many students that have earned a Foundation scholarship and will be utilizing them this summer.
- USDB -We are planning for a face-to-face SPCH 151 Class. This is one of the last classes needed for some to graduate.

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

• The Veteran Center staff continues to provide a number of services to KCKCC's Military Affiliated student population. The Center has a weekly presence at the PCC. and TEC, which allows Military Affiliated students to talk directly to a VA Certifying Official if that is the students' preferred method. Students can also set up an appointment, and the Veterans Center will adjust hours as needed to support these students. This month the Center saw another increase of walk-ins as we continue to assist students who contacted the Center by email or phone.

Veteran Center Visitors					
	AY18-19 AY19-20 AY 20-21				
August		281	103		
September	48	313	58		
October	185	307	37		
November	132	245	25		
December	105	124	10		
January	189	173	67		
February	218	216	79		
March	159	101	109		
April	209	0	115		
May	104	0			

June	56	17		
July	74	13		Total
Total	1479	1790	603	3872

Branch of Service		
Army	1953	51%
Maines	727	19%
Navy	332	9%
Air Force	441	11%
Coast Guard	9	>1%
N/A	410	10%
Total	3872	

Type of Visitor		
Active Duty	600	15%
Veteran	2129	55%
Military/Veteran Dependent	719	19%
Civilian	424	11%
Total	3872	

Reason for Visit		
Study	955	26%
Socialize	1254	32%
Benefits Question	599	15%
Enroll & Application Questions	240	6%
Computer Use	470	12%
Other	354	9 %
Total	3872	

Student Contacts by phone/email

Month	Phone	Email	Total
March	45	319	364
April	62	445	507

Students Using VA Educational Benefits

Term Certified	Number of Students Certified	Hours Certified	Amount certified
SP19	170	Not tracked	\$199,002,00
SU19	75	Not tracked	\$40,524.00
FA19	173	1542	\$195,060.00
SP20	150	1653	\$202,332.00
SU20	29	182	\$21,608.00
FA20	117	1148	\$141,919.00
SP21 As of 30 April	95	1020	\$127,048.00

Students Using Military Tuition Assistance (TA) during SP21

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

EVENTS

- April
 - 19 April: Box lunch in the Veterans Center for Military Affiliated students.
 - $\circ~~$ 5 and 19 April: Support SVA Club meetings
 - 30 April: Veterans Center staff attended a virtual Assessment Webinar hosted by JCCC.
- May
 - SVO meeting
 - SVO Spring Picnic
 - \circ $\;$ Continue to give out Military Appreciation Dinner gift cards.
 - Graduation support

STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

Student Services Fulfills! DEAN OF STUDENTS SERVICES EVENTS

- Participated in the selection process for the new Director of KCKCC Office of Equity & Inclusion (Selected individual will start in July)
- During the month of April, I attended several meetings to discuss the Title III grant. Currently we are discussing three areas for the grant to focus on:
 - Guided Pathways
 - Developmental Education and the use of SI (Supplemental Instruction)
 - Student Services in a form of a full-time Case Manager
- I attended several virtual conferences that were pertinent to the direction of the college:
 - HLC annual conference
 - Sessions I attended focused on Assessment (Co-Curricular)
 - Assessment Matters conference, hosted by Johnson County Community College

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

April was sexual assault awareness month. We hosted two session of **Supporting Survivors of Sexual Abuse and Assault**, which was presented by MOCSA.

We shared information with Enrollment Management faculty and staff regarding **Resources** for Homeless Students at KCKCC.

We supported the **OQS Diversity Club** as they defended their budget and honored their supporters with Ally Appreciation Gifts.

We supported students through **Blue's Kitchen Cabinet**. In April, we were blessed by a large, generous donation of food and toiletries from the Academic Support and Assessment team under the leadership of Dean Brewer. There have been 165 total visits to Blue's KC this semester, averaging 52 visits per month from February through April. This semester we have served 384 adults, 75 children and 16 elderly. Our international students comprise a large group of students who regularly utilize Blue's KC.

We supported the Active Minds Club as they displayed their Thankful Tree.



STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Disability	April	April	April
	2021	2020	2019
Autism Spectrum Disorder	8	9	11
Attention Deficit Disorder	25	27	17
Blind/Visual Impairment	6	9	8
Deaf/Hard of Hearing	7	4	3
Head Injury	3	3	3
Intellectual Disability	5	2	3
Learning Disability	47	63	65
Medical	5	7	8
Physical	7	5	4
Psychiatric	7	13	17
Other Health Impaired	0	2	1
Total	120	144	140

Students Requesting Accommodations:

Narrative Activities:

- Alex and Robert participated in the Assessment Matters Conference hosted by Johnson County Community College. They presented a session with Dr. Stacy Tucker and Dr. Amanda Williams. The topic was, "How to survive a Co-Curricular Program Review."
- Robert and Alex participated in the KAN-AHEAD Spring Conference. As president, Robert hosted the event. Our keynote speaker was Dr. Jane Jarrow. Her topic was "Looking into our crystal ball" which dealt with the future of accommodations after the pandemic.
- The SASS team continues to work on the AIM project. The student data has been uploaded. We are waiting for the data transfer details between KCKCC and AIM to be worked out.
- Carly is Continuing to work with Lori Smith, KSSB Transition Specialists, on setting up a program tour for a potential student that is interested in attending TEC in the fall.
- Carly toured and answered questions to a potential KSSB high school student that is interested in the Multimedia program. She toured the potential student, his mother, his teacher and Lori Smith. They briefly discussed what accommodations he could receive to have access to this program.
- Robert continues to serve on the Accessibility Summer Camp Planning Committee. The event takes place on Friday, June 18 and is free. Registration has exceeded 700 and includes representation from several countries.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Student Activities

- Game Room opened for students on MWF from 8 am 4 pm.
- Hosted a presentation for the 2021 co-curricular assessment conference on April 30th
- Assisted in the preparation of our 2021 virtual graduation
- Partnered with the nursing department with the interdisciplinary simulation with the RN, RT, and paramedic classes
- Assisting Student Senate Candidates as needed with campaigning
- Preparing for the annual Student Senate retreat for June 3rd-June 6th

Student Senate

- Completed Budget Hearings
- Completed the 2021-2022 Club budgets
- Preparing to host the online Student Senate elections on May 6th-10th
- Clubs/Organizations/Special Interest Groups
 - Weekly Club meetings Spring 21 Semester
 - OQS hosted bi-weekly meetings
 - Christian Student Union/CRU
 - Student Veterans Organization
 - Gamer Club hosting weekly meetings
 - Catholic Students of KCKCC
 - Psi Beta Phi
 - Drama Club
 - Writers Club
 - NSLS hosted 2 Leadership Training Days and 1 live speaker broadcast with President George Bush
 - Catholic Student of KCKCC hosted the monthly Mass
 - Writing Club will be hosting a Poetry contest during National Poetry Month (April)
 - Student Veterans Organization hosted a virtual Meet & Greet
 - Gamer Club hosted a movie day and Miniature Painting activity.

STUDENT HOUSING - RONNIE MOORE, HOUSING SUPERVISOR

Student Housing Status:

• Currently (100) students in Student Housing

Upcoming/On-Going Activities/Projects:

- April 16, 2021 Virtual Resume Workshop Program hosted by Mr. Harris
- April 30, Student Social Engagement/Move Out Program
- May 11, 2021 official move out begins

Meetings:

- April 11, 2021 Hall Meeting, including Dr. Derritt, Anthony Thompkins, Sylvia Gillis, Mr. Harris
- April 20, Meeting with Royal Ridge Mgmt. discuss Make Ready Room for Fall21
- April 26, 2021 Assistance with Fall 2021 RA Training Meeting hosted by Mr. Harris.
 - Jason Sievers, Sylvia Gillis, and Jennifer Gieschen will volunteer to provide Housing RAs/Staff with some basic training/information from their departments.

STUDENT HEALTH CENTER-SYLVIA GILLIS, NURSE PRACTICIONER Services Provided:

• Health Services continues to provide TB skin testing, health education/counseling, first aid, COVID tracing, and testing.

Meetings/Projects:

- Sylvia is working with Janel Sanders in Community, Adult, and Continuing Education to provide camp physicals and education for the Kids on Campus program.
- Sylvia will be helping to provide safety education to the new RAs for Student Housing over the summer.
- Dana helped host a blood drive with Andrica Wilcoxen from Student Activities and Diane Neubecker from the Community Blood Center. They were very successful with 28 donors.
- Dana Collins provided services to the local community by assisting in providing COVID vaccines to the community with the Health Department.
- We ae waiting to hear back regarding a proposal to work with Pathgroup. This lab service provides a full range of labs typically ordered by a medical provider and offered at any fully functioning clinic. This will include blood labs, STD testing, swabs, and pap smears, to name a few.

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

- Director has been hired and will start in July!
 - Dr. Carol Pitchlyn PT Technical Assistant
 - Electronic scanning/discarding of ICC paper files Box 6 complete (out of 7)
 - Assistance with organizing new office furnishing

ART GALLERY - SHAI PERRY-COORDINATOR

- Professional Development
 - Assessment Masters Conference
 - HLC Conference
- Exhibitions
 - Coming Up Children's Artwork for the community show partner Vania Soto
 - Spring 2021 Now Open <u>Feb. April 29</u> Becoming: Womyn Bodies of Trauma, Displacement and Persistence

- In the Community
 - $\circ~$ Art Classes at the PAL Wed. and Sat.
- Kids Camps
 - \circ $\;$ Have been approved, I will be teaching on Tuesdays for Art and Culture.
- Nature Trail
 - Clean up day May 15, 9am to 2pm
- Grants
 - Visit Kansas City Kansas Marketing Grant in partnership with CEB, Biology, Student Activities, SEC, Wellness Center, and Humanities.
 - \circ $\,$ Freedom Frontier National Heritage Area in partnership with the CEB $\,$
- WYCO Ethnic Fest
 - I joined the Board as Marketing Chair
 - Tour of Sporting, I am working on negotiations for partnership
- Artwork Relocations
 - Meeting with cabinet member May 5
- Ambient Space Projects
 - Outside Murals
 - Parallel Complete
 - Historical Mural
 - PR
 - Marketing
 - Website Matt ready to launch test in may
 - Ribbon Cutting Planning TBD Aug 17
 - Shared designs/Presentation
 - Open Prez April 1
 - KCK Chamber April 29
 - UG Landmarks Commission May 3
 - Board of Trustees May 18
 - Captions Committee
 - Reviewing Captions complete for Panel 4
 - Edits by Linda Warner, Alex Twitty, and Carol Pitchlyn
 - Edits were requested by Dr. Mosier from the Humanities Dean for English Department reviews
 - Installation Team
 - Screen
 - 3205/06 Install complete
 - 3201/02 In progress
 - Sheetrock laid complete
 - Speaker installation complete
 - Box hook up and set May 6

- Advisor Student Clubs AAUW Student Chapter & ISO/SOL
 - BUDGETS complete
 - Social Event May 7
- Labels and Accessibility in progress
 - Roundtable Accessible Arts in Greater KC
 - Helping to make sure other ethnic groups are represented in this group from the city.
- My Shelf To Yours
 - WyCo Ethnic Fest Board has agreed to raise funds at the festival.
 - Donating books from MSTY that are worth under \$50 to a rehabilitation facility education library.
- Dr. Mark Janzen PT Research Associate
 - The first part of April was largely focused on gathering as many quality images as possible, in order to complete our image needs for the thirds and fourth mural panels. I scoured the College archives, with the help of Debra Newton, and also communicated with several people on campus to follow up on leads. Emails to several people who represent programs and divisions within KCKCC garnered very useful imagery and stories. I spent Fridays at TICO Productions helping Lydia with captioning and editing tasks for the mural.

Anthony Tompkins - Director of Athletics

ATHLETICS:

- Women's Basketball: Made it to the NJCAA Division 2 National Tournament and finished the season with 21-4 record and top 5 ranking in the nation. Aliyah Myers (Wichita, KS) earned 1st Team NJCAA All-American.
- *Men's Basketball:* Deron McDaniel (Kansas City, MO) earned 3rd Team NJCAA All-American.
- *Men's Golf:* Finished with a ranking of #20 in the nation and earned an at-large bid to the NJCAA National Tournament in Lubbock, TX.
- **Women's Soccer:** Have a record of 11-0-1 and are the Champions of the East Side of the KJCCC (Conference) and is currently ranked 7th in the nation!! This is the first conference championship in the history of the program. They will begin playoff on May 18th at KCKCC, with the winner going to Wichita on May 22-23.
- *Men's Soccer:* Had a great turnaround from the last report. Are currently sitting in second place in the conference with a chance to win the East side of the Jayhawk Conference. They will also begin playoffs on May 18th.
- **Softball:** Experienced a couple of tough losses against top ranked conference opponents, but are still ranked #16 in the nation. They begin playoffs as the number five seed on May 15-16 in Topeka, KS.
- **Baseball:** Made a strong run at the end to finish third in the East side of the conference. Will begin conference play on May 14-16 in Seward, KS.

	KCKCC Unduplicated Headcount by Location							
CAMPUS	05.13.2019	05.11.2020	05.10.2021	19-20	19-20	20-21	20-21	Spring 2021
(UNDUP at A Location & DUP Across Locations)	Spring 2019	Spring 2020	Spring 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	8	-	8	-	-8	-	0.00%
BL	-	-	57	-	-	57	-	1.32%
DWNTN	-	14	-	14	-	-14	-100.00%	0.00%
FRSC	32	20	29	-12	-37.50%	9	45.00%	0.67%
HS	941	960	800	19	2.02%	-160	-16.67%	18.54%
MC	2,594	2,358	1,248	-236	-9.10%	-1,110	-47.07%	28.93%
OC	261	290	271	29	11.11%	-19	-6.55%	6.28%
OL	1,892	1,773	2,050	-119	-6.29%	277	15.62%	47.52%
PION	266	250	174	-16	-6.02%	-76	-30.40%	4.03%
TEC	781	757	639	-24	-3.07%	-118	-15.59%	14.81%
USDB	68	54	32	-14	-20.59%	-22	-40.74%	0.74%
VIRT	-	-	721	-	-	721	-	16.71%
Total UNDUP Headcount	5,390	5,099	4,314	-291	-5.40%	-785	-15.40%	

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

Status	Spring 19	Spring 20	Spring 21	19-20 #	19-20 %	20-21 %	20-21 %	Sp 2021 %
First-time	821	790	564	-31	-3.78%	-226	-28.61%	13.07%
Returning	4,569	4,309	3,750	-260	-5.69%	-559	-12.97%	86.93%
Gender	Spring 19	Spring 20	Spring 21	19-20 #	19-20 %	20-21 #	20-21 %	Sp 2021 %
Unknown	-	2	1	2	-	-1	-50.00%	0.02%
Female	3,244	3,041	2,662	-203	-6.26%	-379	-12.46%	61.71%
Male	2,146	2,056	1,651	-90	-4.19%	-405	-19.70%	38.27%
Race / Ethnicity	Spring 19	Spring 20	Spring 21	19-20 #	19-20 %	20-21 #	20-21 %	Sp 2021 %
American Alaska Native	34	32	23	-2	-5.88%	-9	-28.13%	0.53%
Asian	251	234	186	-17	-6.77%	-48	-20.51%	4.31%
Black or African American	1,081	923	773	-158	-14.62%	-150	-16.25%	17.92%
Hawaiian Pacific Islander	8	13	9	5	62.50%	-4	-30.77%	0.21%
Hispanic	1,308	1,126	958	-182	-13.91%	-168	-14.92%	22.21%
Multi-racial	239	238	266	-1	-0.42%	28	11.76%	6.17%
Unknown	115	222	177	107	93.04%	-45	-20.27%	4.10%
White	2,354	2,083	1,753	-271	-11.51%	-330	-15.84%	40.64%
Non Resident	-	228	169	228	-	-59	-25.88%	3.92%

KCKCC Credit Hours by Location

CAMPUS	05.13.2019	05.11.2020	05.10.2021	19-20	19-20	20-21	20-21	Spring 2021
CAMPOS	Spring 2019	Spring 2020	Spring 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	24	-	24	-	-24	-	0.00%
BL	-	-	234	-	-	234	-	0.61%
DWNTN	-	36	-	36	-	-36	-100.00%	0.00%
FRSC	213	191	256	-22	-10.33%	65	34.03%	0.66%
HS	5,372	5,035	4,298	-337	-6.27%	-737	-14.64%	11.15%
MC	18,724	17,195	7,632	-1,529	-8.17%	-9,563	-55.62%	19.80%
OC	970	1,704	1,236	734	75.67%	-468	-27.46%	3.21%
OL	10,739	10,366	13,433	-373	-3.47%	3,067	29.59%	34.86%
PION	2,036	1,963	1,436	-73	-3.59%	-527	-26.85%	3.73%
TEC	9,165	8,853	7,276	-312	-3.40%	-1,577	-17.81%	18.88%
USDB	391	409	174	18	4.60%	-235	-57.46%	0.45%
VIRT	-	-	2,564	-	-	2,564	-	6.65%

Total	47,610	45,776	38,539	-1,834	-3.85%	-7,237	-15.81%	
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	KCKCC Unduplicated Headcount by Location							
CAMPUS	05.13.2019	05.11.2020	05.10.2021	19-20	19-20	20-21	20-21	Fall 2021
(UNDUP at A Location & DUP Across Locations)	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
BL	-	-	16	-	-	16	-	1.13%
DNTWN	2	-	-	-2	-100.00%	0	-	0.00%
FRSC	9	7	8	-2	-22.22%	1	14.29%	0.57%
HS	242	123	244	-119	-49.17%	121	98.37%	17.24%
MC	966	454	448	-512	-53.00%	-6	-1.32%	31.66%
OC	143	-	44	-143	-100.00%	44	-	3.11%
OL	540	307	569	-233	-43.15%	262	85.34%	40.21%
PION	80	58	149	-22	-27.50%	91	156.90%	10.53%
TEC	277	131	291	-146	-52.71%	160	122.14%	20.57%
VIRT	-	-	155	-	-	155	-	10.95%
Total UNDUP Headcount	1,669	837	1,415	-832	-49.85%	578	69.06%	

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

Status	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 %	20-21 %	Fa 2021 %
First-time	293	206	338	-87	-29.69%	132	64.08%	23.89%
Returning	1,376	631	1,077	-745	-54.14%	446	70.68%	76.11%
Gender	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %
Unknown	-	1	2	1	-	1	-	0.14%
Female	1,066	529	888	-537	-50.38%	359	67.86%	62.76%
Male	603	307	525	-296	-49.09%	218	71.01%	37.10%
Race / Ethnicity	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %
American Alaska Native	13	5	8	-8	-61.54%	3	60.00%	0.57%
Asian	82	40	61	-42	-51.22%	21	52.50%	4.31%
Black or African American	256	157	251	-99	-38.67%	94	59.87%	17.74%
Hawaiian Pacific Islander	-	6	2	6	-	-4	-66.67%	0.14%
Hispanic	363	146	323	-217	-59.78%	177	121.23%	22.83%
Multi-racial	84	44	95	-40	-47.62%	51	115.91%	6.71%
Unknown	53	31	69	-22	-41.51%	38	122.58%	4.88%
White	818	371	565	-447	-54.65%	194	52.29%	39.93%
Non Resident	-	37	41	37	-	4	10.81%	2.90%
	KCKCC Credit Hours by Location							

CAMPUS	05.13.2019	05.11.2020	05.10.2021	19-20	19-20	20-21	20-21	Fall 2021
CAMPUS	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%
BL	-	-	48	-	-	48	-	0.34%
DWNTN	6	-	-	-6	-100.00%	-	-	0.00%
FRSC	87	70	80	-17	-19.54%	10	14.29%	0.57%
HS	1,341	524	1,225	-817	-60.92%	701	133.78%	8.74%
MC	7,952	3,693	2,950	-4,259	-53.56%	-743	-20.12%	21.05%
OC	293	-	316	-293	-100.00%	316	-	2.25%
OL	3,058	1,750	3,613	-1,308	-42.77%	1,863	106.46%	25.78%
PION	640	607	1,401	-33	-5.16%	794	130.81%	10.00%
TEC	3,338	1,789	3,704	-1,549	-46.41%	1,915	107.04%	26.43%
VIRT	-	-	679	-	-	679	-	4.84%
Total	16,715	8,433	14,016	-8,282	-49.55%	5,583	66.20%	

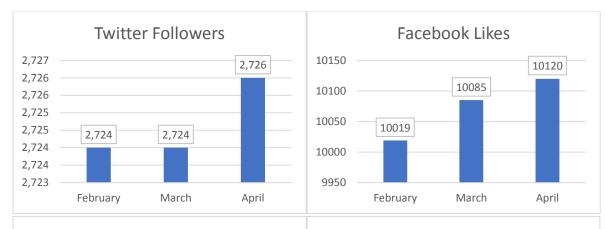


Strategic Initiatives and Outreach

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

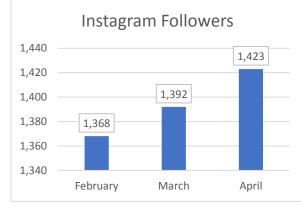
Strategic Initiatives and Outreach

- Web Architect Omar Brenes is now a proud alumnus of the Kansas Community College Leadership Institute Class VI (2020-21). This year long institute focused on developing leadership and career skills by engaging in projects, assignments, and group discussions on various aspects of leadership. The institute was attended by 28 other Kansas community colleges faculty and staff that were selected and recommended by their supervisors. Congratulations to Omar!
- Recorded new summer enrollment ads featuring "New grant funds" to run on KC 102.1, Mix 93.3, and Q104. Sample will be played during meeting.
- KCKCC is partnering with the WYCO Fair this summer. The Fair has been approved by the UG to proceed from July 13th through July 17th. Jim Mair will perform with students on Tuesday the 13th in support of Military Appreciation. Also, the 16th will be KCKCC night. Students, employees and alums will receive free admission. We also plan to have an Admission Information Booth set up in the Red Barn.
- Marketing and Outreach worked with Media Services and Human Resources to create the 2021 Employee Recognition virtual event.
- Participated in various meetings supporting the Downtown Education Center.

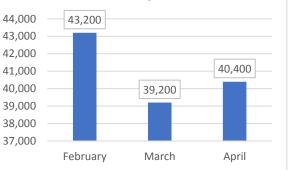


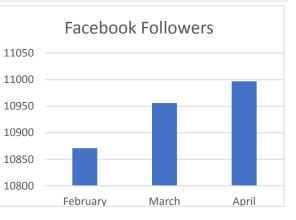
Facebook Post Reach





Twitter Impression





Post Details



KCKCC has new artwork on the Main Campus! You can see these beautiful art installations on the old KCKCC signs at the Parallel Parkway entrance to campus. The art going eastbound is of a group of musicians, while the art going westbound is of a pair of soccer players. Be sure to check out these amazing works of art when you are driving by campus! #KCKCCProud #CCMonth #YouBelongHere



Performance	e for Your Post	
1,552 People R		
80 Reactions, Co	omments & Shares 🕧	
61 🔁 Like	39 On Post	22 On Shares
12 O Love	10 On Post	2 On Shares
1 Comments	0 On Post	1 On Shares
6 Shares	6 On Post	0 On Shares
45 Post Clicks		
14 Photo Views	0 Link Clicks ()	31 Other Clicks 🕧
NEGATIVE FEEDBA	аск	
1 Hide Post	0 Hide	All Posts
0 Report as Spam	0 Unlike	e Page
Reported stats may	y be delayed from what	appears on posts

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Kansas City Kansas Community College

KCKCC President Dr. Greg Mosier met with Kansas Lt. Governor David Toland Monday morning at the site of KCKCC's proposed downtown location to provide details of the downtown community education project. In addition, representatives from the The University of Kansas, Wyandot Behavioral Health and YMCA of Greater Kansas City were present to talk about their role in the project.

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To read more about this exciting project, please visit https://www.kckcc.edu/.../downtown-educational-cen.../index.html. #KCKCCProud



Performance for Your Post 1,382 People Reached 28 Reactions, Comments & Shares () 10 On Post 9 On Shares 19 🕕 Like 2 On Shares 3 O Love 0 On Post 0 0 On Shares 6 Shares 6 On Post On Shares 73 Post Clicks 20 Link Clicks 👔 14 Other Clicks 🕧 39 Photo Views NEGATIVE FEEDBACK 0 Hide All Posts 0 Hide Post 0 Report as Spam 0 Unlike Page

Kansas City Kansas Community College ···· ★ Favorites · April 10 · ⊘	1,301 People Rea	ached			
Blue Devils win 67-59 and qualify for the NJCAA TournamentIII Nationals here we come! #KCKCCProud ♥♥ ♥ 6 6 ♥♥♥	70 Reactions, Com	ments & Shares 🕡			
	50 ① Like	29 On Post	21 On Shares		
	5 O Love	3 On Post	2 On Shares		
	7 Comments	0 On Post	7 On Shares		
	8 Shares	8 On Post	0 On Shares		
	21 Post Clicks 2 Photo Views	0 Link Clicks 🕢	19 Other Clicks 👔		
	NEGATIVE FEEDBAC				
	0 Hide Post 0 Report as Spam	0 Hide A 0 Unlike			
Get More Likes, Comments and Shares		be delayed from what a			
When you boost this post, you'll show it to more people. 1,301 91 People Reached Engagements Boost Post Image: Star Taylor, Jenell Lewis Kamler and 30 others 8 Shares					
Kansas City Kansas Community College ····	1,169 People Rea	ached			
Congratulations to our own John Stafford II who has been selected as guest	53 Reactions, Comments & Shares ()				
conductor for a 2022 concert at Carnegie Hall! He will be conducting "Missa Lucis," a piece from another KCKCC faculty member Justin Binek! What an exciting opportunity for you both! #KCKCCProud	33	22 On Post	11 On Shares		
MIDAMERICA PRODUCTIONS PETER TIBORIS, GENERAL MUSIC DIRECTOR presents	9 😳 Love	9 On Post	0 On Shares		
JOHN	2 Wow	0 On Post	2 On Shares		
STAFFORD II ASSOCIATE PROFESSOR OF MUSIC; DIRECTOR OF CHORAL ASSOCIATE PROFESSOR OF MUSIC; DIRECTOR OF CHORAL MUSIC DEPARTMENT,	4 Comments	4 On Post	0 On Shares		
ACTIVITIES, CO-COORDINATOR OF THE MUSIC DEPARTMENT, KANSAS CITY KANSAS COMMUNITY COLLEGE (KANSAS CITY, KS)	5 Shares	5 On Post	0 On Shares		
CONDUCTING JUSTIN BINEK'S	20 Post Clicks				
MISSA LUCIS	2 Photo Views	0 Link Clicks 👔	18 Other Clicks 🕧		
with the NEW ENGLAND SYMPHONIC ENSEMBLE & WORLD-CLASS SOLOISTS	NEGATIVE FEEDBAC	κ Ο Hide Al	Il Poste		
CARNEGIE HALL	0 Report as Spam	0 Unlike			
CARINEGIE HALL STERN AUDITORIUM / PERELMAN STAGE FRIDAY, JUNE 3, 2022	Reported stats may b	e delayed from what a	ppears on posts		

Tweet activity

KCKCC @KansasCityKSCC

Congratulations to **@KCKCC_WBB** for their win over Labette Wednesday night! They now move onto play JCCC in the Championship of the Region VI Division II Women's Tournament Saturday. Good luck Blue Devils!! **#KCKCCProud ***

https://twitter.com/KJCCCmedia/status/1379960287709831169

Impressions		2,257
Total engage	ments	21
Likes		14
Retweets		3
Detail expands		2
Profile clicks		2

Tweet activity

V

KCKCC @KansasCityKSCC @KCKCCPrez Dr. Greg Mosier met with @LtGovToland Monday to discuss the downtown community ed center project. Reps from @UnivOfKansas, @WyandotBHN & @KansasCityYMCA were also present to talk about their roles. Read more about this exciting project at https://bit.ly/3nnbqOA . pic.twitter.com/iV6LFYn9xm

Impressions	1,641
Total engagements	102
Media engagements	63
Detail expands	16
Likes	13
Profile clicks	4
Retweets	3
Link clicks	2
Replies	1

Tweet activity



KCKCC @KansasCityKSCC ♥♥♥♥₩Work is continuing at the Student

Housing site! Have you had time to drive by and see the progress? **#KCKCCProud #StudentHousing * * *** pic.twitter.com/Q4jSLIdUBS

Impressions	1,044
Total engagements	75
Media engagements	51
Detail expands	13
Likes	8
Retweets	2
Profile clicks	1

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KCKCC @KansasCityKSCC	Impressions	1,483
Congratulations to @bluedevil_wsoc who are ranked #19 in the latest @NJCAA_Soccer poll!#KCKCCProud \$\$ \$\$ \$\$	Total engagements	30
ttps://twitter.com/bluedevil wsoc/status/1379507896115924993	Detail expands	13
	Likes	11
	Profile clicks	4
	Retweets	2



kansascitykscc · Following

kansascitykscc KCKCC has new artwork on the Main Campus! You can see these beautiful art installations on the old KCKCC signs at the Parallel Parkway entrance. Be sure to check out these amazing works of art when you are driving by campus! #KCKCCProud #CCMonth #YouBelongHere #kckcc #bluedevils #communitycollege #art #community #beautiful #fineart #music #jazz #soccer #athletics

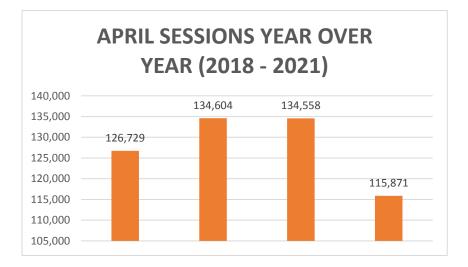
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Website Information

- Board approved policies and procedures will now be posted separately in order to make them easier to navigate. Procedures will be identified with an additional numeric.
- A note about website traffic. For the first 5 days of April, our analytics were not calculating correctly, and we were unable to count traffic for the first five days. If we compare year-to-year from April 6 through April 30 for both years, April 2020 had 118k sessions and April 2021 has 102k sessions. Much better. We are rethinking different ways to provide general website data. We believe and Omar and Matthew are working to find a better way to provide data as sessions alone may not be telling the whole story. April 2021 had 16% more users, 25% new users and 7.5% more pageviews than April 2020.



Top Webpages for March 2021

Webpage	Pageviews
Degree / Certificate Webpage	13,190
Class Schedule	5,300
Steps to Enrollment	3,837
WebAdvisor	2,437
Transcripts	2,278



BOARD OF TRUSTEES REPORT FINANCE & FACILITY SERVICES MICHAEL BEACH, CHIEF FINANCE OFFICER MAY 2021 REPORT

FINANCE - MICHAEL BEACH, CFO

- We have hired a new Director of Facilities Services Please extend a warm welcome to Chris Gardner as the Director. Chris comes to KCKCC with an excellent background in Commercial Construction project and Facilities management experience.
- The Finance department continues to lead the College through the FY2022 budget process. We are working on the agenda and documents necessary for the Board Budget Retreat next month.
- The Student housing project continues on schedule. The site has been fully excavated and footings for foundations and structural support nearly complete.
- The Finance Department is starting to wind down the year and prepare the accounts and records for yearend.
- The Finance Department is working on automating the VISA credit card reporting system. This will eliminate paper reports and provide for more accurate and timely reporting of credit card expenses.
- The Payroll Office continues to work with HR in implementing an automated time tracking and reporting system. This will protect the College by having the necessary documentation of accurate time reporting for all part-time hourly and non-exempt salaried employees. This integration will further automate the time reporting and payroll systems to allow for more accurate and timely payment of wages and overtime when it is incurred.
- The Board of Trustees should have received a "draft" of the Finance and Accounting Training packet. This is available as your resource. Please review it and feel free to let us know if there are questions or corrections, but more specifically, if there are topics that you want to make sure are covered. While we plan to make this final by June 30th, the materials will be subject to changes and updates, as terms, practices, and topics change or are added.

BOOKSTORE - JOSEPH STARKEY, SUPERVISOR

- We are almost done with book adoptions for upcoming Summer and Fall semesters
 - \circ ~ 91% done with Summer
 - 83% done with Fall
 - \circ $\;$ We are working with coordinators to gather the remaining adoptions.

- Graduation cap and gown hand out is going great, so far, we have handed out 194.
 - We also provide a coupon to the bookstore in each cap and gown to promote coming into the Bookstore and shopping. This was our way to say congratulations on graduating and thanks for being here at KCKCC.
- We sent all the textbooks that are not going to be used back to vendors for credit and have most of those credits back and ready to be applied to future invoices.

FACILITY SERVICES - DAN WARD, ASSISTANT DIRECTOR

ACCOMPLISHMENTS:

- Finished MSBT Remodel (new wall, paint, electrical, carpet)
- 3202 new wall install and cove base
- Recessed cavity construction in Jewell for historical mural
- Cary Morris taught masonry classes at TEC and PCC
- Patched holes at PCC on their siding
- Fixed shower lights in fieldhouse
- Installed flagpole light at Fire Science
- Replaced lights, bad ballast in the TEC 1 staff restroom
- Installed new faucet in Men's restroom at TEC 1
- Replaced light tubes in multiple areas at TEC 1
- Sink not draining in cosmetology class full of acrylic gel/cleaned drain
- Replaced air filters at TEC
- Removed and replaced T.V. and whiteboard in upper Jewell
- Pull data lines for security cameras in campus police office
- Fixed conduit lines and security phone line in fieldhouse
- Boarded up Downtown location
- Cleared science labs for remodel start
- Repaired Softball fence
- Fixed lights in fieldhouse gym
- Replaced and installed new recycle bins for Student Health Nurse
- Pulled Data Lines for multimedia in Social Science hallway, learning commons, lower flint
- Installed dedicated power outlets for R101 remodel
- Disconnected power at R103 per new class layout
- Installed new power outlet T.V. at upper Social Science for interaction hallway
- Replaced shorted out wire and breaker for air compressor at TEC 2
- Replaced all flags at all campuses
- Repaired leak in Science lab office
- Restored heat in KBI; moved furniture for recycling on campus
- Accepted deliveries for all locations then delivered to offices
- Took Facility Services vehicles for repair/oil changes
- Processed 80 invoices for payment Apr 1-23
- Processed requisitions for remodels and repairs
- Fixed various leaks, stopped up sinks/toilets
- Transported heavy equipment from TEC 1 campus to PCC campus
- Transported welding class equipment from TEC 1 to Lansing Correctional Facility
- Picked up and distributed all mail for all campuses
- Cleaned all halls/offices/classes on campus
- Processed monthly reports, visas, and all filing
- Dispatched Plumbers/HVAC/Electricians for emergencies
- Coordinated electronic recycling pick up for TEC 1
- Finished patching and painting the Student Health College Nurse's offices
- Track and post all leaves of absence and calendar

GOALS FOR NEXT MONTH:

- Continued remodel of 3405 Science Lab
- Carpet Student Health Nurse's offices

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

Summary:

- Working with switching door card access from Lenel to Avigilon
- Command staff and Security Guard training 4/5 and 4/7 on how to operate within the new CAD/RMS system software
- New Officers Jonathan Berry and Christopher Allison are through the Academy and we welcome them as officers at KCKCC.

Monthly Financial Summary

April - YTD FY2021		
	Results	Comments
Total Assets	\$ 90,283,153	Decrease of \$2.51M for the month - Anticipated, due to expenses exceeding revenues historically for April; see H4 below
Total Liabilities	\$ 26,768,412	Net increase of \$793K for the month; largely due to increases in deferred revenue for Fall enrollments.
Net Position	\$ 63,514,741	Decrease of \$3.31M; see notes above

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 64,095,189	\$2.08M for the month; See H1 below
Operating Expenses	\$ 59,439,167	\$5.82M for the month; See H2 & H3 below
Increase /(Decrease) in Net Positions	\$ 4 656 077	YTD increase in Net Position is anticipated for April. See H4 below
Current Month - Burn Rate	\$ 5,817,416	CY Budgeted monthly burn rate =\$6.59M
PRIOR YEAR MONTH - Burn Rate	\$ 5,870,320	

	Highlights / Key Financial Initiatives				
H1	Revenues - Increase in revenues largely due to \$590K increase in Tuition and Fees Revenue during April; and \$1.36M increase in Federal Grants and Contracts Revenue for financial aid.				
пт	increase in Federal Grants and Contracts Revenue for financial aid.				
	Operating Results - YTD Operating expenses are 75.10% of Budget, compared to 83.33% YTD average. The YTD increase in Net Position for the College is \$4.59M more than YTD last year.				
пΖ	Net Position for the College is \$4.59M more than YTD last year.				
H3	Operating Expenses - Paid \$510K principal payment on debt; other operating expenses are normal compared to other				
	months.				
H4	The College's total YTD cash position is approximately \$10M better than last year's YTD cash position.				
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%. Summer enrollment, however, is down from 2019 by 18.37%. While the College continues to receive "one-time" funds from the Federal Government to offset losses in enrollment, it uses these funds to cover "ongoing" expenses. Thus, the College will need to put into place cost saving measures if "ongoing" revenues (tuition and fees) are slow in the recovery process. The potential long-term decline in enrollments will continue to place pressure on the College to rely on other revenues to meet "ongoing" operating expenses.				
	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.				
	State Aid and SB 155 funding is still facing budget cuts. While these cuts are not as deep as originally forecasted, they will still result in decreased funding. In addition, KCKCC receives State Aid and SB-155 funds based on enrollments. Thus, continued lower enrollments potentially exacerbates decreases in these funding sources. The College will continue to monitor these developments and adjust the FY2022 budget accordingly.				
R4					

KANSAS CITY KANSAS COMMUNITY COLLEGE

Interim Summary Financial Statements - April 2021

Year to Date Fiscal Year 2021, with comparison to Fiscal Year Ended June 30, 2020

Summary Statement of Net Position

	YTD FY2021	Audited Year-End FY2020
Assets		
Current Assets	\$ 34,734,405	\$ 38,492,726
Noncurrent Assets	55,548,748	55,548,748
Total Assets	\$ 90,283,153	\$ 94,041,474
Liabilities		
Current Liabilities	\$ 7,632,242	\$ 12,260,922
Noncurrent Liabilities	19,136,170	19,136,170
Total Liabilities	26,768,412	31,397,092
Net Position	63,514,741	62,644,382
Total Liabilities and Net Position	\$ 90,283,153	\$ 94,041,474

Summary Statement of Revenue Expenses and Changes in Net Position

	YTD FY2021	Amended Annual	Annual	YTD FY2020	Percent Used Actual to
	Actual	Budget	Variance	Actual	Budget
Operating Revenues	\$ 25,348,532	\$ 26,816,600	\$ (1,468,068)	\$ 22,286,100	94.53%
Non-Operating Revenues, Net	38,746,657	57,320,243	(18,573,586)	37,576,288	67.60%
Total Revenues	64,095,189	84,136,843	(20,041,654)	59,862,388	76.18%
Operating Expenses	59,439,167	79,144,659	19,705,492	59,959,708	75.10%
Increase/(Decrease) in Net Positions	\$ 4,656,022	\$ 4,992,184	\$ (336,162)	\$ (97,320)	

KANSAS	CITY KANSAS COMMUN	ITY COLLEGE						
STATEM	ENT OF REVENUES AN	D EXPENSES						
	YTD APRIL 2021		-11					
	BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT		
	Amended	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL		
	FY 2021	4/30/2021	2021	4/30/2020	TO BUDGET	TO BUDGET		
Operating Revenues:								
Student Tuition and Fees	\$ 9,733,000	\$ 9,461,174	\$ 9,733,000	\$ 11,121,994	\$ (271,826)	97.21%		
Federal Grants and Contracts	13,357,000	13,359,437	13,857,000	8,017,417	2,437	100.02%		
State Contracts	568,000	483,311	568,000	428,246	(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	1,781,351	2,170,000	2,272,665	(738,649)	70.69%		
Other Operating Revenue	375,600	113,259	275,600	182,778	(262,341)	30.15%		
Total Operating Revenues	26,816,600	25,348,532	26,866,600	22,286,100	(1,468,068)	94.53%		
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	(10,000,402)	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	22,438	75,000	221,526	(152,562)	12.82%		
Interest Expense on Capital Asset Debt	(786,971)	(763,892)	(786,971)	(816,148)	23,079	97.07%		
Transfer from Capital Reserves	(700,371)	(703,032)	(700,371)	(010,140)	-	0.00%		
Total Nonoperating Revenues	57,320,243	38,746,657	55,720,243	37,576,288	(18,573,586)	67.60%		
Total Revenues	84,136,843	64,095,189	82,586,843	59,862,388	(20,041,654)	76.18%		
				_				
Operating Expenses:				-				
Salaries & Benefits	44,776,095	33,860,321	41,900,000	34,703,325	(10,915,774)	75.62%		
Contractual Services	, ,					86.54%		
Supplies & Other Operating Expenses	1,736,000 13,047,209	1,502,414	1,736,000	1,542,998	(233,586) (4,299,931)	67.04%		
		8,747,278		8,830,714				
Utilities Repairs & Maintenance to Plant	1,992,600	1,373,271	1,833,200	1,483,771	(619,329)	68.92% 77.40%		
	3,419,255	2,646,503	3,214,000	2,440,687	(772,752)			
Scholarships & Financial Aid	10,148,500	8,964,786	10,148,500	8,576,041	(1,183,714)	88.34% 0.00%		
Strategic Opportunities	1,250,000	000 50 (* 1,250,000	50.000	(1,250,000)			
Contingency	250,000	209,594	250,000	58,289	(40,406)	83.84%		
Debt Service	2,525,000	2,135,000	2,525,000	2,323,883	(390,000)	84.55%		
Total Operating Expenses	79,144,659	59,439,167	74,286,700	59,959,708	(19,705,492)	75.10%		
Increase in Net Position	\$ 4,992,184	\$ 4,656,022	\$ 8,300,143	\$ (97,320)	\$ (336,162)			
		_						
	tive funding to date. The					<u> </u>		
* We have utilized \$271,117.77 of the strategic initia	anve runding to date. The	expenses were exp	benued out of variou	s Supplies & Expen	ses accounts.			

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

	FY2021 Actual	Amended Budget	FY2020 Actual	Annual Budget	FY2019 Actual	Annual Budget	FY2018 Actual	Annual Budget
Operating Revenues	\$ 25,348,532	\$ 26,816,600	\$ 22,286,100	\$ 27,315,064	\$ 24,256,092	\$ 29,246,544	\$ 25,151,096	\$ 27,226,000
Non-Operating Revenues, Net	38,746,657	57,320,243	37,576,288	57,959,925	31,696,446	53,604,198	33,169,452	47,643,635
Total Revenues	64,095,189	84,136,843	59,862,388	85,274,989	55,952,538	82,850,742	58,320,548	74,869,635
Operating Expenses	59,439,167	79,144,659	59,959,708	80,812,679	61,770,563	79,979,223	61,843,141	74,620,000
Increase/(Decrease) in Net Positions	\$ 4,656,022	\$ 4,992,184	\$ (97,320)	\$ 4,462,310	\$ (5,818,025)	\$ 2,871,519	\$ (3,522,593)	\$ 249,635

		KANSAS CITY KANSAS BANK BALANCES PE			GE					
	1				1		1		1	
								YTD	F	RIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND		CHECKING	IN	VESTMENTS		30-Apr-21		30-Apr-20
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$	461,204			\$	461,204	\$	427,019
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$	2,006,046			\$	2,006,046	\$	1,280,562
BROTHERHOOD BANK	61	CAPITAL OUTLAY			\$	3,174,284	\$	3,174,284	\$	3,069,003
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$	278,692			\$	278,692	\$	267,044
LIBERTY BANK			\$	507,009			\$	507,009	\$	501,172
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$	314,435			\$	314,435	\$	296,536
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$	938,086			\$	938,086	\$	769,003
SECURITY BANK***	11	GENERAL FUND	\$	22,727,316			\$	22,727,316	\$	12,613,599
SECURITY BANK	15	TECHNICAL ED FUND	\$	821,391			\$	821,391	\$	880,343
SECURITY BANK	16	STUDENT UNION	\$	818,340			\$	818,340	\$	1,251,547
		(AUXILIARY SERVICES)								
	11	GENERAL FUND					\$	-	\$	-
UMB BANK *	17	PAYROLL	\$	-			\$	-	\$	-
TOTAL			\$	28,872,520	\$	3,174,284	\$	32,046,804	\$	21,355,828
	Current	Previous Month	PI	revious Year					-	
91-day Treasury Rate	0.020	0.020		0.110	ļ					
* Payroll clearing account nor	mally carries a	 \$-0- balance unless tax pay	/ment	deadline falls a	after	the close of t	 he c	current mont	 h.	
** No interest paid, no fees c	harged.									
***No Fees assessed by Secu	rity Bank and B	rotherhood Bank.								

				к	ansas City Kansas C	ommunity College					
				Ca	shflow Analysis (Ge	neral & TEC Funds					
July 1, 2020 to Ju	une 30, 2021										
July 1, 2019 to Ju	une 30, 2020										
Month	FY2021		FY2020	FY2021	FY2020	FY2021	FY 2020	FY2021	FY2020	FY2021	FY2020
	Operational	C	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	2,107,232		2,107,232	(5,442,154)	(5,442,154)	(3,334,922)	(3,334,922)			20,213,786	10,159,021
June	17,657,423		15,862,932	(5,234,246)	(5,234,246)	12,423,177	10,628,686			32,636,963	20,787,707
Totals	92,280,723		89,033,746	(80,410,170)	(85,358,329)	11,870,553		(21,297)	-		
Bold = Actual											
Join - Actual	72,516,067			(69,733,770)							
	, , ,										
GL Balance	General Fund	\$	22,727,316								
	TEC Fund	\$	821,391								
		\$	23,548,707								

KANSAS CITY KANSAS COMMUNITY COLLEGE Debt Position YTD APRIL 2021

	Original	Original	Original	Refinance	New	Balance	Payments	FY21	Less	Balance
Debt Issuance	Issue Date	Maturity Date	Principal Issued	Principal Issued	Maturity Date	6/30/2020	Due Date	Amount	Interest	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	\$3,040,00
	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	\$815,00
	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	\$9,480,00
	3/1/2020			\$4,270,000	4/1/2029	\$4,270,000	4/1/2021	\$131,844	\$121,844	\$4,260,00
							-	<u> </u>	<u> </u>	
			\$39,735,401	\$22,745,000		\$20,120,000	-	\$3,311,971	\$786,971	\$17,595,00

Predictive Model of Significant Annual Cash Flows - FY2021 Inflows Outflows

	Inflows		
	Description		Amount
July	Federal Covid Funding	\$	1,482,546
August	State Aid - Disbursement 1	\$	5,188,682
September	Tax Distribution	\$	2,715,643
	Current Tax	\$	953,284
	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
	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			
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
Feb	SB 155 Funding - Disb 1* Financial Aid Draw	\$	1,835,000
February March	Tax Distribution	\$ \$	3,000,000
warch			1,609,997 <i>958,822</i>
	Current Tax Heavy Truck		958,822 2,023
	Heavy Truck Motor Vehicle	\$ \$	346,474
	Commercial Motor Vehicle	ڊ \$	115,299
	RV	ڊ \$	861
	// V		
	Delinquent	ć	186 518
April	Delinquent	\$	186,518
•	Delinquent	\$	186,518
May			
May	Tax Distribution	\$	16,686,995
May	Tax Distribution Current Tax	\$ \$	16,686,995 15,289,192
May	Tax Distribution Current Tax Heavy Truck	\$ \$ \$	16,686,995 15,289,192 1,932
May	Tax Distribution Current Tax Heavy Truck Motor Vehicle	\$ \$ \$ \$	16,686,995 15,289,192 1,932 966,586
May	Tax Distribution Current Tax Heavy Truck Motor Vehicle Commercial Motor Vehicle	\$ \$ \$ \$	16,686,995 15,289,192 1,932 966,586 22,612
April May June	Tax Distribution Current Tax Heavy Truck Motor Vehicle Commercial Motor Vehicle RV	\$ \$ \$ \$ \$	16,686,995 15,289,192 1,932 966,586 22,612 4,038
May	Tax Distribution Current Tax Heavy Truck Motor Vehicle Commercial Motor Vehicle	\$ \$ \$ \$	16,686,995 15,289,192 1,932 966,586 22,612

Outflows	
Description	Amount
	(*=========
Insurance	(\$503,000)
(Comprehensive) Financial Aid Refunds	(\$1,200,000)
COP - Interest on Debt	(\$1,300,000) (\$366,848)
(Certificates of	(\$300,840)
Participation)	
COP - Interest on Debt	(\$54,220)
COP - Interest on Debt	(\$18,844)
	(61.200.000)
Financial Aid Refunds	(\$1,300,000)
COP - P & I (Principal and Interest)	(\$1,898,995)
	(Å5 64 220)
COP - P & I	(\$564,220)
COP - P & I	(\$408,844)

SB 155 Funding - Disb 2 \$ 1,700,000 *subject to change in relation to reduction in state aid

1			ELECTRICA	AL USAGE		1	
DATE	кwн	DOLLARS	CENTS	DATE	кwн	DOLLARS	CENTS
Ditte		2012/110	PER KWH			DOLLANG	PER KWH
year 2014	9,693,245	\$1,038,839	11.14	year 2015	7,217,301	\$832,768	11.79
1/28/2016	686,808	\$71,914	10.47	1/30/2017	669,778	\$67,660	10.10
2/26/2016	612,126	\$66,398	10.84	2/27/2017	520,873	\$59,658	11.45
3/30/2016	589,650	\$64,725	10.97	3/30/2017	571,377	\$66,275	11.59
4/29/2016	510,454	\$58,720	11.50	4/27/2017	488,937	\$62,282	12.73
5/27/2016	490,058	\$64,489	13.15	5/30/2017	519,433	\$63,673	12.25
6/30/2016	499,129	\$61,192	12.25	6/29/2017	493,221	\$63,308	12.83
7/28/2016	471,206	\$61,206	12.98	7/28/2017	517,966	\$69,963	13.50
8/30/2016	555,317	\$63,996	11.52	8/30/2017	509,347	\$65,091	12.77
9/29/2016	488,177	\$54,543	11.17	9/28/2017	471,352	\$68,199	14.45
10/28/2016	463,380	\$52,462	11.32	10/30/2017	510,088	\$66,797	13.09
11/29/2016	521,442	\$55,189	10.58	11/29/2017	440,328	\$72,722	16.51
12/29/2016	<u>614,663</u>	<u>\$58,846</u>	9.57	12/28/2017	<u>543,884</u>	<u>\$75,020</u>	13.79
year 2016	6,502,410	\$733,680	11.36	year 2017	6,256,584	\$800,648	12.79
1/30/2018	693,552	\$89,219	12.86	1/30/2019	609,645	\$83,726	13.73
2/28/2018	607,766	\$81,656	13.43	2/27/2019	625,832	\$80,202	12.81
3/28/2018	523,914	\$76,238	14.55	3/28/2019	554,141	\$78,123	14.09
4/27/2018	543,350	\$80 <i>,</i> 058	14.73	4/29/2019	510,325	\$73,381	14.37
5/30/2018	489,912	\$69,589	14.20	5/30/2019	441,276	\$66,651	15.10
6/28/2018	465,616	\$66,247	14.22	6/27/2019	436,477	\$63,796	14.61
7/30/2018	508,674	\$65,879	12.95	7/31/2019	537,680	\$64,553	12.00
8/30/2018	519,245	\$66,724	12.85	8/29/2019	494,320	\$67,133	13.58
9/28/2018	441,010	\$67,393	15.28	9/27/2019	485,749	\$63,507	13.07
10/30/2018	523,678	\$74,199	14.16	10/30/2019	528,274	\$73,213	13.85
11/29/2018	553,893	\$79,005	14.26	11/26/2019	440,981	\$65,663	14.89
12/28/2018	<u>566,892</u>	<u>\$80,894</u>	14.27	12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91
year 2018	6,437,502	\$897,101	13.98	year 2919	6,188,892	\$852,891	13.83
1/30/2020	501,163	\$72,729	14.51	1/28/2021	581,940	\$75,663	13.00
2/28/2020	507,458	\$71,243	14.03	2/25/2021	664,720	\$76 <i>,</i> 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				
6/30/2020	412,142	\$61,005	14.80				
7/30/2020	456,500	\$64,387	14.10				
8/28/2020	417,396	\$58,039	13.90				
9/29/2020	478,281	\$67,910	14.10				
10/29/2020	479,090	\$75,859	15.80				
11/25/2020	443,240	\$65,829	14.85				
12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07				
year 2020	5,355,424	\$789,932	14.94				

BOARD OF TRUSTEES REPORT HUMAN RESOURCES APRIL 2021

Human Resources Updates

Launched the Employee Recognition and Retirement Ceremony presentation. The presentation can be viewed by following this link. <u>https://vimeo.com/543683508</u>

No additional updates for the month of May.



BOARD OF TRUSTEES REPORT

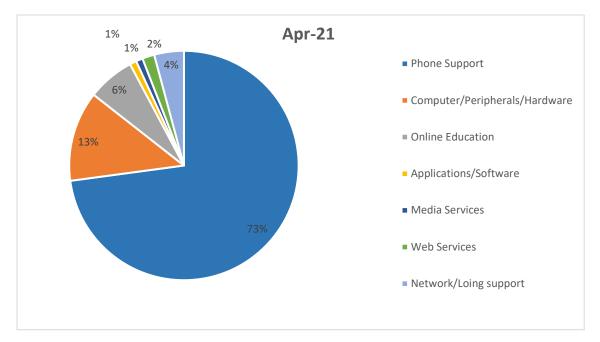
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Assisted in the development and roll out of digital feedback forms for the 2021 Jazz Summit.
- Recorded and produced videos for use in this year's employee recognition ceremonies.
- Completed installation and implementation of new college ID system (with Rick Esteban).
- Completed instructional material rollout for Self-Service for students and advisors.
- Attended multiple meetings including BOT, College Senate, and Staff Senate.
- Provided one on one training to multiple staff and faculty on a wide range of technology.

COMPUTING SERVICES

- 252 tickets were issued during the month of April- 397 tickets were resolved.
- The average time spent on each ticket was 2.25 days.
- 384 helpdesk calls were taken in April average time per call was 3.125 minutes.



MEDIA SERVICES

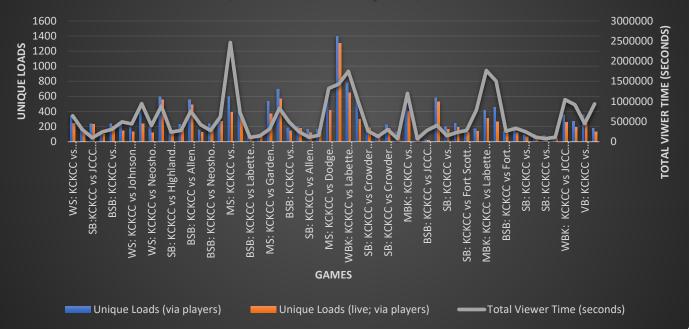
- Setup and recorded the monthly Board of Trustees Meeting. A broadcast copy was made for the college's cable channel and a video archival of the Board of Trustees Meeting.
- Setup a virtual Board of Trustees Meeting via Zoom.
- Unique Loads Unique count of viewers that loaded a player for this broadcast at least once.

FORMATION SERVICES

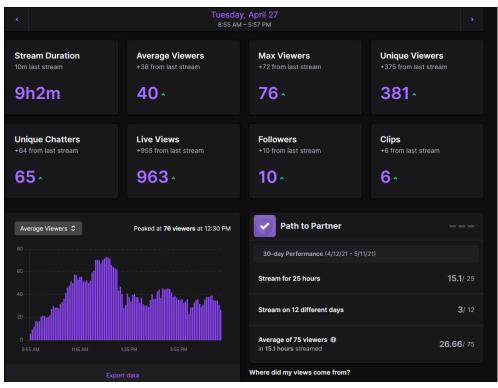


Total Viewer Time - Cumulative number of seconds that people have a player open to this broadcast. The timer does not start counting until the play button is pressed but will continue counting if the video is paused.

Athletics Live Streams and Archieved Streams March 10, 2021 to May 11, 2021

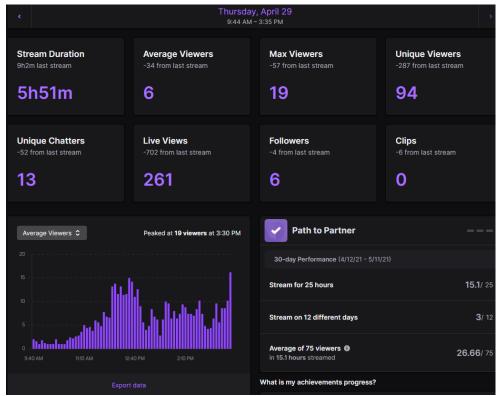


Live streamed the Jazz Summit Tuesday April 27, 2021 and Thursday April 29, 2021.









- Recorded video, graphics, and animation for the Employee Recognition virtual stream.
- Setup and live streamed The 2021 Nursing Pinning.
- Live streamed The Virtual Graduation.

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 98%
- The project to decommission or migrate services that are running on Microsoft Windows Server 2008 is ongoing. This project is still ongoing, we are currently working on two servers used by Online Education.
- Microsoft updates and security patches were installed on 166 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.
- College Police firewall hardware upgrade project has been completed.
- 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 project is moving along, we are experiencing some connectivity issues and are working through those with the vendor.





- Students that checked out laptops for the Spring semester have started to return them as they finish with their classes, all laptops checked out to students are due back to Information Services by 5/12/21.
- In May, a project will be started to install TV's and media players in each hallway. The TV's will show everyone the daily schedule of classes or events happening in each hallway based on the rooms in the hallway. The information displayed will be pulled from our Ad Astra scheduling software. The course information in Ad Astra is pulled directly from Colleague.

INFORMATION SERVICES

2021 – 2022

KCKCC Board Meeting Dates

Meetings are at 5:00 p.m. on the 3rd Tuesday of each month. *Marks the exceptions.

MEETING DATES
Tuesday, July 20, 2021
*Tuesday, August 10, 2021
*Tuesday, September 21, 2021 (9:00 a.m. @ MC)
*Tuesday, October 19, 2021 (9:00 a.m. @ PCC)
Tuesday, November 16, 2021
* Tuesday, December 14, 2021
Tuesday, January 18, 2022
Tuesday, February 15, 2022
Tuesday, March 15, 2022
*Tuesday, April 19, 2022 (9:00 a.m. @ TEC)
Tuesday, May 17, 2022
Tuesday, June 21, 2022

2023-2024 ACADEMIC CALENDAR 2023 Fall Semester

August	7-11	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	13	Last day for regular enrollment
	14	Classes Begin Fall and Fall 1
	14-20	Late Enrollment with approval
	28	Fall and Fall 1 Auditor's Roster due
September	4	Labor Day Holiday - College Closed
	11	Fall 1 Midterm grades due
	21	Last day to withdraw from Fall 1 classes
October	5	Final Exams for Fall 1 Tues/Thurs classes
	6	Final Exams for Fall 1 Mon/Wed classes
	9	Fall 2 classes begin.Late enrollment with approval.Fall 1 grades due.Fall Midterm grades due.
	16	Fall 2 Auditor's Roster due
November	1	Enrollment for Spring 2024 Begins
	6	Fall 2 Midterm grades due
	14	Last day to withdraw from Fall classes
	20-26	Thanksgiving Holiday - College Closed
	28	Last day to withdraw from Fall 2 classes
	29	KCKCC Candle Lighting Ceremony – 11:00-12:15
December	4	Last day of classes
	5-11	Finals Week
	11	Fall Semester Ends
	13	Grades Due
	15	Winter Break College Closed @ 2 pm
	17	Grades available on WebAdvisor

2024 SPRING SEMESTER

January	2	All Staff Report	
	8-12	Professional Development Days for Faculty & Staff (Faculty Contract Days)	
	15	Martin Luther King Day - College Closed. Last day for regular enrollment	
	16	Classes Begin Spring and Spring 1	
	16-22	Late enrollment with approval	
	30	Spring and Spring 1 Auditor's Roster due	
February	13	Spring 1 Midterm grades due	
	19	Presidents Day – Classes in session	
	22	Last day to withdraw from Spring 1 classes	
March	7	Final Exams for Spring 1 Tues/Thurs classes	
	8	Final Exams for Spring 1 Mon/Wed classes (Test on Friday)	
	11	Spring 1 Grades Due. Spring Midterm grades due	
	11-17	Spring Break - No Classes - Offices Open March 11-14	
	15	College Closed	
	18	Spring 2 classes begin. Late enrollment with approval	
	25	Spring 2 Auditor's Roster due	
April	1	Enrollment for Summer and Fall 2024 Begins	
	15	Spring 2 Midterm grades due	
	16	Last day to withdraw from Spring	
	23	Last day to withdraw from Spring 2 classes	
May	6	Last day of classes	
	7-13	Finals Week	
	13	Spring Semester Ends	
	15	Grades Due	
	16	GRADUATION ON CAMPUS	
		2:00 p.m. & 7:00 p.m.	
	17	Grades available on WebAdvisor	

2024 SUMMER SESSION

May	27	Memorial Day - College Closed	
	30	GED Graduation	
June	2	Last day to enroll	
	3	Classes begin	
	3-4	Late enrollment with approval	
	11	Auditor's Roster due	
	24	Midterm grades due	
July	3	Last Day to Withdraw from Summer	
	4	Independence Day Holiday Observed-College Closed	
	15	Last Day of Classes	
	17	Finals	
	17	Summer Semester Ends	
	19	Grades Due	
	21	Grades available on WebAdvisor	

1st Draft 3-15-21 2nd Draft 3-16-21

Computer Administrative Privileges

Purpose

To provide a secure and stable computing environment through the practice of granting User privilege standards on College computers. Information Services (IS) is committed to provide a secure and stable computing environment to facilitate teaching and learning. As such, IS has adopted a practice of granting User privileges as "Standard" on college computers. Granting User privileges ensures KCKCC follows computing security best practices from leading cyber security advisors. These practices also reduce software/freeware downloads infected with malware/spyware and protect college data.

In addition, limited access for Users reduces the risk of widespread computer infection and reduces the risk of compromised data, which, if breached, has the potential to have serious negative consequences for the institution. Appropriate User privileges promotes greater employee productivity through use of computers not affected by spyware/malware and allows technical staff to work in a more proactive than reactive mode. Appropriate User privileges limits software installation on college-owned machines to appropriately reviewed and licensed software.

Definitions

Principle of Least Privilege: The idea that at any user, program, or process should have the minimum privileges necessary to perform its function.

Standard: A user account with limited privileges that will be used for general tasks such as reading email and surfing the Web.

Policy Statement

By default, all members of the college community, using college-owned computers, are granted the "Standard" User access level on their individual workstations. All College employees should use the least set of privileges necessary to operate their computers. Adhering to The Principle of Least Privilege (POLP), the College limits potential damage that can result from a poorly written application, viruses, malware, an accident or error. IS staff will provide local computer "Administrator" privileges when it has been determined that there is a valid business case. Administrative privilege requests must be submitted to IS via Helpdesk ticket. These requests will be reviewed on a case-by-case basis.

Policy: 1.10

Purpose

The employment or contracting for service of relatives in the same department or other areas of an organization may cause conflicts and serve as the basis for complaints concerning disparate treatment and favoritism. This policy is established to protect against such conflicts and complaints, and to provide for the ethical and legally consistent treatment of individuals with relatives seeking employment or who are employed by the College.

Definition

Relative: the spouse, domestic partner, anyone in a romantic relationship and, whether by blood, adoption, marriage or domestic partnership, the child, parent, grandparent, sibling, grandchild, aunt or uncle, niece or nephew, or any person residing in the immediate household (or the household of the spouse or domestic partner of any of these relatives) of the Kansas City Kansas Community College (KCKCC) employee, or their spouse, domestic partner, or person in a romantic relationship

Policy Statement

No employee of KCKCC may make, participate in or attempt to influence employment or other businessrelated decisions involving a relative or influence others to do so the same. In addition, no employee should directly or indirectly supervise a relative.

Examples include:

- Occupy a position that will supervise their relative or as a supervisor in the organizational unit up to the respective cabinet member
- Serve on hiring committees
- Participate in contract review, financial reporting, purchasing, grant management, or any other financial matter

If a relative relationship is established after employment between employees, it is the responsibility and obligation of the employees involved in the relationship to immediately disclose the existence of the relationship to Human Resources.

Any exceptions to this policy are subject to the review and approval of the Board of Trustees.

Hiring

Purpose

To ensure a fair and equitable recruiting and hiring process that results in the hire of a highly qualified individual.

Definition

Hiring manager: a supervisor that is responsible for filling an open position and to whom the new employee reports.

Policy Statement

Kansas City Kansas Community College (KCKCC) believes that hiring qualified individuals contributes to the overall success of the College.

Hiring managers are directly responsible for the interviewing and selection process in conjunction with KCKCC's hiring procedures. Hiring Managers have a responsibility to support the College's commitment to equal employment opportunity (EEO) by assuring that the hiring process is fair, confidential, and free of harassment and unlawful discrimination. Hiring managers should make every effort to ensure that their search committees represent a diverse background of the College.

All individuals selected for hire will be subject to, at a minimum, a background check, reference check, and review of experience and education.

The hiring of each applicant is conditioned on approval at a public meeting of the Board of Trustees. The Board approves the employment, compensation, benefit package, and terms and conditions of employment. With prior approval from the President, employees may conditionally, begin work prior to Board approval when the candidate has completed all requirements for employment.

Policy: 4.15

Identity Theft Prevention (Red Flags)

Purpose

To establish an Identity Theft Prevention Plan and adopt the applicable requirements of 16 C.F.R. 681, a federal regulation issued by the Federal Trade commission (FTC) as part of the implementation of the Fair and Accurate Credit Transaction (FACT) Act of 2003 requiring that financial institutions and creditors implement written plans which provide for detection of and response to specific activities ("Red Flags") that could be related to damages from fraudulent activity of identity theft.

Definitions

Red Flag: a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Account: a continuing relationship established by a person with the College to obtain a product or service for personal, family, household or business purposes. The account includes an extension of credit, such as student tuition payment plan and other credit extended by the College and any of its departments or subunits to students, faculty, staff, and the campus community.

Consumer Reporting Agency: entities that collect and disseminate information about consumers to be used for credit evaluation and certain other purposes.

Covered Accounts: an account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, including but not limited to:

- Credit account
- Loan account
- Prepaid card account

Any other account that the College offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or ligation risks.

Creditor: any departments, unit, subunit, or entity under the control of the College and its governing board of Trustees who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit.

Customer: student, faculty, staff, or any person from the campus community that has a covered account with the College

Credit: the right granted by a College to a debtor to defer payment of debt or to incur debt and defer its payment or to purchase services and defer payment, thereto.

Prepaid Card: any card issued by the College to a customer for use in initiating an electronic payment from the prepaid balance credited to the prepaid card at the College, for the purpose of purchasing goods, meals, or services on campus or obtaining money.

Notice of Address Discrepancy: a notice sent to a user by a consumer reporting agency pursuant to 15 U.S.C. 1681c(h)(1), that informs the user of a substantial difference between the address for the consumer that the user provided to request the consumer report and the address(es) in the agency's file for the consumer.

Identifying Information: any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including:

- Name
- Address
- Telephone number
- Social Security number
- Date of birth
- Government issued driver's license or identification number
- Alien registration number
- Government passport number
- Employer or taxpayer identification number
- Unique electronic identification number
- Computer's internet protocol address or routing code

Identity Theft: a fraud committed or attempted using the identifying information of another person without authority.

Service Provider: a person who provides a service directly to the College such as a food service provider.

Card Issuer: financial institution or creditor; in this case the College that issues a debit, credit, or prepaid card. College accounts that fall under this definition include:

- Federal Perkins Student Loans
- Tuition Payment Plans
- Institutional Accounts in CLM system
- Student, faculty, and staff ID cards that facilitate the holder to purchase items accessing a prepaid balance from said card

Policy Statement

Kansas City Kansas Community College (KCKCC; the College) will implement and provide for the continued administration of the plans in relation to:

- Identify patterns, practices, or specific "Red Flags" that indicate the possible existence of identity theft regarding new or existing covered accounts.
- Detect "Red Flags" that have been incorporated into the plan.
- Respond appropriately to any "Red Flags" that are detected under the Plan.
- Ensure periodic updating of the plan, including reviewing the accounts that are covered and the identified red flags that are part of the Plan.
- Promote compliance with state and federal laws and regulations regarding identity theft protection.

Plan Responsibilities

The Controller's Office is responsible for the administration of the Plan. Operational responsibility of the Plan includes but is not limited to, the oversight, development, implementation and administration of the Plan, approval of needed changes to the Plan, and implementation of needed changes.

The Plan Administrator will be responsible for ensuring appropriate training of the College staff on the Plan; the review of staff reports regarding the detection of "Red Flags" and, the steps for identifying, preventing, mitigating identity theft, determining which steps of prevention and mitigation should be taken, and considering periodic changes to the Plan.

The procedures as outlined in the Procedure Document will be periodically reviewed and updated to reflect changes in identity theft risks and technology. The Plan Administrator will consider the College's experiences with identity theft; changes in identity theft methods; changes in identity theft detection, mitigation and prevention methods; changes in types of accounts the College maintains; changes in the College's business arrangements with other entities, and any changes in legal requirements in the area of identity theft. After considering these factors, the plan Administrator will determine whether changes to the procedures, including the listing of "Red Flags", are warranted.

The Plan Administrator shall confer with all appropriate College personnel as necessary to ensure compliance with the plan. The Plan Administrator (Controller) shall regularly report through the College Risk Management Committee to the College Chief Financial Officer on the effectiveness of the plan and present any recommended changes for approval.

1) Application of Other Laws and College Policies

College personnel should make reasonable efforts to secure confidential information to the proper extent. Furthermore, this section should be read and applied in conjunction with the Family Education Rights and Privacy Act ("FERPA"), and other applicable laws and College policies.

2) <u>Identification of "Red Flags"</u>

Each College department which offers or maintains Covered Accounts will be responsible for managing and protecting information related to covered accounts. In order to identify relevant "Red Flags", the College considers the types of accounts that it offers and maintains, the methods it provides to open accounts, the methods it provides to access accounts, and its previous experiences with identity theft. The following are relevant "Red Flags", in each of the listed categories, which employees should be aware of and diligent in monitoring for:

- A. Notification and Warnings from Credit Reporting Agencies
 - Report of fraud accompanying a credit report.
 - Notice or report from a credit agency of a credit freeze on a customer or applicant.
 - Notice or report from a credit agency of an active-duty alert from an applicant.
 - Indication from a credit report of activity that is inconsistent with a customer's usual pattern or activity.
- B. Suspicious Documents
 - Identification document or card that appears to be forged, altered on inauthentic.

- Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document.
- Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged).
- Application for service that appears to have been altered or forged.
- C. Suspicious Personal Identifying Information
 - Identifying information presented that is inconsistent with other information the customer provides *(example: inconsistent birth dates)*.
 - Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report).
 - Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address).
 - Social security number presented that is the same as one given by another customer.
 - A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must <u>not</u> be required).
 - A person's identifying information is not consistent with the information that is on file for the customer.
- D. Suspicious Account Activity or Unusual Use of Account
 - Change of address for an account followed by a request to change the account holder's name.
 - Payments stop on an otherwise consistently up-to-date account.
 - Account used in a way that is not consistent with prior use (example: very high activity).
 - Mail sent to the account holder is repeatedly returned as undeliverable.
 - Notice to the College that a customer is not receiving mail sent by the College.
 - Notice to the College that an account has unauthorized activity.
 - Breach in the College's computer system security.
 - Unauthorized access to or use of customer account information.
- E. Alerts from Others
 - Notice to the College from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

Title IX Sexual Harassment and Sexual Violence

Purpose

Kansas City Kansas Community College ("KCKCC") is committed to fostering an environment in which all members of our community are free from sexual misconduct in any form. The College expects that all interpersonal relationships and interactions will be based on mutual respect, open communication, and clear consent. Sexual harassment is a violation of professional ethics as well as a violation of federal and state law. KCKCC is committed to complying with Title IX of the Education Amendments of 1972 and its implementing regulations, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act of 2013 (VAWA), and the Kansas Act Against Discrimination.

Scope

The Sexual Harassment and Sexual Violence Policy applies to Title IX Sexual Harassment as defined below that occurs in the College's Education Programs or Activities and that is committed by any student, faculty member, staff member, or third-party affiliate who has a formal (including contractual) relationship with the College community.

As defined by the U.S. Department of Education "(DOE") the College's Education Programs or Activities include locations, events, or circumstances in the United States in which KCKCC exercised substantial control over both the Respondent (the person accused of violating the policy) and the context in which the alleged violation occurred, including any building owned, controlled, or officially recognized by KCKCC.

While KCKCC prohibits all forms of discrimination and harassment, including sexual misconduct, this policy applies only to Sexual Harassment under Title IX regulations issued by the DOE that went into effect August 14, 2020 requiring the College to follow a specific grievance process in response to conduct covered by the regulations. Sexual Harassment alleged to have occurred on or after August 14, 2020 will be subject to the College's policy in place at the time of the alleged conduct.

Discriminatory and/or harassing misconduct falling outside of the purview of this policy may be addressed by other College policies, which may include but are not necessarily limited to the College's Policy on Discrimination and Harassment (5.0), other employee policies, or the Student Code of Conduct.

Definitions

Actual Knowledge: Notice to the Title IX Coordinator, Deputy Coordinator or an official with authority to institute corrective measures on the College's behalf establishes actual knowledge and triggers the College's response obligations.

Advisor: The Advisor is someone who each party chooses to provide support and guidance through the grievance process. This person may be a friend, family member, attorney, or other individuals with whom the party has a trusted relationship.

Appellate Administrator: The appellate administrator reviews the basis of appeal and evidence to determine whether to uphold or change the outcome decision of the Decision-maker. At KCKCC, that person is the Vice President of Student Affairs.

Allegation: An allegation is a claim that someone has done something wrong.

Business Day: A business day is any day in which normal business operations are conducted.

Complainant: The complainant is the alleged victim of sexual harassment or violence.

Conduct File: A conduct file is a printed, written, or digital file which may include, but is not limited to, incident report(s), correspondence, academic transcript, witness statements, and student conduct history. A Title IX conduct file is retained by the College for seven years.

Contractor: A contractor is a person or company with whom KCKCC enters into an agreement to provide materials or labor to perform a service or do a job.

Decision Maker: The decision-maker is the person who runs the Title IX hearing and determines the outcome. The decision-maker could be the Dean of Student Services.

Designee: A designee is another person to whom a report of gender-based or sexual misconduct can be made besides the Title IX Coordinator or Deputy Coordinator.

Employee: An employee is a person hired by the College who is paid a salary or wage for services.

Evidence: Evidence is information gathered for the purposes of supporting or opposing an allegation. It can take the form of testimony, data, video, social media, etc. *Inculpatory evidence* is evidence that supports the allegation of the complainant. *Exculpatory evidence* is favorable to the respondent.

Formal Complaint: A formal complaint is a written grievance by the Complainant or Title IX Coordinator.

Incident Database: The College will maintain records in Maxent, an *incident database* software for managing behavior records for seven years.

Investigator: An investigator is a trained person who makes formal inquiry into an allegation.

Program or Activity: A program or activity is anything a person does or participates in that is sanctioned or controlled by the College, such as clubs, events, athletics, classes, work, etc.

Remedies: Remedies are ways the College counteracts or eliminates behaviors of gender-based or sexual misconduct. When a Respondent is found, responsible remedies are designed to restore or preserve the complainant's equal access to education.

Respondent: The respondent(s) is the person against whom the complaint is alleged.

Sanctions: Sanctions are disciplinary measures, such as required counseling, warning, or other consequences, imposed on the Respondent once he or she is found responsible.

Standard of Evidence: KCKCC uses Preponderance of Evidence as the standard by which a Respondent is found responsible or not responsible.

Student: A student is someone who has been admitted to the College and is enrolled or seeking to enroll in KCKCC courses.

Supportive Measures: Supportive measures are actions the College may take that are designed to restore or preserve equal access to education without unreasonably burdening the other party, which may include

measures designed to protect the safety of parties or the educational environment or deter sexual harassment. Examples of supportive measures include, but are not limited to: free counseling, schedule changes, housing reassignment, and other forms of assistance.

Testimony: Testimony is a formal written or spoken statement.

Third Party: A third party is someone other than the Complainant who reports an allegation of sexual misconduct.

Vendor: A vendor is a person or company who sells products to the College.

Volunteer: A volunteer is a person who provides service(s) for the College without being paid.

Witness: A witness is someone who has knowledge about the case at hand.

Policy Statement

Title IX of the Education Amendments of 1972 includes three categories of misconduct on the basis of sex: *quid pro quo* harassment by an employee; severe, pervasive, and objectively offensive unwelcome conduct of a sexual nature; and *Sexual Assault, Dating Violence, Domestic Violence*, or *Stalking* as defined under the Clery Act and VAWA. Any person alleged to be in violation of this policy is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Prohibited Conduct

As further defined below, Title IX Sexual Harassment includes *Quid Pro Quo Sexual Harassment*, *Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking*. Prohibited conduct that is not covered by this policy may be addressed by other College's policies, including but are not necessarily limited to the College's Policy on Discrimination and Harassment (5.0), other employee policies, or the Student Code of Conduct. An act may violate one or more parts of this policy or one or more College policies.

Discrimination: Refers to unfair or unequal treatment of an individual (or group) based on certain characteristics. Discriminatory Harassment is verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive environment.

Title IX Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- Quid Pro Quo Sexual Harassment: A person's submission to unwelcome sexual conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a College program or activity; or
- **Hostile Environment Sexual Harassment:** Unwelcome sexual or other sex-based conduct is sufficiently severe, persistent and pervasive that it denies from education, employment, or other programs or activities of the College and creates an environment that a reasonable person would find to be intimidating or offensive.

Title IX Sexual Assault: Title IX Sexual Assault as defined in 20 U.S.C. 1092(f)(6)(A)(v).

Under 20 U.S.C. 1092(f)(6)(A)(v), the term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The Uniform Crime Reporting System includes the following offenses as forcible or nonforcible sex offenses:

- Sexual Assault Penetration/Rape: Without the consent of the complainant, penetration, no matter how slight, of:
 - the complainant's vagina or anus with any body part or object; or
 - the complainant's mouth by a penis or other genitalia.
- Sexual Assault Fondling/Contact: Without the consent of the complainant, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity:
 - intentionally touching the complainant's intimate body part (genitals, anus, groin, breast, or buttocks) clothed or unclothed for the purpose of sexual gratification;
 - making the complainant touch another or themselves on any intimate body part, clothed or unclothed; or
 - touching the complainant with one's intimate body part, whether the intimate body part is clothed or unclothed.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of statutory consent.

Domestic Violence: As defined in 34 U.S.C. 12291(a)(8). Under 34 U.S.C. 12291(a)(8), is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: As defined in 34 U.S.C. 12291(a)(10). Under 34 U.S.C. 12291(a)(10), is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: As defined in 34 U.S.C. 12291(a)(30). Under 34 U.S.C. 12291(a)(30), is engaging in a course of repeated conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

- Repeated course of conduct means two or more acts, directed at a complainant including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

• Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Retaliation

Retaliation includes, but is not limited to, any form of intimidation, coercion, threats, reprisal or harassment for the purpose of interfering with any right or privilege secured by Title IX. Any person who retaliates against another for submitting a grievance, testifying, assisting, participating or refusing to participate in any manner in an investigation, hearing, or proceeding relating to harassment or violence shall be subject to disciplinary action.

Consent

Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity.

Incapacitation

Incapacitated is a state which someone cannot make rational, reasonable decisions, does not understand the nature or fact of sexual activity (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction) due to the effect of drugs or alcohol consumption (voluntarily or involuntarily), medical condition or disability, or due to a state of unconsciousness or sleep or other state in which the person is unaware that sexual activity is occurring. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence or impaired by use of the drug. Alcohol and other drugs impact each individual differently and determining whether an individual is incapacitated requires an individualized determination.

False Information and Bad Faith Complaints

It is a violation of this policy for any person to submit a report or Formal Grievance that the person knows, at the time the report or Formal Grievance is submitted, to be false. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. False Information and Bad Faith Complaints are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the appropriate College policies.

Policy: 5.18

Vacation

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:

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

Full-Time

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

Part-Time	Employees
1 al t-1 mie	Employees

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

Administrators

Years of Service	Annual Accrual	Maximum Accumulation Allowed
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.

Revision Approved: XX/XX/XXXX

Policy: 1.17

Purpose

To enhance the quality of the learning and working environment through the integration of video monitoring and recording equipment and systems.

Policy Statement

Video monitoring and recording equipment and systems will be used in a professional, ethical, confidential, and legal manner at all sites owned and/or leased by Kansas City Kansas Community College at any time, including but not limited to facilities, grounds, and parking lots, with specific limitations that would not violate the reasonable expectation of privacy as defined by law.

In the event the College experiences criminal activity, either to property and/or persons, the College may use video monitoring and recording equipment and systems for apprehending violators and/or covert video monitoring and recording purposes within the parameters outlined in this policy. Information obtained through the video monitoring and recording equipment and systems may be utilized for investigative, safety and security purposes, law enforcement, compliance with College policy and procedures, and compliance with the Student Handbook & Code of Conduct and will only be released when authorized by the College President, in conjunction with the Chief of College Police, Chief Human Resources Officer, and/or Vice President of Student Affairs, according to the guidelines established in this policy and in compliance with applicable laws.

College personnel are prohibited from disseminating or using any information obtained through the video monitoring and recording equipment and systems except for law enforcement and/or official College purposes. Only authorized personnel shall have access to the video monitoring and recording equipment and systems.

This policy is consistent with the College's commitment to equal opportunity, integrity, diversity, excellence, human dignity, mutual respect, and other related College policies such as Harassment and Discrimination and Nondiscrimination. The College prohibits video monitoring and recording based on classifications and characteristics including, but not limited to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law."

Procedure: 5.20A

Hiring

Purpose

To assist search committees and hiring units to conduct searches that both maximize their ability to establish a qualified and diverse applicant pool, while complying with internal policies and state and federal regulations.

Definition

Qualified applicant: an individual that applies to a position that meets at least all minimum required qualifications.

Procedure Statement

The following procedure provides the basic steps that all employees will follow with respect to a fair, equitable, and diverse search committee, and selection process at Kansas City Kansas Community College (KCKCC).

1) <u>Requisition and Justification</u>

The hiring manager reviews the needs of their department in conjunction with their available budget. The hiring manager completes the Requisition and Justification Form and submits to Human Resources. This form allows the hiring manager, and their division leaders review and provide feedback on the necessity of this position to administration.

At this time, the hiring manager should also review the position description and submit any updated changes along with the Requisition and Justification Form. A position description should:

- define quantifiable required and preferred qualifications
- accurately summarize the position with approximately 10 bulleted points

2) Review by Administration and Posting

Once a complete Requisition and Justification Form and position description are received by HR, Cabinet will review the posting and either approve, deny or send the form back to the hiring manager for further review. The Cabinet member over the area will be responsible for communicating to the hiring manager any questions from Cabinet or if the position is approved or denied.

Once approved, the position is normally posted on Friday to ApplicantStack, the College's applicant tracking system. Normal posting periods are 30 days for an external posting and 14 days for an internal posting.

3) External vs Internal Postings

Hiring managers are strongly encouraged to post all positions externally for at least 30 days. If there is a need for an internal only search or a shortened search, that justification needs to be included on the Requisition and Justification Form. Cabinet will review the justification and approve or deny the request for an internal search and/or shortened posting period.

4) Search Committee and Application Review

While a position is open for applications, a hiring manager should take the following actions to help streamline the process:

- Identify a diverse search committee. Search committees play a vital role in evaluating and recommending the most qualified candidates for employment. Search committee members are often the first KCKCC employees that a candidate will meet. Each member has an opportunity to represent KCKCC as a diverse and welcoming community while carrying out the search in accordance with the College's policies and procedures. The search committee should include people from within or outside your department who will bring diverse outlooks, are respectful of different cultures and characteristics, and are representative of the general College community the position will interact. The size and composition of your search committee will vary, depending on the level and complexity of position being filled. All search committees should have a minimum of three people serving on the committee.
- A search committee is responsible for identifying interview question, recruiting for the position when applicable, evaluating applicants, participating in the interview process, and recommending finalists. Members should be available to participate fully and consistently in the entire process.
- Members may be faculty, staff, students, alumni, or other outside constituents. For faculty positions, a majority of the committee members shall be comprised of faculty members from the department in which the new hire will serve.
- Identify a selection rubric for applicants. A selection rubric will outline how the search committee will screen qualified applicants. Criteria on a selection rubric should include, at a minimum, the quantifiable preferred qualifications that are listed on the position description. Search committees should be cautious to only add criteria that are described on the position description to ensure applicants are aware of how they will be evaluated when submitting their application materials
- Finalize interview questions. The search committee should develop interview questions to assess each candidate's qualifications. Questions should be consistent among candidates, and focus on a range of topics, including but not limited to: diversity and inclusion, skills and experience, work style, and prioritizing work. The search committee should avoid any interview questions or conversations that focus on race, age, sex, gender, religion, disability, etc. These questions are not relevant to an applicant's qualifications.
- Review and sign confidentiality agreements for all committee members. As a search committee member at KCKCC, the ultimate success of our search process and the integrity of the College depends on searches being conducted in an impartial, ethical and professional manner. It is

critical that individuals that participate understand the critical importance of confidentiality to the integrity and success of the search process. Search committee members are required to complete a confidentiality agreement for each committee that they will serve on.

5) Application Review, Interview Process, and Selection

Once the initial posting closing date has passed and the documents from #3 above have been received in Human Resources, the hiring manager will receive all qualified applicants. The search committee will then screen the candidates against their selection rubric and identify top candidates for an interview. The hiring manager will also decide if they would like the position to remain posted for additional applicants or placed on hold and removed from the applicant website.

Once the committee has interviewed all applicants, the committee will then recommend a top candidate or candidates based on qualifications and the candidate interviews to the hiring supervisor. Once a top candidate is identified by the hiring supervisor, the hiring manager will submit to HR:

- Selection rubrics and interview questions from all committee members for all candidates
- A completed background check form and completed references for the top candidate
 - To help expediate the process, the completed background check can be sent to HR while references and the recommendation form are completed
- A New Hire Recommendation form

Best practices for interviews are as follow:

- A minimum of at least 3 individuals should be interviewed.
- Positions that are at the director level or higher should have at least two interview stages. These interview stages should provide a candidate to meet the search committee, their supervisors up to their Cabinet member, and the individuals that they will be supervising.
- If there is not a top candidate identified for the position, the committee can elect to review additional applicants.
- Whenever possible, an alternate candidate should be identified in the event the top candidate declines the offer.

6) Top Candidate Contact and Last Steps

The top candidate will be contacted by HR to begin the salary negotiation and acceptance process. To avoid any confusion or misinformation, the hiring manager may contact the top applicant to let them know they were selected contingent upon a successful completion of pre-employment screenings, but any discussion of a salary should be limited to what is listed on the job announcement.

For staff, HR will review the candidate's skills, in addition to the salaries of other individuals in a similar Grade within the division to identify a starting salary for the position. To be equitable to current employees, new employees will not be placed at a starting salary over the midpoint of a Grade without the approval of the HR and the cabinet member for the division. If HR and the cabinet member do not agree on the starting salary above the midpoint, the President will have final approval.

For faculty, HR will review the step/class the hiring manager listed based on the applicant's education placement on the salary schedule as defined by the Master Contract.

Once a candidate has accepted a position, HR will work with the individual and the supervisor to complete onboarding paperwork and identify a start date.

7) <u>Exceptions</u>

Deviations from the hiring procedure may occur occasionally under limited circumstances. In the event there is a need and/or request to deviate from the hiring process that has been outline, justification will need to be submitted to Human Resources for review and approval.

Procedure: 3.03A

Title IX Sexual Harassment and Sexual Violence

Purpose

The College takes allegations of sexual harassment very seriously, and will actively respond to alleged sexual harassment and will take remedial action, where appropriate. The procedures below outline the process the College follows when it receives a report alleging a violation of the Title IX Sexual Harassment and Sexual Violence Policy committed by a member of the Kansas City Kansas Community College ("KCKCC") community. The procedures described below are an internal process to determine whether the College's Title IX Sexual Harassment and Sexual Violence policy was violated and is not a court system. As such, KCKCC's process does not use the same rules of procedure and evidence as those used by courts or law enforcement.

Procedure Statement

A person who has experienced Title IX Sexual Harassment or any potential crime has the right to simultaneously file and pursue both a formal grievance with the College and a criminal complaint with law enforcement, and to be assisted by the College in notifying law enforcement, or to decline to notify such authorities, if they choose. College employees must comply with all notification requirements required by law and policy.

The College does not limit the time for submitting a complaint of sexual harassment, but strongly urges the immediate reporting of complaints or concerns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of sexual harassment. The College's ability to investigate and respond effectively may be reduced over time.

Title IX Sexual Harassment Reporting

All reports will be handled in a prompt, fair, and impartial manner in accordance with Title IX, the Violence Against Women Act, the Kansas Sexual Violence Act, and other relevant laws and regulations and College policies.

- **Reporting to Law Enforcement:** An individual who has experienced Sexual Assault, Dating Violence, Domestic Violence, or Stalking has the right to choose whether to file a police report. Reports can be made to the KCKCC Collegeo Police Department as well as local law enforcement. Timely reporting to the police is an important factor in the successful investigation and prosecution of crimes, including sexual violence.
- **Reporting to the College:** Reports of gender-based or sexual misconduct can be made directly to the Title IX Coordinator or Deputy Coordinator via email, phone, mail, or in person. (See Title IX Coordinator.) Reports can also be made to other designees identified in the Employee Responsibility section. Reporting to any of these employees will initiate the College's response. To better facilitate reporting, the Title IX Reporting form can be found at <u>KCKCC Title IX webpage</u>.
- **Reporting to a Confidential Resource:** Confidential reports of gender-based or sexual misconduct can be made to counselors in the Counseling and Advocacy Office and to medical professionals in the Health Services Office. They will maintain confidentiality and are not obligated to disclose reports of Title IX Sexual Harassment to the Title IX

Coordinator or Deputy Coordinator or College law enforcement unless reporting is mandated by law in the cases of imminent danger whereby a person is a threat to themselves or others, or when child or elder abuse is reported.

Preservation of Evidence

Many Title IX Sexual Harassment offenses are also crimes in the state or locality in which the incident occurred. For that reason, individuals who believe they are victims of Sexual Assault, Dating Violence, Domestic Violence, or Stalking often have legal options that they can pursue. It is important to preserve evidence. A Complainant may not be ready to file a formal complaint but may choose to do so at a later date. That evidence is important for investigative purposes.

- General physical evidence: Individuals should consider not disposing, altering, or destroying any physical evidence of an incident and/or perpetrator. All documents, pictures, logs, screenshots of text messages, social media posts, instant messages, emails, or other electronic communication should be preserved.
- Sexual assault physical evidence: Preservation of some evidence, particularly evidence that may be located in the body, dissipates quickly (within 48-96 hours). In the case of sexual assault, the alleged victim should not bathe, shower, eat, drink, brush teeth or smoke. They should not change or wash clothing or bedding. Individuals who have been sexually assaulted should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection and seek the assistance of a Sexual Assault Nurse Examiner (SANE). (See resources.) Sexual Assault Nurse Examiners are trained to safely collect and preserve physical evidence.

Employee Responsibility

All College employees are obligated to promptly report allegations of sexual and gender-related misconduct, including Title IX Sexual Harassment to the Title IX Coordinator or Deputy Coordinator unless they are a Confidential Resource. A response by the College is initiated when notice is given to an official with authority to institute corrective measures on behalf of the recipient:

- Title IX Coordinator and Deputy Coordinator(s)
- Athletic Director
- Chief and Deputy Chief of College Police
- Deans
- Vice President of Student Affairs
- Vice President of Academic Affairs
- Vice President of Strategic Initiatives and Outreach
- Chief Human Resource Officer
- Chief Financial Officer
- Chief Information Officer
- President

Supportive Measures

Individualized services that are non-punitive, non-disciplinary, or unreasonably burdensome to the other party to restore or preserve equal access to education, protect student and employee safety, or deter sexual

harassment, will be offered to the Complainant (alleged victim), regardless of whether or not the Complainant files a formal grievance. In the event a formal grievance is filed, the Title IX Coordinator or Deputy Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent. Supportive Measures to the Respondent will be offered and made available in the same manner in which it offers and makes them available to the Complainant. Supportive measures may include but are not limited to:

- Academic course adjustments
- Counseling
- No-contact orders
- Housing room reassignments
- Leaves of absence
- Class schedule changes

Other services include accessibility and interpretation:

- Student Accessibility and Support Services (SASS) coordinates services for KCKCC students who have a documented disability in accordance with Section 504 of the Rehabilitation ACT and the Americans with Disabilities Act. Services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality.
- Interpretation requests can be made to the Title IX Coordinators or Human Resources.

Title IX Sexual Harassment Formal Grievance Process

A formal complaint, in writing, must be submitted by the Complainant or by the Title IX Coordinator in circumstances involving serious or repeated sexual harassment or sexual violence or where the respondent may pose a continuing threat to the College community. A formal complaint is required to initiate the grievance process, which is as follows:

- Upon receipt of a formal complaint, the Title IX Coordinator or designee will make contact with the Complainant to discuss the availability of supportive measures and to explain the grievance process.
- Both parties will receive written notification of the allegations. Written notices will include the identities of the parties, the alleged conduct constituting sexual harassment, and the date and location of misconduct, if known. (Additional notifications will be sent to both parties if more allegations arise during the investigation.)
- A Title IX investigator will be assigned to investigate the allegations in the formal complaint.
- The Respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility will be made at the conclusion of the grievance process.
- Parties may have an advisor of their choice, or may have one provided by the College, throughout the grievance process, who may be, but is not required to be an attorney.
- Parties may choose an informal resolution process, such as mediation or restorative justice, except when the Respondent is an employee and the Complainant is a student. Both parties must give voluntary, written consent and may withdraw consent any time before the final outcome.

Otherwise:

• The assigned investigator will conduct an objective evaluation of all relevant evidence. This may include the following: the surrounding circumstances, the nature of the conduct, the

relationships between the parties involved, past incidents, and the context in which the alleged incidents occurred.

- Both parties will have equal and unrestricted opportunity to submit evidence throughout the investigation.
- The College will send written notice of any investigative interviews, meetings, or hearings involving the parties.
- The College will protect parties' privacy by requiring a party's written consent before using the party's medical, psychological or similar treatment records during a grievance process.
- The College will use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.
- Prior to the completion of the final investigation report, the parties will be allowed to review the evidence related to the allegations and will be given 10 working days to prepare a written response. The written responses from the parties will be considered prior to the completion of the investigation report.
- The investigation report will include a determination as to whether the investigator believes a policy violation has occurred, using the applicable standard of evidence.
- Upon completion of the investigation report, it will be submitted to the decision-maker. The parties will have an additional 10 working days to review the final investigation report and submit a written response to the decision-maker regarding the report.
- A live formal Hearing will be conducted by the Decision Maker (s), whereby both parties' advisors will be able to ask relevant questions of the other party and the witnesses. (Live hearings may take place in a virtual setting.)
- If a party does not have an advisor, the College will provide one. Only relevant crossexamination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
- If a party or witness does not submit to cross-examination at the live Hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- The College will create an audio or audiovisual recording, or transcript, of any live Hearing and make it available to the parties for inspection and review.
- The Decision Makers will review the investigation report, any written responses submitted by the parties, and the evidence presented at the live hearing. The decision-maker will then issue a Notice of Hearing Outcome written determination as to whether the preponderance of the evidence shows a policy violation occurred.
- The Decision Maker's written determination (Notice of Hearing Outcome) will include: identification of the allegations that constitute sexual harassment; a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits,

methods used to gather other evidence, and hearings held; findings of fact supporting the determination; conclusions regarding the application of the College's code of conduct/policies to the facts; a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and the College's procedures and permissible bases for the Complainant and Respondent to appeal the Decision Maker's finding.

Preponderance of Evidence

The evidentiary standard at KCKCC is the preponderance of evidence. Outcomes of hearings will be determined by the Decision Maker(s). The Decision Maker will provide both parties, simultaneously, the Notice of Hearing Outcome written determination as outlined above.

<u>Appeal</u>

Following a Hearing, both the Complainant and Respondent have a right to seek a review of the Notice of Hearing Outcome to the Hearing Officer (Vice President of Student Affairs or the Chief Human Resource Officer) with regard to a finding of responsibility or non-responsibility and/or the imposed sanctions and remedies.

Mere dissatisfaction with the Notice of Hearing Outcome is not a valid basis for appeal. The Complainant's and Respondent's right to appeal the Notice of Hearing Outcome regarding a final determination of responsibility and/or the resulting sanction(s) are limited to:

- The existence of a procedural irregularity that materially affected the Hearing Panel's decision and/or recommended sanctions;
- The existence of new evidence that was not reasonably available at the time the determination regarding responsibility or sanctions was made that could affect the outcome;
- The Title IX Coordinator, Investigator, or Hearing Panel member(s) had a conflict of interest or bias that affected the outcome.

If either party chooses to appeal the Decision Maker's finding (Notice of Hearing Outcome), they must deliver a written appeal to the Appeal Officer (office of the Vice President of Student Affairs or Chief Human Resource Officer) within seven (7) working days of the date they were provided the Notice of Hearing Outcome letter. Failure to do so will be deemed as a waiver of the person's right to appeal, and the decision will be final. The written appeal shall state the reasons the outcome decision should be modified or reversed. For the purpose of this procedure, a "working day" shall be a weekday during which regular classes are being held at the College. Any sanctions imposed as a result of the Hearing are imposed during the appeal process. The College will provide preventative measures in an ongoing manner and/or specific to a case.

The Appeal Officer will communicate the decision to grant or deny the appeal to the requesting party within seven (7) working days of the request for appeal being received by the Appeal Officer. If the Appeal Officer, decides to grant the appeal, he or she will notify the other party involved in writing of an appeal and allow the other party seven (7) working days to submit a written statement. The Title IX Coordinator will also be notified of an appeal and may be asked to submit a response or to provide additional information regarding the case.

Although the length of each appeal will vary depending on the totality of the circumstances, the College strives to issue the final written appeal decision within (20) working days of an appeal being filed. After the appeal proceeding, the Appeal officer shall prepare a Notice of Appeal Outcome affirming, modifying, or reversing the Hearing outcome and summarizing the evidence supporting its decision. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' college-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, the Notice of Appeal Outcome will be presumptively delivered. The decision on the appeal will constitute final action and there will be no further appeal within the College.

Removal from College Properties

The College reserves the right to exclude from college property any person whom it reasonably believes poses a threat to the safety of any other person on College.

KCKCC maintains a Police Department to provide a safe environment to ensure the protection of the KCKCC community and its property. They are available 24-hours a day, year-round. More information can be found at <u>KCKCC Police</u> on the KCKCC website. The KCKCC Police Department works in cooperation with the Title IX office, as well as local, state, and federal law enforcement agencies, maintaining 24-hour radio access to the Kansas City Kansas Police Department.

Board Approved: XX/XX/XXXX

Revision Approved: XX/XX/XXXX

RESOLUTION FOR EDA GRANT MATCHING FUNDS - MAY 2021

A RESOLUTION ESTABLISHING AN AUTHORIZED ORGANIZATIONAL REPRESENTATIVE AND DIRECTING THEM TO APPLY FOR FEDERAL GRANT FUNDING AND COMMITTING MATCHING FUNDS

WHEREAS, the Kansas City Kansas Community College Board of Trustees ("Board") serves as the governing body for Kansas City Kansas Community College;

WHEREAS, KCKCC intends to undertake a project to meet the needs of its students and the workforce and economic development needs of its community;

WHEREAS, expanding workforce programs at KCKCC will contribute directly to the economic growth and vitality of the region;

WHEREAS, the U.S. Economic Development Administration's Public Works and Economic Adjustment Assistance program provides grant funding which can be used to assist in this project;

WHEREAS, KCKCC has the financial capability to provide the required minimum nonfederal match.

The Board resolves as follows:

1. Authorized Organizational Representative (AOR) Designation.

The Board hereby designates Dr. Greg Mosier, KCKCC President, as the Authorized Organizational Representative (AOR) to apply for grants administered by the Economic Development Administration (EDA), including the Economic Adjustment Assistance program.

As the AOR, Dr. Mosier is approved to execute agreements and to obligate funds pursuant to section C(2) "Matching Share" as required by the Federal Funding Opportunity for Economic Adjustment Assistance Program.

2. Authorization to Apply.

The Board hereby authorizes Dr. Greg Mosier, President, as the Authorized Organizational Representative (AOR), to apply for funding through the Economic Development Administration (EDA) Public Works and Economic Adjustment Assistance grant program.

3. Commitment of Matching Funds.

The Board approves that KCKCC has the financial capability and commits to provide the necessary amount to satisfy the non-federal match requirements.

The Board acknowledges that the non-federal contribution, 20% of the total project cost estimate, of \$3,000,000 will: (i) be committed to the project for the period of performance, (ii) be available as needed, and (iii) not be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.

May 18, 2021

Date

Signed

Dr. Ray Daniels

Printed Name (Chair: KCKCC Board of Trustees)

May 18, 2021

Attest

Date

Dr. Greg Mosier

Printed Name (Secretary: KCKCC Board of Trustees)