

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

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

KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Special Meeting February 15, 2022 – 4:00 P.M.

Meeting Location: Hybrid – KCKCC-Main Campus Upper Jewell Lounge and Zoom Meeting

<u>Agenda</u>

1. Call to Order

2. Executive Session(s):

- 1. Executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session (18-minute duration). Open session will take place in the Upper Jewell Lounge and online in the virtual meeting room.
- 2. Executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session (15-minute duration). Open session will take place in the Upper Jewell Lounge and online in the virtual meeting room.

3. Update(s): for action during 5:00 meeting

- Discussion of Proposed FY 2023 Special Course Fees. Presented by Mr. Jerry Pope.
- Discussion of Proposed FY 2023 Tuition. Presented by Dr. Greg Mosier.
- Discussion of Proposed FY 2022 Master Contract for Profession Employees. Presented by Mr. Jerry Pope.

4. Informational:

- Presentations to the Board: Annual Calendar. Presented by Dr. Greg Mosier.
- 5. Adjournment

Special Class Fees 2022-2023

NOTE: The special class fee of \$30 for all online, blended web-enhanced courses was removed and replaced with a \$7 per credit hour technology fee.

Course Number	Course Title	Revised Fee	Current Fee
ADDICTION COUNSELI	NG		
ADCN0250	Addiction Counseling Field Practicum I		\$20
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ALLIED HEALTH			
ALHT0104	Nursing Assistant*		\$135
ALHT0106	Certified Medication Aide*		\$115
ALHT0114	Infant and Toddler First Aid and CPR		\$15
ALHT0160	Sleep Studies		\$15
ALHT0286	Asthma Disease Management		\$15
ALHT0294	Neonatal Resuscitation		\$20
* Includes Exam			7-5
ART			
ARTS0101	Art Appreciation		¢10
ARTSO101 ARTSO111	Art Appreciation		\$10
	Drawing I	60F	\$35
ARTSO115	Life Drawing	\$35	New Course
ARTS0212 ARTS0213	Drawing II		\$35 \$35
	Drawing III		
ARTS0121	Painting I		\$35 \$35
ARTS0222	Painting II		
ARTS0223	Painting III		\$35
ARTS0140	Introduction to Photography	ćar	\$35
ARTS0144	Screenprinting	\$35	New Course
ARTS0151	Sculpture I		\$35
ARTS0252	Sculpture II		\$35
ARTS0253	Sculpture III		\$35
ARTS0161	Ceramics I		\$35
ARTS0262	Ceramics II		\$35
ARTS0263	Ceramics III		\$35
ARTS0241	Intermediate Photography		\$35
AUDIO ENGINEERING			
AUDI/ENGR0108	Electronic Circuit Fundamental		\$35
AUDI0110	Music Technology I		\$75
AUDI/ENGR0115	Circuit Analysis I		\$35
AUDI0150	Live Sound Reinforcement I		\$75
AUDI0151	Live Sound Reinforcement II		\$75
AUDI0170	Lighting and Staging	0	\$75
AUDI0210	Music Technology 2		\$75
AUDI0230	Multimedia Production		\$75
AUDI0233	Music Video Production		\$35
AUDI0240	Sound Editing and Synthesis		\$75
AUDI0250	Audio Recording I		\$75
AUDI0255	Audio Engineering Critical Listening	0	\$75
AUDI0258	Applied Audio for Media		\$75
AUDI0260	Audio Recording 2		\$75
AUDI0270	Audio Recording 3		\$75
AUDI0280	Audio Engineering Portfolio		\$75
AUDI0281	Audio Engineering Portfolio 2	0	\$75
AUTOMATION ENGINE	EER (ADVANCED MANUFACTURING)		
AMFT0100	Safety OSHA 10		\$75
AMFT0101	AC/DC Circuits		\$75
AMFT0108	Machinist I		\$75
AMFT0112	Industrial Fluid Power		\$75
AMFT0115	Auto CAD Concepts		\$75

AMFT0121	Programmable Logic Controllers (PLC)	\$75
AMFT0130	GMAW	\$75
AMFT0131	Actuator and Sensor Systems	\$75
AMFT0141	Industrial Robotics	\$75
AMFT0150	Electric Motor Control	\$75
AMFT0160	Total Productive Maintenance (TPM)	\$75
AMFT0170	TQM and Lean Manufacturing Principles	\$75
AMFT0221	Advanced Programmable Logic Controllers (PLC)	\$75
AMFT0230	Project Design and Documentation (Practicum)	\$75
AMFT0240	Industrial Systems Integration	\$75
AMFT0250	Automated Manufacturing Systems Capstone	\$75
/		<i>\$</i> 73
	OLLISION AND REFINISHING TECHNOLOGY	
ACRT0101	OSHA 10	\$25
ACRT0101	Cosmetic Auto Body	\$75
ACRT0110	Non-Structural Analysis and Damage 1	\$75
ACRT0120	Structural Analysis and Damage 1	\$75
		\$75
ACRT0160 ACRT0180	Paint and Refinishing 1	
	Mechanical and Electrical Components	\$75
ACRT0181	Mechanical and Electrical Component 1	\$75
ACRT0210	Intro to Estimating and Diagonostic Scanning	\$75
ACRT0215	Advanced Estimating and Blueprinting	\$75
ACRT0220	Non-Structural Analysis and Damage 2	\$75
ACRT0221	Non-Structural Analysis and Damage 3	\$75
ACRT0222	Non-Structural Analysis and Damage 4	\$75
ACRT0240	Structural Analysis and Damage 2	\$75
ACRT0241	Structural Analysis and Damage Repair 3	\$75
ACRT0242	Structural Analysis and Damage Repair 4	\$75
ACRT0260	Paint and Refinishing 2	\$75
ACRT0261	Paint and Refinishing 3	\$75
ACRT0262	Paint and Refinishing 4	\$75
ACRT0290	Estimating Damage Analysis	\$75
AUTO TECHNOLO	DGY (TEC) - <u>1</u>	
AUTT0103	Automotive Shop Operations	\$75
AUTT0106	Basic Automotive Care	\$75
AUTT0107	Light Truck Power Equipment	\$75
AUTT0131	Undercar Maintenance	\$75
AUTT0132	Underhood Maintenance	\$75
AUTT0142	Steering and Suspension I	\$75
AUTT0152	Brakes	\$75
AUTT0163	Electrical I	\$75
AUTT0164	Electrical I I	\$75
AUTT0182	Engine Performance 1	\$75
AUTT0213	Engine Repair I	
		\$75
AUTT0214	Engine Renair 2	\$75
AUTT0214	Engine Repair 2 Transmission and Driveline L	\$75
AUTT0222	Transmission and Driveline I	\$75 \$75
AUTT0222 AUTT0223	Transmission and Driveline I Transmission and Driveline 2	\$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems	\$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3	\$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0272	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0272 AUTT0272	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0272	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0272 AUTT0284 AUTT0285	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKING	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKING BAKE0100	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKING BAKE0100 BAKE0120	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKING BAKE0100 BAKE0120 BAKE0130	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production Yeast Bread Production	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKING BAKE0100 BAKE0120	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKING BAKE0100 BAKE0120 BAKE0130	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production Yeast Bread Production	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKE0100 BAKE0100 BAKE0120 BAKE0130 BAKE0140	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production Yeast Bread Production	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKE0100 BAKE0100 BAKE0120 BAKE0130 BAKE0140 BAKE0150	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production Yeast Bread Production Artisan Bread Production	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKE0100 BAKE0100 BAKE0120 BAKE0130 BAKE0150 BAKE0200	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production Yeast Bread Production Artisan Bread Production Principles of Pastry Production	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKE0100 BAKE0120 BAKE0120 BAKE0130 BAKE0150 BAKE050 BAKE0210	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production Yeast Bread Production Cookie Production Principles of Pastry Production Principles of Pastry Production Pies, Tarts and Specialty Pastries	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKE0100 BAKE0120 BAKE0120 BAKE0130 BAKE0140 BAKE0150 BAKE0200 BAKE0210 BAKE0220	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Bakeshop Principles Quick Bread Production Yeast Bread Production Cookie Production Principles of Pastry Production Principles of Pastry Production Pies, Tarts and Specialty Pastries Cakes & Licing Production	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75
AUTT0222 AUTT0223 AUTT0242 AUTT0263 AUTT0264 AUTT0264 AUTT0272 AUTT0284 AUTT0285 BAKE0100 BAKE0120 BAKE0120 BAKE0130 BAKE0130 BAKE0150 BAKE0200 BAKE0200 BAKE0220 BAKE0220 BAKE0230	Transmission and Driveline I Transmission and Driveline 2 Automotive Chassis Systems Electrical and Electronics 3 Advanced Electronics, Chassis, and HVAC Service Heating and Air Conditioning Engine Performance 2 Engine Performance 3 Quick Bread Production Yeast Bread Production Cookie Production Principles of Pastry Production Principles of Pastry Production Principles of Cakes & Licing Production Actisan Bread Cakes	\$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75 \$75

BIOLOGY		
BIOL0119	Life and The Environment with Lab*	\$25
BIOL0121	General Biology*	\$25
BIOL0132	Environmental Science Lab	\$25
BIOL0135	Principles of Cell and Molecular Biology	\$25
BIOL0141	Human Anatomy and Laboratory*	\$25
BIOL0143	Human Anatomy and Physiology*	\$25
BIOL0172	Trees and Shrubs Laboratory	\$25
BIOL0222	Plant Biology Laboratory	\$25
BIOL0225	Diversity of Organisms	\$25
BIOL0232	Animal Biology Laboratory	\$25
BIOL0240	Introduction to Genetics	\$25
BIOL0250	Climate Studies and Laboratory	\$25
BIOL0262	Microbiology Laboratory	\$40
BIOL0272	Physiology Laboratory*	\$25
BIOL0291	Introduction to Bioinformatics*	\$25
	*Lab Courses that are taught online will not be charged a lab fee.	
BIOMANUFACTURIN	<u>G</u>	
BMFR0145	Bio-Manufacturing Techician Training	\$300
	ING & MAINTENANCE TECHNOLOGY	
BEMT0102	Tool Safety, Power, Pneumatic, Hand	\$75
BEMT0108	Carpentry Basics	\$75
BEMT0110	CNC Operation	\$75
BEMT0112	Residential Electrical	\$75
BEMT0113	Windows, Doors & Stairs	\$75
BEMT0115	Residential Plumbing and Repair	\$75
BEMT0124	Landscaping	\$75
BEMT0130	Drywall	\$75
BEMT0133	Masonry & Concrete	\$75
BEMT0145	Residential Painting	\$75
BEMT0181	Metal Fabrication & Joinery	\$75
BEMT0188	Construction Blueprint Reading	\$75
BEMT0190	CAD	\$75
BEMT0200	HVAC Cooling & Maintenance	\$75
BEMT0202	HVAC Heating & Maintenance	\$75
BEMT0212	Advanced Electrical Theory	\$75
BEMT0215	Advanced Plumbing	\$75
BEMT0220	EPA 608	\$75
BEMT0221	Basic Household Appliance Repair and Maintenance	\$75
BEMT0249	Construction Estimating	\$75
BEMT0253	Motor Controls	\$75
BEMT0255	Basic PLC's	\$75
BEMT0265	Irrigation	\$75
BEMT0280	Alternative Energy Sources	\$75
BEMT0282	Advanced Metal Fabrication & Welding	\$75
CHEMISTRY		
CHEM0101	Introduction to Forensic Science and Lab*	\$20
CHEM0109	General Chemistry*	\$20
CHEM0111	College Chemistry I and Lab*	\$20
CHEM0112	College Chemistry II and Lab*	\$20
CHEM0201	Forensic Science Analytical Techniques	\$40
CHEM0203	General Organic Chemistry	\$40
CHEM0213	Organic Chemistry I Lab	\$40
CHEM0214	Organic Chemistry II Lab	\$40
CHEM0251	Biochemistry Lab *Lab Courses that are taught online will not be charged a lab fee.	\$40
COMPUTER INFORM	ATION SYSTEMS TECHNOLOGY	
All CIST courses have a \$30		
COMPUTER REPAIR T	ECHNOLOGY (TEC)	
CRTE0100	Comp TIA A+Essentials	\$75

CRTE0101	Comp TIA A+Practical Applications		\$75	
CRTE0106	Advanced Operating Systems		\$75	
CRTE0108	Technicians Laptops and Mobile Devices		\$75	
CRTE0110	Printers Scanners and Peripherals		\$75	
CRTE0115	Applied Networking I		\$75	
CRTE0117	Applied Networking II		\$75	
CRTE0200	Server Operating System and Virtualization		\$75	
CRTE0201	Server Administration		\$75	
CRTE0202	Linux and Windows Practical Server		\$75	
CRTE0203	Computer Network Security		\$75	
CONSTRUCTION TECHNO	DLOGY (TEC)			
CONS0106	Introductory Craft Skills		\$75	
CONS0107	Masonry (Level 1)		\$75	
CONS0108	Carpentry Basics		\$75	
CONS0109	Floors, Walls and Ceiling Framing		\$75	
CONS0110	Concrete Finishing (Level 1)		\$75	
CONS0111	Roof Framing	1	\$75	
CONSO112	Drywall Level 1-2		\$75	
CONS0112	Windows, Doors & Stairs		\$75	
CONSO115	Electrical (Level 1)		\$75	
CONS0123	Insulating		\$75	
CONS0125 CONS0136	Rigging Fundamentals		\$75	
CONS0140	Painting (Level 1)		\$75	
CONS0140	Plumbing (Level 1)		\$75	
CONS0142	Scaffolding	1	\$75	
	Sprinkler Fitting (Level 1)			
CONS0155			\$75	
CONS0208	Carpentry (Level 2)		\$75	
CONS0209	Masonry (Level 2)		\$75	
CONS0210	Concrete Finishing (Level 2)		\$75	
CONS0215	Electrical (Level 2)		\$75	
CONS0240	Painting (Level 2)		\$75	
CONS0242	Plumbing (Level 2)		\$75	
CONS0259	Sprinkler Fitting (Level 2)		\$75	
COSMETOLOGY (TEC)				
COSM0101	Scientific Concepts		\$75	
COSM0105	Cosmetology Hair Care/Styling Services		\$75	
COSM0106	Cosmetology Hair Care/Skin Care Services		\$75	
COSM0107	Cosmetology Hair, Skin and Nail Care Services		\$75	
COSM0110	Chemical Services I		\$75	
COSM0111	Chemical Services II		\$75	
COSM0112	Chemical Services III		\$75	
COSM0115	Hair Designing I		\$75	
COSM0116	Hair Designing II		\$75	
COSM0117	Hair Designing III		\$75	
COSM0121	Business Practices II		\$75	
COSM0125	Kansas State Law		\$75	
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CRIMINAL JUSTICE				
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All CRJS courses have a \$15 fee		\$0		Fee will be reinstated next year
DIESEL TECHNICIAN				Program not Active
DEVT0110	Diesel Engine I		\$75	
DEVT0115	Engine Performance		\$75	
DEVT0120	Electrical/Electronics Systems		\$75	
DEVT0125	Hydraulics		\$75	
DEVT0135	Drive Trains		\$75	
DEVT0140	Brakes		\$75	
DEVT0145	Air and Disc Drum Brakes		\$75	
DEVT0150	Suspension and Steering		\$75	
DEVT0203	Preventative Maintenance	1	\$75	1
DEVT0210	Advanced Diesel Engines	1	\$75	1
DEVT0220	Advanced Electrical/Electronic Systems	1	\$75	1
DEVT0230	Auxiliary Power Units/Refrigeration		\$75	
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DIGITAL IMAGING I	DESIGN	
DIGI0115	Beginning Photoshop	¢25
DIGI0115 DIGI0116	Intermediate Photoshop	\$35
DIGI0118 DIGI0117	Advanced Photoshop	\$35
	Two Dimensional Design I	
DIGI0131 DIGI0132	Two Dimensional Design I	\$35
	5	\$35
DIGI0137	3D Design & 3D Graphics Modeling	\$35
DIGI0174	Beginning Illustrator	\$35
DIGI0175	Advanced Illustrator	\$35
DIGI0176	Graphic Design: Multi-Media and Web I	\$35
DIGI0177	Graphic Design: Multi-Media and Web II	\$35
DIGI0178	Graphic Design: Print Media I	\$35
DIGI0179	Graphic Design: Print Media II	\$35
DIGI0180	Publication Design (Quark)	\$35
DRAFTING/CAD		
ENGR0103	Descriptive Geometry	\$35
ENGR0104	Applied Math I	\$35
ENGR0106	Computer Aided Drafting	\$35
ENGR/AUDI0108	Electronic Circuit Fundamentals	\$35
ENGR/AUDI0115	Circuit Analysis I	\$35
ENGR0151	Basic Drafting Technology	\$35
ENGR0152	3D Parametric Modeling	\$35
ENGR0154	Pictorial Drawing	\$35
ENGR0195	Fundamentals of Arcview GIS	\$35
ENGR0204	Applied Calculus I	\$35
ENGR0204	Advanced Computer Aided Drafting	\$35
	CAD-MicroStation*	
ENGR0216		\$35
ENGR0251	Fundamentals of Building Planning	\$35
ENGR0253	Fundamentals of Structural Steel Design	\$35
ENGR0257	Fundamentals of CAD Technologies	\$35
ENGR0260	Advanced Machine Drafting	\$35
ENGR0262	Commercial Building Planning	\$35
ENGR0264	Industrial Illustration	\$35
ENGR0266	Structural Steel Drafting	\$35
ENGR0281	Drafting Field Project I-II	\$35
EARLY CHILDHOOD	EDUCATION	
ECED0100	Introduction to Early Childhood Education	\$110
ECED0100 ECED0110	Infant, Toddler I	\$110
ECED0110 ECED0111	Infant, Toddler II	\$50
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ECED0112	Preschool Child I	\$50
ECED0113	Preschool Child II	\$50
ECED0120	Portfolio Development in Early Childhood	\$50
ECED0143	Creative Activities for Young Children	\$50
ECED0150	Health, Safety and Nutrition in Early Childhood	\$50
ECED0170	Early Childhood Curriculum	\$50
ECED0180	Developing Language and Literacy in Early Childhood	\$50
ECED0200	Program Planning and Administration	\$50
ECED0210	Family, Community and Professional Partnerships	\$50
ECED0220	Social Emotional Development & Child Behavior	\$50
ECED0250	Early Childhood Inclusion and Intervention	\$50
ECED0260	Early Childhood Internship	\$100
ECED0295	Survey of Exceptionalities	\$50
ECED0296	Student Teaching B-PreK	\$50
PSYC0296	Special Problems in Child Development	\$50
EDUCATION		
EDUCATION		
EDUC 0160	Intro to Teaching: Career Awareness	\$40
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ELECTRICAL TECHN		
ELET0100	Electrical Safety	\$75
ELET0101	Electromechanical Systems	\$75
ELET0104	Electrical Print Reading	\$75
ELET0104 ELET0110	Electrical Print Reading National Electric Code I	\$75 \$75

ELF1200 Communication Fundmentation 975 ELT1200 Communication Fundmentation 930 ELT1201 Instructure Create, instruments and Measurements 930 ELT1202 Industrial Wining 930 ELT1202 Industrial Wining 930 ELT1202 Industrial Wining 930 ELT1202 Digital features 550 ELT1202 Add Creates 550 ELT0202 AC Creates 550 ELT0202 AC Creates 550 ELT0202 Addreates 550 ELT0202 Addrea	ELET0150	Basic Residential Wiring I		\$75]
ExtT0203 Avaing Circuits 975 ExtT0206 Communication Fundamentalis 555 ExtT0210 Netronal Electric Cole 2 575 ExtT0210 Netronal Electric Cole 2 575 ExtT0210 Metrical Coles, Instrumental and Measurements 535 ExtT0210 Metrical Coles, Instrumental and Measurements 535 ExtT0210 Metrical Coles, Instrumental and Measurements 535 ExtT0206 Page manual Controlline 536 ExtT02070 Metric Cortrolline 536 ExtT0208 English Winit 530 ExtT0209 Metric Cortrolline 530 ExtT0208 English Winit 530 ExtT0208 English Winit 530 ExtT0209 Metric Cortrolline 530 ExtT0209 ExtT0000 (Poline Docling Stress 530					-
ELETO26 Sommunication Fundamentals 530 ELTO210 National Decirit Code 2 575 ELTO212 Electrical Circuits, Intruments and Measurements 575 ELTO210 Trobueshooting Techniques 575 ELTO220 More Circuits 575 ELTO230 Trobueshooting Techniques 575 ELTO230 More Circuits 575 ELTO230 Programmable Controllers 2057 ELTO230 Degate formains 2059 ELTO230 Degate formains 590 ELTO230 Control 590 ELTO230 Control 590 ELTO230 Control 590 ELTO300 More Control 590 ELTO300 More Control 590 ELTO300 Intergency Medical Responder 590 ELTO300 Intergen		· · · · · · · · · · · · · · · · · · ·			-
E11702/20 National interve Code 2 977 E11702.20 Electral Control, Interventa and Measurements 959 E11702.30 Intodictored, Interventa and Measurements 950 E11702.30 Indicative Mining. 950 E11702.30 Moder Caruna multivers 950 E11703.30 Moder Caruna multivers 950 E11703.30 Septimiz Caruna multivers 950 E11703.30 Septimiz Caruna multivers 550 E11703.30					
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HVAC0106Electrical Theory (Electricity & Components) 2\$75HVAC0107Basic Sheet Metal\$75					1
HVAC0107 Basic Sheet Metal \$75					1
					1
		Basic Sheet Metal Layout Fabrication		\$75	1
HVAC0115 HVAC Fundamentals \$75					1
HVAC0120 Heating System Fundamentals \$40					1

HVAC0125	Electric Fundamentals		\$40	
HVAC0203	Heat Pump Systems		\$40	
HVAC0204	System Servicing and Troubleshooting		\$75	
HVAC0212	Beginning Heating & Refrigeration		\$75	
HVAC0213	Advance Heating & Refrigeration		\$40	
HVAC0215	Heating and Refrigeration Internship		\$40	
HVAC0220	EPA 608		\$40	
HVAC0225	Heating (Electric)		\$75	
HVAC0226	Cooling 1		\$40	
HVAC0227	Cooling 2		\$40	
HVAC0228	Refrigeration 1		\$75	
HVAC0230	Special Projects 1		\$75	
HVAC0231	Special Projects 2		\$40	
HVAC0233	Electrical Controls (Motors)2		\$40	
JOURNALISM				
JOUR0180	Modern Publication Design		\$35	
MACHINE TECHNOLOGY				
MACH0101	OSHA 10-30		\$75	
MACH0102	Workplace Ethics		\$75	
MACH0104	Industrial Print Reading		\$75	
MACH0108	Machining Fundamentals I		\$75	
MACH0109	Machining Fundamentals II		\$75	
MACH0110	CNC Operations I		\$75	
MACH0111	Mathematics for Manufacturing		\$75	
MACH0201	Machining Fundamentals III		\$75	
MACH0202	Machining Fundamentals IV		\$75	
MACH0203	CNC Operations II		\$75	
MACH0204	CAD/CAM I		\$75	
MACH0205	CAD/CAM II		\$75	
MACH0206	CAD/CAM III		\$75	
MATHEMATICS	All MATH classes using DEADSON backs except LISDD & D LIS Derthership			
MATHEMATICS MATH0097	All MATH classes using PEARSON books except USDB &B HS Partnership Math Essentials (Computer Assisted) (\$35 + \$85)		¢120	
MATH0097 MATH0099			\$120	
	Elementary Algebra (Computer Assisted)		\$120	
MATH0104	Intermediate College Algebra (Computer Assisted) College Algebra with Review(Computer Assisted)		\$120	
MATH0105	College Algebra with Review(Computer Assisted)		\$120	
MATH0106 MATH0108	Pre-Calc (CA & LEC)		\$120	
IMATHU108	Pre-Calc (CA & LEC)		\$120	
MEDICAL ASSISTANT (TE				
MEDA0165			\$100	
MEDA0185 MEDA0175	Patient Care Advanced Patient Care		\$100	
MEDA0175 MEDA0185	Laboratory Diagnostics		\$100	
MEDA0185 MEDA0195	Externship		\$230	
MEDA0195			Ş230	
		1		
MORTUARY SCIENCE				
MTSC0110	Restorative Art for Mortuary Science	\$100	\$75	Rising cost of RA supplies
MTSC0205	Embalming Theory	\$40		Rising cost of embalming supplies
MTSC0239	Practicum I	\$15	\$40	thisting cost of childraning supplies
MTSC0241	Practicum II	\$50		DEAD subscription for board prep
111300241		Ç.Ç	φ ι σ	
MULTIMEDIA VIDEO PR	ODUCTION			
MMVP0110	Introduction to Multimedia	† †	\$75	
MMVP0130	Introduction to Digital Imaging		\$75	
MMVP0140	Introduction to Video Production		\$75	
MMVP0150	Introduction to Animation	† †	\$75	
MMVP0160	Introduction to 3D Modeling	† †	\$75	
MMVP0166	Introduction to Web Animation	† †	\$75	
MMVP0170	Introduction to Game Design	† †	\$75	
MMVP0180		1 1	\$75	
MMVP0180 MMVP0190	Audio for Video Production Digital Video Production		\$75 \$75	

MMVP0201	Macintosh Digital Video Production		\$75
MUSIC			
MUSC0169	Applied Voice	\$50	\$35
MUSC0170	Applied Voice	\$50	\$35
MUSC0171	Applied Voice	\$50	\$35
MUSC0172	Applied Voice	\$50	\$35
MUSC0173	Applied Voice	\$50	\$35
MUSC0174	Applied Voice	\$50	\$35
MUSC0175	Applied Piano	\$50	\$35
MUSC0176	Applied Piano	\$50	\$35
MUSC0177	Applied Piano	\$50	\$35
MUSC0178	Applied Piano	\$50	\$35
MUSC0179	Applied Piano	\$50	\$35
MUSC0180	Applied Piano	\$50	\$35
MUSC0181	Applied Strings	\$50	\$35
MUSC0182	Applied Strings	\$50	\$35
AUSC0183	Applied Strings	\$50	\$35
MUSC0184	Applied Strings	\$50	\$35
MUSC0181	Applied Strings (Bass)	\$50	\$35
MUSC0182	Applied Strings (Bass)	\$50	\$35
MUSC0183	Applied Strings (Bass)	\$50	\$35
MUSC0184	Applied Strings (Bass)	\$50	\$35
MUSC0181	Applied Strings (Cello)	\$50	\$35
MUSC0182	Applied Strings (Cello)	\$50	\$35
MUSC0183	Applied Strings (Cello)	\$50	\$35
AUSC0184	Applied Strings (Cello)	\$50	\$35
MUSC0181	Applied Strings (Guitar)	\$50	\$35
MUSC0182	Applied Strings (Guitar)	\$50	\$35
AUSC0183	Applied Strings (Guitar)	\$50	\$35
MUSC0184	Applied Strings (Guitar)	\$50	\$35
MUSC0181	Applied Strings (Violin)	\$50	\$35
MUSC0182	Applied Strings (Violin)	\$50	\$35
MUSC0183	Applied Strings (Violin)	\$50	\$35
MUSC0184	Applied Strings (Violin)	\$50	\$35
MUSC0185	Applied Woodwinds	\$50	\$35
AUSC0186	Applied Woodwinds	\$50	\$35
MUSC0187	Applied Woodwinds	\$50	\$35
MUSC0188	Applied Woodwinds	\$50	\$35
MUSC0189	Applied Woodwinds	\$50	\$35
MUSC0190	Applied Woodwinds	\$50	\$35
MUSC0191	Applied Brass	\$50	\$35
MUSC0192	Applied Brass	\$50	\$35
MUSC0193	Applied Brass	\$50	\$35
MUSC0194	Applied Brass	\$50	\$35
MUSC0195	Applied Percussion	\$50	\$35
MUSC0196	Applied Percussion	\$50	\$35
MUSC0197	Applied Percussion	\$50	\$35
MUSC0198	Applied Percussion	\$50	\$35
NAIL TECHNOLOGY (TE NAIL0101	Scientific Concepts		\$75
NAIL0101	Manicuring Skills		\$75
VAILO105	Artificial Nails		\$75
VAIL0115	Business Practice		\$75
			275
NURSING/PRACTICAL	NURSE (CAMPUS & TEC)		
(SPN0102	Foundation of Nursing (both old & new curriculum)		\$520
(SPN0102	Foundations of Nursing Clinical		\$196
(SPN0107	Nursing Care of Adults I		\$540
(SPN0107	Nursing Care of Adults Clinical		\$100
(SPN0108)	Nursing Care of Adults II		\$582
NURS0105	Transition to RN for LPN, Paramedic, and RT (new 19-20)		\$415
NURS0131	Introduction to Professional Nursing Concepts (stay always)		\$365
NURS0132	Foundational Concepts (stay always)		\$365

8

Rising costs of instrument tuning and repair as well as cost of accompanist. Well under other

metro community colleges

			1
NURS0193	Health Assessment for Nurses (stay always)	\$60	-
NURS0243	Nursing Concepts for Patients with Complex Health Problems (Add 20-21)	\$430	-
NURS 0244	Nursing Concepts for Patients with Multisystem and Emergent Health Problems (a		4
NURS 0245	Nursing Management of Care Concepts (new 20-21)	\$275	-
NUPN0100	Application of Health Assessment for the PN	\$20	-
PHYSICAL SCIENCE			-
NASC0103	General Physical Science	\$30	-
NASC0108	Introduction to Astronomy Lab	\$30	
NASC0131	Introductory Physics Laboratory	\$30	
NASC0175	Introduction to Meteorology (Lab)	\$30	
NASC0231	General Physics I	\$30	
NASC0232	General Physics II	\$30	
NASC0245	Engineering Physics I	\$30	
NASC0246	Engineering Physics II	\$30	
NASC0250	Climate Studies and Laboratory	\$30	
PHYSICAL THERAPY ASS	STANT		
PHTR0160	Musculoskeletal I	\$150	
PHTR0170	Fundamentals of Treatment Procedures	\$150	
PHTR0180	Clinical Skills II	\$45	1
PHTR0220	Pathophysiology for Rehabilitation	\$150	1
PHTR0230	Musculoskeletal III	\$150	1
PHTR0250	Musculoskeletal II	\$150	1
PHTR0275	Neuromuscular Rehabilitation	\$150	1
CULINARY ARTS (TEC)			
CULN0120	Cooking Methods	\$75	
CULN0130	Food Production I	\$75	
CULN0140	Food Production II	\$75	
CULN0150	Food Production III	\$75	
CULN0160	International Cooking	\$75	
CULN0170	Menu Marketing & Planning	\$50	
CULN0190	Hospitality and Restaurant Management	\$50	
CULN0200	Inventory & Purchasing	\$50	
CULN0206	Beginning Baking	\$75	
CULN0207	Advanced Baking	\$75	
CULN0220	Culinary Capstone	\$75	
CULN0230	Culinary Arts Internship	\$75	-
RESPIRATORY THERAPY			
RSCR0120	Fundamentals of Respiratory Care	\$50	
RSCR0124	Technical Interventions I	\$50	
RSCR0125	Cardiopulmonary Care I	\$65	
RSCR0129			N95 Fit Testing ahd High Level PPE Required
RSCR0220	Introduction to Respiratory Care	\$50	
RSCR0224	Therapeutic Interventions I	\$50	
RSCR0225	Cardiopulmonary Care & Diagnostics I	\$65	
RSCR0229			N95 Fit Testing ahd High Level PPE Required
RSCR0230	Technical Devices	\$35	
RSCR0234	Technical Intervention II	\$50	1
RSCR0235	Cardiopulmonary Care II	\$65	1
RSCR0239			N95 Fit Testing and High Level PPE Required
RSCR0240	Therapeutic Devices	\$35	
RSCR0244	Therapeutic Interventions II	\$50	1
RSCR0245	Cardiopulmonary Care & Diagnostics II	\$65	1
RSCR0249	Therapist-Clinic Practice II	\$65	N95 Fit Testing and High Level PPE Required
RSCR0270	Technical Case Studies	\$20]
RSCR0274	Technical Intervention III	\$100]
RSCR0275	Technical Interventions IV	\$50	
RSCR0279	Clinic Practice III \$	\$65	Board Exam Review Couse/Resources
RSCR0284	Clinic Practice IV \$	\$130	Board Exam Review Couse/Resources
RSCR0285	Cardiopulmonary Care & Diagnostics III	\$130	
RSCR0286	Asthma Disease Management	\$20	
RSCR0290	Perinatal Pediatrics	\$35	
		\$20	1
RSCR0294	Neonatal Resuscitation	\$20	

SURVEYOR TECHN	NICIAN			
SURV0101	Surveying I		\$75	
SURV0102	Surveying II		\$75	
SURV0104	Global Navigation Satellite Systems (GNSS)		\$75	
SURV0106	Geographic Information System (GIS)		\$75	
SURV0108	Boundary Control		\$75	
SURV0110	Real Property Law		\$75	
SURV0202	Survey CAD		\$75	
SURV0204	Advanced Survey Concepts		\$75	
<u>THEATRE</u>				
THTR0150	Stagecraft I	\$35		Increased cost of supplies
THRT0170	Stage Makeup	\$85	\$75	
THTR0220	Costume Construction	\$35	\$25	
THTR0255	Stagecraft II	\$35	\$25	
THTR0265	Scene Painting		\$25	
THTR0260	Stage Lighting-II	\$35		
WELDING TECHN	OLOGY			
WELD0100	Welding Safety and OSHA 10	\$40	\$75	
WELD0105	Welding Blueprints		\$75	
WELD0110	Cutting Processes		\$75	
WELD0120	SMAW		\$75	
WELD0130	GMAW		\$75	
WELD0140	GTAW		\$75	
WELD0220	SMAW II		\$75	
WELD0230	Advanced GMAW		\$75	
WELD0240	Advanced GTAW		\$75	
WELD0255	Aluminum Welding		\$75	
WELD0260	Stainless Steel Welding		\$75	
WELD0265	Fabrication Welding		\$75	
WELD0270	Automated Welding and Cutting		\$75	
WELD0275	Pipe Welding		\$75	
WELD0280	Welding Codes and Advanced Inspection		\$75	
WELD0285	Internship		\$75	

To align with Excel in CTE Program guidelines, these fee changes are being recommended for students who enroll in courses covered under the Excel in CTE Program. This proposal does not impact existing Special Course Fees charged to non-Excel in CTE students. Contact Vice President of Academic Affairs (jpope@kckcc.edu) or Chief Financial Officer (CFO@kckcc.edu) for further information.

Automotive Collision Technology Certificate

ACRT 0101	OSHA 10	\$ 25.00
ACRT 0110	Start Fees for I-Car Subscription	\$ 50.00
ACRT 0180	End of program I-Car, I-Car test	\$ 385.00

Automotive Technology Certificate

AUTT 0103	S/P2 Testing	\$ 10.00
AUTT 0182	Certification tests	\$ 43.00
AUTT 0284	Certification tests	\$ 43.00

Building Engineering & Property Maintenance Certificate

BEMT 0101	OSHA Safety	\$ 20.00
BEMT 0108	Interplay Learning Online Membership	\$ 50.00
BEMT 0112	Interplay Learning Online Membership	\$ 50.00
BEMT 0130	Interplay Learning Online Membership	\$ 50.00
BPMT 0221	Interplay Learning Online Membership	\$ 50.00

Certified Medical Assistant

ALHT 0106	Insurance, background check, licensure test	\$	54.00
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Certified Nursing Assistant

ALHT 0104	Workbook, insurance, background check, licensure test	\$95.05

Construction Technology Certificate

CONS 0101	OSHA Certificate	\$ 25.00

Cosmetology Certificate

COSM 0105	Apprentice License	\$ 15.00
COSM 0125	Practical test, certification test	\$ 150.00

Culinary Arts Certificate

CULN 0170	Hospitality and Restaurant Marketing ManageFirst certification	\$ 29.00
CULN 0190	Hospitality Management - ManageFirst certification	\$ 29.00
CULN 0200	Inventory & Purchasing - ManageFirst certification	\$ 29.00
CULN 0205	ServSafe certification	\$ 10.90

CybersecurityCIST 0225Security + certification

Electrical Technology Certificate

ELET 0100	OSHA 30	\$ 25.00

\$

370.00

Emergency Medical Services Certificate				
EMTC 0105	Uniform, insurance, background check	\$	69.00	
EMTC 0128	Uniform x 2	\$	30.00	

Fire Science Academy		
FRSC 0100	Uniform	\$ 15.00

HVAC Certificate		
HVAC 0100	OSHA certification and uniforms	\$ 25.00
HVAC 0115	Interplay Learning Online Membership	\$ 199.00
HVAC 0120	Gas heat certification	\$ 15.00
HVAC 0125	Electrical certification	\$ 15.00
HVAC 0220	EPA 608	\$ 25.00
HVAC 0226	A/C certification	\$ 15.00

Machine Technology Certificate

MACH 0101	OSHA credential	\$ 25.00
MACH 0103	Skills USA membership fee	\$ 15.00
MACH 0108	NIMS Certification	\$ 120.00
MACH 0201	NIMS Certification and Skills USA membership fee	\$ 135.00

Medical Assistant Certificate

MEDA 0165	Insurance	\$ 15.00
MEDA 0195	Background check, drug screen, certification test	\$ 317.00

Nail Technology Certificate

NAIL 0105	Apprenticeship license	\$ 15.00
NAIL 0120	State board exam	\$ 150.00

Welding Technology Certificate

WELD 0100	OSHA certification	\$ 25.00
WELD 0220	AWS Sense Certification	\$ 30.00



MASTER CONTRACT Between THE BOARD OF TRUSTEES Kansas City Kansas Community College and THE FACULTY ASSOCIATION OF KNEA Kansas City Kansas Community College 07/01/2021 – 06/30/2022

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Article I. Definitions

TITLE	DEFINITIONS		
ADMINISTRATION	All persons employed by the Board in the following positions:		
	President, Vice Presidents, Chief Officers, Deans, and		
	Directors whose salaries are not determined by the		
	Professional Employee's salary schedule.		
ASSOCIATION	The Kansas City Kansas Community College Faculty		
	Association which is affiliated with the Kansas National		
	Education Association (KNEA) and the National Education		
	Association (NEA).		
BOARD	The Board of Trustees of the Kansas City Kansas Community		
	College.		
DAYS	A day for 182-day employees and 212-day employees shall		
	mean the regular working school day		
DUTY DAY	Faculty duty days are those days on which a faculty member (professional employee) performs either non-teaching		
	assignments or teaching assignments. On days in which		
	classes are not scheduled college-wide, excluding holiday break		
	periods, faculty will be expected to participate in entire campus		
	meetings, committee meetings, division or departmental		
	meetings, in-service trainings, or other specific assignments.		
KNEA	Kansas National Education Association		
PROFESSIONAL	Any employee employed by the Board whose salary is		
EMPLOYEE	determined by either the 182 or 212-day Professional		
	Employee's salary schedule.		
INTERIM	Any employee who accepts a non-renewable contract.		
EMPLOYEE			
YEAR	The year, for the 182-day employee, shall mean the 2-semester		
	academic year. The year, for the 212-day employee, shall begin		
	on July 1 and continue through June 30 of the following year and		
	include the 212-days the employee contracts to work.		

Article II. General Provisions

- A. Contract Reference and Term. The agreement set forth herein shall be included by reference in the contracts of all professional employees employed by the Kansas City Kansas Community College. This agreement shall be made part of the professional employee's individual comprehensive contract with the same force and effect as though fully set forth therein; and it shall remain in full force and effect from and after July 1, 2021 to June 30, 2022.
- **B.** Savings Clause. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, until such time as a higher authority overturns the decision of a lower court, at which time such provision or applications shall continue in full force and effect.
- **C.** Successor Agreement Clause. The Board and the Faculty Association agree that this agreement shall be binding on their successors, if any, during the term of this agreement.
- **D. General Provisions**. Should any agreement in the Master Contract be inconsistent with the Policy Manual, the manual will be superseded by the Master Contract.
- **E. Distribution**. Upon execution of the Master Contract, the Board will have a copy of it made available to each professional employee within thirty days in digital or hardcopy format.
- **F. Amendment to Agreement.** This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement.
- **G.** Negotiations Procedures. Parties shall negotiate a procedure which shall be agreeable to both sides to facilitate negotiations.
- **H. Memoranda of Understanding.** An agreement between the Board of Trustees of Kansas City Kansas Community College and the KCKCC Faculty Association/KNEA.

Article III. Leaves and Absences from Campus

- A. Absences from Campus
 - 1. Professional Employees must notify the Dean of their Division, when possible, if they are to be absent from campus.
 - 2. In case of illness, notification should be given to the Professional Employee's Dean at least one hour prior to the beginning of the first class to be missed.
 - 3. Absences should be submitted online to the Professional Employee's supervisor. If not submitted before the absence, it should be submitted as soon as the Professional Employee returns to work.
- B. Leaves
 - 1. **Community Engagement Leave**: Community Engagement leave can be taken by Professional Employees that want to volunteer to support eligible programs or agencies that focuses on enriching the lives of members in the community. An eligible organization is defined as a non-profit organization, governmental organization, health care facility or public charity.
 - 2. KCKCC will grant eight (8) hours per contract year for the purposes of participating in volunteer activities. The leave can be taken in one full day or two half days. Leave that is not used by June 30th of each fiscal year is forfeited and will not be carried into the next calendar year. Unused leave will not be paid out upon separation of employment. The leave does not vest
 - 3. In the event of a request for consideration of any leave of this nature, each leave shall be considered on the basis of its individual merit, with the final decision resting with the Professional Employees immediate supervisor.
 - 4. The immediate supervisor has the discretion to deny approval of the requested leave if it inters with the business needs of the department.
 - 5. **Emergency Leave**. Subject to the approval of the President or his/her designee, a maximum of five days' absence without deduction in pay for each event during any academic year shall be allowed for reasons of death or critical illness in the immediate family. Whenever possible, requests for approval of an absence under emergency leave provisions shall be made prior to the absence.
 - a. Emergency leave time shall not accumulate.
 - b. As used herein, "immediate family" shall be used to designate the professional employee's spouse, children, parents, grandparents,

brothers, sisters, aunts, uncles, or anyone of like relationship by marriage, or any person living in the household of the faculty members.

- c. In the event of controversy, the final decision on cases involving emergency leave as rendered by the President or his/her designee may be appealed to the Board of Trustees.
- d. Emergency leave with pay shall be limited to a total of fifteen (15) days in any academic year.
- 6. **Personal Leave**. Professional employees shall be granted up to three (3) days personal leave per year subject to the following provisions:
 - a. Notice of personal leave shall be made in advance of or on the day of leave. If the request is not submitted in advance or on the day of the leave, the request must be submitted within 48 hours after the employee returns to work and shall be submitted online to the professional employee's immediate supervisor for approval.
 - b. Professional employees shall not be required to state reasons for requesting personal leave.
 - c. Personal leave time may be denied if the professional employee's absence will directly interfere with the operation of the College during the time requested.
 - d. Personal leave time for 182-day faculty may be taken in 0.5 hour increments.
 - e. Personal leave time for 212-day faculty may be taken in 0.5 hour increments.
- 7. **Professional Leave**. Membership in professional organizations is recommended.
 - a. Professional employees who attend meetings as school representatives will be reimbursed for expenses incurred.
 - b. Professional employees who attend meetings of professional organizations will be granted time off without loss of pay, provided that their request is approved prior to the meeting by their immediate supervisor.
 - c. Professional leave time may be denied if the professional employee's absence will directly interfere with the operation of the College during the time requested.

- 8. **Birth or Care of a Child.** This leave shall be granted for the birth, adoption or foster care of a child and must be taken within the twelve (12) month period following the birth, adoption or placement of a child. Birth or Care of a Child leave is a leave without pay as permitted under the Family Medical Leave Act of 1993. However, Professional Employees are required to use any other available paid or unpaid leave concurrently with Birth or Care of a Child Leave. This includes sick, personal or vacation leaves. All available paid leave is to be exhausted prior to having unpaid time-off under and approved Birth or Care of a Child leave.
 - a. If a 182 or 212-day instructional, professional employee requests Birth or Care of a Child leave, the Professional Employee should submit their request in writing to the immediate supervisor and Human Resources. Notice should ordinarily be provided at least 30 days in advance of the requested leave. Once approved, suspension of responsibilities shall begin upon the date medically determined or at the time agreed upon by the employee and the immediate supervisor and Human Resources.
 - b. Benefit accruals, such as personal, sick or holiday benefits will be suspended during the unpaid portion of the leave. Employees will remain active in the group health insurance program. KCKCC will continue to pay the percentage of premiums normally paid for KCKCC and they will be responsible for continuing to pay the regular portion of the premiums for group health insurance coverage.
 - c. The length of the leave is to be agreed upon by the professional employee and the immediate supervisor but shall not exceed 318 days (the time equivalent of three semesters).
 - d. Upon completion of Birth or Care of a Child leave, the professional employee will be placed on the salary schedule at the next level above that which was applicable during his/her last full-time employment. No professional employee will advance on the salary schedule more than one step per academic year.
 - e. Professional employees on Birth or Care of a Child leave who wish to return to duty on a reduced hour basis prior to exhausting their leave may negotiate their return with their dean and Human Resources. The agreement is subject to the approval of the appropriate Vice President.

The agreement to return must include the nature of the work to be performed, the proportionate share of the faculty workload that the returning employee will perform, and the proportionate share of compensation of the normal workload. For example, if a faculty member has agreed to teach a three-credit hour course, he/she will be compensated at one-fifth of the compensation of the normal workload. Declination of the leave request, including rationale, shall be submitted in writing to the professional employee no later than thirty days of leave request.

- 9. **Sick Leave**. During the first academic year of employment, each new professional employee is entitled to one day's sick leave for each month of employment.
 - After the first academic year of employment, the full annual sick leave (ten (10) days for 182-day contract and eleven (11) days for 212-day contract) will be credited on July 1st and be available to the professional employee for use.
 - b. Sick leave shall accrue from year to year without limitation.
 - c. Days of accumulated sick leave credited to a professional employee under the previous sick leave policy of the college shall remain to the credit of the professional employee.
 - d. Unless taken as intermittent leave under the FMLA, sick leave must be taken in no less than 0.5 hour increments per event. When sick leave is taken in connection with FMLA Intermittent leave, the amount of leave actually taken by the employee to address the circumstances that precipitated the need for the leave will be deducted from the employee's sick leave entitlement.
 - e. 182-day professional employees employed for the summer session are entitled to one (1) day of sick leave without loss of pay in the case of illness. Summer sick leave days shall accrue to the total accumulative sick days at the first reporting day of the academic year.
 - f. Sick leave may be used for any temporary disability due to a maternity condition.
 - g. Professional Employees shall not be required to provide an explanation of the illness for which sick leave is requested. However, Professional Employees may be requested to provide a statement of health condition and/or physicians verification that they may safely return to work after three (3) consecutive days of absence on sick leave.
 - h. In keeping with the FLSA compliance requirements, a professional employee who is absent for less than a full day due to sickness will still be paid the employee's regular salary even if the employee has a negative leave balance. If the professional employee has a negative leave balance and does not work any portion of their regular day due to illness, the professional employee will not receive their regular

salary.

10. **Sabbatical Leave**. A professional employee will be eligible for consideration for a sabbatical leave after six years of full-time continuous service.

Sabbatical leaves related to 212-day professional employees shall equate to 106 days as equivalent to one semester.

- a. Compensation for a one-year sabbatical shall be one-half (.5) the annual contract rate based on his/her class and step. Professional employees on a one semester sabbatical shall receive one-half (.5) of the annual contract rate based on the instructor's class and step. No sabbatical leave shall extend beyond two semesters. If the professional employee on leave accepts gainful employment during the leave period, the amount of compensation received shall be deducted from the one semester's pay.
- b. The number of professional employees that may be on sabbatical leave is limited to three per academic year with no more than two on sabbatical during a single semester.

The purpose of granting such sabbatical leave is to provide an opportunity for the professional employee to pursue a fulltime approved program of study that would enhance his/her professional career for the improvement of the quality of education at the college.

c. Upon completion of a sabbatical, the Professional Employee would be required to return to full-time instruction at the college for a period of two years.

If the Professional Employee does not complete the approved program or fails to return to full-time duties at the end of the leave period, the total sum of money paid during the sabbatical leave including fringe benefits must be repaid to the college by July 1. If he/she returns for only a portion of the two-year requirement the amount of money owed to the college will be determined as follows:

- 1) Return for only one full semester three-fourths (3/4) of the total sum;
- 2) Return for only two full semesters one-half (1/2) of the total sum;
- 3) Return for only three full semesters one-fourth (1/4) of the total sum.

Portions of semesters will not be prorated, and all amounts owed to the college will be payable upon demand. If, for any reason beyond the control of the Professional Employee, the Board does not offer the professional employee a full-time contract for either of the two years following the sabbatical, the Professional Employee shall refund none of the moneys, neither wages nor benefits.

d. Applications for sabbatical leave must be submitted on or before the third Friday in October of each year. The initial submission must be made through the immediate supervisor in consultation with the applicant's peers.

The application will be forwarded to the Dean within the professional employee's supervisory chain. Upon approval of the Dean, the Vice President of Academic Affairs and the President, a recommendation shall be made to the Board for final action. A request for sabbatical leave which does not receive a positive recommendation from the Professional Employee's Dean, the Vice President of Academic Affairs and the President shall be deemed denied. The application should contain a general description or outline of the proposed course of study.

- e. If approved, a more detailed educational plan shall be submitted at a time designated by the Vice President of Academic Affairs, prior to the regularly scheduled meeting of the Board of Trustees in which action on the sabbatical leave request is to be considered. If approved by the Board, a contract would be proffered containing the specific terms of the program, compensation, and return agreement, etc.
- **f.** The Board shall reserve the right to deny all applications for sabbatical leave either because of budget limitations or if the proposed study is not deemed to be of sufficient value to the institution to warrant the additional cost. The operational efficiency of the remaining or available staff in the division would also have to be considered.
- g. Upon the Professional Employee's return to duty, he/she shall submit to the Vice President of Academic Affairs, the President or the professional employee's Dean, a full written report on sabbatical leave regarding the use of sabbatical leave and/or record of his/her activities during the period of the leave.
- h. Upon returning to full-time professional assignments after completion of the sabbatical period, the Professional Employee will be placed on the salary schedule at the next level above that which was applicable during his/her last full-time employment. Such Professional Employee will be placed in the appropriate class on the salary schedule.

11. Academic Leave. A leave of absence will be considered for all Professional Employees when requested by the professional employee concerned for the purpose of furthering additional graduate level pursuits. The leave of absence shall cover one academic year only, and the graduate work shall be full time. During such periods of absence, any Professional Employee will be provided a contract for a minimum legal amount to bind same, probably one dollar (\$1.00), and the college shall assume no other financial liability. In the event federal grant funds are available to assist said Professional Employee with expenses connected with this graduate study, consideration will be given toward the allocation of same. Upon returning to full-time teaching assignments after completion of the leave of absence period, the Professional Employee will be placed on the salary schedule at the next level above that which was applicable during their last full-time employment. Such Professional Employee will be placed in the appropriate class on the salary schedule.

Notice of intention to return to active duty or a request for extension of the leave must be made prior to March 1, so that any Professional Employee(s) appointed for the interim can be notified as to whether or not their contract is to be renewed prior to March 15.

C. Other Leaves and Absences

- 1. Any Professional Employee desiring leave for reasons other than the above mentioned should apply in writing to the Board of Trustees through the President of the College.
- 2. Faculty are expected to attend in-service programs; development days; advisement/assessment days; and enrollment. Absences during non- duty days will be charged at a rate of 7.5 hours per day. During these non-teaching days, faculty members will be expected to provide up to seven and one half (7.5) hours per day on campus when multiple duty days occur consecutively, such as prior to the beginning of the semester. When a duty day occurs during a work week when classes are scheduled, faculty members will be expected to provide six (6.0) hours on campus. College Commencement (graduation) and any award convocations are also duty days.

Article IV. Grievance Procedure

A. **Purpose**. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems arising from a complaint by a Professional Employee or group of professional employees based on an alleged violation, misinterpretation or misapplication by the administration of a negotiated contract or agreement, a board policy, administrative regulation or practice affecting

the condition of employment. This procedure shall not apply to disputes between or among faculty members, which shall be handled by the Faculty Senate. Moreover, it is not the intent of the parties that disputes alleging unlawful discrimination be resolved through the grievance procedure. Such matters shall be resolved in accordance with the College's nondiscrimination policies. However, challenges via the grievance process to the severity of the discipline imposed by the College President in response to a finding that a faculty member has violated the College's policy prohibiting unlawful discrimination may be submitted to the Board of Trustees. In connection with such a challenge, the accused faculty member may be represented by legal counsel or a Faculty Association representative.

- **B.** Steps in Procedure. The period to file a grievance or initiate the Informal Grievance Procedure will be within thirty (30) days of the incident.
- **C. Number of Days.** All reference to number of days in this procedure shall be determined to mean working school days for Professional Employee.
- **D.** The Levels in the Grievance Procedure. The levels in the grievance procedure will be the following:
 - 1. **Informal Grievance Procedure:** Conference between the aggrieved and the administration, specifically the person against whom the grievance is being brought. If the grievance cannot be solved through the informal grievance procedure, as indicated by written notice from either party to the other, then the aggrieved shall proceed to the Formal Grievance Procedure.

2. Formal Grievance Procedure

a. Level One: Faculty Association

- i If the aggrieved person is not satisfied with the disposition of his/her grievance at the Informal Grievance Procedure level, he/she may file the grievance with the Association or its designee for transmittal within five days of the conclusion of the Informal Grievance Procedure to the Faculty Unit Grievance Committee, appointed by the Faculty Association.
- ii. Within five (5) days after receipt of the written grievance by the Faculty Association Grievance Committee, the Faculty Association Grievance Committee will meet with the aggrieved person and his/her representative from the association in an effort to resolve it. The Faculty Association Grievance Committee shall submit its recommendation in writing to the aggrieved person, the Association, and the Administrator against whom the grievance will be brought within ten (10) days of the last meeting on the matter.

b. Level Two: Administrator against whom the grievance is to be brought

- i If the aggrieved person is not satisfied with the disposition of his/her grievance in Level One, the grievance should be filed in writing simultaneously with the Association, or its designee, and the Administration. A grievance against Vice Presidents or Chief Officers shall commence at Level Three. A grievance against the President shall commence at Level Four. A grievance against the Board of Trustees shall commence at Level Five.
- ii. Within five days after receipt of the written grievance by Administrator, the Administrator will meet with the aggrieved person and his/her representative of the Association in an effort to resolve it. After the meeting between the aggrieved and the Administration, the Administration shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days after the meeting.

c. Level Three: Vice President or Chief Officer

- i If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance with the Association or its designee for transmittal within five days to the appropriate vice president.
- ii. Within five (5) days after receipt of the written grievance by the Vice President or Chief Officer of the College, the Vice President or Chief Officer of the College will meet the aggrieved person and his/her representative from the Association in an effort to resolve it. The Vice President or Chief Officer of the College shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days of the last meeting on the matter.

d. Level Four: President

- i If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may file the grievance with the Association or its designee for transmittal within five (5) days to the President of the College.
- Within ten (10) days after receipt of the written grievance by the President of the College, the President of the College will meet the aggrieved person and his/her representative from the Association in an effort to resolve it. The President of the College shall submit his/her decision in writing to the aggrieved person and the Association within ten days of the last meeting on the matter.

e. Level Five: Board of Trustees

i If the aggrieved person is not satisfied with the disposition of his/her

grievance at Level Four, he/she may file the grievance with the Association or its designee for transmittal within five days to the Board of Trustees.

ii. Upon receipt of the written grievance, the Board shall meet at its next regularly scheduled Board meeting with the aggrieved person and his/her representative from the Association in an effort to resolve it. If the grievance to the Board is submitted in less than ten (10) days of the next regularly scheduled Board meeting, the Board will meet with the aggrieved person and his/her representative at its following regularly scheduled Board meeting. The Board shall submit its decision in writing to the aggrieved person and the Association within ten days of the meeting.

E. Rights of Professional Employees to Representation.

- 1. No reprisals of any kind will be taken by the Board of Trustees or by any member or representative of the administration against any aggrieved person, any party in interest, any Grievance Representative, or any other participant in the grievance procedure by reason of such participation.
- 2. A Professional Employee may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a Grievance Representative selected by the Association. If a Professional Employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

F. Miscellaneous

- 1. Documentation. At every level of the grievance, the transfer of documents must be acknowledged by the recipient with his/her signed and dated receipt. This may be accomplished in person, by either party's designated agent, or by Certified US Mail with Signature Receipt.
- 2. Time Limits. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing and signed by both parties. Time limits will not become effective during the period that the administrator is either on sick leave or on professional leave conducting college business. The time limit will commence upon the administrator's return to campus.
- 3. Year-End Grievance. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the academic year and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of 30 (thirty) days thereafter.
- 4. If, on levels one through four, no written decision is presented within the time

allotted after the grievance hearing, such failure to act shall be considered a nondecision and the grievance will automatically advance to the next step. If, on levels one through four, the grievant and/or his/her representative fails to advance the grievance in a timely manner, the grievance shall be terminated.

- 5. If the Board of Trustees does not present a written decision within the time allotted after the grievance hearing, such failure to act shall be an admission that the grievance was justified and the aggrieved person shall receive the remedy he/she is seeking.
- 6. If, in the judgment of the Association, a grievance affects a group or class of Professional Employees, the Association may initiate and submit such grievance in writing to the Vice President of Academic Affairs directly and the processing of such grievance will be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure even though there is no individual aggrieved person who wishes to do so. Upon written request from two or more Professional Employees, the Association must initiate a grievance under the terms of this clause.
- 7. Decisions rendered at Levels Two through Four of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association or its designee.
- 8. When it is necessary for a Grievance Representative, or other representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the school day, the representative, upon notice to his/her immediate superior by the Association or its designee, will be released without loss of pay in order to permit participation in the activities as described above. Any employee whose appearance in such investigations, meetings, or hearings as a witness is necessary will be accorded the same right.
- 9. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
- 10. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Board and the Association and given appropriate distribution by the Association as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.

Article V. Travel Pay

Professional Employees who are required to use their personal vehicles in the performance of professional duties will be reimbursed for such use at the rate established by the Internal Revenue Service for all college use. All Professional Employees shall submit a monthly statement of the mileage driven by them in the preceding calendar month on forms to be furnished by the college. Mileage shall be reimbursed anytime within the year when such reimbursement has accumulated to the sum of thirty-five dollars (\$35.00), but in no event later than the last working day of the Professional Employee. Only mileage claimed for travel that has received approval according to college policy will be reimbursed.

Article VI. Severance Pay

Upon termination of employment, by retirement or release through no fault of his/her own or death, the full-time Professional Employee or his/her estate shall receive compensation equal to the number of accumulated days of sick leave in excess of ninety multiplied by the daily base rate of his/her salary class. The 90-day minimum will be decreased ten (10) days for every complete ten (10) years of service (no partial decades). No 182-day Professional Employee shall be compensated for more than one hundred eighty-two (182) days. No 212-day Professional Employee shall be compensated for more than two hundred twelve (212) days.

Article VII. Professional Workload

A. Normal Workload

No workload will exceed thirty (30) semester hours for the two-semester academic year. The load will consist usually of between twelve (12) and eighteen (18) hours of instruction per semester, together with at least 10 clock hours per week of service hours to the College. Services hours can include but are not limited to regularly scheduled office hours for student conferences, paper checking, supervision, preparation and campus-based activities. Service hours to the College shall be taken in no less than 30-minute increments.

Professional Employees are required to provide a total of 10 (ten) hours of service to the College per week. The service hours shall be scheduled over a minimum of three (3) days. The distribution of the services hours to the College is as follows:

- Six (6) hours for student office hours
- Two (2) scheduled hours for service to students and/or the College
- Two (2) unscheduled hours for service to student and/ or the College

Professional Employees who teach at off-campus sites may keep office hours where they meet students. Such office hours should be for the benefit of the off-campus students. For those Professional Employees who teach online courses, no less than 50% of the required service hours shall be held on campus. Office hours of Professional Employees shall not interfere with the responsibilities of Professional Employees to participate in campus-based activities. Professional Employees will make arrangements with supervisors for participation in campus-based activities, including but not necessarily limited to division meetings and in-services.

For every three (3) semester hours, or fraction thereof, above 15, the Professional Employee will be required to have one (1) additional service hour to the College. This is to be determined by the Professional Employee and his/her academic dean.

Unless otherwise indicated in the paragraphs below, total semester load for Professional Employees teaching combined lecture and laboratory courses will be calculated in the following way. The load for the Professional Employee for the lecture portion of a course will be one to one. The load for the Professional Employee for the lab portion of a class will be calculated at 0.7 times the contact hours for the lab portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course. The contact hours for the lecture portion of the course.

For example, a 3-credit hour course that is 1 credit hour of lecture and 2 credit hours of lab, will meet 1 hour per week over a 16-week period for the lecture portion and 4 hours per week for 16 weeks for the lab. The Professional Employee will receive 1 hour of load for the lecture portion and 2.8 hours of load for the lab portion (4 hours per week * 0.7) for a total load of 3.8 for the 3-credit hour class.

Each credit hour of composition courses shall be counted as 1.25 credit hours in the computation of the workload of the Professional Employee.

Normal full-time workload for the Nursing Professional Employees shall consist of up to fifteen (15) contact hours of didactic and clinical instruction (institution/simulation/community setting) with student groups, in addition to at least ten (10) clock hours per week of service hours as previously described. Any exception to this workload must be mutually agreed to by the Professional Employee, the Dean of Health Professions and the Vice President of Academic Affairs.

Teaching load for professional employees who teach math science and nursing courses shall be calculated as one (1) hour equivalent per contact hour.

Teaching load for professional employees who teach ARTS and DIGI studio courses shall be calculated as one (1) hour equivalent per contact hour.

Contact hours which cannot be specifically designated as semester credit hours shall

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be calculated on the formula for credit equivalent (C.E.) as follows: C.E.= 0.7 (contact hours minus credit hours). Teaching load will be credit hours plus credit equivalent (C.E.) hours. Those contact hours in excess of credit hours plus credit equivalents (C.E.) shall be considered as being office hours for that Professional Employee. Any teaching that cannot be designated as contact hours or credit hours shall be decided by agreement between the Division Dean and the Professional Employee.

Unless a waiver is granted, a total of ten (10) students in a class shall constitute a full class for purposes of computation of teaching load. For auditioned ensembles and career and technical classes, a total of eight (8) students in a class shall constitute a full class for purposes of computation of teaching load.

The Vice President of Academic Affairs will have discretion to allow classes with less than 10 students to be taught. No class that is allowed to be taught will be subject to proration. The Vice President of Academic Affairs will meet with Deans and Department Coordinators and work closely with them in the preparation of a teaching schedule that meets the needs of the College's students and its service areas.

Beginning in the fall semester of 2022 and continuing through at least the spring semester of 2024, the college will pilot a corequisite model for teaching developmental reading and writing courses. For developmental courses taught in this model, the same instructor will teach the corequisite and target courses. The enrollment maximum of the developmental corequisite course will be one-half the enrollment maximum of the target non-developmental course. It is understood that "corequisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. During this time, the college will study student success metrics and the financial cost to the institution to ascertain the efficacy of the corequisite model for KCKCC. The college administration will commit the necessary resources for the courses to run for the duration of this pilot. During this pilot, a minimum of 8 students will be considered sufficient for the developmental course to make.

Beginning in the fall semester of 2022 and continuing through at least the spring semester of 2024, the enrollment capacity for developmental education courses will be 16. During this time, the college will study student success metrics and the financial cost to the institution to ascertain the efficacy of a maximum class size of 16 for developmental education courses at KCKCC.

B. The 182-day Professional Employee shall be required to work no more than 182 days during the two-semester school year. The 182-day employee's normal workload shall be 12 - 18 teaching equivalents per semester, with a maximum of 30 in a two-semester year.

C. Coordinators' Workload

Vocational coordinators shall be compensated for coordinating duties by receiving 6

hour's release time per year.

In addition, vocational coordinators of programs that maintain external accreditation (and that do not have a full-time director) shall be compensated for additional accreditation duties by receiving up to an additional 6 (six) credit hours release time per year as determined by joint consultation of vocational coordinator and the respective Dean using the accreditation release chart as guidance. Total release time will be subject to final approval of the Vice President of Academic Affairs.

Α.	Flat Accreditation Release Per	Reassigned Time per semester
	Semester	
	Program Accreditation required	2 credits
	Program Accreditation not required	Up to 1 credit
B.	Semester Prior to Accreditation Visit	
	Program Accreditation required	3 credits
	Program Accreditation not required	Up to 2 credits
C.	Semester After Accreditation Visit	
	Program Accreditation required	Up to 2 credits (depending on visit outcomes)
	Program Accreditation not required	Up to 2 credits (depending on visit
_		outcomes)
D.	Semester of Visit. Same as A. or B.	VPAA Approved Rate

Vocational Coordinator Accreditation Release Chart

Those coordinators with internship students will compute credit hour equivalency at the rate of 0.2 times the number of students enrolled.

D. Adjunct Coordinators

Adjunct Coordinators will receive reassigned time for the Fall and/or Spring semesters. The reassigned time will be allocated based on the number of adjuncts currently teaching in the discipline that semester. The reassigned time is as follows:

1-20 adjuncts	1 reassigned credit hour
21-50 adjuncts	2 reassigned credit hours
51+ adjuncts	3 reassigned credit hours

E. 212 Day Employee Workload

The 212-day Professional Employee shall be required to work no more than 212 days during the July 1 - June 30 contract year. The employee shall work with the supervisor to determine the work schedule. Requests for leave shall not be unreasonably denied. A Professional Employee starting employment after the commencement of the regular 212 contract periods will be expected to work a prorated number of days and shall receive prorated pay based on the number of working days remaining in the fiscal year.

Each individual on a 212-day contract shall work with their immediate supervisor to determine non-assigned time for the year. Upon request, the individual may receive one block of non-assigned time that is up to two weeks in length and two blocks of non-assigned time that are up to one week in length. The maximum length for any block of non-assigned time is two weeks. An individual starting employment after the commencement of the regular 212-day contract period will receive prorated blocks of non-assigned time based on the percentage of working days remaining in the fiscal year.

When the college is open five days per week, 212 day employees shall work a 35- hour week across five (5) days, or for an equivalent period, as approved by the immediate supervisor. When the college is open four days per week, 212 day employees shall work a 28-hour week across four (4) days, or for an equivalent period, as approved by the immediate supervisor.

F. Special Assignments

If a Professional Employee has a teaching load below thirty (30) credit hours or its equivalent for both semesters, the Professional Employee may be assigned up to thirty (30) clock hours per semester. The Division Dean and the instructor may mutually arrange for the Professional Employee to perform assignments which will be in the area of the professional employee's expertise where the College has a need. Such assignment shall be assigned on a non-discriminatory basis. A copy of the work schedule as approved by the Division Dean shall be provided for the Vice President of Academic Affairs prior to the commencement of the assignment.

For each credit hour equivalency, the Professional Employee may be assigned up to thirty (30) clock hours per semester.

G. Professional Service

Professional Service includes: classroom instruction, office hours, division meetings, in-service programs, assessment/advisement, and institution-related service. The duty day shall not exceed twelve (12) hours without written consent of the professional employee and administration. Time between days shall not be less than twelve (12) hours without written consent of the Professional Employee and administration. The duty day is the time from first instructional responsibility until the last instructional duty is finished.

H. Outside Employment

Professional Employees will be expected to devote full-time to their positions with the college. No outside employment will be allowed which will interfere or conflict with the Professional Employee's scheduled classroom work or office hours, or any other college required schedules, or be considered a professional conflict of interest.

I. Work Week

No Professional Employee shall be required to work more than five (5) days during any one calendar week.

J. Academic Calendar

The academic calendar shall be mutually developed by the Vice President of Academic Affairs and Faculty Senate and presented to the Board for approval. Parameters will be worked out prior to developing the calendar. A target date for completing the calendar will be December 1.

K. Release Time for Faculty Association President, Faculty Senate President and College Senate President

The elected President of the Faculty Association, the College Senate and the Faculty Senate shall each receive three (3) credit hours per semester as part of their normal workload for duties related to their respective positions.

The elected presidents of both the Faculty Senate and the College Senate, when the College Senate President is a member of the faculty, will be members of the President's Extended Cabinet and each will be considered service hours for serving on the PEC.

The past president of the Faculty Senate will serve as an ex officio of the President's Extended Cabinet and this will be considered service hours for serving on the PEC.

Article VIII. Professional Employee Evaluation

- a) Kansas state statute governs policies for Professional Employee performance evaluations.
- b) Kansas City Kansas Community College (KCKCC) is committed to a faculty evaluation process that fosters continuous improvement, high quality instruction, and beneficial support services for students.
- c) KCKCC believes our Professional Employees strive for excellence, and the Professional Employee evaluation process is an opportunity to showcase their work both in and out of the classroom. While similar in purpose, the information required to complete an informative evaluation process will vary based on Professional Employee classification. To that end, the performance evaluation process supports the diverse and complex nature of varying Professional Employee roles by utilizing multiple instruments for evaluation.
- d) The Professional Employee evaluation process is conducted between the Professional Employee member and the evaluating supervisor. A Professional Employee member can request to include the appropriate Vice President, either

the Vice President of Academic Affairs (VPAA) or Vice President of Student Affairs (VPSA), in this evaluation process.

- e) The following instruments may be utilized in the evaluation process and are maintained within the KCKCC Faculty Handbook. In the event an approved instrument requires modification, these changes must be mutually agreed upon by the Association President and the VPAA or VPSA, as appropriate.
 - a. Student surveys
 - b. Communication samples
 - c. Observation by the evaluating supervisor and/or peer
 - d. Assessment reflection
 - e. Service to KCKCC
 - f. Self-selected instruments
 - 1. Observation of Peer
 - 2.Observation by External Partner
 - 3.Work Samples
 - 4. Professional Development Plan
 - 5. Specialized Non-instructional Professional Employee Assessment
 - 6. Other self-developed assessment tool
- f) Portfolio Assessment:
 - a. A portfolio will be submitted by the Professional Employee during each evaluation year. The complete timeline for portfolio submission is outlined in the KCKCC Faculty Handbook.
 - Probationary Professional Employees will submit a portfolio and complete the summative evaluation process in Year 1, Year 2, and Year 3 of professional employment. The portfolio will contain the following items:
 - a. Student surveys (administered each semester in each section taught)
 - b. Communication samples
 - c. Observation by the evaluation supervisor
 - d. Observation by a per
 - e. Assessment reflection
 - f. One or more self-selected evaluation instruments
 - 2. Non-probationary Professional Employees will upload documents to submit a final portfolio and complete the summative evaluation process every three years (Year 6, Year 9, etc.). The portfolio will contain the following items:
 - a. Student surveys (administered each semester in each section taught)
 - b. Communication samples
 - c. Observation by the evaluating supervisor or peer
 - d. Assessment reflection

- e. Service to KCKCC
- f. Two or more self-selected evaluation instruments
- g) A Professional Employee has the right to prepare an alternative written summary to the original appraisal. This response will be attached to the original appraisal report and placed in the Professional Employee's personnel file.
- h) In accordance with Kansas law, written notice to terminate the contract of a probationary Professional Employee shall be served by the Board upon the Professional employee on or before the third Friday in May.
- i) All Professional Employees will have the opportunity to complete an annual feedback form for their respective supervisors. The instrument for this feedback is in the Faculty Handbook.
- j) All evaluation documents and responses by Professional Employees are to be maintained in a personnel file for Professional Employees for a period of not less than 3 years from the date each evaluation is made.
- k) Non-probationary Professional Employees cannot be disciplined, discharged, or deprived of any employment right or benefit without Just Cause.
- I) Professional Employees are permitted to have union representation at disciplinary and investigatory meetings.
- m) Procedures and techniques used in the performance appraisal of counselors shall conform to the ethical and privacy standards accepted within the profession.
- n) When there is significant concern related to a Professional Employee's performance, the evaluating supervisor will alert Human Resources and the VPAA or VPSA that an off-cycle evaluation will be initiated. The process and instruments utilized will be reviewed with the Professional Employee prior to initiation of the off-cycle evaluation.
- o) All instruments utilized for Professional Employee evaluation will be mutually agreed upon by representatives of the Faculty Association and administration. In the event an approved instrument requires modification, these changes must be mutually agreed upon by the president of the Faculty Association and the appropriate Vice President, VPAA or VPSA.

Article IX. Contract Release and Liquidated Damages

If a Professional Employee does not intend to extend their contract for the following academic year, written notice shall be provided to the Human Resources office on or before the 14th calendar day following the third Friday in May. Following this date, the Professional Employee will be considered under contract for the following academic year.

If a Professional Employee desires a release from his/her contract after the 14th calendar day following the third Friday in May, but prior to the first reporting day of the school year, said Professional Employee shall request such release by written request to the Board of Trustees through the office of the President. The Board of Trustees may, but shall not be obligated to, grant said release. In the event the Board of Trustees shall grant said release, the Professional Employee shall pay to the College such sums of money as the Board of Trustees shall determine under the circumstances of the

case, but in no event shall said sum exceed five hundred (\$500.00) dollars.

In the event a Professional Employee who is under contract to the College fails to report for duty on the first duty day without prior consent of or a reasonable explanation to the President of the College, or his designee, such failure to report shall be considered a breach of the contract by the Professional Employee, and said professional employee shall be terminated and shall pay to the College the sum of one thousand (\$1,000.00) dollars as and for liquidated damages.

If a Professional Employee desires a release from his/her contract at any time between the first duty day and the last duty day of the academic year, said Professional Employee shall request such release by written request to the Board of Trustees through the office of the President. The Board of Trustees may, but shall not be obligated to, grant said release. In the event the Board of Trustees shall grant said release, the Professional Employee shall pay to the College such sums of money as the Board of Trustees shall determine under the circumstances of the case, but in no event shall said sum exceed one thousand five hundred (\$1,500.00) dollars.

Article X. Reduction in Force

- A. Prior to recommending to the Board to reduce the number of Professional Employees, the administration shall attempt to provide the professional employee or employees with a full load as defined in the master contract's professional workload provisions by assigning the Professional Employee or employees any day or evening classes which are assigned to either part-time or interim employees. If a full load cannot be achieved in accordance with the provisions of Article VII (G) (professional duty day), said Professional Employee shall waive the provisions of Article VII (G) in order to achieve a full load.
- **B.** When the Board of Trustees, in their sole judgment, deems it advisable to reduce the number of Professional Employees for any reason beyond the control of the professional employees, such reduction in force shall be carried out by non-renewing the contract of the Professional Employee or employees with the least continuous service with the Kansas City Kansas Community College within the discipline where the reduction is to be effected. Should two or more Professional Employees have equal periods of continuous service, the professional employee with the highest number of hours applicable to lateral movement on the salary schedule shall be retained.
- C. Any Professional Employee whose contract is non-renewed pursuant to the provisions of paragraph B above shall have preference in connection with any future positions as a Professional Employee which may be available within said professional employee's discipline. Such preference shall be offered for a period of two (2) years following the date of the Professional Employee's last working day. If a Professional Employee rejects reemployment or fails to report acceptance of recall as directed within fourteen (14) days after receiving a recall notice, such action or failure to act

by the Professional Employee shall be construed as a resignation. Notification of recall will be sent by certified mail.

D. If a laid off Professional Employee is recalled and begins employment during the next academic year, the Professional Employee will be reimbursed by the College for his/her actual expense for participation in the College's insurance plans during the period of lay off the same as employed Professional Employees. A laid off Professional Employee and his/her family shall continue to be eligible for participation in the College's insurance plans at his/her own expense for a period of two (2) years from the date of the Professional Employee's last working day.

Article XI. Compensation

A. Salary Schedule

- 1. The Class IV Step 1 182-day salary base for the 2021-2022 year will be \$46,734.66
- 2. The Class IV Step 1 212-day salary base for the 2021-2022 year will be \$54,436.53

Professional Employees continuously employed by the College shall be compensated in accordance with Salary Schedule attached. *Step and class structure of the salary schedule and index are set forth below.*

B. Conditions

1. (a) Advancement on the salary schedule up to and including Step 21 shall be at the rate of one step per year of satisfactory service. No Professional Employee shall advance more than one step per year.

(b) There is no Kansas City Kansas Community College requirement of additional credit hours in order to advance each step on the salary schedule, however, each Professional Employee must take whatever courses are necessary, if any, to maintain his/her certification.

- 2. Pay will be distributed twice monthly over a 12-month period through direct deposit according to the pay schedule established by the College.
- Overload pay and pay for teaching summer courses shall be 2.1% of the base salary per semester hour equivalent for the duration of this contract. The Professional Employee is allowed to teach up to 24 T.E.'s per semester as overload.
 - **3.1 Reference and Note:** Payment for faculty teaching overload in fall will occur in one (1) payment on the first pay cycle in November. Payment for faculty teaching overload in spring will occur in one (1) payment on the first pay cycle in April.

Faculty not teaching or reassigned to other projects for a full 30 credit annual load will be required to repay any overpayments. Summer pay will be paid over four installments beginning with the June 15 pay date and ending with the July 31 pay date.

- 4. Co-curricular activities and assignments shall be compensated with supplemental income of no less than 6% of the base salary (Class II Step 1).
- 5. Any Professional Employee who may work additional days outside the school year shall be compensated at the hourly rate of 0.1% of the base salary.
- 6. Professional Employees who teach applied lessons in the music department will be compensated as the number of credit hours multiplied by .25.
- 7. Professional Employees who teach honors courses will be compensated at 1.4 times the course contact hours. Professional Employees who teach individual students who enroll in non-honors courses for honors credit will be compensated at 1.4 times the course contact hours times .07, times the number of students.
- 8. Professional Employees, their spouses, and legal dependents meeting the IRS definition of dependent, as well as KCKCC retirees and their spouses, are eligible for a 100% employee scholarship for classes taken at KCKCC. Professional Employee will be responsible for paying any course fees associated with a class in which they are enrolled. Priority of enrollment in classes will be given to students who pay full tuition up to an including the first day of classes.
 - a) KCKCC dependents will not be denied continuation in the program if they have satisfactorily completed the preceding semester.
 - b) Dependents who pay full tuition to ensure their spot will not be required to pay the 2nd half of the full tuition if the program is not full on the first day of classes.

The scholarship shall cover Kansas Resident tuition and fees for courses taken through KCKCC. After the completion of twelve credit hours, the employee must satisfactorily complete a minimum of 50% of all courses— including the initial 12 hours—and must maintain a 2.0 GP in order for the scholarship to be renewed.

Those employees and retirees interested in obtaining an employee scholarship for themselves, their spouse, and/or legal dependent(s) must complete an Employee Tuition Scholarship Application and submit it to the Chief Financial Officer.

Base Salary for Schedule:

\$46,271.94

"A" designates the 182-days faculty line "B" designates the 212-days faculty line

Base Salary for Schedule: \$46,734.66

		AAS/Cert	B.A.	B.A.+Cert	M.A.	M.A.+15		M.A.+30		M.A.+45	Doctorate
Step	Status	Class1	Class2	Class3	Class4	Class5		Class6		Class7	Class8
1	Α	\$39,724.46	\$42,061.19	\$ 44,397.93	\$ 46,734.66	\$ 49,071.39	\$	51,408.13	\$	53,744.86	\$ 58,418.33
	В	\$46,655.21	\$48,991.94	\$ 51,711.90	\$ 54,436.53	\$ 57,156.49	\$	59,881.12	\$	62,601.08	\$ 68,045.66
2	Α	\$41,593.85	\$43,930.58	\$ 46,267.31	\$ 48,604.05	\$ 50,940.78	\$	53,277.51	\$	55,614.25	\$ 60,287.71
	В	\$48,833.05	\$51,169.78	\$ 53,889.74	\$ 56,614.37	\$ 59,334.32	\$	62,058.96	\$	64,778.91	\$ 70,223.50
3	Α	\$43,463.23	\$45,799.97	\$ 48,136.70	\$ 50,473.43	\$ 52,810.17	\$	55,146.90	\$	57,483.63	\$ 62,157.10
	В	\$51,010.88	\$53,347.61	\$ 56,067.57	\$ 58,792.20	\$ 61,512.16	\$	64,236.79	\$	66,956.75	\$ 72,401.34
4	Α	\$45,332.62	\$47,669.35	\$ 50,006.09	\$ 52,342.82	\$ 54,679.55	\$	57,016.29	\$	59,353.02	\$ 64,026.48
	В	\$53,188.72	\$55,525.45	\$ 58,245.41	\$ 60,970.04	\$ 63,689.99	\$	66,414.63	\$	69,134.58	\$ 74,579.17
5	Α	\$47,202.01	\$49,538.74	\$ 51,875.47	\$ 54,212.21	\$ 56,548.94	\$	58,885.67	\$	61,222.40	
	В	\$55,366.55	\$57,703.28	\$ 60,423.24	\$ 63,147.87	\$ 65,867.83	\$	68,587.79	\$	71,312.42	\$ 76,757.01
6	Α	\$49,071.39	\$51,408.13	\$ 53,744.86	\$ 56,081.59	\$ 58,418.33	\$	60,755.06	\$	63,091.79	\$ 67,765.26
	В	\$57,544.39	\$59,881.12	\$ 62,601.08	\$ 65,325.71	\$ 68,045.66	\$	70,765.62	\$	73,490.25	\$ 78,934.84
7	Α	\$50,940.78	\$53,277.51	\$ 55,614.25	\$ 57,950.98	\$ 60,287.71	\$	62,624.44	\$	64,961.18	\$ 69,634.64
	В	\$59,722.22	\$62,058.96	\$ 64,778.91	\$ 67,503.54	\$ 70,223.50	\$	72,943.46	\$	75,668.09	\$ 81,112.68
8	Α	\$52,810.17	\$55,146.90	\$ 57,483.63	\$ 59,820.36	\$ 62,157.10	\$	64,493.83	\$	66,830.56	\$ 71,504.03
	В	\$61,900.06	\$64,236.79	\$ 66,956.75	\$ 69,676.70	\$ 72,401.34	\$	75,121.29	\$	77,845.92	\$ 83,285.84
9	Α	\$54,679.55	\$57,016.29	\$ 59,353.02		\$ 64,026.48	\$	66,363.22	\$	68,699.95	\$ 73,373.42
	В	\$64,077.89	\$66,414.63	\$ 69,134.58	\$ 71,854.54	\$ 74,579.17	\$	77,299.13	\$	80,023.76	\$ 85,463.67
10	Α	\$56,548.94	\$58,885.67	\$ 61,222.40	\$ 63,559.14	\$ 65,895.87	\$	68,232.60	\$	70,569.34	\$ 75,242.80
	В	\$66,251.05	\$68,587.79	\$ 71,312.42	\$ 74,032.37	\$ 76,757.01	\$	79,476.96	\$	82,196.92	\$ 87,641.51
11	Α	\$58,418.33	\$60,755.06	\$ 63,091.79		\$ 67,765.26	\$	70,101.99	\$	72,438.72	\$ 77,112.19
	В	\$68,428.89	\$70,765.62	\$ 73,490.25	\$ 76,210.21	\$ 78,934.84	\$	81,654.80	\$	84,374.76	\$ 89,819.34
12	Α	\$60,287.71	\$62,624.44	\$ 64,961.18		\$ 69,634.64	\$	71,971.38	\$	74,308.11	\$ 78,981.58
	В	\$70,606.72	\$72,943.46	\$ 75,668.09	\$ 78,388.05	\$ 81,112.68	\$	83,832.63	\$	86,552.59	\$ 91,997.18
13	Α	\$62,157.10	\$64,493.83	\$ 66,830.56	\$ 69,167.30	\$ 71,504.03	\$	73,840.76	\$	76,177.50	
	В	\$72,784.56	\$75,121.29	\$ 77,845.92	\$ 80,565.88	\$ 83,285.84	\$	86,010.47	\$	88,730.43	\$ 94,175.01
14	Α	\$64,026.48	\$66,363.22			 73,373.42	\$	75,710.15	\$	78,046.88	
	В	\$74,962.39	\$77,299.13	\$ 80,023.76	\$ 82,743.72	\$ 85,463.67	\$	88,188.30	\$	90,908.26	\$ 96,352.85
15	Α	\$65,895.87	\$68,232.60			\$ 75,242.80	\$	77,579.54	\$	79,916.27	\$ 84,589.73
	В	\$77,140.23	\$79,476.96	\$ 82,201.59	\$ 84,921.55	\$ 87,641.51	\$	90,366.14	\$	93,086.10	
16	Α	\$67,765.26	\$70,101.99	\$ 72,438.72	\$ 74,775.46	\$ 77,112.19	\$	79,448.92	\$	81,785.66	
	В	\$79,318.06	\$81,654.80	\$ 84,379.43	\$ 87,099.39	\$ 89,819.34	\$	92,543.97	\$	95,263.93	\$100,708.52
17	Α	\$69,634.64	\$71,971.38	\$ 74,308.11	\$ 76,644.84	\$ 78,981.58	\$	81,318.31	\$	83,655.04	\$ 88,328.51
	В	\$81,495.90	\$83,832.63	\$ 86,557.26	\$ 89,277.22	\$ 91,997.18	\$	94,721.81	\$	97,441.77	\$102,886.35
18	Α	\$71,504.03	\$73,840.76		\$ 78,514.23	\$ 80,850.96	\$	83,187.69	\$	85,524.43	\$ 90,197.89
	В	\$83,673.74	\$86,010.47	\$ 88,735.10	\$ 91,455.06	\$ 94,175.01	\$	96,894.97	\$	99,619.60	\$105,064.19
19	Α	\$73,373.42	\$75,710.15	\$ 78,046.88	\$ 80,383.62	\$ 82,720.35	\$	85,057.08	\$	87,393.81	\$ 92,067.28
	В	\$85,851.57	\$88,188.30	\$ 90,912.93	\$ 93,632.89	\$ 96,352.85	\$	99,072.81	\$	101,797.44	\$107,242.02
20	Α	\$75,242.80	\$77,579.54	\$ 79,916.27	\$ 82,253.00	\$ 84,589.73	\$	86,926.47	\$	89,263.20	\$ 93,936.67
	В	\$88,029.41	\$90,366.14	\$ 93,090.77	\$ 95,806.05	\$ 98,530.68	\$	101,250.64	\$	103,975.27	\$109,415.19
21	Α	\$77,112.19	\$79,448.92	\$ 81,785.66	\$ 84,122.39	\$ 86,459.12	\$	88,795.85	\$	91,132.59	\$ 95,806.05
	В	\$90,207.24	\$92,543.97	\$ 95,268.60	\$ 97,983.89	\$ 100,708.52	\$	103,428.48	\$	106,153.11	\$111,593.02

For any Professional Employee on Step 21 in 2020-2021, the salary increase for the period of this contract shall be \$1,869.38 for those on 21A and \$2,177.83 for those on 21B.

Salary Schedule Index 1.00

Step	Status	AAS/Cert	B.A.	B.A+Cert	M.A.	M.A.+15	M.A.+30	M.A.+45	Doctorate
		Class1	Class2	Class3	Class4	Class5	Class6	Class7	Class8
1	А	0.8500	0.9000	0.9500	1.0000	1.0500	1.1000	1.1500	1.2500
1	В	0.9983	1.0483	1.1065	1.1648	1.2230	1.2813	1.3395	1.4560
2	А	0.8900	0.9400	0.9900	1.0400	1.0900	1.1400	1.1900	1.2900
2	В	1.0449	1.0949	1.1531	1.2114	1.2696	1.3279	1.3861	1.5026
3	А	0.9300	0.9800	1.0300	1.0800	1.1300	1.1800	1.2300	1.3300
3	В	1.0915	1.1415	1.1997	1.2580	1.3162	1.3745	1.4327	1.5492
4	А	0.9700	1.0200	1.0700	1.1200	1.1700	1.2200	1.2700	1.3700
4	В	1.1381	1.1881	1.2463	1.3046	1.3628	1.4211	1.4793	1.5958
5	А	1.0100	1.0600	1.1100	1.1600	1.2100	1.2600	1.3100	1.4100
5	В	1.1847	1.2347	1.2929	1.3512	1.4094	1.4676	1.5259	1.6424
6	А	1.0500	1.1000	1.1500	1.2000	1.2500	1.3000	1.3500	1.4500
6	В	1.2313	1.2813	1.3395	1.3978	1.4560	1.5142	1.5725	1.6890
7	А	1.0900	1.1400	1.1900	1.2400	1.2900	1.3400	1.3900	1.4900
7	В	1.2779	1.3279	1.3861	1.4444	1.5026	1.5608	1.6191	1.7356
8	А	1.1300	1.1800	1.2300	1.2800	1.3300	1.3800	1.4300	1.5300
8	В	1.3245	1.3745	1.4327	1.4909	1.5492	1.6074	1.6657	1.7821
9	А	1.1700	1.2200	1.2700	1.3200	1.3700	1.4200	1.4700	1.5700
9	В	1.3711	1.4211	1.4793	1.5375	1.5958	1.6540	1.7123	1.8287
10	А	1.2100	1.2600	1.3100	1.3600	1.4100	1.4600	1.5100	1.6100
10	В	1.4176	1.4676	1.5259	1.5841	1.6424	1.7006	1.7588	1.8753
11	А	1.2500	1.3000	1.3500	1.4000	1.4500	1.5000	1.5500	1.6500
11	В	1.4642	1.5142	1.5725	1.6307	1.6890	1.7472	1.8054	1.9219
12	А	1.2900	1.3400	1.3900	1.4400	1.4900	1.5400	1.5900	1.6900
12	В	1.5108	1.5608	1.6191	1.6773	1.7356	1.7938	1.8520	1.9685
13	А	1.3300	1.3800	1.4300	1.4800	1.5300	1.5800	1.6300	1.7300
13	В	1.5574	1.6074	1.6657	1.7239	1.7821	1.8404	1.8986	2.0151
14	А	1.3700	1.4200	1.4700	1.5200	1.5700	1.6200	1.6700	1.7700
14	В	1.6040	1.6540	1.7123	1.7705	1.8287	1.8870	1.9452	2.0617
15	А	1.4100	1.4600	1.5100	1.5600	1.6100	1.6600	1.7100	1.8100
15	В	1.6506	1.7006	1.7589	1.8171	1.8753	1.9336	1.9918	2.1083
16	А	1.4500	1.5000	1.5500	1.6000	1.6500	1.7000	1.7500	1.8500
16	В	1.6972	1.7472	1.8055	1.8637	1.9219	1.9802	2.0384	2.1549
17	А	1.4900	1.5400	1.5900	1.6400	1.6900	1.7400	1.7900	1.8900
17	В	1.7438	1.7938	1.8521	1.9103	1.9685	2.0268	2.0850	2.2015
18	А	1.5300	1.5800	1.6300	1.6800	1.7300	1.7800	1.8300	1.9300
18	В	1.7904	1.8404	1.8987	1.9569	2.0151	2.0733	2.1316	2.2481
19	А	1.5700	1.6200	1.6700	1.7200	1.7700	1.8200	1.8700	1.9700
19	В	1.8370	1.8870	1.9453	2.0035	2.0617	2.1199	2.1782	2.2947
20	А	1.6100	1.6600	1.7100	1.7600	1.8100	1.8600	1.9100	2.0100
20	В	1.8836	1.9336	1.9919	2.0500	2.1083	2.1665	2.2248	2.3412
21	А	1.6500	1.7000	1.7500	1.8000	1.8500	1.9000	1.9500	2.0500
21	В	1.9302	1.9802	2.0385	2.0966	2.1549	2.2131	2.2714	2.3878

9. Benefits

A paid health and hospitalization program, dental insurance, and a thirty-five thousand dollars (\$35,000) term life insurance policy will be provided by the Board to all Professional Employees. This fringe benefit is in addition to salary applicable to Professional Employees as determined by the salary schedule.

The employee contribution for dental benefits will be \$10.00 per month. The employee contribution for health benefits through December 2022 will be \$25.00 per month. Employee contributions shall be applied to the Employee's salary before federal and state income tax, FICA tax, and KPERS are deducted.

Future changes to annual health benefit costs exceeding a ten percent (10%) increase to the employee's contribution will require the Contract be re-opened for negotiation on this one matter. Future changes to the employee's contribution for Professional Employees on "Employee Only" plans will be calculated at the predetermined 2019 base rate for that plan; i.e. PPO = \$125, HPDP = \$61, I-35 PPO = \$36, and I-35HPDP = \$25. Any increase made to the employee contributions to the "Employee Only" plans will be proportionate to the College's increase.

Voluntary Salary Reduction Contribution

Each Professional Employee member shall be entitled once annually, on forms provided, to elect to have a portion of that Employee's salary be used by the Board to purchase additional benefits under the Plan.

Plan Benefits

Optional benefits to be offered at employee cost shall include at least the following:

- Dependent health and dental insurance premiums.
- Individual group term life insurance premiums.
- Disability insurance premiums.
- Qualified dependent childcare.
- Qualified medical expenses not covered by insurance.
- Post retirement life insurance premiums. (When available).
- Cash
- Vision Insurance

Selection of any option(s) by a Professional Employee will be permitted upon original employment and thereafter prior to the beginning of each succeeding Plan contract year. The Employee shall be permitted to change options once during the contract year if evidence of change in family and/or insurability status is presented in writing to the President of the college or his/her designated representative.

The Health and Benefits Committee, convened by Human Resources, is established to provide timely communication about the latest issues and options impacting health

and benefits at the College. The committee membership consists of crossrepresentation of employees at the College. Professional Employees shall have five (5) representatives, chosen by the Faculty Association, participating on the committee.

Unused Funds

Funds designated in the Plan that are not used for the designated portion of the Plan prior to thirty (30) days from the end of the contract year shall become the property of the KCKCC Board of Trustees.

Benefit Period

Benefits for a new Professional Employee or one returning from an unpaid leave shall be effective on the first day the employee is on duty and continue through June of the terminal contract year of employment.

Board of Trustees Obligations

The Board shall:

- a. Develop and administer detailed guidelines as necessary for the operation of the program.
- b. Have the option of including in the Plan any other group of employees.
- 10. The College shall pay the Professional Employee two (2) times per month.

Article XII. PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM

The administration will make available a total of \$6,000 as incentive for participation in approved faculty professional development for the academic year.

- 1. Five (5) hours of professional development will constitute one (1) unit.
- 2. Each professional development unit will be awarded \$100.
- 3. A minimum of three (3) units must be earned before any compensation is awarded. Upon completion of the first three (3) units, the remaining units can be compensated in single unit increments.
- 4. The maximum number of professional development units for which a faculty member can receive compensation during an academic year is six (6) units.
- 5. Human Resources will provide a list of approved professional development workshops and/or activities which will count towards a professional development unit. This list will be submitted to the Vice President of Academic Affairs.
- 6. The Faculty Development Committee will administer the program.
- 7. Faculty will have to provide proof of attendance and/or participation in professional development activities to Human Resources if they wish to submit their activity for consideration.
- 8. Faculty will have the option of submitting workshops and/or activities that enhance teaching

and learning to Human Resources for inclusion in the program. However, they will need to receive approval from the Faculty Development Committee prior to participating if they want the activity to qualify towards compensation.

- 9. Documentation of participation in the activity will be required.
- 10. Conferences that are partially or fully funded by the college and attended by an individual are not eligible for this program.
- 11. Incentive point payments will be on a first-come-first-serve basis. Thus, those who qualify for payments under this program first will be paid. As soon as the funds are depleted, payments will cease.
- 12. It is the responsibility of the individual faculty member to ensure he/she receives the proper credit for attendance at qualifying professional development events. You must sign your name on the attendance sheet provided for the event (Attendees who leave an event prior to its conclusion will not receive credit for the event). If you participate in a Starlink webinar (online), you must submit a Professional Development Completion Form (found on the Starlink website) and provide a copy of the form's email response to the Faculty and Staff Development Office. If you attend a Kansas City Professional Development Council (KCPDC) event, you must sign the attendance roster and stay for the entire event. Rosters of attendees are provided to Human Resources by the KCPD.

Article XIII. Academic Rank

Academic rank at Kansas City Kansas Community College is determined according to whichever number is greater, years of full-time service at KCKCC or step placement on the salary schedule:

Up to and Including Bachelors

Experience 0 - 10 years 11 or more years

With Masters

Experience 0 - 5 years 6 - 10 years 11-15 years 16 or more years

With Doctorate

Experience 0-5 years 6-12 years 13 or more years Academic Rank Instructor Assistant Professor

Academic Rank Instructor Assistant Professor Associate Professor Professor

Academic Rank Assistant Professor Associate Professor Professor

Article XIV. Quality Assurance in Distance Education

Kansas City Kansas Community College recognizes the need for quality control, faculty involvement in course design, and realistic student load for distance education. Distance education delivery methods include Online, Virtual, Blended, and Hi-Flex. The definition of each delivery method, as mutually agreed upon by the Faculty Association and the Vice President of Academic Affairs, is found in the Faculty Handbook.

To assure quality control, Professional Employees must complete development activities related to the delivery method(s) they will be utilizing. This training will be initiated prior to or concurrent with the first time a Professional Employee uses a specific distance format. These activities will be completed through or approved by the Center for Teaching Excellence in consultation with the Vice President of Academic Affairs. Professional Employees, in consultation with the Vice President of Academic Affairs, will develop and maintain standards that guide the design of all distance education courses.

The minimum number of students necessary to make an online class is ten (10). The maximum limit will be twenty-one (21) unless special permission is obtained from the instructor for additional students.

Article XV. New Professional Employee Orientation

- A. Kansas City Kansas Community College recognizes the importance of orienting new Professional Employees to the College and their role as a faculty member.
- B. All Professional Employees will be required to complete all HR orientations.
- C. Additionally, all Professional Employees who are required to teach as part of their job description must complete the Blue Devil Faculty Academy (BDFA) during the first year of employment. The Center for Teaching Excellence, in consultation with the Vice President of Academic Affairs, will design and oversee implementation of the Blue Devil Faculty Academy.
 - Instructional faculty with a 182-day appointment will be given three (3) hours of course release during the first year of employment to complete the BDFA. The faculty member will be expected to dedicate 90 clock hours toward completion of these activities across the first year of employment.
 - 2. Instructional faculty with a 212-day appointment will be released from 90 clock hours of their regular schedule in order to complete these activities across the first year of employment.

Article XVI. Miscellaneous

- A. The terms and conditions of a Part-Time Bargaining Unit (Part-Time Employee) Member to teach more than ten (10) credit hours in a semester shall be governed by this Master Contract, and his/her compensation shall be prorated on the appropriate step and class.
 - 1. for less than 13 hours the rate of one third (1/3) of the appropriate class and step in the 9-month salary schedule.
 - 2. for 13 hours or more, the rate of one half (1/2) of the appropriate class and step in the 9-month salary schedule.
 - 3. The terms of this article do not apply to Part-Time Bargaining Unit Members who teach up to and including 1.25 credit hour equivalents of composition.
 - 4. For program and curriculum needs the ten (10) credit hour limit for adjuncts is waived once per semester for each instructional division and once per semester for the Vice President of Academic Affairs. If these exceptions occur in the same area for three semesters within two academic years, the position shall convert automatically to a full-time position covered under the KCKCC Master Contract.
- B. All of the hours earned after the granting of the Master's Degree must be graduate hours unless undergraduate credit hours are approved by the President prior to enrollment. Also all hours counted for this purpose must be in the field of teaching or a closely allied field from a regionally accredited college or university.
- C. New Professional Employees with a Master's Degree and previous teaching experience may be entered on the salary schedule no higher than Step 4 except with the approval of the Board of Trustees.
- D. Complaints Against a Professional Employee If a complaint regarding a Professional Employee is received by an administrator or by the board of trustees and the administrator or trustee causes the complaint to be filed in the Professional Employee's file, a copy of the complaint shall be provided to the Professional Employee. The Professional Employee shall have a period of fourteen (14) days from the date the Professional Employee received a copy of the complaint to respond to the complaint in writing. Such response shall be attached to the complaint and made a part of the Professional Employee's personnel file.

Any Professional Employee who is grieved against by a student who utilizes the College Student Grievance Procedure shall have full rights to representation by the person or agency of the Professional Employee's choice throughout the processing of such grievance. The Professional Employee shall also have the right to full disclosure of any information available to the administration prior to any formal hearing conducted.

E. Personnel Files

Any Professional Employee's personnel file shall be open to the inspection and available for reproduction of the individual professional employee at all times, and upon written request of the Professional Employee, a representative of the Association may inspect the Professional Employee's file. The Professional Employee shall have the right to respond to all materials contained in said file. Such response shall become part of the file. Credentials and related papers from employee placement bureaus which by their own regulations are labeled as "confidential" shall be excluded from the employee's review. No material derogatory to the Professional Employee's conduct, service, character or personality shall be placed in the file unless the faculty member has had an opportunity to review the material.

Article XVII. Duration Clause

This Master Contract shall be in effect when ratified by the parties and shall continue in effect until June 30, 2022.

LEVEL ONE – FACULTY UNIT GRIEVANCE COMMITTEE

(Attach copy of the informal grievance notification)

- I. I request that this grievance be transmitted to the Faculty Unit Grievance Committee.
- II. Statement of Grievance: Give a concise statement of the problem, citing the specific provision(s) of the contract, Board Policy, administrative regulation or practice allegedly violated, misinterpreted, or misapplied.

III. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date

Received by Assoc. Pres. Date_____Time_____

Distribution 2 copies to Association Pres. I copy retained by Grievant

LEVEL TWO: ADMINISTRATOR

Submission of Grievance: This form must be completed in full and signed by the Grievant.

Grievant's name_____ Department _____

Date Alleged grievance occurred

Date of Conference _____

- I. Statement of Grievance: Give a concise statement of the problem, citing the specific provision(s) of the contract, Board Policy, administrative regulation or practice allegedly violated, misinterpreted, or misapplied.
- II. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date

Received by Administrator

Distribution 1 copy to Administrator 1 copy to Association President I copy retained by Grievant

Date_____Time_____

LEVEL THREE: THE APPROPRIATE VICE PRESIDENT or CHIEF OFFICER

(Attach copy of Level Two grievance and response)

I. Why is grievance being appealed to Formal Level 3?

II. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date

Received by Vice President or Chief Officer

Distribution

1 copy to the appropriate Vice President or Chief

Officer

1 copy to Administrator

1 copy to Association President

1 copy retained by Grievant

LEVEL FOUR: PRESIDENT

Grievant's Signature

(Attach copy of Level Two and Level Three grievance and responses)

I. Why is grievance being appealed to Formal Level 4?

II. Remedy: Specify the action sought to remedy the alleged problem.

Date

	Received	by President
Distribution		
1 copy to President		
1 copy to the appropriate Vice President or Officer	Chief	
1 copy to Administrator 1 copy to Association President		
1 copy retained by Grievant	Date	Time

GRIEVANCE FORM LEVEL FIVE: BOARD OF TRUSTEES

(Attach copies of Levels Two, Three, and Four of grievance and responses)

I. Why is grievance being appealed to Formal Level 5?

II. Remedy: Specify the action sought to remedy the alleged problem.

Date

Received by Board Chairman

Distribution

1 copy to Board Chairman

- 1 copy to President
- 1 copy to the appropriate Vice President or Chief

Officer

1 copy to Administrator

1 copy to Association President

1 copy retained by Grievant

Date	Time	
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CONTRACT JULY 1, 2021 – JUNE 30, 2022

BETWEEN

BOARD OF TRUSTEES, Kansas City Kansas Community College

and

PROFESSIONAL EMPLOYEES, Kansas City Kansas Community College

approved and ratified this

15th day of February 2022

for the Board of Trustees

for the Professional Employees

			A	Innual Board Pres	entation Calenda	ar (January 2022 -	December 2022)				
Month	President	VPAA	VPSA	VPSIO	CFO	CHRO	CIO	Foundation Dir.	Inst. Efft. Director	Board Chair	Special Board Topics
		HLC Update (2022 Only)		Biannual Strategic Plan Update				KCKCC Foundation Update		Board Elections and Assignments	Board Mid-year Retreat
January		Annual KBOR AY Performance Report									
		AA Program Update (Faculty/Coord.)	Annual Center for Equity, Inclusion and Multicultural Engagement Update							Board Ad Hoc Committee Membership	President's Evaluation
February		Tuition, HS & Non- HS Course Fees									
		HLC Update (2022 Only)									
March		HLC Update (2022 Only)	Student Affairs Program Update								
April			Harvard CTE Report (2022 Only)						Harvard CTE Report (2022 Only)	Annual Update on President's Contract and Compensation (2022 Only; March Annually)	
Мау	Confer Degrees	Biannual HLC Update (accreditation matters)	Annual Strategic Enrollment Management Plan Update								Drafted Board Meeting Schedule Reviewed
,	Biannual Downtown Project Update										
June		Annual Academic Master Plan Update			Annual Board Budget Workshop			Annual Foundation Scholarship Update		Approval of Board Meeting Schedule	
July				Biannual Strategic Plan Update			Annual Information Technology Master Plan Update				
August		Annual Academic Program Review Report			Annual Budget Update				Annual Office of Institutional Effectiveness Update		ACCT Leadership Congress Attendance
September		AA Program Update (Faculty/Coord.)				Noel Levitz College Employee Satisfaction Survey (CESS) (every odd year)				Approval of Board Handbook	
										Approval of Board Goals	

	Annual Board Presentation Calendar (January 2022 - December 2022)											
Month	President	VPAA	VPSA	VPSIO	CFO	CHRO	CIO	Foundation Dir.	Inst. Efft. Director	Board Chair	Special Board Topics	
October		Annual Assessment Report	Annual Athletic Teams Update		Student Housing Update	Annual Benefits Update						
		SB155 Special Course Fees			Preliminary Audit Report							
	Biannual Downtown Project Update	Biannual HLC Update (accreditation matters)	Noel Levitz Community College Survey of Student Engagement (CCSSE) (every odd year)		Annual Audit and Financial Compliance Reports						ACCT National Legislative Summit Attendance	
November			Noel Levitz Student Satisfaction Inventory (SSI) (every even year)									
			Noel Levitz Community College Faculty Survey of Student Engagement (CCFSSE) (every odd year)									
December	Student Recognition for Certificate/Degree Completion	Academic Calendar (2 yrs ahead)									Reorganization of Board of Trustees	



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

KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Meeting Agenda February 15, 2022 – 5:00 P.M.

Meeting Location: Hybrid – KCKCC-Main Campus, Upper Jewell Lounge and Zoom Meeting

<u>Agenda</u>

- 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:**
 - Climate Action KC Presentation. Presented by Ms. Penny Mahon, Chairperson of the KCKCC Sustainable Environments Committee.
- 7. **Communications –** None scheduled.
- 8. Board Committee Reports
- 9. Consent Agenda:
 - (Item A) Approval of Minutes of the January 19, 2022 Meeting
 - (Item A1) Approval of Minutes of the January 19, 2022 Special Meeting
 - (Item A2) Approval of Minutes of the February 1, 2022 Special Meeting
 - (Item A3) Approval of Minutes of the February 3, 2022 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 Student Senate Cabinet
- 11. President's Report Dr. Greg Mosier
- 12. Vice President Academic Affairs Report Mr. Jerry Pope
- 13. Vice President Student Affairs Report Dr. Chris Meiers, Interim
- 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:

- 2022 KCKCC Board Appointments and Committee Assignments. Presented by Chair Evelyn Criswell.
- HLC Update. Presented by Mr. Jerry Pope.
- KCKCC COVID-19 Safety Recommendation. Presented by Dr. Greg Mosier.

19. New Business:

- Contract with Dr. Chris Meiers d.b.a. Meiers Higher Ed Solutions and Services, LLC to serve as Interim Vice President of Student Affairs. Presented by Dr. Greg Mosier.
- Proposed FY 2023 Special Course Fees. Presented by Mr. Jerry Pope.
- Proposed FY 2023 Tuition. Presented by Dr. Greg Mosier.
- Proposed FY 2022 Master Contract for Professional Employees.
 Presented by Mr. Jerry Pope.
- Approval of College Policy(s). Presented by Trustee Linda Hoskins Sutton.
 - o ADA Compliance (5.53)
 - o Enhancement of Positive Human Relations (5.56)
 - o Severance Pay (5.17)
 - o Sick Leave (5.40)
 - o Work Schedules (5.06)

20. Adjournment

Next Meeting of the Board of Trustees:

<u>Tuesday, March 15, 2022 - 5:00 p.m. – Hybrid Meeting</u> (KCKCC – Main Campus & Zoom Virtual Meeting Room)

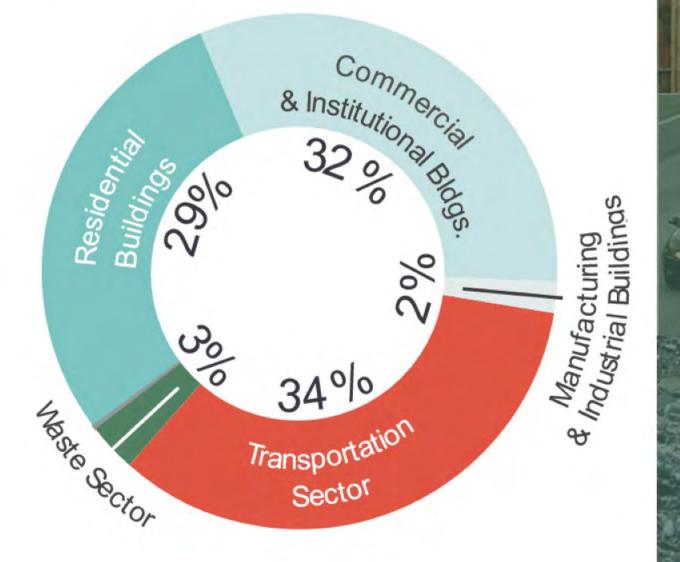
Regional CLIMATE ACTION PLAN

KCMETROCLIMATEPLAN.org





GHG Inventory



Energy

Grid-based electrical power Building energy efficiency

Transportation

On-road transportation fuel use

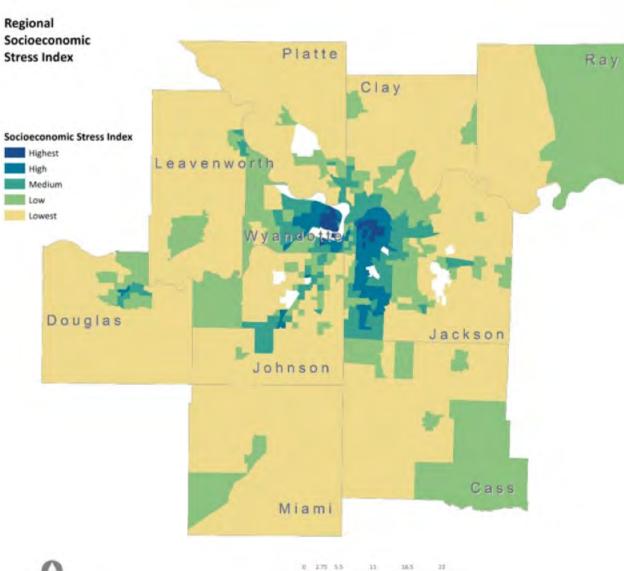
Waste

Organic waste and wastewater

Climate Risk & Vulnerability

Risk Matrix

Hazard	Probability	Consequence
Flooding	High	High
Extreme heat	High	High
Drought	High	High
Severe storms	High	Moderate
Tornados	Moderate	High
Severe winter storms	Moderate	Moderate



HHE

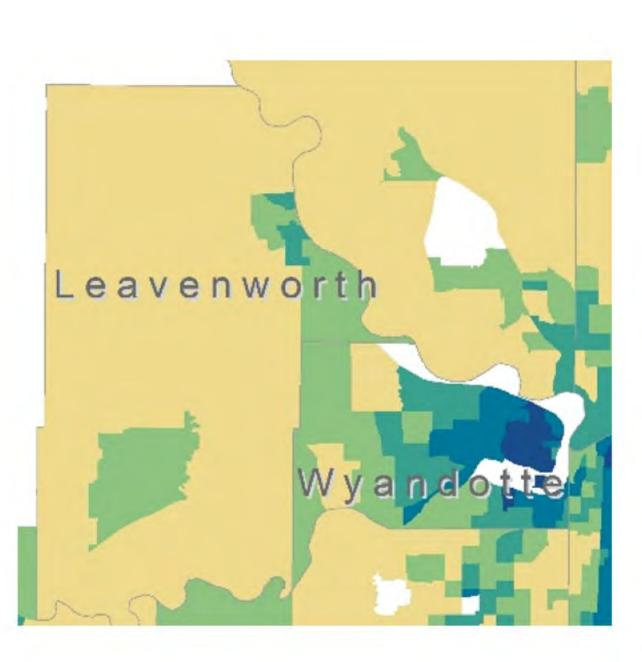
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- Miles

Climate Risk & Vulnerability

Regional Socioeconomic Stress Index

Socioeconomic Stress Index Highest High Medium Low Lowest



Action Areas

6

Collaboration & Leadership



Innovation & Finance



Community Resilience



Urban Greening



Renewable Energy



Energy Efficiency



Transportation & Land Use



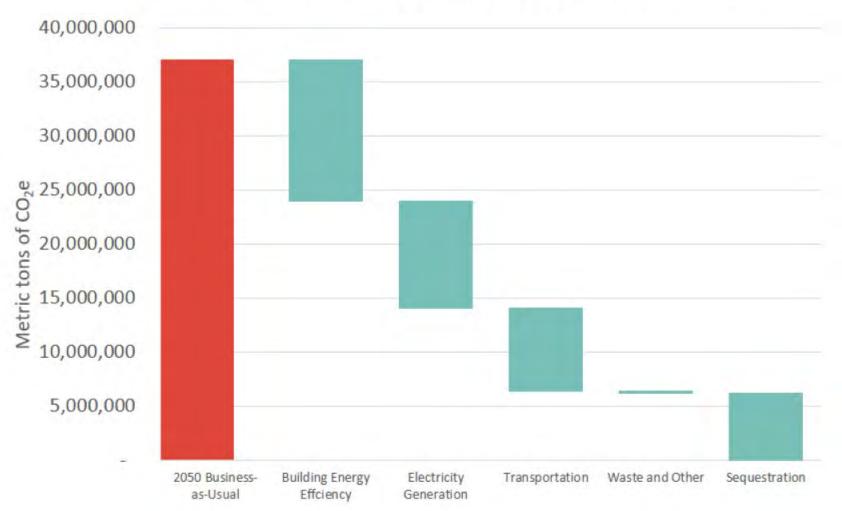
Industry & Resource Management



Food & Agriculture

GHG Mitigation

- <u>37 million metric tons</u> of CO₂E must be reduced by 2050.
- Actions in the energy, transportation, and waste sectors reduce GHG by 83%.
- Sequestration will offset remaining emissions.



Breakdown of CO2e Reduction by Action Area



RESILIENT	FOC
INFRASTRUCTURE	AGF

FOOD & AGRICULTURE ORGANIC WASTE

NATURE-BASED SOLUTIONS FINANCE & INNOVATION



System Linkages



CO-BENEFITS

- Health & Well-being
- Equity
- Economic growth
- Energy security
- Resilience
- Recruitment & retention

What's our part in this?

KCKCC successes

- Energy efficiency
- Gardens
- Campus Wood and Nature Trail
- Academics

Lead by example

- 田。
- Renewable energy
- Be a leader in green jobs
- Transition fleet to low- and no-emission
- Healthy, local food
- Composting
- Procurement
- Stormwater catchment
- Sustainability coordinator

Regional CLIMATE ACTION PLAN

Tom Jacobs | 816/701-8352 | tjacobs@marc.org

Karen Clawson | 816/701-8255 | kclawson@marc.org

cap@marc.org

kcmetroclimateplan.org

@climateactionkc | #climateactionkc









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

KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Meeting Minutes January 19, 2022 – 5:00 P.M.

Meeting Location: Hybrid – KCKCC-Main Campus Upper Jewell Lounge and 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 5:00 p.m. The Pledge of Allegiance was led by Trustee Ash.
- 2. KCKCC Mission Statement: Chair Daniels read the College mission statement.

Chair Daniels welcomed Mr. Robert Armstrong, an intern serving at McAnany, Van Cleave & Phillips Law firm and a KCKCC Blue Devil Alum.

- 3. **Roll Call:** Indicated the following trustees present Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton and Isnard. All members were present.
- 4. **Board Elections for 2022 Calendar Year:** Chair Daniels shared that January is the time when the Board reorganizes its offices. He thanked everyone for working together to accomplish great things during his most recent term as Board Chair. He thanked the President's Cabinet as well. Chair Daniels concluded by thanking Media Services for keeping the Board going through COVID. He handed the gavel to Dr. Mosier for the election of the Board Chair.

Dr. Mosier thanked Trustee Daniels for his leadership and council for the College and to him in the great work accomplished.

Dr. Mosier requested nominations for the Board Chairperson. Trustee Ash nominated Trustee Criswell. There were no other nominations. Trustee Daniels made a motion to close the nomination and to elect Trustee Criswell to serve as Board Chair. Trustee Hoskins Sutton second the motion. <u>The Motion Carried</u>.

Chair Criswell thanked everyone for the vote and committed to continuing to give 150 percent in service to the citizens of the county and the KCKCC faculty, staff and students.

Chair Criswell called for nominations for the Vice Chairperson of the Board. Trustee Daniels nominated Trustee Brune. There were no other nominations. Trustee Brown made a motion to close the nominations. Trustee Ash second the motion. The Motion Carried.

Chair Criswell called for a motion to elect Trustee Brune to serve as Board Vice Chair. Trustee Brown made the motion. Trustee Daniels seconded the motion. <u>The Motion Carried</u>.

Vice Chair Brune thanked everyone and committed to serving well.

5. Board Appointments for 2022 Calendar Year: Chair Criswell continued to the next item of Board appointments for the 2022 calendar year. The first being the position of Secretary for the Board. She acknowledged that this role is traditionally served by the president of the College and asked for a motion to appoint Dr. Mosier as Board Secretary. Trustee Daniels made the motion. Trustee Hoskins Sutton seconded the motion. <u>The Motion Carried</u>. Dr. Mosier accepted the appointment as Board Secretary.

Chair Criswell moved to the position of Treasurer for the Board. She acknowledged that this role is traditionally served by the Chief Financial Officer of the College. Chair Criswell asked for a motion to appoint Mr. Michael Beach as Board Treasurer. Trustee Brown made the motion. Vice Chair Brune seconded the motion. <u>The Motion Carried</u>. Mr. Beach accepted the appointment as Board Treasurer.

Chair Criswell moved to the position of College Law Firm. She acknowledged that the College would continue with McAnany, Van Cleave & Phillips Law and asked for a motion to appoint MVP Law as College Law Firm. Trustee Isnard made the motion. Trustee Hoskins Sutton seconded the motion. <u>The Motion Carried</u>. Mr. Greg Goheen, General Counsel from MVP Law, accepted the appointment as College Attorney.

Chair Criswell moved to the position of Freedom of Information Officer. She acknowledged that this role is traditionally served by the Chief information Officer of the College. Chair Criswell asked for a motion to appoint Mr. Peter Gabriel as Freedom of Information Officer. Trustee Isnard made the motion. Trustee Hoskins Sutton seconded the motion. <u>The Motion Carried</u>.

Mr. Gabriel accepted the appointment as Freedom of Information Officer.

Chair Criswell moved to the appointment of the College Newspaper. She acknowledged that this role has been served by the Wyandotte Echo for several years. Chair Criswell asked for a motion to appoint the Wyandotte Echo as the College Newspaper. Trustee Daniels made the motion. Trustee Brown seconded the motion.

The Motion Carried.

Chair Criswell shared that she would contact all the Board members in the coming week to discuss their appointments to the Board Committees. She would share the outcomes with all Board members so that the Board may continue with their work on the committees as soon as possible. The Board committee assignments will be shared in the near future.

6. **Approval of Agenda:** Chair Criswell asked for any questions, concerns or additions for the Board Agenda. Dr Mosier offered two amendments, one special presentation and a second, to Item D of the consent agenda to change the designation for M. Lourdes Olivares from resignation to retirement.

Trustee Daniels made a motion to approve the agenda as amended. Trustee Isnard seconded the motion. <u>The Motion Carried</u>.

- 7. Audience to Patrons and Petitioners: Chair Criswell opened the floor for any patrons or petitioners to address the Board. There were no patrons or petitioners to address the Board.
- 8. **Recognitions/Presentations:** Dr. Mosier made special recognition of Dr. Delfina Wilson, Vice President of Student Affairs, who will be moving on to Arizona. He thanked her for her tireless leadership, remarkable contributions to the College and tremendous student focus and advocacy. He commended Dr. Wilson for her brilliant work on her many projects which include the development of a comprehensive Strategic Enrollment Management Plan, contributions to the nationally recognized Blue Devil Come Back Plan, advocacy for students in student housing and involvement with the design and creation of the new student housing facility.

Chair Criswell thanked Dr. Wilson on behalf of the Board for her commitment and great work at the College. She wished her well in her transition.

- 9. Communications: There were no communications scheduled.
- 10. **Board Committee Reports:** Chair Criswell moved forward with the Board Committee reports. She shared the following on behalf of the Board Finance Committee -
 - The Board Finance Committee met on Tuesday, January 11th, 2022. Chair Criswell shared the monthly financial report. In addition to the monthly financial reports, the Committee discussed the EDA Grant Review for \$3 million, the Student Housing Mockups and scheduling the Board Finance Training for February 2022.
 - In relation to KACCT and ACCT, Trustee Ash shared the KACCT Community College Legislative Breakfast is scheduled for Thursday, January 27th, 2022, at the State Capitol. At the meeting, an overview will be shared from the latest legislating session since the last meeting. The Technical Education Authority committee will follow.

- Trustee Hoskins Sutton began by thanking the Board for their support in her nomination to the Diversity, Equity and Inclusion Committee for ACCT. The election will be in October 2022. She will meet virtually with the committee on Saturday, February. 6th, 2022. The Board agreed to support her as her campaign committee to promote her nomination to this national committee for ACCT. Trustee Hoskins Sutton continued the Board Policy Committee did not meet due to holiday break. She assured the Board there will be policies next month for review.
- 11. **Consent Agenda:** Chair Criswell called for a motion to approve the agenda as amended. Trustee Daniels made the motion. Trustee Ash seconded the motion. <u>The Motion Carried</u>.
- 12. **Student Senate Report:** There was no Student Senate report as the students had not yet returned to campus.
- 13. **President's Report:** Chair Criswell called for the President's report. Dr. Mosier reported the following -
 - Welcomed Chair Criswell and Vice Chair Brune as the new leaders of the Board.
 - Shared in 2022 the College is set to embrace the challenges that COVID has presented, embrace the change, continue to set high goals and work hard to achieve them.
 - Thanked the Board for agreeing to move the meeting one day so that he could attend a business attraction meeting with the Kansas Department of Commerce.
 - Met with FOLEY/CAT and MHC-Kenworth and other companies to discuss the potential for Diesel Technology and CDL programs. Dr. Mosier also shared that he is looking forward to meeting with Mayor Garner in the next couple of weeks.
 - COVID-19 Report, since the last Board meeting, there have been 51 COVID-related incidents for employees. This significant increase is a largely the result of people being infected while on vacation, meeting and traveling with friends and family and other activities off campus. For the 51 employees, 22 were COVID-positive, 23 experienced symptoms and 6 were close contacts. The number of COVID incidents continue to decrease each week. Currently, there are only 7 COVID related incidents for employees 4 COVID-positive and 3 with symptoms. There were 6 COVID related incidents for the students. Dr. Mosier reminded everyone to remain diligent in wearing their masks and practicing COVID safety protocols.
 - Dr. Mosier thanked Dr. Tami Bartunek, the Marketing team and the KCK Public School transportation for their support in making sure communication and instruction was received by high school students attending classes at KCKCC. With USD 500 and other area school district being closed due to staff shortages, we needed to ensure that students were able to being their college courses on time. This was one of many scenarios the College needed to navigate to provide helpful logistics for the faculty, staff and students.
 - Update on the Historical Mural the installers for the new prints got COVID, so the project has been delayed slightly.

- New Student Housing Update Dr. Mosier and a few KCKCC team members will be doing a walkthrough tomorrow and picking paint schemes for interior rooms and walkways of the building. There is a lot of work taking place inside the building, but cold weather has stopped some exterior work. The project is still about two weeks ahead of schedule.
- Enrollment Update very glad to see we are up in enrollment as of yesterday morning. There has been great work performed by Dr. Wilson and her team.

Dr. Mosier concluded his report and asked the Board for any questions. Chair Criswell asked about a date for a full room mockup. Dr. Mosier answered that the paint schemes would be reviewed tomorrow, but there was no date currently set for the student room mockup. He would provide the information to the Board when it is available.

Trustee Daniels asked about student involvement in the design and color schemes of the student housing facility. Dr. Mosier shared that the several students participated on the Student Housing committee throughout the entire process to include design. The paint scheme review will be to ensure that the paint chips chosen will work for the scale and layout of the building.

Hearing no further questions or comments, Trustee Ash made a motion to accept the report. Trustee Daniels seconded the motion. <u>The Motion Carried</u>.

- 14. Vice President Academic Affairs Report: Chair Criswell called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope highlighted the following items from the report -
 - Undergraduate Research Poster presentation by the Honor's Psychology class provided great pictures of their work.
 - Phi Theta Kappa and Student Activities teamed up for Campus Wonderland this year, providing 53 families with holiday dinner and toys from Toys for Tots.
 - In the Arts, Communications and Humanities division, the Music Department took 30 students to Dallas, TX to attend Jazz Education Network Conference. An instrumentalist from the KCKCC Funk Band received a special clinic with Mr. Ronald Barber. Additionally, a student drummer was invited to play as last-minute substitute on the main stage at the conference. The KCKCC jazz ensemble, The Standard, was also invited to perform on the main stage at the conference.
 - In Career and Technical Education division, congratulated the great success and innovation practiced in the Construction Technology program with the Jeopardy game. Electrical Technology program introduced new awards for students, recognizing attendance and good grades. Congratulations to the fourth cohort of the Industrial Maintenance program who graduated in December 2021.
 - In the Health Professions division, there were many graduates this past December. The Nursing Pinning occurred in person on campus in the midst of a dust storm and power outages. Nine students graduated in the Respiratory Therapy program in December, and they are all employed. Seventeen students graduated in the Physical

Therapy Assistant program. We are currently awaiting the rests from their board exams. The Mortuary Science department is getting ready for an accreditation visit in April 2022.

- In the Math, Science and Business Technology division, the Biomanufacturing
 program will now be hosting classes at KCKCC Main Campus two days per week in
 the newly renovated science lab, room 3405, and other rooms. Congratulations to Dr.
 Ed Kremer, Dean of the division, who completed training as a certified evaluator for
 the Basic Core Skills Institute.
- In the Social and Behavioral Sciences and Public Services division, Dr. Ron Malcolm, an adjunct professor in American Sign Language, was recognized in Autism Parenting Magazine as the top education writer for 2021. Dean Cleon Wiggins, Dr. Hira Nair, and Mr. Pope are working together to foster some micro internship program initiatives with the goal of helping to increase the K through 12 educators pipeline in the KC Metro area.

Mr. Pope concluded his report and asked the Board for any questions or comments. Trustee Hoskins Sutton offered congratulations to the Honor Psychology student for the great work in the research completed.

Hearing no other questions or comments, Trustee Hoskins Sutton made a motion to accept the report. Trustee Brown seconded the motion. <u>The Motion Carried</u>.

15. Vice President Student Affairs Report: Chair Criswell called for the Vice President of Student Affairs report. Dr. Wilson began with thanks to Dr. Mosier, the Board, President's Cabinet and her team for the support and commitment to the success of the College. She shared her immense gratitude for Student Affairs division for doing the heavy lifting and for being the glue that holds the College together.

Trustee Hoskins Sutton, on behalf of the Board, offered much appreciation to Dr. Wilson for her leadership, passion and commitment to the students. Her work is much appreciated.

Dr. Delfina Wilson highlighted the following items from the Board report -

- Enrollment Update the most recent report showed enrollment is up 245 students /2,128 credit hours. In comparison to Spring 2021 to Spring 2022, enrollment is down but the Enrollment Management team, Student advisors, coordinators are hard at work to get students enrolled. The unduplicated headcount is up by 6%, and credit hours also up by 6% compared to Spring 2021.
- Student Affairs offices will extend the office hours to accommodate more students. Moving forward, the hours for the Student Affairs Offices will be Monday through Thursday, from 8:00 a.m. to 6:00 p.m. and Friday, from 8:00 a.m. to 5:00 p.m. Dr. Wilson thanked the employees for their flexibility and support to our students.

- Thanked Academic Affairs, deans, coordinators for their support to get students into classes. The Financial Aid Office also sent emails to students who were approved for financial aid to encourage them to enroll in classes.
- The resumption to student loan payments has been postponed to May 1, 2022.
- Retention initiatives, CRMAdvise efforts, Spring 2022 retention and communication plan will continue based on the data in CRM Advise. Dr. Wilson shared the contact plans for the students at each level within the system, scored based on grades, demographics, enrollment history and satisfactory academic progress.
- Student Self-Service and Student Planning system is in progress and supporting students with graduation and communication with Student Success Advisors.
- In efforts to the provide more support to the Hispanic community, the Student Affairs division has been working on conversion of recruitment materials, the flyers brochures applications from English to Spanish. There will also be additional recruiting visits to Wyandotte High School and El Centro.
- In conclusion, Dr. Wilson extended great thanks to Student Activities, the Counseling and Advocacy Center, Phi Theta Kappa, LatinX student organization, the KCKCC bookstore and Toys for Tots in their partnership to provide food and stocking stuffers to 53 families for the holidays in the Campus Wonderland event. She asked the Board for any questions or comments.

Trustee Hoskins Sutton offered kudos to everyone for all they do to help students and the community. She inquired about the potential of outsourcing the Student Health Services office. Dr. Wilson clarified that this is one option being considered to continue providing health care services to the students.

Hearing no further questions or comments, Trustee Ash made a motion to accept the report. Trustee Daniels seconded the motion. <u>The Motion Carried</u>.

- 16. Vice President Strategic Initiatives & Outreach Report: Chair Criswell called for the Vice President of Strategic Initiatives & Outreach report. Dr. Tami Bartunek highlighted the following items from the Board report -
 - The first two videos for the miniseries of promotional videos for the Downtown project have been recorded. The plan is to launch the first video this month. The first video focuses on why we are pursuing the downtown facility and how this downtown project will be funded.
 - In planning phase and preparations in partnership with the Center for Equity, Inclusion and Multicultural Engagement for the 25th anniversary celebration to commemorate the purchase of the land from the Wyandot and Leavenworth Native American tribes.
 - Currently running advertisement for enrollment for Wyandotte High School. Classes will begin in March 2022.

- Providing information for the upcoming HLC visit with "Golden Nugget" email campaign in partnership with Academic Affairs. Dr. Bartunek shared the National Launch Golden Nugget email.
- Updated all KCKCC ads on all outside platforms.
- Social media continues to be strong.

Trustee Brune mentioned that she might prefer to see some KCKCC ads on ESPN.

Trustee Hoskins Sutton asked how the KCKCC classes at Wyandotte High School will be affected if USD 500 should be closed. Dr. Bartunek answered that those classes will follow the schedule of USD 500.

Hearing no additional questions or comments, Trustee Daniels made a motion to accept the report. Trustee Hoskins Sutton seconded the motion. <u>The Motion Carried</u>.

- 17. **Chief Financial Officer Report:** Chair Criswell called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report –
 - Noted the cash position at the end of December was just over \$22 million dollars, a significant increase in comparison to the recent past. This vast improvement is due to the concerted efforts by Dr. Mosier and other entities at the College to increase operating reserves and follow best practices recommended by the Higher Learning Commission.
 - Offered a clarification on student housing mock-ups in that the painting schemes will be reviewed to get a feel for what the rooms will look like as well as to balance the painting within the space with an open ceiling plan.
 - Budget Planning is underway. Worksheets have been sent, trainings conducted and the process is moving forward. Launched mid-year budget review process at the same time at the year-end budget process.
 - Alternative food options are being offered in the bookstore with microwaves to heat food.

Trustee Hoskins Sutton asked will the bookstore be able to manage the capacity (staff) to handle the influx of students. Mr. beach responded the food and usage of the microwaves are being monitored closely.

Chair Criswell spoke to the efficiency of the bookstores having made a recent purchase and being served well.

Mr. Beach continued his report -

- The Accounting department are working to close out the calendar year.
- Student Housing project is roughly two-weeks ahead of schedule. Site work will continue as weather allows.
- Bookstore progressing well through the semester.

- Central Schedule continues to work with events from outside the College and internally. Some organizations with whom the College worked with prior to COVID are returning to use the facilities.
- Facilities Crew are making great progress as weather permits. Kudos to their responsiveness in part due to the Help Desk system.
- College Police continue to perform great work. Hats off to Chief Robert Putzke, Deputy Jason Sievers and the sergeants in this time, especially with fewer officers due to COVID.

Mr. Beach concluded his report and asked the Board for any additional comments or questions. Hearing none, Trustee Brown made a motion to accept the report. Trustee Hoskins Sutton seconded the motion. <u>The Motion Carried</u>.

- 18. Chief Human Resources Officer Report: Chair Criswell called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report –
 - Ms. Sheila Joseph, Talent Development Manager, is focusing on the training initiatives. She offered a training last week with 14 attendees. Ms. Joseph is also working on supervisors training and making sure the supervisors are receiving relevant training.
 - Mr. Sean Burkett of the Employee Relations department hosted listening sessions as follow up to the employee survey regarding the hiring and onboarding process. Additional sessions will follow later in the semester.
 - The Employee Engagement Committee hosted a focus group to discuss the Employee Satisfaction Surveys. There were 23 participants.
 - Shared the new employee and exit report data from the last month.
 - The Center for Equity, Inclusion and Multicultural Engagement (CEIM) is providing professional development training around equity and inclusion. In October 2021, the CEIM committee meet to establish priorities and plan long-term goals. Monthly meetings will continue.
 - Ms. Gaby Flores, Director for CEIM, is developing a plan to support the College's efforts to hire and recruit more diverse talent. The plan is in draft.

Trustee Isnard asked for clarification about the exit survey. Ms. McGee answered the items reflect the number of individuals who have selected each reason for their action.

Hearing no other comments or questions, Trustee Ash made the motion to accept the report. Trustee Daniels seconded the motion. <u>The Motion Carried</u>.

- 19. Chief Information Officer Report: Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report
 - Offered thanks to the Media Services team for doing a great job working through technical challenges and managing the meeting simultaneously.

- Currently in the process of updating College devices to latest version of Windows.
- Announced WebAdvisor will be decommissioned in February 2022.
- Planning an upgrade for the Ellucian Colleague environments for summer or fall 2022.
- Regarding Laptop checkouts, December 16th was the deadline for students to return laptops that were checked out. On January 10th, Computing Services had 230 laptops ready for student checkouts. To date, 160 laptops have been checked out. There are 60 – 65 laptops currently available for checkout in Information Services.

Trustee Daniels inquired about the Technology Master Plan. Mr. Gabriel answered the plan is in draft form and progressing toward completion. The document will be incorporated into the HLC document in draft form and will be finalized after the visit.

Trustee Ash inquired about the people joining the meetings virtually each month. Mr. Gabriel agreed to add this information to his monthly Board report.

Hearing no further comments or questions, Trustee Hoskins Sutton made the motion to accept the report. Trustee Isnard seconded the motion. <u>The Motion Carried</u>.

20. Unfinished Business:

- Chair Criswell invited Mr. Pope to present an HLC update. Mr. Pope shared the following details
 - o The HLC Assurance Argument due date is approaching on Monday, January 31st.
 - Dr. Mosier and Dr. Jones are providing great feedback on the report and that feedback is being added.
 - Thanked Dr. Tiffany Bohm, Ms. Kris Ball, Dr. Elizabeth Gillhouse and Mr. Jim Krajewski for working on the final draft of the HLC Assurance Argument.
 - There is an additional form regarding changes to policies and procedures due to COVID. Thanked Dr. Bartunek for working on this form.
 - There are several meetings scheduled through February 2022 and March 2022 to get the campus community talking about HLC.
 - Dr. Bartunek and Ms. Kris Green are working to get the "HLC Golden Nugget" emails ready to go.
 - o The goal for submitting the HLC Assurance Argument is Friday, January 28th.

21. New Business:

• Chair Criswell invited Dr. Mosier to present on the naming of the new Student Housing facility. Dr. Mosier shared an overview of the June 2022 opening for the new student housing building. A total of 98 responses for name suggestions from the faculty, staff, student and community members. The names that rose to the top were "Centennial Hall" and the "Blue Devil "something"". Dr. Mosier recommended the name Centennial Hall.

Trustee Hoskins Sutton made a motion to name the building, "Dr. Marge Blank Hall". There was no second of the motion. Trustee Daniels made motion to name the building, "Centennial Hall". Trustee Isnard seconded the motion. <u>The Motion Carried</u>.

• Chair Criswell invited Dr. Bartunek to present the 2022 Strategic Plan Biannual Report. Dr. Bartunek reviewed the document and highlighted activities that support each area. The Board was asked to bring questions to the February 2022 Board meeting once they have had ample time to review the report.

Trustee Ash asked about the new name for the Downtown Project. Dr. Bartunek shared it is the Kansas City Kansas Community Education Health and Wellness Center. Trustee Daniels expressed appreciation for the improvements in providing feedback for the goals, priorities and initiatives.

Trustee Brown made a motion to approve the report. Trustee Ash seconded the motion. <u>The Motion Carried</u>.

• Chair Criswell invited Mr. Pope to present the KCKCC AY 2020 Performance Report from KBOR. Mr. Pope directed the Board to the report in the Board Packet. He shared the College was approved at 100% of new funding at the KBOR Academic Affairs Standing Committee meeting last night. Additionally, Mr. Pope shared the College Retention Rate increased. The baseline for retention was 51% and KCKCC's latest rate was 60%. The College's initiatives are listed there on the second page of the report. Mr. Pope concluded with the items not met which were the number of degrees and certifications awarded.

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

• Chair Criswell invited Mr. Beach to present for approval the Budget Calendar for FY 2023. Mr. Beach directed the Board to the document in the Board Packet for developing the FY2023 Budget. The proposed calendar comprises dates from the creation to the approval of the budget. One thing to note, the Board meeting in August 2022 could be moved to the 4th Tuesday to account for funding changes.

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

• Chair Criswell shared the Board members would each sign the KCKCC Board of Trustee Ethical Conduct Policy as standard practice. The signed documents must be turned in to Ms. Risala Allen in the President's Office by Wednesday, January 19th.

- Chair Criswell added the Board members would also sign the KCKCC Board of Trustee Confidentiality and Non-Disclosure Obligations of Trustees Policy. This document must also be turned in by Wednesday, January 19th.
- 22. **Executive Session(s):** Chair Criswell acknowledged that there were no executive sessions action needed for the general meeting.
- 23. Adjournment: Trustee Isnard made a motion to adjourn the meeting. Trustee Brown seconded the motion. <u>The Motion Carried.</u>

The meeting of the Board of Trustees adjourned at 7:05 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier



Mission Statement: Inspire individuals & enrich our community one student at a time. Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.

KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Special Meeting Minutes January 19, 2022 – 4:00 P.M.

Meeting Location: Hybrid – KCKCC-Main Campus Upper Jewell Lounge and Zoom Meeting

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

The Board of Trustees held a hybrid meeting hosted both in the Upper Jewell Lounge at KCKCC – Main Campus and in the KCKCC Zoom meeting platform on Wednesday, January 19, 2022.

Members present were Chairman Ray Daniels, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Vice-Chair Evelyn Criswell, Ms. Linda Hoskins Sutton and Mr. Brad Isnard.

The meeting was called to order at 4:01 p.m. by Board Chairman, Dr. Ray Daniels.

Chair Daniels called for a motion to enter executive session for 15-minutes session to discuss personnel matters of nonelected personnel with possible action to follow in open session. All action would take place during open session in the Upper Jewell Lounge and Zoom public meeting room. Trustee Ash made the motion. Vice Chair Criswell seconded the motion. The Motion Carried.

The Board entered the first executive session in Room 3397 at 4:05 p.m. The Board ended the first executive session at 4:20 p.m.

Returning to open session at 4:21 p.m., Chair Daniels called for a motion for a second executive session for 5-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. All action would take place during open session in the Upper Jewell Lounge and main Zoom session. Mr. Michael Beach, Chief Financial Officer, would join the Board in the session. Vice Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. The Motion Carried.

At 4:26 p.m., The Board ended the second executive session. The Board members returned to the main Zoom session and to the Upper Jewell Lounge for open session. There was no action.

Chair Daniels continued to the next item on the agenda. The Board discussed the meeting format for the Board meetings. It was agreed that the Board would continue to meet in the hybrid format.

Chair Daniels invited Dr. Mosier to present on the naming of the new student housing building. He shared that there were 98 responses from the faculty, staff, students and community members. From those responses, two suggestions were most requested – a version of "Blue Devil" Lair, Den, Lounge, etc. and "Centennial Hall." Dr. Mosier recommended to the Board, in honor of the upcoming 100-year celebration of the College, the new student housing building be named "Centennial Hall" and the student lounge area be named the "Blue Devil Den."

The Board discussed honoring others who have made great contributions to the College, such as Dr. Marge Blank and Mr. Alan Hoskins. They also discussed other areas in the new student housing building and grounds as well as other KCKCC locations that could be named. Dr. Mosier shared, although KCKCC does not have currently have a naming policy but acknowledged the importance of naming facilities to the College's history and funding for the College. The Board would vote at the General meeting to follow.

Chair Daniels continued to the next item on the agenda to discuss the scheduling of the Mid-Year Board Retreat to Review Board Goals and Strategic Plan. He shared the meeting would be scheduled by the new Board Chairperson who would be elected at the General Meeting to follow. Chair Daniels added the Board would review their goals, the College Strategic Plan and share important information with the newest Board member.

Chair Daniels called for a motion to adjourn the meeting. Trustee Isnard made the motion. Trustee Hoskins Sutton seconded the motion. <u>The Motion Carried</u>.

The meeting adjourned at 4:40 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



Mission Statement: Inspire individuals & enrich our community one student at a time. Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.

KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Special Meeting Minutes February 1, 2022 – 4:00 P.M.

Meeting Location: Virtual – KCKCC Zoom Meeting

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

The Board of Trustees held a virtual meeting hosted on the KCKCC Zoom meeting platform on Tuesday, February 1, 2022.

Members present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Ms. Rosalyn Brown, Dr. Ray Daniels, Ms. Linda Hoskins Sutton and Mr. Brad Isnard. Mr. Donald Ash arrived at 4:10 p.m.

The meeting was called to order at 4:00 p.m. by Board Chairwoman, Ms. Evelyn Criswell.

Chair Criswell shared that the Board would need to amend the agenda to decrease the time in executive session to 20-minutes.

At 4:01 p.m., Trustee Daniels made the motion to move into executive session for the amended time of 20-minutes to discuss personnel matters of nonelected personnel with possible action to follow in open session. Vice Chair Brune seconded the motion. <u>The Motion Carried</u>.

Returning to open session at 4:21 p.m., Chair Criswell requested a motion for an additional 5minutes to continue the Board's discussion in executive session.

At 4:21 p.m., Trustee Daniels made the motion to return to executive session for 5-minutes to continue session to discuss personnel matters of nonelected personnel with possible action to follow in open session. Trustee Ash seconded the motion. <u>The Motion Carried</u>.

Returning to open session at 4:26 p.m., Chair Criswell requested a motion for an additional 5minutes to continue the Board's discussion in executive session. At 4:26 p.m., Trustee Daniels made the motion to return to executive session for 5-minutes to continue session to discuss personnel matters of nonelected personnel with possible action to follow in open session. Trustee Hoskins Sutton seconded the motion. <u>The Motion Carried</u>.

Returning to open session at 4:31 p.m., Chair Criswell shared there was no action to follow. The Board determined an additional special meeting would be needed for further discussion of the personnel matters at hand.

Chair Criswell thanked everyone for their attendance and asked for a motion to adjourn.

Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. **The Motion Carried**.

The meeting adjourned at 4:33 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier



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

KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Special Meeting Minutes February 3, 2022 – 4:00 P.M.

Meeting Location: Virtual – KCKCC Zoom Meeting

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

The Board of Trustees held a virtual meeting hosted on the KCKCC Zoom meeting platform on Thursday, February 3, 2022.

Members present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Ms. Rosalyn Brown, Dr. Ray Daniels, Ms. Linda Hoskins Sutton and Mr. Brad Isnard. Mr. Donald Ash arrived at 4:10 p.m.

The meeting was called to order at 4:00 p.m. by Board Chairwoman, Ms. Evelyn Criswell.

Chair Criswell called for a motion for the Board to enter executive session for 15-minutes to discuss personnel matters of nonelected personnel with possible action to follow in open session.

At 4:01 p.m., Trustee Brown made the motion. Vice Chair Brune seconded the motion. **The Motion Carried**.

Returning to open session at 4:16 p.m., Chair Criswell requested a motion to communicate the Board's intent to renew the president's contract for one year.

Trustee Daniels made the motion. Trustee Brown seconded the motion. The Motion Carried.

Chair Criswell continued to the next item on the agenda. She shared her screen and provided a review of the Board's secure SharePoint site. Chair Criswell offered instructions on how to access, navigate and use key information for the Board's affairs. She invited the Board members to contact her for more information if needed.

Chair Criswell thanked everyone for their attendance and asked for a motion to adjourn.

Trustee Brown made the motion. Trustee Daniels seconded the motion. The Motion Carried.

The meeting adjourned at 4:25 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier



Recommendations for Payment

<u>CONSENT AGENDA – Item B</u> February 15, 2022

- 1) Approval in the amount of <u>\$78,027.71</u> to John A. Marshall for new furniture for science lab renovation (Learning Spaces Update Initiative). Requested by Michael Beach.
- 2) The amount of **\$35,564.98** to **Pearson Education** for textbooks. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 3) The amount of <u>\$349,140.63</u> to Security Bank of Kansas City for revenue bonds interest and fees. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- The amount of <u>\$939,941.85</u> to Christie Development Associates, LLC construction payment for new student housing (Draw 15 – February 2022). Requested by Michael Beach. Pre-approved by the BOT; July 2021.
- 5) The amount of **\$104,477.70** to **ConvergeOne Inc.** for annual Microsoft license renewal. Requested by Peter Gabriel. *Pre-approved by the BOT; July 2021.*
- 6) Approval in the amount of <u>\$32,308.06</u> to American Digital Security LLC for security cameras for KCKCC TEC 1, KCKCC TEC 3 and KCKCC MC Humanities building. Requested by Michael Beach.
- 7) Approval in the amount of **\$62,841.00** to **ACME Floor Company** for repair/replacement of flooring in Athletics Field House. Requested by Michael Beach.
- 8) Approval in the amount of <u>\$41,821.00</u> to **Blacktop Paving Maintenance** for seal coating for roads at KCKCC MC. Requested by Michael Beach.

January bills totaling <u>\$2,279,289.46</u> includes December VISA bills of <u>\$149,744.59</u>.



Items for Ratification

<u>CONSENT AGENDA – Item C</u> February 15, 2022

- \$12,948.66 to MVP Law (McAnany, Van Cleave & Phillips) for 1/12th annual flat fee payment of \$8,666.66 plus \$4,282.00 total of itemized services (for December 2021).
 Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 2. **\$12,647.51** to **City Wide Maintenance** for KCKCC TEC janitorial/porter services (V0278334). Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 3. <u>\$10,000.00</u> to Byrne Pelofsky + Associates for January 2022 payment for capital campaign consultation. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 4. **\$23,120.00** to **ConvergeOne Inc** for production support services with VMware. Requested by Peter Gabriel.
- 5. **\$10,480.00** to **Royal Metal Industries, LLC** for classroom equipment for KCKCC- TEC Welding Technology program. Requested by Jerry Pope.
- 6. **\$22,000.00** to **Loan Science SC, LLC** for annual student loan default management services. Requested by Delfina Wilson.
- 7. **<u>\$14,830.00</u>** to **Stephen B. Dains** for men's locker room renovation. Requested by Michael Beach.
- 8. **\$10,100.00** to **MidAmerica Productions** for KCKCC Choir Carnegie Hall Performance on June 3, 2022 (3rd payment). Requested by Jerry Pope.
- 9. **<u>\$11,380.00</u>** to **Teletrix Corporation** for classroom equipment for Fire Science program. Requested by Jerry Pope. (Grant Funded)
- 10. **\$11,152.00** to **MBS Textbook Exchange, Inc.** for retail textbook buyback. Requested by Michael Beach.
- 11. **<u>\$13,172.50</u>** to **Cengage Learning** for textbooks. Requested by Michael Beach.
- 12. **<u>\$17,302.62</u>** to **Elsevier, Inc.** for textbooks. Requested by Michael Beach.



HUMAN RESOURCES - PERSONNEL ITEMS

<u>CONSENT AGENDA – Item D</u> February 15, 2022

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	Gallegos, Veira	Financial Aid Specialist I	Financial Aid	Student Affairs	2/4/2022
Separation	Terry, Stephen	Dean	Enrollment Management	Student Affairs	2/3/2022

STIPEND

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
Additional Duties	Day, Christopher	Research and Data Analyst	Institutional Effectiveness	Academic Affairs	1/24/2022	\$825 per month

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
New Hire	Griffin, Matthew	Officer	College Police	Financial & Facility Services	1/25/2022	\$49,910.61 annually
New Hire	Hanson, Aimee	Adjunct	History	Academic Affairs	1/31/2022	\$933 per credit hour
New Hire	Harrell, Sharon	Unarmed Security Guard	College Police	Financial & Facility Services	2/9/2022	\$35,360 annually
New Hire	Jones, David	Adjunct	Business	Academic Affairs	1/18/2022	\$933 per credit hour
New Hire	Skinner, Rollie	Graphic Designer	Marketing	Strategic Initiatives and Outreach	1/26/2022	\$56,500 annually
New Hire	Sullivan, Kyle	Administrative Assistant I	Foundations	President	2/10/2022	\$39,971 annually

Action Definitions

- New Hire- an individual who enters their first employment relationship with the College.
- **Rehire** an individual that reenters into an employment relationship with the College.
- **Transfer** a staff transfer to another position that does not result in an increase to a higher job grade. A faculty transfer is from the 182 to 212 designation and vice versa.
- **Promotion** is the advancement of a staff's grade or increase to their salary.
- **Retirement-** a formal way an employee is voluntarily ending their employment.as indicated on their separation notice.

- **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- a formal way an employee is involuntarily ending their employment.
- Interim An employee filling a vacant position on a temporary basis until a competitive search process is completed.
- Additional Position an additional position that is given to someone that is actively employed at the college.
- Non-Renew a Professional Employee's contract will not be renewed at the end of their term.
- Master Contract Completion of degree changing the faculty member's class on the contract.
- Back Pay the difference between what the College paid an employee and the actual amount owed to the employee.

February 2022 Board of Trustees Report Vice President of Academic Affairs

Academic Support and Assessment – Dean Cecelia Brewer

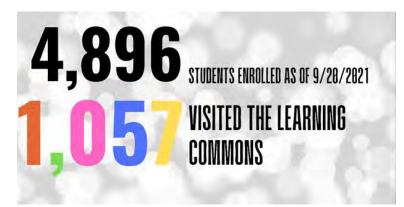
Learning & Library Services: Dr. Amanda Williams, Director

Learning & Library Services had 16,325 points of service in the fall 2021 semester.

	POINTS OF SERVICE	1	
	New LibGuides Built	8	
	Archives Requests	11	1
	Exams Proctored	12	
	InterLibrary Loans	12	
	The Morgue Requests	27	
	Live Chats	51	
Fall 2021	Library Check-outs	659	111
	Tutoring Sessions	932	
	Web (LibGuide) Hits	14,598	1

Learning & Library Services

- Served as a partner on Early Assist (reaching out to students that needed our support)
- Began outreach for students on academic probation (part of our retention efforts)
- Created a <u>Tutoring Referral Form</u> for faculty
- Began logo development for <u>The Morgue</u>
- Entered the Sustainable Shelves program that allows libraries to responsibly weed collections
- Sponsored the student Writing Club



Of the 1,057 students utilizing the Learning Commons, 48% visited our newly refurbished TEC Learning Commons where members of our team regularly hold office hours. The remaining students visited main campus where 33% spent time studying and 16% using computers/printing services.

Office of Assessment: Dr. Cynthia Goudeau, Director

Dr. Cynthia Goudeau recently co-authored an article about a study on consumer behavior that was featured in the *International Journal of Research in Business and Social Science*, a peer-reviewed scientific research publication. The article, titled "Exploring the Antecedents of Apparel Disposal Behaviors: A Study of Young U.S. Consumers," was co-written with Dr. Hyun-Joo Lee of Inha University in Incheon, South Korea. The document can be viewed using the following link:<u>https://www.ssbfnet.com/ojs/index.php/ijrbs/article/view/1517</u>.

Spring 2022 Assessment Day, hosted by the KCKCC Assessment Team, was held on Tuesday, January 11. Approximately 180 members of KCKCC's faculty, staff, and administration attended the event. There were several faculty and staff led sessions that covered a variety of assessmentfocused topics including assessment planning, rubric utilization, and data evaluation. In addition, awards and acknowledgements were given to the assessment leaders across campus. Of note, Dr. Todd Gordon, Professor and Coordinator of Biology and who currently serves as the co-chair for KCKCC's General Education Committee, was named the 2022 KCKCC Assessment Pioneer for his service as an assessment leader on campus for nearly three decades.

Online Education Services: Susan Stuart, Director

Online Education Services has hired a new employee to replace a retiring one. Noah Sturdevant, Academic Technology and Training Coordinator II, comes to KCKCC from Stamford International University in Thailand where he was the manager of the Digital Teaching and Learning department. He has extensive experience with Blackboard, project management, education technology innovation, technical skills and pedagogy training, multimedia design, and instructional design. Noah is a graduate of Emporia State with a BS in Integrated Studies, a Masters in Instructional Design and Technology, and an Ed.S. in Educational Technology.

Center for Teaching Excellence: Tom Grady, Director

Welcome Week Breakout Session Attendance and Feedback: Teaching and Learning Sessions

The professional development opportunities listed below were offered as part of the Welcome Week activities. Note: The sessions are not representative of the total number of sessions that were scheduled for staff and faculty during Welcome Week. (N = Number of Participants)

- Adjunct Faculty Professional Development Meeting Monday, 1/10/22 (6:00 7:30 p.m.) N= 59
- Panopto Lecture Capturing Software Overview Thursday, 1/13/22: (9:00 a.m. 9:50 a.m.) Presenter, Shaun Pate, Instructional Designer, Online Education Services N = 25
- Participation Contracts: Creating Buy-In and Agency in Your Student's Participation Goals (9:00 a.m. – 9:50 a.m.) Presenter, Dr. Emily Morrow, Associate Professor, Sociology N = 27
- *LibGuides: What Are They and Why Do I Need One?* Thursday, 1/13/22 (9:00 a.m. 9:50 a.m.) Presenter, Dottie Hill, Library Specialist N = 11
- *Teaching in a Hyflex/Active Learning Classroom* Thursday, 1/13/22 (10:00 a.m. 10:50 a.m.) Presenters, Dr. Jelena Ozegovic, Professor, Psychology. Susan Stuart, Director, Online Education Services, & Tom Grady, Faculty Director, Center for Teaching Excellence N = 41
- Common Course Shell Listening Session Thursday, 1/13/22 (11:00 11:50 a.m.) Presenter: Shaun Pate, Instructional Designer, Online Education Services N = 26
- HLC Accreditation 101 Thursday, 1/13/22 (11:00 11:50 a.m.) Presenters, Jerry Pope, Vice President, Academic Affairs & Kristen Ball, Associate Professor, Math, Science, and Business Technology N = 13
- *Teaching in a Hyflex/Active Learning Classroom* Thursday, 1/13/22 (1:00 p.m. 1:50 p.m.) Presenters, Dr. Jelena Ozegovic, Professor, Psychology, Susan Stuart, Director, Online Education Services, & Tom Grady, Faculty Director, Center for Teaching Excellence N = 12
- *LibGuides: What Are They and Why Do I Need One?* Thursday, 1/13/22 (1:00 p.m. 1:50 p.m.) Presenter, Dottie Hill, Library Specialist N = 8
- Sustainability Research Guide and Sustainable Campus Initiatives Thursday, 1/13/22 (1:00 1:50 p.m.) Presenter, Penny Mahon, Professor, Library Science N = 21
- Participation Contracts: Creating Buy-In and Agency in Your Student's Participation Goals Thursday, 1/13/22 (2:00 p.m. – 2:50 p.m.) Presenter, Dr. Emily Morrow, Associate Professor, Sociology N = 14
- Panopto Lecture Capturing Software Overview Thursday, 1/13/22: (3:00 p.m. 3:50 p.m.) Presenter, Shaun Pate, Instructional Designer, Online Education Services N = 9

The data below was compiled based upon the responses collected from the workshop feedback forms that were sent to the participants of the sessions listed above. As of 1/18/22, the Center for Teaching Excellence has received 50 responses.

1. The presentation was appropriate in length: Strongly Agree: 31 Agree: 15 Neutral: 3 Disagree: 0 Strongly Disagree: 0

2. The presentation provided useful information: Strongly Agree: 33 Agree: 16 Neutral: 1 Disagree: 0 Strongly Disagree: 0

3. The learning outcomes of the presentation were met:

Strongly Agree: 30 Agree: 15 Neutral: 5 Disagree: 0 Strongly Disagree: 0

4. How well did the presentation support Priority #2: Quality Programs & Services, Goal #3: Foster Learner-Centered Instruction of the 2020-2023 KCKCC Strategic Plan?

Extremely Well: 40 Somewhat Well: 8 Neutral: 2 Somewhat Not Well: 0 Extremely Not Well: 0

Arts, Communication and Humanities – Dr. Aaron Margolis

Catholic Charities reached out to KCKCC's ESOL program about testing and placing recent Afghan refugees in classes. In the past couple of weeks, enough new students have applied to fill two entry-level English second 8-week classes this semester.

Audio Engineering graduate Daniel Larkin recently started working as an audio-visual technician for Encore Global in the Los Angeles area.

Career and Technical Education – Dean Cheryl Runnebaum

In January, KCKCC Welding Technology students at the Lansing Correctional Facility (LCF), who are also members of the Brothers in Blue Reentry (BIB) Program, were approved to help the program with a custom music box project. The music box serves as a portable carrier for the program's electrical equipment, instruments, and other items used. Welding Technology students who participate in BIB noticed the music box's deficiencies, which included offset casters that caused the box to make wide turns and roll in different directions, handles located on opposite sides of the box that prevented the box from moving smoothy through doors and closets and missing back panels that caused instruments and equipment to fall out of the box. Students took the initiative and received permission to use their MIG/TIG welding skills to fix the issues with the music box. Using the mathematical skills, grinding techniques and welding styles they are learning, students are working with their instructor to measure, cut, solder, weld, paint, and repair the music box to its former glory.

February 2022 Board of Trustees Report Vice President of Academic Affairs









February 2022 Board of Trustees Report Vice President of Academic Affairs



HVAC students at the KCKCC Pioneer Career Center (PCC) are working on setting up new electrical boards to practice wiring, switches, and outlets.





Student in the Culinary Arts Program at KCKCC-PCC are busy working on setting up their café menus for their Capstones. Students will be naming their cafe, selecting the type of cuisine, choosing menu items, determining a cost for items, and advertising their café. Students were also busy perfecting biscuits and scones in January.



Numerous programs at KCKCC Technical Education Center (TEC) have been working on OSHA certifications. The program instructors are working together to complete the certification as one large group.

Debra Stafford-Gray, adjunct faculty in Business and Continuing Education, has been at KCKCC for 20 years this month. She has trained employees and staff in the past through the IT department, contracted to other organizations (General Motors and State Street) through Workforce Partnership, and taught numerous classes and filled in for full-time professors.

Health Professions - Dean Dr. Tiffany Bohm

- a. Health Professions coordinators/directors and staff have been assisting with collection of Perkins data regarding students' success on board examinations and credentialling.
- b. Nursing
 - i. The RN program received the following email from a Fall 2021 graduate: I wanted to thank you all sincerely for the hard work everyone put in with the Covid-era RN students. Last Friday I passed NCLEX in 75 questions and have secured my dream job in the NICU at Children's Mercy! The past two years were anything but easy, but I felt so equipped and prepared for this new career because of all of you. You all truly went above and beyond in instructing us, challenging us, and building us up to be competent, intelligent, compassionate nurses that the world needs right now. I will never forget this incredible journey, and each and every one of you. You took a crazy situation and made the absolute best of it and worked hard as ever to make sure we still had everything we needed to

February 2022 Board of Trustees Report Vice President of Academic Affairs

become nurses. Thank you, thank you, THANK YOU!!!! God bless you all!

- ii. ACEN ERP: The RN program received a recommendation for full approval for accreditation with an area of strength noted in the financial support provided by KCKCC to the program. There will be one more review/approval which will be in March. It is anticipated that we will receive recommendation for 8 years of full accreditation.
- iii. The PN program can begin using the Clinical Student system for tracking clinical requirements for students. Currently the program is doing this using paper vaccine records. This system will streamline the requirement process and improve compliance. We have received high praise for our effective/efficient use of this system by both KUMC and Children's Mercy Hospital for our RN program.
- iv. Kansas has increased the required first time NCLEX pass rates from 75% to 80% effective January 1st, 2022, for both RN and PN programs. This comes at a difficult time as pass rates have decreased nationwide related to hardships students and schools of nursing are experiencing related to the pandemic.
- c. Physical Therapist Assistant
 - i. Dr. Tiffany Bohm and Dr. Deanne Yates were selected to participate in Phase 3 of the APTA Academy of Education's PTA Education Summit on February 25th and 26th. Members of the 35-person taskforce were selected based on their background and evidence of willingness to be open-minded and engage constructively in a process to develop a consensus-driven, prioritized agenda of action items to navigate PTA education into the future.

d. Mortuary Science

i. The ABFSE self-study for reaccreditation through ABFSE is due February 24, 2022. The site visit will be April 24-26, 2022.

- e. Paramedic
 - **i.** Freshmen Paramedic students running cardiac scenarios, applying ACS protocols, and interpreting 12-Lead ECGS.



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

The Enactus team is teaming up with a non-profit organization to collect old cell phones to be recycled. The profits from the cell phones will be used to support environmental, social, and military causes. Look for fliers and drop-box locations throughout campus.

The first meeting of the Science Club this semester was Tuesday, February 1, at 3:30 pm, in room 3632. Participants joined both in person and via Zoom. The next meeting will take place on March 1. All students are welcome!

The Wellness Center is beginning its 30 Miles in 30 Days health initiative program on Monday, February 7, 2022. They are hoping for great participation, as in previous years!

Math instructor Debbie Detrick noticed issues with students submitting assessment artifacts during the fall semester and has made changes to ensure submission in the spring is higher, and the data more accurate.

Tanya Smith has been selected as a 2021 WiSTEMM Educator Award Honoree through Central Exchange. The STEMMy Awards celebrate Kansas City's women in STEM. More info can be found at the following link: <u>https://centralexchange.org/blog/meet-the-2021-stemmy-award-honorees/</u>

Gilbert Tchouya, a former pre-Pharmacy student, reached out to the chemistry department. He is now working as a Hospital Pharmacist near Houston Texas.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Victor Ammons, professor of psychology, was selected to receive The National Society of Leadership and Success, Excellence in Teaching Award on Saturday, February 5th, at the Kansas City Kansas Community College Technical Education Center. The award was presented by the KCKCC Chapter of Sigma Alpha Pi. This award is given to faculty or staff who teach with passion, inspire students beyond the classroom, demonstrate dedication to developing students beyond academic qualifications or who make a positive difference in the lives of NSLS members.

In December 2021, Dr. Ronald Malcolm, professor of American Sign Language, was recognized as the Top Educational Writer of the Year in the United States and Canada by Autism Parenting Magazine. Last month, Dr. Malcolm was selected as the Top Parenting Solution Writer of the Year, also by Autism Parenting Magazine.

STUDENT AFFAIRS KCKCC BOARD REPORT FEBRUARY 2022

DR. CHRIS MEIERS; INTERIM VICE PRESIDENT OF STUDENT AFFAIRS

"Please give a special welcome to Dr. Chris Meiers who joined KCKCC on February 7, 2022. Dr. Meiers worked with the Student Affairs team on transitioning several ongoing projects. He also spent some time learning about the College and meeting the Student Affairs employees. Love always KCKCC!" Delfina Wilson; ex-Vice President of Student Affairs

Enrollment Report

The weekly enrollment report if provided by the Office of Institutional Effectiveness. Below is the enrollment comparison report for Spring 2022. A three-term comparison is provided for each semester.

Spring 2022:

- Given the Covid-19 related anomalies in enrollment in Spring 2021, a reasonable comparison would be to compare Spring 2022 enrollments with Spring 2020. To that end, the format now includes the comparisons between Spring 2020 and Spring 2022. Column K shows the headcount difference and Column L the percentage between Spring 2020 and Spring 2021, as of the run dates in the respective terms.
- o Spring 2022 unduplicated headcount is <u>UP</u> by <mark>2%</mark> compared to Spring 2021, however the unduplicated headcount is <u>DOWN</u> 14% compared to Spring 2020.
- Spring 2022 credit hours are <u>UP</u> by 1% compared to Spring 2021, however the credit hours are <u>DOWN</u> 15% compared to Spring 2020.

Per Federal guidelines, "Non Residents" are reported as a separate group, rather than in any of the racial/ethnic categories. This may change in historic counts as Non Residents were counted in respective race/ethnicity groups irrespective of their US citizenship.

Please note the "Unknown" gender is reported for those that did not identify as Male or Female on the admissions application.

All data is as of Monday, February 7, 2022 at 12:30 AM this morning when our frozen database refreshes.

ADMISSIONS: DR. TINA CHURCH LEWANDOWSKI, DIRECTOR OF ADMISSIONS

January Monthly Report-Applications Processed				
	2020	2021	2022	
High School/Dual	101	124	57	
First Time Freshman	314	304	324	
Transfer	216	216	225	
Returning	139	180	145	
Visiting	71	56	53	
Wellness Only	6	6	4	
Special/Non-HS Grad	6	18	6	
Total	853	904	814	

Recruitment Opportunities				
Event Category	Number of Activities	Number of Engagements		
Onsite Visit	15*	21		
Virtual Presentation	1	28		
Off-campus recruitment activities	4*	130		

*Five (5) onsite visits were canceled/no shows, one (1) off-campus recruitment activity was canceled

HIGH SCHOOL PARTNERSHIP PROGRAM

- Currently, we are processing drops for high school students.
- The Admissions Specialist II position has been posted. We plan to review applications the week of February 14. This position will support the High School Partnership Program.

STUDENT FINANCIAL AID: MARY DORR, DIRECTOR

Financial Aid Applications Received as of February 3

Academic Year	Total Number of Records	Records Received in January
2021-2022	8256	298
2020-2021	8965	436
2019-2020	9996	416

Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2021-2022	\$7,547,610			\$7,547,610
2020-2021	\$5,850,442	\$5,150,304	\$1,358,445	\$12,359,191
2019-2020	\$6,162,491	\$5,660,330	\$986,894	\$12,809,715

*Does not include third party payments or KCKCC Foundation Scholarships. Includes COVID Relief Funds.

KCKCC COVID HEERFIII Relief Funds

COVID Relief	Number of	Amount Awarded	Total Amount Disbursed
Funds	Students		
Fall 2021	1773	\$2,624,000	\$2,624,000
Spring 2022	1192	\$940,250	

Financial Aid Exclusion Appeals Processed

Students who were placed on financial aid exclusion after fall grades were posted were notified over the holidays via e-mail. These students were given the opportunity to appeal by completing the appeal process that included meeting with an academic advisor and submitting a degree plan. The KCKCC Financial Aid Exclusion Appeal Committee and the Director of Student Financial Aid made appeals decisions. Students were informed through their student e-mail and U.S. Mail.

Students on "Exclusion" after Fall 2021	125
Appeals Submitted	45
Appeals Approved with Conditions	44
Appeals Denied	1

Federal Pell Grant Awards for 2022-2023

On January 31, 2022, the U.S. Department of Education distributed Federal Pell Grant payment and disbursement schedules for the 2022-2023 academic year. The maximum Pell Grant award remains fixed at \$6495 for the 2022-2023 academic year. This amount is the same as the current 2021-22 year.

REGISTRAR & RECORDS: THERESA HOLIDAY; DIRECTOR

Co-Curricular Activities:

- On January 12th, the Registrar's Office attended the Spring Welcome Week College Update virtually.
- On January 13th, An' Drienna Wilson attended the Employee Engagement Listening Session.
- On January 13th, Theresa Holliday and An'Drienna Wilson attended the CORE meeting to discuss Colleague Self-Service and WebAdvisor.
- On January 13th, An' Drienna Wilson received two applicants for the Part-time Registrar's Office Administrative Assistant position. She reviewed the applicants and forwarded to the interview committee.
- On January 17th, Pioneer Career Center's new staff member Elaine Mellott sat with An'Drienna Wilson to discuss Registrar's Office processing and procedures.
- On January 26th, Theresa Holliday, Jennifer Hostutler, and Ron Clipperton met with Parchment for their Quarterly check-in to ensure that all is going well.
- On January 27th, Theresa Holliday, An'Drienna Wilson, Nela Bruner, and Jennifer Hostutler met with Josten's to discuss the new electronic diploma processing format.

Degree Verifications Graduation Clearinghouse Enrollment/Degree Verifications	69
Graduation Clearinghouse Enrollment/Degree Verifications	69
	07
E-mail, fax, mailed Degree verifications	
Enrollment verifications	
In-person	2
On-Line	2
Scholarships	3
Letter of non-attendance	2
Governmental Agency/Court Requests	3
Employment	9
Student Record Services	
FERPA forms	5
Information Updates	
In-person	79
Online	45
Parent Plus Loan - Record added to Ellucian	2
Preferred Student Name Changes	2
Social Security Corrections for 1098	2
High School Concurrent Student Personal Email Updates	2
Major Changes	
In-Person	58
Online	124
Record Edit Checks	29
Edit Checks- Chris Day	46
Grade Changes	38
Notary Assistance	2
Residency	
Veterans/Military In-State	6
Regular	1
Out of State to Metro	2
Address Correspondence	
Return Mail	10

	T
Web-Address	
Graduation return mail	
Withdrawal Processing	
Students Administratively Withdrawn	
Walk-in requests	1
Online requests	
Reinstatements	<u> </u>
Reinstatements after no show	
Reinstatements after withdrawal	
Schedule Adjustment Services	
Courses Re-enrolled after Drop for Non-payment	
TEC Courses Re-enrolled after Drop for Non-payment	
Concurrent Enrollment Schedule Changes	28
Dean Approved Enrollment Changes	6
Financial Aid drops due to aid	3
Regular - submitted over the weekend prior to the refund zone	5
TEC High School Late Enrollments	
TEC Dean Approved Late Enrollments	12
No shows	
Tuition Appeals	
Tuition Appeals by class	4
Exception Requests	
Graduation Services	1
Graduation applications processed	286
Ineligible Graduate applications	27
Backdated graduates	
Diplomas Mailed	5
Diplomas Ordered	
Duplicate/late diploma orders	
Student diploma pick-ups	2
Credit by Examination apps	
Gen Ed Waivers	2
Advanced Standing/Life Experience	

Deviation/Substitution forms	9			
Transcript Services				
Checked in Transcripts	501			
Outgoing transcripts Processed	650			
Student copy transcripts	11			
Transcript needed research	52			
Early high school graduate paperwork	6			
Advisor Transcript Requests				
Transfer credit applied to student records	54			

MILITARY & VETERAN CENTER: WADE ABEL, DIRECTOR

The Center continues to provide various services to KCKCC's Military Affiliated student population. The Center is now fully staffed which will allow us to better support our Military Affiliated Students regardless of which campus center they attend. It also allows us to go to the PCC and TEC on a consistent schedule. Students still have the option to contact the Center to schedule an appointment as needed to meet and talk.

	Vetera	in Center V	isitors		
	AY18-19	AY19-20	AY 20-21	AY 21-22	
August		281	103	174	
September	48	313	58	202	
October	185	307	37	154	
November	132	245	25	155	
December	105	124	10	52	
January	189	173	67	104	
February	218	216	79		
March	159	101	109		
April	209	0	115		
Мау	104	0	41		
June	56	17	142		
July		74	100		
					То
Total	1405	1851	886	841	49

Branch of Service		
Army	2490	50%
Maines	846	17%
Navy	405	8%
Air Force	510	11%
Coast Guard	11	>1%
N/A	721	14%
Total	4983	

Type of Visitor		
Active Duty	682	14%
Veteran	2717	55%
Military/Veteran Dependent	864	17%
Civilian	720	14%
Total	4983	

Reason for Visit		
Study	1112	23%
Socialize	1741	35%
Benefits Question	800	15%
Enroll & Application Questions	286	6%
Computer Use	534	11%
Other	510	10%
Total	4983	

Students Using VA Educational Benefits

Term Certified	Number of	Hours	Amount
	Students Certified	Certified	certified
Fall 19	173	1542	\$195,060.00
Spring 20	150	1653	\$202,332.00
Summer 20	29	182	\$21,608.00
Fall 20	117	1148	\$141,919.00
Spring 21	95	1020	\$127,048.00
Summer 21	43	228	\$25,801.00
Fall 21	111	1224	\$145,235.00
Spring 22 as of 1 Feb	88	848	\$105,762.00

Students Using Military Tuition Assistance (TA) during SP22 as of 5 Jan 22

Type of Tuition	Number of	Hours	Amount
Assistance	Students	Enrolled	Invoiced
Army (GoArmyEd)	3	33	** \$2,904.00**
Army State TA			
Air Force			
MyCAA (Army Dependent)			
Total			

Invoicing for TA starts when 20% of the class is complete

Student focused Contacts by phone/email

Month	Phone	Email	Total
March	45	319	364
April	62	445	507
Мау	58	437	495
June	81	359	440
July	148	561	709
August	104	473	577
September	49	364	413
October	30	241	271
November	37	220	257
December	49	262	311
January	71	412	483

January: - 6-8 January: Two members of the KCKCC SVO attended the Student Veterans of America (SVA) National Convention held in in Orlando FI.



February:

- I February: Box lunch event for Military Affiliated students at the TEC.
- 8 February: Box lunch event for Military Affiliated students at the PCC.
- 9 February: Box lunch event for Military Affiliated students at the Veterans Center

STUDENT SUCCESS CENTER - ADVISING: SHAY DODSON, STUDENT SUCCESS ADVISOR

Virtual Advising (phone or video TEAMS/zoom)	MAIN	PION	TEC
Graduation Checks	15	0	3
No Show Outreach	0	3	0
Virtual Advising	337	20	66
Early Assist / SOS interventions	2	0	3
Recruiting	0	8	0
Contacts re Cancelled classes	129	30	0
Contacts re Unsatisfactory Grades	1	0	0
Fin Aid Exclusion Appeals	20	0	1
Reverse Transfer Grad Checks	4	0	0
Reinstatements (after dismissal)	5	0	0
TOTAL	513	61	73

On-Campus Advising

General Advising	143	27	35
Graduation Checks	0	0	0
New Enrollments	90	4	6
Returning Enrollments	255	40	17
Schedule Adjustments	96	17	2
Withdrawal Advising/Drops	17	13	2
Fin Aid Exclusion Appeals	21	1	2
Program Changes	3	6	0
Reinstatements (after dismissal)	0	1	0
TOTAL	625	109	64

SSC Front Desk Phone Inquiries

731

Early Assist	MAIN	PION	TEC
Early Assist/SOS interventions	2	0	0
	2	0	0

January Drop Withdrawal / Attrition Reasons	MAIN	PION	TEC
1. Fell behind/ failing	2		
2. Course no longer required / major change	2	1	
4. Family reasons	3		
5. Childcare	2		
6. Financial Difficulties	2		
7. No Financial Aid	4		
8. Physical Health	2		
9. Class/Subject Concerns		2	
10. Mental Health	3		
11. Personal	5	4	
12. Time Management/no time	3	4	
13. Transferring	3		
14. Work conflict	9		
15. N/A - not disclosed	2	1	
16. Instructor Concerns	2		
17. Online Difficulties			
18. Student Housing issue	2		
19. COVID-19	4		
20. Moving	1	1	
21. Could not obtain required materials	1		
22. Feels unprepared to start	3		
TOTAL	51	13	Not Reported

SSC Advising Retention initiatives:

The Ellucian ADVISE CRM communication plan is running for the Fall and Spring semesters. Advising communications and enrollment reminders went out to students from their assigned advisor/s on January 3 and January 10. The Spring 2022 communication and retention plan began January 2022 with regular outreach to students based on their Student Success Score (success scores are based on student demographics, enrollment history, satisfactory academic progress, and other risk factors that may lead to attrition.)

Student Success Advisors are currently assisting students with Spring enrollment, schedule adjustments, midterm enrollment, general advising, degree planning, reinstatement appeals, financial aid exclusion appeals, graduation applications, and early assists.

Student Self-Service and Student Planning features are available now to students and advisors; students are submitting graduation plans to their assigned Student Success Advisors for review, approval, and discussion. Students are currently, successfully enrolling online via Student Self-Service. Self-Service can be accessed via https://selfservice.kckcc.edu/Student/ From Self-Service, students can access Student Planning (enrollment and graduation planning, course search, unofficial transcripts, degree progress, and more), Financial information (including financial aid counseling and forms), Transcript requests, Apply for graduation, review the course catalog, and much more.

STUDENT SUCCESS CENTER - CAREER SERVICES: ANA LIMA, CAREER SERVICES COORDINATOR

REASON FOR VISIT	January 2022
Initial career consult	6
Resume assistance	2
Cover letter assistance	0
Job search	0
Career guidance	1
College Personal Statement	0
Scholarship Essay Writing	4
Internship/Externship	4
TOTAL:	17

CAREER SERVICES MONTHLY REPORT

COMMUNITY COLLABORATION:

- Met with ResCare Kansas East Community Living and JobOne to discuss externship opportunities for KCKCC students. Discussed educational component requirements and process for external internship request application.
- Met with Kansas National Guard to discuss job openings, benefits, and salary opportunities for KCKCC students. Discussed the possibility of a tabling event on Main Campus to assist with their recruiting needs.
- Attended the new "Cedar Trails Exploration Center" (CTEC) Career Expo in Lenexa to speak about KCKCC and services offered by KCKCC Career Services to middle school students (USD #232).
- Met with a representative from Grand Canyon University to discuss collaboration, workshop opportunities for KCKCC students, and transfer fair participation.

KCKCC COLLABORATION:

- Meeting with Campus Activities Director to set date and location of the Spring 2022 Career fair.
 Event scheduled for April 20th from 9:30 am 1:30 pm on Upper and Lower Jewell Lounge.
- Participated in the hiring committee for the open Graphic Designer position.

- Attended collaboration meetings to begin planning for the KCKCC "New American Open House" for refugee and immigrant high school students.
- Collaboration meeting with the Director of Center for Equity, Inclusion, and Multicultural Engagement and the Admissions Operations Coordinator to discuss organizing possible career day on the main campus and TEC for high school students who are of refugee and/or immigrant backgrounds that would be open to junior and senior students and their families.
- Participated in the Equity and Inclusion Council meetings.

PRESENTATIONS:

- Attended and presented at the Hispanic Development Fund Scholarship Writing Event. Presented to approximately 10 attendees on scholarship personal statement writing, providing participants with a workshop handout created by our department to offer students with highlights from the presentation on essay development and campus resources. The presentation resulted in 4 student appointments with the Career Services Coordinator to develop their scholarship essay and apply for KCKCC Foundation Scholarships and local community scholarships. The presentation also resulted in collaboration with the Hispanic Development Fund Director of the Scholarship Program. Discussed possibilities of attending events and repeating the same presentation around the community while representing KCKCC.
- Presented at Veronica's Voice on services offered by KCKCC Career Services, the KCKCC GED, and additional programs to 5 members and 1 staff. Assisted members with narrowing down educational and career goals. The presentation resulted in 3 appointments with the Career Services Coordinator.

PROJECTS:

- The Internship/Externship program has transitioned to CSC (Career Services Center).
- Career Fairs/Hiring Events:
 - Discussed events to organize at TEC with Cheryl Runnenbaum, Dean of Career and Technical Education. Career Services Coordinator proposed a Career Fair for the first week of April, planning a hiring event for the culinary program, and implementing a monthly "working day" for employers to table at TEC once COVID guidelines allow for more in-person events.
 - Met with Susan Wallace from Workforce Partnership to discuss collaboration on the TEC Career Fair and assisting with the Main Campus Career Fair on April 20th. Discussed adding a career fair for PCC starting next semester.
- Career Speaker: Beginning stages of assessing the possibility of inviting a guest speaker. The event would be focused on building career confidence for our female and non-binary students & alumni in collaboration with Sociology faculty and the Center for Equity, Inclusion, & Multicultural Engagement. Had an initial discussion with Gabriela Flores, Director of CEIM, on this event.

PROFESSIONAL/CAREER SERVICES DEVELOPMENT:

- Initiated contract signing stages to implement Handshake to the CSC.
- Attended the KACE (Kansas Association of Colleges and Employers) "Conference Planning Committee" and the "Technology and Communication Subcommittee" to assist with this year's upcoming events and annual conference as a new member of this organization. KACE is made up of employers and career services personnel who work with college relations, recruitment, cooperative education, internships, and career planning and development.
- Met with JCCC Career Center representatives to discuss JCCC Career Fair, share tips and resources, and discuss event planning and collaboration opportunities. KCKCC Career Coordinator will participate and assist with JCCC Career Fair in March and will shadow JCCC Career Counselors for two days.

STUDENT SUCCESS CENTER - PLACEMENT TESTING: FAITH MOODY, PLACEMENT TESTING SPECIALIST

Total Placement Tests This Semester

Spring 2022	Spring 2021	Spring 2020
177	1846	1178

January Placement Test sessions

Year	Main	PCC	TEC	High	Distance	Total
	Campus			Schools	Education	
January 2022**	123	11	3	40	0	177
January 2021	172	23	11	14	0	220
January 2020	167	32	22	79	1	301

**Due to COVID, 9 of the students who tested at the main campus did so virtually over ZOOM.

January Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
January 2022	# Administered	111	128	114	117
	Developmental	78	95	68	128
	% Developmental	70%	74%	60%	72%
January 2021	# Administered	161	182	121	220
	Developmental	110	147	81	177
	% Developmental	68%	81%	67%	80%
January 2020	# Administered	201	221	144	301
	Developmental	140	167	93	227
	% Developmental	70%	76%	65%	75%

PIONEER CAREER CENTER: MARCIA IRVINE, DIRECTOR

1/10/22 KCKCC/PCC Leavenworth High School Recruiting Event- KCKCC instructors attended the recruiting event for sophomore and junior Leavenworth High School students. This event was to inform high school students of TEC and the academic opportunities that are available at the Pioneer Career Center. LHS students will be pre-enrolling for their classes for next fall and this event allowed the students to explore options when finalizing their schedules.







1/12/22 All PCC staff attended virtually the Welcome Back Meetings.

1/18/22 KCKCC PCC students started off the Spring 2022 semester. Students were able to pick up some school supplies and transfer college giveaways.



1/20/22 Biology students practiced using lab equipment and taking accurate measurements. Students familiarized themselves with test tubes, beakers, cylinders, and pipettes. They also measured liquid in centimeters, millimeters, milliliters, and liters.



1/21/22 HVAC students are working on setting up new electrical boards to practice wiring, switches, and outlets.



1/24/22 Culinary Students learned how to cut up a whole beef strip loin- Dry the loin, trim the bottom side, trim the fat cap, mark cuts, (use a ruled bench scraper and mark incision points with the tip of your boning knife), cut steaks



1/25/22 Electrical students are installing new single-phase panels and mean disconnects with all the necessary wirings, raceways, and accessories. This installation will give the students additional areas for lab exercises





1/26/22 The Leavenworth community, KCKCC students, faculty, and staff made our blood drive a success!



We had 27 donors donate blood! Everyone got a FREE Chiefs t-shirt!



1/26/22 Jamie Diers, Admissions Counselor, from Washburn University talked with students about opportunities at Washburn.



1/27/22 Webinar Streamed at PCC- Your Communications Superpower: Lead with Your Story was streamed at PCC for the students. Sophie Wadsworth was the facilitator and students learned to identify and map out powerful stories, how to emotionally engage and inspire listeners, deliver anecdotes and stories with confidence, leverage key ingredients to make communication memorable, and prepare presentations and stories for any length, format, or audience.

DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY

JRCF - January 7th I met with students at the JRCF and completed advising and registration sessions. Classes began face to face when other classes started.

USDB - I also did a final advising and registration session on the 7th at the USDB. Due to the number of cases of COVID at the USDB, classes began in a correspondence format with assignments being given to students, the students submitting completed work and I retrieved it, getting it to the instructors for grading, and then graded work being sent back to students. On February 14th the administration of the USDB will look at the number of cases in the facility and hopefully we will be back to in person classes.

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

COUNSELING & ADVOCACY CENTER: LINDA WARNER, DIRECTOR

Here is an update regarding those served by Blues Kitchen Cabinet utilizing Harvesters and the generous support of donations from KCKCC employees and trustees.

August to December 2021 Average Number of Monthly Visits: 87 Average of Total Individuals Served Monthly: 225 Adults: 189 Children: 35 Elderly: 1 Total Pounds of Food and Supplies from Harvesters August to December 2021: 5,400

Human resources are stretched to capacity in our efforts to reduce food insecurity for KCKCC students. We are currently seeking student volunteers to support the ability to continue serving students who are in need of food assistance and requesting a new coordinator position be added to the 2022-23 budget to manage the daily operation of Blue' KC. Thank you to everyone who has supported our students with your gifts of money and food.



• In partnership with Church of the Resurrection, we spent a very chilly January 27 morning in the TEC parking lot dispersing food to 33 families consisting of 145 individuals in our community through the Mobile Food Pantry. The next distribution will be on Thursday, February 24th from 9-11 am.

COMING to KCKCC Technical Education Center

Pantry on Wheels. We're thrilled to be coming to you monthly with NO COST shopping for fresh produce, proteins, dairy and nonperishables.

 Last, but not least, a little teaser. In November 2021, we applied for and were awarded a grant for \$3000.00 from the Church of the Resurrection to bring a unique co-curricular program to Blue's KC. This program is in partnership with the KCKCC Culinary Program and will create an internship inside Blue's KC in its new location, Upper Jewell, Room 3379. What will the program do? Stay tuned for our February report for all the details. Students Requesting Accommodations:

Disability	January	January	January
	2022	2021	2020
Autism Spectrum Disorder	15	6	7
Attention Deficit Disorder	21	24	22
Blind/Visual Impairment	11	7	9
Deaf/Hard of Hearing	3	7	4
Head Injury	1	1	3
Intellectual Disability	5	4	2
Learning Disability	46	45	60
Medical	7	4	4
Physical	3	2	4
Psychiatric	11	4	9
Other Health Impaired	1	0	2
Total	124	104	126

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Student Activities hosted the "Ready, Day One!" event at the Main Campus on January 18th - 19th in the front entrances of Humanities, Jewell and Flint buildings. We provided notebooks, folders, highlighters, and the best of all transfer colleges pens, pencils, and special swag. We had 15 transfer colleges who mailed and dropped off supplies for the event. TRIO EOC also participated and helped students find their classrooms and donated highlighters to our students



Student Activities also provided the same supplies to the PCC for their "Ready, Day One!" event on January 18th-19th.



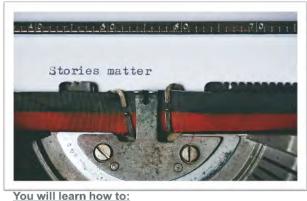
Student Activities and Campus Health co-hosted our first Blood Drive of the semester on Wednesday, December 26^{th} in the Lower Jewell Student Center from 10 am – 3 pm. Everyone who gave or tried to give received a FREE Chiefs t-shirt.

Kansas City Kansas Community College blood drive results

- Goal: 30 units of blood
- Registered: 34 donors
- Donor Flow (how many each hour): 9, 8, 6, 7, 4
- First Time Donors: 6 (Wonderful!)
- 👃 Deferrals: 10
- Alyx (double plasma): 1 donor, 2 units
- Total Units Collected: 27 units of blood

Thank you to everyone who gave! One person can save up to three lives! Our AMAZING students, staff, faculty, and community members saved 81 lives that day!! #KCKCCProud





- · Identify and map out your most powerful stories
- · Emotionally engage and inspire your listeners
- · Deliver anecdotes and stories with confidence
- Leverage key ingredients to make your communications memorable
- Prepare your presentation and stories for any length, format, or audience!

You'll leave with practical techniques to find and craft stories that position you to thrive in your current role-- or successfully pursue a new challenge.

Calling all leaders and aspiring leaders who want to explore the secrets of strategic communications and use storytelling for greater impact. Whatever your life's work, you can inspire others--colleagues, clients, volunteers, a potential employer or even a hoped-for recruit--by engaging them with compelling *stories*. Join us as we dive into the fun and power of strategic communications, with a spotlight on how to uncover and share our most powerful stories.



Student Activities viewed webinar about "Your Communications Superpower: Lead with Your Story" that was live-streamed at the Main Campus and Pioneer Career Center for students to hear from the experts regarding communication. This was held on Thursday, January 27th from 11 am - 2 pm via live stream.

Student Activities hosted the first, "Back for the First Time" meet the team showcase on Friday, January 28th from 5 pm - 7 pm at the KCKCC Athletic Fieldhouse. The women's and men's basketball teams players were individually introduced to the audience. We had a 3 point, half-court and dunking contest. Along with some great music by our very own DJ Joe Straws, KCKCC Alum. We provided a food truck at the end so everyone could take their dinner home to enjoy!





Student Activities hosted giveaways and halftime activities at the women's and men's basketball games on Saturday, January 29th at 2 pm and 4 pm at the KCKCC Athletic Fieldhouse.

FBOE

This semester may have started on the 18th, but we had four sessions on the 6th, 13th, 20th, and 27th. With campus closed on the 6th, we hosted our meeting about last year in review via Facebook Live to an audience of 58 at the highest attendance peak. Our first in-person session was on January 13th. We had guest speaker Grant Michael Lewis speak about the education and work opportunities offered in STEM fields, which 21 students attended. On January 20th, we changed up the scenery of our meeting by hosting it at Elevate Bar & Grill, where we looked into the topic of now-defunct businesses and what caused their rise and fall (example: K-Mart, Blockbuster). This session was attended by 26 students and brought in two new members. On January 27th, we had special guest speaker Dr. Michael J. Freeland, Jr who gave a passionate presentation on the concept of mental "real-of-state", and how to watch what kind of thoughts we allow to dwell on our minds. Dr. Freeland also gave a copy of his book to all 28 attendees that night.



Despite bad weather, we hosted our first basketball open court of the semester on Sunday, January 31st, with an attendance of 20 people, both students and community leaders. The last few basketball events were also used to recruit potential students, mentors, volunteers, tutors, etc. We are excited about this semester of basketball because of the high turnout.

Our KCKCC Clubs, Organizations, and Special Interest Groups have hit the ground running since the start of the semester. Clubs hosted weekly meetings, attended conferences, and hosted activities via Zoom and inperson on campus. Here are a few highlights and marketing of the club meetings & activities. Student Organization of Latinx hosted a scholarship workshop to help Hispanic students to complete the Hispanic Development Fund (HDF) scholarship. Five students attended in person, and one student attended via Zoom. Alex Perez, an HDF staff member, presented to the students and provided tips on how to complete the scholarship application. Aileen Solis-Moreno stated, "not only did I learn about opportunities within the Hispanic Development Fund, but I also learned about scholarship applications and essay writing!"



Gamer Club has also started meeting with club members the first week of classes. The E-Sports team meets every Monday and Wednesday from 1 pm – 4 pm, and the Tabletop team meets every Friday and Saturday from 1 pm – 4 pm. They have provided a place for students to connect socially with each other and develop their gaming, research, strategy, critical thinking, and communication skills.

The Catholic Student of KCKCC hosted their first Mass on campus this semester on Wednesday, January 26th. Students, staff, and faculty came together in worship during their lunch break. The club provided an individually sealed to-go lunch for all who attended.

The National Society of Leadership Success (NSLS) has sent invitations to students with a 2.50 GPA or higher to join the honor society. The NSLS student leadership team has been meeting to work on ideas for the upcoming semester. The NSLS will be hosting their Fall 2021 Induction Ceremony on Saturday, February 5th at the TEC from 10 am – 11 am. They will celebrate the NSLS members who have completed their leadership training program.

OQS Diversity Club has met weekly since we have been back on campus. They were planning to attend the Creating Change conference in New Orleans, LA; however, due to COVID, the conference was changed to be held virtually. The dates are to be determined. OQS is preparing for their annual Valentines Fundraiser to sell "Crush for your crush."

In early January, the Student Veterans Center (SVO) sent two students to attend the annual SVO conference in Orlando, FL, before we came back from winter break. The club has also hosted a bowling and movie night for its members and new members.

American Association of University Women (AAUW) has been meeting and is preparing to go to Washburn University to join the annual Leadership Challenge Institute. Colleges from across the region will be competing in live simulations that focus on team building, critical thinking, strategy, and more. This will be the first time AAUW has attended. Student Senate hosted their first Senate meeting on Friday, January 28^{th} , from 2:15 pm – 3:15 pm via Zoom. They are preparing for the HLC visit, annual Easter event, 2022-2023 elections, and budget hearings for the 2022-2023 club budgets. Also, Shawnee Warren, the Campus Activities Coordinator, will be attending the ACCT National Conference in Washington DC with Dr. Mosier and a few of the Board of Trustees in February. The next Student Senate meeting will be via Zoom on Friday, February 11th from 2:15 pm – 3:15 pm.





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STUDENT HOUSING - NICOLE WILBURN, DIRECTOR OF RESIDENCE LIFE

- Student Housing residents moved back into the residence hall following Winter Break (those that left for the break)
- We are beginning to explore software options to improve accepting student contracts, tracking student assignments, and storing easily accessible emergency contact information
- Revising/writing the Housing Contract, Terms & Conditions, and Student Housing Handbook for 2022-2023
- Lots of planning/preparing for 2022-2023 with the new opening of Centennial Hall

STUDENT HEALTH CENTER

- Student Health Services continues to provide COVID tracing for students and TB skin testing to both students and employees.
 - The Student Health Center will temporarily be closed until the necessary medical professionals are hired.
 - Temp agencies have been contacted to hire a temp RN. We are currently reviewing contracts.
 - The Dean of Student Services Office will take over COVID-19 Contact Tracing until we have medical staff for the center.
 - The college is evaluating whether it would be best to outsource
 Student Health Services to help provide a consistent service to our students.

OFFICE OF EQUITY AND INCLUSION (Formerly ICC): GABRIELA FLORES, DIRECTOR

- The Center for Equity, Inclusion, and Multicultural Engagement has completed the process of hiring a Coordinator role. Dr. Reem Rasheed has filled the CEIM Coordinator role. She served as ESOL Adjunct faculty for 2.5 years and joined the CEIM team on January 3, 2022. Dr. Rasheed brings a wealth of experiences from abroad and has well established relationships with students. Her first 30 days have gone well and she has met with well over 15 key stakeholders across the college and has attended her first Equity and Inclusion Council meeting. She has been doing quite a bit of research on various best practices in the field as well as learning the operations of the college. Dr. Rasheed's two primary priorities for the next 30 days will be on Equity and Inclusion Council (providing support as we build out infrastructure) and learning Title IX. Dr. Rasheed and Gaby Flores will attend a Title IX training session by Husch Blackwell on Feb 9 and 10 (half days).
- The Equity and Inclusion Council (EIC) held a very productive strategy meeting in December which yielded some great strategies and prioritization of the work. In addition, various small groups volunteered to work outside of the meeting time to develop some recommendations and draft language for the EIC charter. In January, the exercises, strategies and priorities were distilled and converted into a document format for the Council's review. The EIC meeting on January 27, 2022, was very productive. In addition to confirming our future meeting dates, we also heard updates from each team to report out their recommendations on the following items: Co-Chair model, Council roll-off and representation, and EIC application and selection process. Additional considerations were proposed that address current vacancies on the Council as well as the attendance expectations. Recommendations will be incorporated into the Charter and voted on in February's meeting. In addition, the group participated in additional strategy refinement using Jamboard, a collaboration technology that allows for brainstorming. This session will remain open for Council members to continue to review and add to for the month. Our next meeting is scheduled for Monday, February 21, at 11:00 am. The KCKCC website has been updated with information regarding the Council as well as the current roster.

Programming

- Given the quiet timing of winter break prior to students returning to campus, we took the opportunity to convene a small work group to plan for Black History Month programming. The CEIM team along with a few others from across the college (Jeremiah McLuney, Daryl Long, Gayle Holliday, and Andrica Wilcoxen) have been meeting weekly to prepare for BHM events. While the team will meet later this week to finalize details, we have tentatively planned the following:
 - Art Show in the Gallery on Black artists from the college collection and community, Display case on loan from Wyandotte Historical Society Museum
 - o Lecture by Daryl Long on the Civil Rights and Black Power Movements

Musical performance and lecture by Flute Juice Productions, Galen Abdur-Rizzaq (via zoom).
 The BHM planning team wanted to ensure that some of our programming be available and open to the community. In addition to the Art Gallery show, the Flute Juice Productions Lecture and Live Performance (virtually via zoom) on the History of Jazz in the Civil Rights movement will be available to the community. Once logistics are secured (Zoom link) we will work to create marketing materials that will be circulated to community partners, faith communities and non-profits that might want to attend and participate. The date and time for the event is 2/24/22 from 12:30 - 2:00 pm which coincides with various music classes as well.

- Jennifer Gieschen has convened a small work team to brainstorm and plan for Women's History Month (WHM) programming. CEIM has already begun identifying and planning for two events:
 - Community Led Lecture on the Conley Sisters and History in WYCO (tentatively for March 8)
 - Luna Fest. The Luna Fest is a national initiative of women-written and produced short films in a festival format. KCKCC will host a viewing in collaboration with Girls on the Run KC and the Performing Arts Center on Friday, March 11, 2022.

The WHM planning team met on 1/26/22 to begin to identify other programs that could complement the currently scheduled events. The theme for WHM 2022 is health and wellness so a panel discussion was discussed and tentatively planned for 3/31/22. Gayle Holliday from the Learning Commons identified a possible BHM event. A book club reading and discussion of the "Immortal Life of Henrietta Lacks" which will be planned for the end of March instead for WHM.

• Student Organization of Latinos (SOL) students met for the first meeting of the semester on 1/20/22. In addition to the meeting, SOL hosted a Scholarship workshop on 1/25/22, in collaboration with the Hispanic Development Fund, the KCKCC Foundation, and Career Services. While we had small student numbers turn out for this event (6), we had three new participants to recruit into SOL membership.

Initiatives & Consultation

- <u>Refugee/Immigrant High School Student Open House</u>:
 - Several staff convened in December to develop a recruiting concept for refugee and immigrant students within Wyandotte County. We received approval from Dr. Wilson to continue planning an event of this nature. We envision partnering with area High Schools, specifically ESOL programs, and area refugee resettlement and immigrant-serving organizations to convene a "New American Open House" that would be open to students (HS Juniors and Seniors) and their families. We have secured Upper Jewell at Main Campus for 4/14/22 from 5-7 pm. Many areas will be invited to participate by either a small presentation or info table, representing: Admissions, Financial Aid, Trio, Student Services, Academic and Tech Programs. The program would include info stations and possibly even Community ESL program info for other family members. The program would also include a component on Career Services available for students. We could engage current KCKCC students as interpreters for this evening event to help with families' language needs. At this time, given the pilot nature of this event, we decided to focus on the main campus. If the event proves to be beneficial and a good avenue for recruiting students, we will plan for a fall event at TEC. The planning team is working on researching what communities are currently being resettled in KCK to focus our efforts on the top 5 language groups. The team will reconvene in two weeks and begin arranging logistics, being particularly mindful of the covid 19 precautions and distancing, we will likely plan for a smaller in-person group, with virtual/hybrid options.

ART GALLERY - SHAI PERRY-COORDINATOR

Gallery Shows

The new exhibit is being installed to honor Black History Month. Curated by Dr. Curtis V. Smith. On display from Jan. 31 to Feb. 25 "From Tanner to Knight: An African American Art Experience"

The show features sixteen nationally acclaimed African American artists on loan from a variety of collections.

Collections: Beth Lurey (Curator for Stowers Institute, MO), Chester Owens (Community historian, Former KCK City Councilman, KS), Dr. Curtis V. Smith (The Greater KC Area Print Society & Retired KCKCC Professor, KS), Karen Hernandez (former Board of Trustee KCKCC, KS), KCKCC Art Collection, Jamila Newman (John Newman's Daughter, AR), Jane Coakley (The Greater KC area Print Society Treasurer, MO), Dr. Jonathan Knight (Artist, MO), Mike Sims (Lawrence Lithography, MO), Ray Doswell (Director of Negro Leagues Baseball Museum, MO).



Campus Art Collection

State Ave. Mural by Vania Soto in the news. <u>https://www.kcur.org/arts-life/2022-01-14/a-latina-muralist-brings-walls-to-life-in-the-kansas-city-area-and-inspires-young-artists-along-the-way</u>



ATHLETICS: ANTHONY TOMPKINS, DIRECTOR

Men's Basketball: Currently 16-7 on the season and is now Receiving Votes in the latest NJCAA National Poll. KCKCC Men defeated Johnson County (#2 In the Nation) on February 26th, handing them their 1st loss of the season. This team has a solid chance of winning the conference and winning the District Tournament.

Women's Basketball: Currently 12-9 on the year, but also had a huge win on February 26th as they defeated Johnson County (#1 in the Nation). Both Labette and Johnson are favored to win the conference, but our women have shown they can compete.

Softball: Is ranked #11 in the NJCAA D2 preseason poll. They have a very talented group that should compete for a Conference and District title this year.

Baseball: We will have a competitive team in a very strong conference. They are picked to finish 3rd in the East Side of the Conference.

	KCKCC Unduplicated Headcount by Location									
CAMPUS (UNDUP at A Location & DUP	02.10.2020	02.08.2021	02.07.2022	20-21	20-21	21-22	21-22	Spring 2022	20-22	20-22
Across Locations)	Spring 2020	Spring 2021	Spring 2022	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
AMZN	8	-	-	-8	-	0	-	-	-8	-
BL	-	59	13	59	-	-46	-77.97%	0.30%	13	-
DNTWN	15	-	4	-15	-	4	-	0.09%	-11	-73.33%
FRSC	20	28	18	8	40.00%	-10	-35.71%	0.41%	-2	-10.00%
HS	967	830	817	-137	-14.17%	-13	-1.57%	18.70%	-150	-15.51%
LCF	-	-	20	-	-	20	-	0.46%	20	-
MC	2,338	1,246	1,449	-1,092	-46.71%	203	16.29%	33.17%	-889	-38.02%
OC	298	269	393	-29	-9.73%	124	46.10%	9.00%	95	31.88%
OL	1,768	2,028	1,916	260	14.71%	-112	-5.52%	43.85%	148	8.37%
PION	257	173	166	-84	-32.68%	-7	-4.05%	3.80%	-91	-35.41%
TEC	771	638	672	-133	-17.25%	34	5.33%	15.38%	-99	-12.84%
USDB	54	32	56	-22	-40.74%	24	75.00%	1.28%	2	3.70%
VIRT	-	729	318	729	-	-411	-56.38%	7.28%	318	-
Total UNDUP Headcount	5,091	4,300	4,369	-791	-15.54%	69	1.60%		-722	-14.18%

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 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 %	21-22 %	Sp 2022 %	20-22 #	20-22 %
First-time	796	574	613	-222	-27.89%	39	6.79%	14.03%	-183	-22.99%
Returning	4,295	3,726	3,756	-569	-13.25%	30	0.81%	85.97%	-539	-12.55%
Gender	Spring 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 #	21-22 %	Sp 2022 %	20-22 #	20-22 %
Unknown	2	1	12	-1	-50.00%	11	1100.00%	3.77%	10	500.00%
Female	3,032	2,650	2,543	-382	-12.60%	-107	-4.04%	58.21%	-489	-16.13%
Male	2,057	1,649	1,814	-408	-19.83%	165	10.01%	41.52%	-243	-11.81%
Race / Ethnicity	Spring 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 #	21-22 %	Sp 2022 %	20-22 #	20-22 %
American Alaska Native	32	22	18	-10	-31.25%	-4	-18.18%	0.41%	-14	-43.75%
Asian	233	190	192	-43	-18.45%	2	1.05%	4.39%	-41	-17.60%
Black or African American	922	771	796	-151	-16.38%	25	3.24%	18.22%	-126	-13.67%
Hawaiian Pacific Islander	13	10	8	-3	-23.08%	-2	-20.00%	0.18%	-5	-38.46%
Hispanic	1,131	957	988	-174	-15.38%	31	3.24%	22.61%	-143	-12.64%
Multi-racial	236	260	246	24	10.17%	-14	-5.38%	5.63%	10	4.24%
Unknown	224	183	167	-41	-18.30%	-16	-8.74%	3.82%	-57	-25.45%
White	2,072	1,738	1,785	-334	-16.12%	47	2.70%	40.86%	-287	-13.85%
Non Resident	228	169	169	-59	-25.88%	-	0.00%	3.87%	-59	-25.88%

KCKCC Credit Hours by Location

CAMPUS	02.10.2020	02.08.2021	02.07.2022	20-21	20-21	21-22	21-22	Spring 2022	20-22	20-22
CAMPUS	Spring 2020	Spring 2021	Spring 2022	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
AMZN	24	-	-	-24	-	-	-	-	-24	-
BL	-	252	39	252	-	-213	-84.52%	0.10%	39	-
DWNTN	43	-	12	-43	-	12	-	0.03%	-31	-72.09%
FRSC	191	246	177	55	28.80%	-69	-28.05%	0.45%	-14	-7.33%
HS	5,140	4,456	4,398	-684	-13.31%	-58	-1.30%	11.21%	-742	-14.44%
LCF	-	-	200	-	-	200	-	0.51%	200	-
MC	17,344	7,697	9,858	-9,647	-55.62%	2,161	28.08%	25.14%	-7,486	-43.16%
OC	1,784	1,259	1,594	-525	-29.43%	335	26.61%	4.06%	-190	-10.65%
OL	10,384	13,360	12,332	2,976	28.66%	-1,028	-7.69%	31.45%	1,948	18.76%
PION	1,977	1,453	1,326	-524	-26.50%	-127	-8.74%	3.38%	-651	-32.93%
TEC	9,077	7,291	7,978	-1,786	-19.68%	687	9.42%	20.34%	-1,099	-12.11%
USDB	403	174	303	-229	-56.82%	129	74.14%	0.77%	-100	-24.81%
VIRT	-	2,575	1,000	2,575	-	-1,575	-61.17%	2.55%	1,000	-
Total	46,367	38,763	39,217	-7,604	-16.40%	454	1.17%		-7,150	-15.42%



Strategic Initiatives and Outreach

Dr. Tami Bartunek Vice President

Strategic Initiatives and Outreach

Division is working with Information Services and Student Affairs to review the College's main phone tree and selection options to optimize a caller's experience.

Dr. Bartunek presented to the Fairfax Industrial Association January luncheon at the KCKCC Thomas R. Burke Technical Education about the downtown KCK Community Education Health and Wellness Center project and training options that are available.

The division is working with the KS Chamber to plan the 2022 Minority Business Summit. KCKCC will serve as a local satellite location for the event and will also serve as a local host and offer live panel discussions as well as synchronous panel discussions.

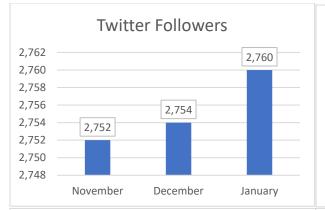
Select Marketing Initiatives

The division welcomed Rollie Skinner, graphic designer, to the marketing team on January 26. Rollie has a more than 15 years of experience, including working for Southwest Baptist University for 6 years.

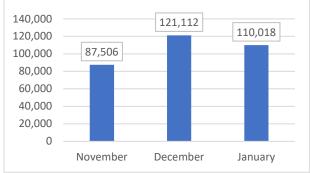
The division created the first of a series of videos about the KCK Community Education Health and Wellness Center project. The video is available on the Capital Campaign website.

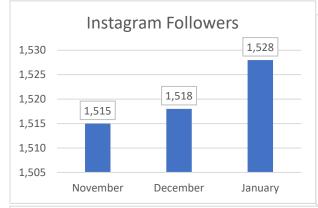
Centennial celebration plans are underway. The marketing office is working on several initiatives for the upcoming celebration, including 100 Stories of Impact. The department is seeking recommendations for students, alumni, faculty, staff and community members who have impacted or been impacted by KCKCC. Marketing staff will interview and create either written or video segments about these individuals. If you or someone you know would make a good story, please email <u>marketing@kckcc.edu</u>.

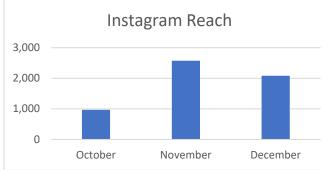
Social Media Stats and Select Posts

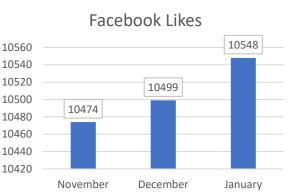


Facebook Post Reach

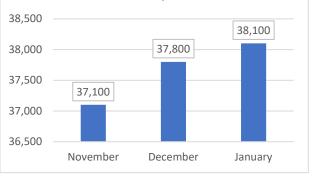


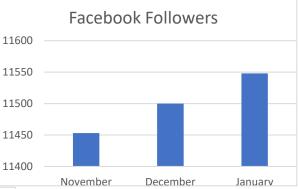


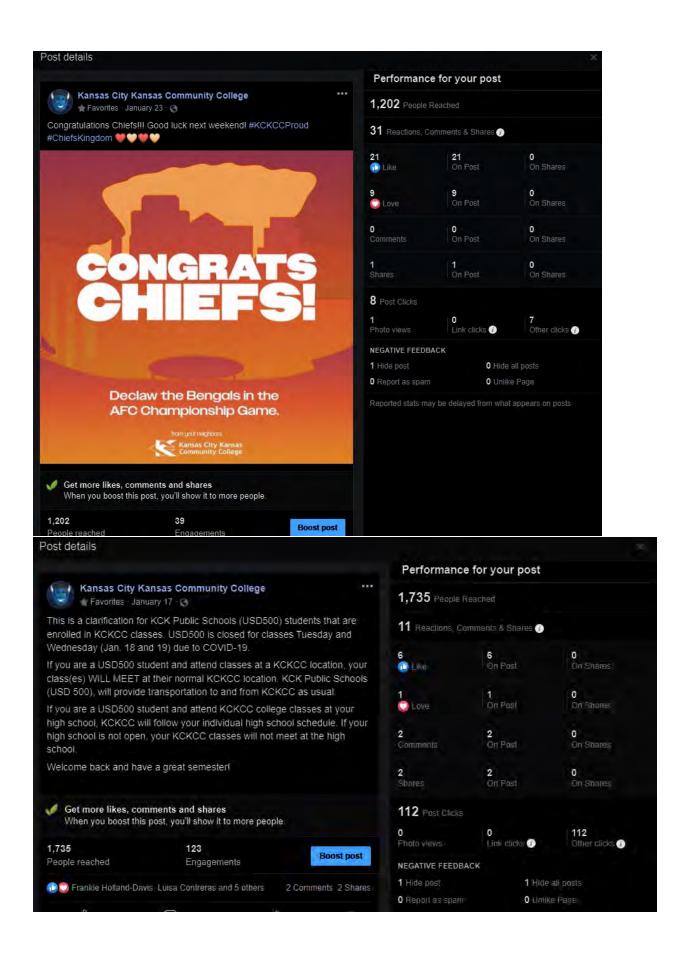


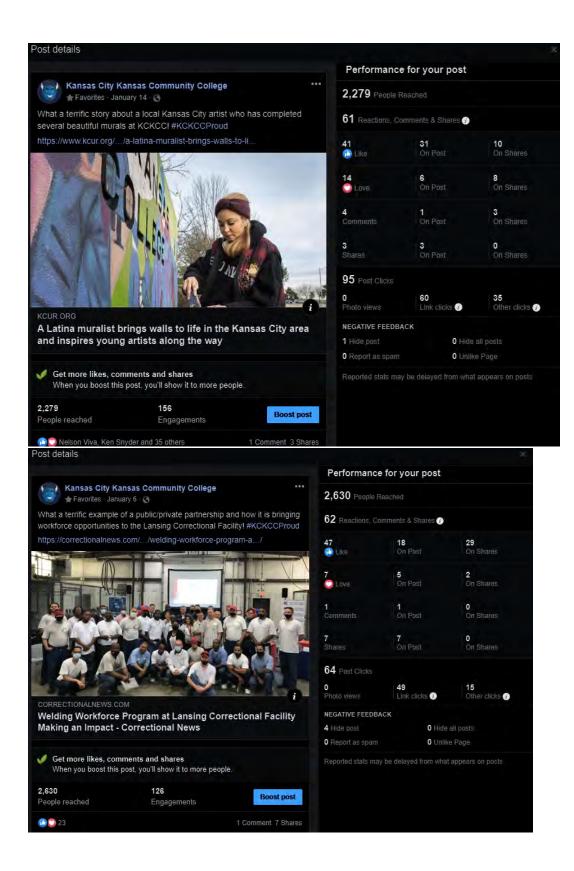


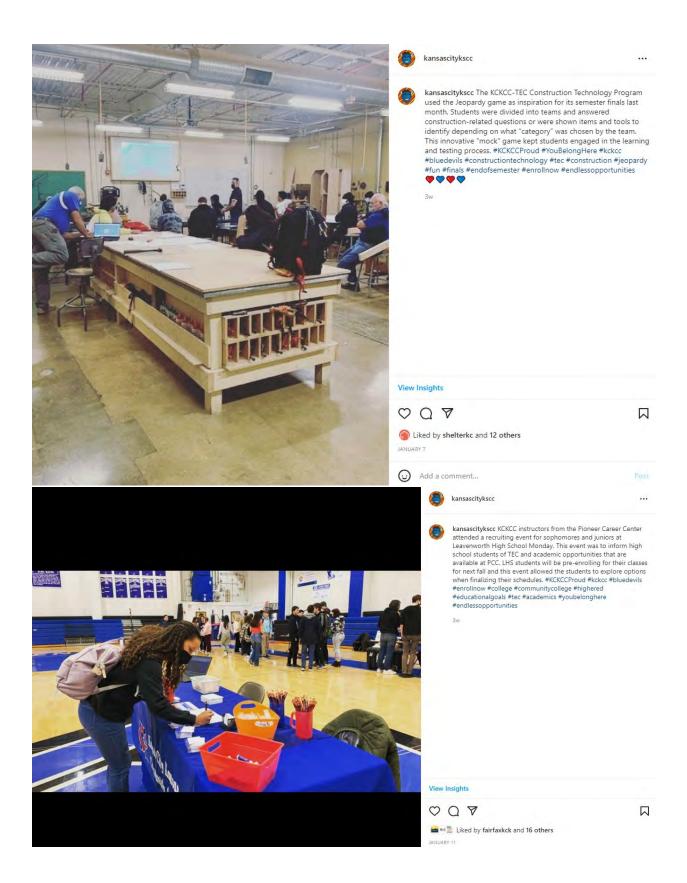
Twitter Impression











Tweet activity

KCKCC @KansasCityKSCC	Impressions	4,348
Congratulations @KckSoftball! #KCKCCProud ♥♥⊙⊙♥	Total engagements	130
https://twitter.com/KCKCCAthletics/status/148572312767821824 6	Detail expands	90
	Likes	20
	Profile clicks	11
	Retweets	7
	Link clicks	2

Website and Website Traffic

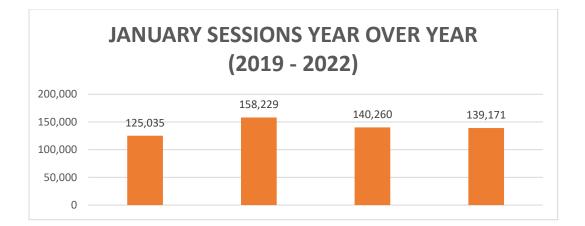
Web Services/Marketing has completed a major "behind the scenes" update to the college website. The backend of the KCKCC website has been updated to a new design framework. This new framework will make it easier in the future to make design changes to the website. This will ensure the website continues to meet current needs and be ready for future needs.

This update allows us to:

- Better customize our current content modules that we use to layout webpages.
- Create new content modules for new and emerging content needs.

Webpages now have greater design flexibility while continuing to follow the college brand standards and current website design guidelines. The plan is to first apply this update to all the top-level and most visited webpages such has the homepage, Steps to Enrollment and Tuition and Fees webpages over the next several months. The overall design of these webpages will not change unless there is an opportunity for improvement. In those cases, we will reach out and coordinate with the webpage's content owners. Secondarily, this update will be applied to lower-level webpages when time allows. This was the first major update since the website was launch in 2018.

X



Top Website Traffic for January 2022

Webpage	Pageviews
Degree / Certificate Webpage	12,987
Get Ready Page	7,282
Class Schedule	6,424
Steps to Enrollment	5,233
Web Advisor	5,004



BOARD OF TRUSTEES REPORT FINANCE & FACILITY SERVICES MICHAEL BEACH, CHIEF FINANCE OFFICER FEBRUARY 2022 REPORT

FINANCE - MICHAEL BEACH, CFO

- Responses for Mid-year budget review are coming in. There are no significant issues relating to meeting departmental or program budgets. Departments and programs appear to have sufficient overall budgets to meet their expense needs.
- FY2023 Budget process continues to move forward. Departments are submitting their budget requests. These are being compiled into the master budget workbook and will be available for **Budget presentations and President's Cabinet review. Budget** presentations are being scheduled for the next couple of weeks.
- The Finance department completed the quarterly report for Higher Education Emergency Relief Funds (HEERF) expenses. While the college incurred expenses during the last quarter for increased instruction costs due to COVID and for revenue losses, there were no actual draws made during the quarter. Thus, the report reflected zero costs.
- The Finance Department said good-bye to Melissa Jones, the College Bursar, during the month. The position has been posted and closed on the 14th of February.
- All year-end tax documents have been issued. These include W-2, the Annual W-3 Transmittal, 1098T, and 1099.

BOOKSTORE - MIKE GOWING, DIRECTOR

- Had a great Spring Rush.
 - o Overall sales are up 2.15% over last year
 - Bookstore was able to lower students book cost through buyback, Inclusive Access, and used sourcing.
 - o Clothing and gift sales are up 295% over last year
 - o Food sales are up 94% over last year
- Continuing to improve food options based on student and staff requests.
 - New freezer section in bookstore provides meal options.
 - New vending machines with sandwiches and snacks have been installed in the Lower Jewell cafeteria/deli area, with additional machines heading to TEC.
 - Partnering with Student Activities to bring food trucks on campus for more food options.
- Returns
 - o Currently holding \$2,320.19 in credits to use on future purchases.
 - Awaiting on credit in the amount of \$1,967.80 for returned books.

CENTRAL SCHEDULING - EVERETT FLETCHER, SUPERVISOR

- 101 Campus related activities held (i.e. meetings, workshops, events, exams).
- 6 Co-sponsored/Community events held at NO charge.
- 5 Outside Business/Community events held FOR charge.
- 15 requests/invoices prepared for upcoming events to be held on the campus of KCKCC.

FACILITY SERVICES - CHRIS GARDNER, DIRECTOR

ACCOMPLISHMENTS: partial list

- Handled 3 snow removal events.
- Toured MCC building.
- Installed new consumable dispensers at all locations.
- Installed QR codes for custodial work at the entire main campus. The QR codes is a pilot program from Cintas and sets SOP's for cleaning all types of spaces, a step-bystep checklist, and allows us to see how long it takes a person to clean a particular space.
- Completed paint scheme decision for student housing.
- Worked on COVID cost tracking.
- Started FY22-23 expense & capital budget planning.
- Attended Wyandotte County stakeholder advisory committee meeting.
- Completed PCC electrical IR scanning.
- Updated Facility Services SWOT Analysis.
- Started demos of CMMS systems.
- Scheduled BPU & P1 work for the switch gear replacement at the Field House & Print Shop. Cutover will take place from 3/13-3/20.
- Completed performance management training.
- Completed repair of exterior banners damaged by windstorms.
- Updated COVID costs tracking.
- Cleaned up the campus from snow event tree damage.
- Installed plexiglass partitions in TEC 1 electrical classroom.
- Installed new batting cage nets.
- Received all bids for parking lot and street work.
- Completed multiple fleet vehicle repairs.
- Completed installation and set-up of furniture in 3405 science room.
- Set-up for all indoor as well as outdoor events.
- Campus wide wall repair after Cintas dispensers' installation.
- Locker relocation at TEC1.
- Continue to update CAD drawings for building blueprints.
- CAD drawing submitted for Student Accessibility and Support Services remodel.
- New hallway and door signage installed for Food Pantry.
- Removed signage and repair walls in Facility Services Building, Flint Hallway, and Nursing Hallway.
- Data lines installed in 3403 and 3405 for remodel Science Building, Band Studio, PAC, and Athletics.
- Indoor batting cages installed in Field House.
- Sharp containers replaced around campus.
- Ceiling light (LED) upgrade in Cosmetology TEC1.

- Demo wall to create Darkroom.
- Streetlights around campus replaced or repaired as needed.
- Completed installation of both Upper and Lower Nursing building AHU's.
- Replaced all piping for fan coil units in room 3410 Science Building.
- Electrical outlets rerouted and fed in 3403 Science Building.
- Pulley Tensioner replaced for RTU 17 Social Science Building.
- Portable Heater installed for Welding classroom TEC1.
- Repair Heating units in Upper Humanities.
- New electrical wiring and outlets installed for Bookstore.
- New electrical wiring and conduit added for 2303 power.
- Media Services Hallway, ceiling lights (LED) upgrade completed.

GOALS FOR NEXT MONTH:

- Complete scope of responsibilities & staffing plan for in-house landscaping needs & TEC custodial work.
- Pour pads for BPU switch gear replacement project.
- Put together scope and a high-level schedule for asset tagging.
- Order shades for upper & lower Jewell.
- Complete high level FS building expansion drawings and submit to city for review.
- Complete clean up and organization of storage space in the Facility Services building.
- Continue repairs on streets, lots, and potholes.
- Create ADA access concrete work from bus stop leading to main sidewalk.
- Complete road leading to Performing Arts Center dock.
- Make repairs to parking lot around the drains at TEC 1.
- Remove tress on the backside of Humanities.
- Remove trees and debris from around the pond area.
- Get building signage updated campus wide.
- Replace TEC1 AHU.
- Upgrade Media Services lights.
- Develop handbook for Admin position.

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

Summary:

- The police department has one new officer that started January 3 (Victor Molina) and two new officers that started January 25 (Matt Griffin and Yasmiene Nichols).
- Assisted with traffic control and directions for public hearing on potential Wyandotte County public defender office January 22.
- Officers attended NARCAN training January 12, to be able to administer Naloxone in the case of a drug overdose.
- Chief Putzke and Deputy Chief Sievers completed the annual Survey of Campus Law Enforcement Agencies for the Bureau of Justice Statistics, a federally required survey.
- Chief Putzke and Deputy Chief Sievers completed the 2021 Kansas Asset Forfeiture Report.

Kansas City Kansas Community College Monthly Financial Summary

January - YTD FY2022						
		Results	Comments			
Total Assets	¢	137,328,133	Net increase of \$25.27M for the month; See H1			
		137,328,133	below			
Total Liabilities	¢	46,743,219	Net increase of \$1.01M for the month; See H1			
			below			
Net Position	\$	90,584,914	Net increase of \$24.25M; See H4 below			

Summary: Revenue and Expenses	Results		Comments
Total Revenues	\$	60,363,414	\$29.25M in revenues for the month; See H2
Operating Expenses	\$	40,415,119	\$4.66M in expenses for the month; See H3
Increase /(Decrease) in Net Positions	ć	19,948,295	YTD increase in Net Position is expected for
increase / (Decrease) in Net Positions		13,340,233	January See H4 below
Current Month - Burn Rate	\$	4,658,401	Monthly burn rate is \$39K more than
	5 4,058,401		December. CY Budgeted monthly burn rate
PRIOR YEAR MONTH - Burn Rate	\$	4,821,787	

	Highlights / Key Financial Initiatives
	The net increase in total assets is largely due to net cash received from revenues, less cash used to pay operating expenses and liabilities. Total liabilities increased during the month due to normal timing differences of accrued expenses and other accounts payable in the amount of \$1.01K. The College's total YTD operating cash position is approximately \$11.56M better than last year's YTD cash position.
Н2	Revenue received during the month of \$29.25M is largely due to tuition and fees received for Spring Semester in the amount of approximately \$924K; \$478K in Federal Grants/Financial Aid; \$555K in Auxiliary Revenues; \$22.04M in Property Taxes; and \$5.18M in State Aid.
НЗ	Operating Expenses during January were \$4.66M. This monthly burn is consistent with expectations and is approximately \$163K less than total monthly expenses during January 2021. Monthly expenses are well below the average monthly burn rate, and 11.2% below the YTD budget to actual expenditure rate of 58.33%.
	The College's overall net position increased \$24.25M during January. This increase is the result of revenues exceeding operating expenses for the month. This increase is expected for January primarily due to the receipt of property taxes and state aid revenues.

	Risks / Issues
R1	The top risk continues to be the status of the college's enrollments due to COVID-19. While enrollments for Spring Semester are up approximately 5% compared to FY 2021 Spring Semester, they still trail Spring Semester 2020. The College has received "one-time" HEERF revenues to cover increased costs due to COVID for the current fiscal year.
	Recent direction from the Department of Education indicates that all Federal HEERF Funds expire in May 2022 (this is one year after the College received its HEERF III award through ARPA). However, there is the ability to file for a one-year extension, making the effective expiration date May 2023. The college has requested the extension form for consideration. The recommendation from the Department of Education is to submit the extension 90 days prior to expiration date of the current grant. Plans are to file that extension by mid-February.

KANSAS CITY KANSAS COMMUNITY COLLEGE

Interim Summary Financial Statements - January 2022

Year to Date Fiscal Year 2022, with comparison to Fiscal Year Ended June 30, 2021

Summary Statement of Net Position

	YTD FY2022	Audited Year-End FY2021
Assets		
Current Assets	\$ 69,864,913	\$ 67,239,992
Noncurrent Assets	67,463,220	57,715,075
Total Assets	\$ 137,328,133	\$ 124,955,067
Liabilities		
Current Liabilities	\$ 9,110,035	\$ 12,533,388
Noncurrent Liabilities	37,633,184	37,633,184
Total Liabilities	46,743,219	50,166,572
Net Position	90,584,914	74,788,495
Total Liabilities and Net Position	\$ 137,328,133	\$ 124,955,067

Summary Statement of Revenue Expenses and Changes in Net Position

	YTD FY2022 Actual	Annual Budget	Annual Variance	YTD FY2021 Actual	Percent Used Actual to Budget
Operating Revenues	\$ 21,734,770	\$ 34,420,330	\$ (12,685,560)	\$ 19,524,412	63.15%
Non-Operating Revenues, Net	38,628,644	57,762,262	(19,133,618)	35,576,843	66.88%
Total Revenues	60,363,414	92,182,592	(31,819,178)	55,101,255	65.48%
Operating Expenses	40,415,119	85,687,565	45,272,446	38,329,403	47.17%
Increase/(Decrease) in Net Positions	\$ 19,948,295	\$ 6,495,027	\$ 13,453,268	\$ 16,771,852	

	ANSAS COMMUN					
STATEMENT C		_				
Y1	D JANUARY 2022	2				
	DUDOFT)/75	FOREGAOT		VADIANOE	DEDOENT
	BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
	FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	USED ACTUAL
	FY 2022	1/31/2022	2022	1/31/2021	TO BUDGET	TO BUDGET
Operating Revenues:						
Student Tuition and Fees	\$ 10,913,730	\$ 9,039,323	\$ 10,913,730	\$ 8,820,140	\$ (1,874,407)	82.83%
Federal Grants and Contracts	19,875,000	10,121,764	19,875,000	8,519,844	(9,753,236)	50.93%
State Contracts	568,000	594,845	568,000	311,156	26,845	104.73%
Private Gifts, Grants & Contracts	263,000	178,100	263,000	148,000	(84,900)	67.72%
Auxiliary Enterprise Revenue	2,525,000	1,578,101	2,525,000	1,640,305	(946,899)	62.50%
Other Operating Revenue	275,600	222,637	275,600	84,967	(52,963)	80.78%
Total Operating Revenues	34,420,330	21,734,770	34,420,330	19,524,412	(12,685,560)	63.15%
Nonoperating Revenues (Expenses)		-		_		
	44,000,050		44.000.050	25 020 004	(40.004.500)	FC 000/
County Property Taxes	44,900,250 10,359,582	25,575,652	44,900,250	25,620,991	(19,324,598)	56.96% 100.00%
State Aid	, ,	10,359,582	10,359,582	10,377,364	-	
SB155 AID	3,004,750	2,976,540	3,004,750		(28,210)	99.06%
Investment Income	100,000	18,025	100,000	18,401	(81,975)	18.03%
Interest Expense on Capital Asset Debt	(602,320)	(301,155)	(602,320)	(439,913)	301,165	50.00%
Transfer from Capital Reserves	-	-	-		-	0.00%
Total Nonoperating Revenues	57,762,262	38,628,644	57,762,262	35,576,843	(19,133,618)	66.88%
Total Revenues	92,182,592	60,363,414	92,182,592	55,101,255	(31,819,178)	65.48%
Operating Expenses:		_		_		
Salaries & Benefits	44,166,500	22 175 400	44,166,500	22,006,202	(20,991,001)	52.47%
	, ,	23,175,499	, ,	23,006,302		52.47%
Contractual Services	1,646,482	939,540	1,646,482	926,378	(706,942)	49.62%
Supplies & Other Operating Expenses	14,617,063	7,252,442	14,617,063	6,503,728	(7,364,621)	
Utilities	1,972,500	963,507	1,972,500	948,453	(1,008,993)	48.85%
Repairs & Maintenance to Plant	5,290,020	1,135,261	5,290,020	1,863,155	(4,154,759)	21.46%
Scholarships & Financial Aid	13,775,000	6,946,826	13,775,000	4,972,632	(6,828,174)	50.43%
Strategic Opportunities	1,250,000		* 1,250,000	-	(1,250,000)	0.00%
Contingency	250,000	2,044	250,000	108,755	(247,956)	0.82%
Debt Service	2,720,000	-	2,720,000	-	(2,720,000)	0.00%
Total Operating Expenses	85,687,565	40,415,119	85,687,565	38,329,403	(45,272,446)	47.17%
Increase in Net Position	\$ 6,495,027	\$ 19,948,295	\$ 6,495,027	\$ 16,771,852	\$ 13,453,268	
* We have utilized \$150,685 of the strategic initiative fundi	ng to date. The ex	penses were expen	ded out of various S	upplies & Expense	accounts.	

KANSAS CITY KANSAS COMMUNITY COLLEGE Summary Statement of Revenue Expenses and Changes in Net Position YTD JANUARY 2022

	FY2022 Actual	Amended Budget	FY2021 Actual	Annual Budget	FY2020 Actual	Annual Budget	FY2019 Actual	Annual Budget
Operating Revenues	\$ 21,734,770	\$ 34,420,330	\$ 19,524,412	\$ 26,816,600	\$ 17,966,234	\$ 27,315,064	\$ 19,228,700	\$ 29,246,544
Non-Operating Revenues, Net	38,628,644	57,762,262	35,576,843	57,320,243	36,335,031	57,959,925	35,408,723	53,604,198
Total Revenues	60,363,414	92,182,592	55,101,255	84,136,843	54,301,265	85,274,989	54,637,423	82,850,742
Operating Expenses	40,415,119	85,687,565	38,329,403	79,144,659	39,532,338	80,812,679	40,084,479	79,979,223
Increase/(Decrease) in Net Positions	\$ 19,948,295	\$ 6,495,027	\$ 16,771,852	\$ 4,992,184	\$ 14,768,927	\$ 4,462,310	\$ 14,552,944	\$ 2,871,519

		KANSAS CITY KANSAS (BANK BALANCES PE								
		DAIN DALANCES PE			1					
								YTD	F	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND		CHECKING	IN	VESTMENTS		31-Jan-22		31-Jan-21
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$	507,035			\$	507,035	\$	520,042
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$	4,122,784			\$	4,122,784	\$	2,663,421
BROTHERHOOD BANK	61	CAPITAL OUTLAY			\$	3,183,827	\$	3,183,827	\$	3,174,284
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$	281,044			\$	281,044	\$	278,675
LIBERTY BANK			\$	508,271			\$	508,271	\$	505,849
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$	497,787			\$	497,787	\$	202,275
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$	512,068			\$	512,068	\$	1,052,090
SECURITY BANK***	11	GENERAL FUND	\$	43,400,481			\$	43,400,481	\$	31,842,337
SECURITY BANK	15	TECHNICAL ED FUND	\$	820,881			\$	820,881	\$	821,391
SECURITY BANK	16	STUDENT UNION	\$	1,431,431			\$	1,431,431	\$	1,246,604
		(AUXILIARY SERVICES)								
SECURITY BANK	63	STUDENT HOUSING	\$	10,448,575			\$	10,448,575	\$	-
		(CONSTRUCTION FUND)								
UMB BANK *	17	PAYROLL	\$	-			\$	-	\$	-
TOTAL			\$	62,530,357	\$	3,183,827	\$	65,714,184	\$	42,306,968
	Current	Droviewe Menth								
91-day Treasury Rate	Current 0.240	Previous Month 0.090	P	revious Year 0.080						
91-day Treasury Rate	0.240	0.090		0.080	6					
 Payroll clearing account nor ** No interest paid, no fees c 		-γ-υ- balance unless tax pay	ment	deadline falls a	inter	the close of t	ne (current mont	n.	
*** No Interest paid, no fees c ***No Fees assessed by Secu	0	wath ash and Develo					-		-	

			ŀ	(ansas City Kansas C	ommunity College					
			Ca	shflow Analysis (Ge	neral & TEC Funds)				
July 1, 2021 to J	une 30, 2022									
July 1, 2020 to J	une 30, 2021									
Month	FY2022	FY2021	FY2022	FY2021	FY2022	FY 2021	FY2022	FY2021	FY2022	FY2021
	Operational	Operational	Operational	Operational	Net	Net	Transfers	Transfers	Cash	Cash
	Cash	Cash	Cash	Cash	Change	Change	In/Out	In/Out	Balance	Balance
	Inflow	Inflow	Outflow	Outflow						
June									33,389,214	20,787,707
July	2,723,922	3,429,836	(6,357,332)	(5,377,634)	(3,633,410)	(1,947,798)			29,755,804	18,839,909
August	10,086,186	7,193,429	(10,957,213)	(6,050,200)	(871,027)	1,143,229	(1,712)	(21,297)	28,883,065	19,961,841
September	9,451,036	9,565,036	(11,990,740)	(8,587,336)	(2,539,704)	977,700	1,580		26,344,941	20,939,541
October	10,893,451	3,690,944	(4,301,288)	(5,631,319)	6,592,163	(1,940,375)			32,937,104	18,999,166
November	2,223,477	2,867,892	(8,911,138)	(7,238,935)	(6,687,661)	(4,371,043)			26,249,443	14,628,123
December	3,934,558	1,098,189	(7,770,982)	(5,601,686)	(3,836,424)	(4,503,497)			22,413,019	10,124,626
January	29,192,526	29,633,372	(7,384,183)	(7,094,270)	21,808,343	22,539,102			44,221,362	32,663,728
February	5,455,993	5,455,993	(6,433,678)	(6,433,678)	(977,685)	(977,685)			43,243,677	31,686,043
March	4,568,105	4,568,105	(9,345,892)	(9,345,892)	(4,777,787)	(4,777,787)			38,465,890	26,908,256
April	5,013,271	5,013,271	(8,372,819)	(8,372,819)	(3,359,548)	(3,359,548)			35,106,342	23,548,708
May	1,080,147	1,080,147	(6,094,356)	(6,094,356)	(5,014,209)	(5,014,209)			30,092,133	18,534,499
June	23,392,021	25,572,380	(10,717,664)	(10,717,664)	12,674,357	14,854,716			42,766,489	33,389,214
Totals	108,014,693	99,168,594	(98,637,286)	(86,545,790)	9,377,407		(132)	(21,297)		
Bold = Actual										<u> </u>
	68,505,156		(57,672,876)							
			-							
GL Balance	General Fund	\$ 43,400,481								
	TEC Fund	\$ 820,881								
		\$ 44,221,362								

KANSAS CITY KANSAS COMMUNITY COLLEGE Debt Position YTD JANUARY 2022

	Original	Original	Original	Refinance	New	Balance	Payments	FY22	Less	Balance
Debt Issuance	Issue Date	Maturity Date	Principal Issued	Principal Issued	Maturity Date	6/30/2021	Due Date	Amount	Interest	6/30/2022
COP-Capital Lease Oblig	7/1/2013	6/1/2027	\$5,750,401	\$1,585,000	4/1/2023	\$815,000	6/1/2022	\$425,988	\$25,988	\$415,00
	3/1/2014	5/1/2029	\$8,045,000	\$4,025,000	4/1/2026	\$3,040,000	5/1/2022	\$633,140	\$93,140	\$2,500,00
	3/1/2020			\$11,095,000	4/1/2029	\$9,480,000	4/1/2022	\$2,129,200	\$379,200	\$7,730,00
	3/1/2020			\$4,270,000	4/1/2029	\$4,260,000	4/1/2022	\$133,990	\$103,990	\$4,230,00
Revenue Bond Oblig	1/27/2021		\$19,840,000	NA	NA	\$19,840,000	9/1/2021	\$763,847	\$763,847	\$19,840,00
			\$33,635,401	\$20,975,000		\$37,435,000	-	\$4,086,165	\$1,366,165	\$34,715,00

Predictive Model of Significant Annual Cash Flows - FY2022 Inflows Outflows

	Description		Amount
July			
August	State Aid - Disbursement 1	\$	5,179,791
	Covid Student Relief Funds	\$	800,000
	Covid Institutional Funds	\$	2,299,660
September	Tax Distribution	\$	2,845,034
	Current Tax	\$	982,000
	Heavy Truck	\$	992
	Motor Vehicle	\$	
	Commercial Motor Vehicle Motor Vehicle Excise	\$ \$	11,500
	RV	ې \$	10,792 7,000
	Delinquent	ڊ \$	282,750
	Financial Aid Draw	\$	3,200,000
	Covid Student Relief Funds	\$	1,750,000
October	Tax Distribution	\$	808,695
	Current Tax	\$	2,750
	Motor Vehicle	\$	582,600
	Commercial Motor Vehicle	\$	2,500
	RV	\$	1,489
	Delinquent	\$	219,356
	SB 155 Funding - Disb	\$	3,200,000
November			
December			
January	Tax Distribution	\$	
	Current Tax	\$	
	Heavy Truck Motor Vehicle	\$	6,700
	Commercial Motor Vehicle	\$ \$	
	Motor Vehicle Excise	ې \$	18,153 11,332
	RV	ڊ \$	
	Industrial Revenue Bonds	\$	
	Delinguent	\$	
	State Aid - Disbursement 2	\$	5,179,791
February	Financial Aid Draw	\$	
	Covid Student Relief Funds		1,250,000
March	Tax Distribution	\$	1,679,021
	Current Tax	\$	986,300
	Heavy Truck	\$	3,260
	Motor Vehicle	\$	373,500
	Commercial Motor Vehicle RV	\$ \$	119,600 1,061
	Delinquent	ڊ \$	195,300
April	Dennquent	Ļ	155,500
May			
June	Tax Distribution	\$	17,031,232
	Current Tax	\$	15,600,000
	Heavy Truck	\$	2,230
	Motor Vehicle	\$	980,000
	Commercial Motor Vehicle	\$	27,500
	RV	\$	6,200
	Industrial Revenue Bonds	\$	
	Delinquent	\$	223,000

Description	Amount
Description	Amount
Insurance	(\$450,000)
(Down Payment)	
Financial Aid Refunds	(\$800,000)
Financial Aid Refunds	(\$3,050,000)
COP - Interest on Debt	(\$241,595)
(Certificates of	
Participation)	
	(1
COP - Interest on Debt	(\$46,570)
COP - Interest on Debt	(\$12,994)
Insurance Payment	(\$300,000)
	(\$300,000)
	(\$2,550,000)
Financial Aid Refunds	(\$2,550,000)
COP - P & I	(\$2,021,595)
(Principal and Interest)	(\$2,021,333)
(i melparana merest)	
COP - P & I	(\$586,570)
COP - P & I	(\$412,994)

1			ELECTRIC	AL USAGE			
DATE	кwн	DOLLARS	CENTS	DATE	кwн	DOLLARS	CENTS
			PER KWH				PER KWH
1/30/2017	669,778	\$67,660	10.10	1/30/2018	693,552	\$89,219	12.86
2/27/2017	520,873	\$59,658	11.45	2/28/2018	607,766	\$81,656	13.43
3/30/2017	571,377	\$66,275	11.59	3/28/2018	523,914	\$76,238	14.55
4/27/2017	488,937	\$62,282	12.73	4/27/2018	543,350	\$80,058	14.73
5/30/2017	519,433	\$63,673	12.25	5/30/2018	489,912	\$69,589	14.20
6/29/2017	493,221	\$63,308	12.83	6/28/2018	465,616	\$66,247	14.22
7/28/2017	517,966	\$69,963	13.50	7/30/2018	508,674	\$65,879	12.95
8/30/2017	509,347	\$65,091	12.77	8/30/2018	519,245	\$66,724	12.85
9/28/2017	471,352	\$68,199	14.45	9/28/2018	441,010	\$67,393	15.28
10/30/2017	510,088	\$66,797	13.09	10/30/2018	523,678	\$74,199	14.16
11/29/2017	440,328	\$72,722	16.51	11/29/2018	553,893	\$79,005	14.26
12/28/2017	543,884	<u>\$75,020</u>	13.79	12/28/2018	<u>566,892</u>	<u>\$80,894</u>	14.27
year 2017	6,256,584	\$800,648	12.79	year 2018	6,437,502	\$897,101	13.98
1/30/2019	609,645	\$83,726	13.73	1/30/2020	501,163	\$72,729	14.51
2/27/2019	625,832	\$80,202	12.81	2/28/2020	507,458	\$71,243	14.03
3/28/2019	554,141	\$78,123	14.09	3/30/2020	488,515	\$73,813	15.10
4/29/2019	510,325	\$73,381	14.37	4/30/2020	279,539	\$47,494	16.90
5/30/2019	441,276	\$66,651	15.10	5/28/2020	296,200	\$53,723	18.13
6/27/2019	436,477	\$63,796	14.61	6/30/2020	412,142	\$61,005	14.80
7/31/2019	537,680	\$64,553	12.00	7/30/2020	456,500	\$64,387	14.10
8/29/2019	494,320	\$67,133	13.58	8/28/2020	417,396	\$58,039	13.90
9/27/2019	485,749	\$63,507	13.07	9/29/2020	478,281	\$67,910	14.10
10/30/2019	528,274	\$73,213	13.85	10/29/2020	479,090	\$75,859	15.80
11/26/2019	440,981	\$65,663	14.89	11/25/2020	443,240	\$65,829	14.85
12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91	12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07
year 2919	6,188,892	\$852,891	13.83	year 2020	5,355,424	\$789,932	14.94
1/20/2021	F 81 040	675 CC2	12.00	1/21/2022		600 277	10.10
1/28/2021	581,940	\$75,663	13.00	1/31/2022	678,586	\$89,277	13.15
2/25/2021	664,720	\$76,586	11.52				
3/30/2021	568,580	\$73,401	12.90				
4/29/2021	516,220	\$64,693	12.53				
5/27/2021	446,300	\$57,583	12.90				
6/29/2021	529,020	\$58,806	11.11				
7/29/2021	484,980	\$61,788	12.73				
8/31/2021	551,720	\$70,049	12.69				
9/29/2021	521,420	\$68,641	13.16				
10/31/2021	522,405	\$70,567	13.50				
11/29/2021	570,895	\$74,484	13.04				
12/31/2021	471,750	<u>\$68,536</u>	14.52				
year 2021	6,429,950	\$820,797	12.80				

BOARD OF TRUSTEES REPORT HUMAN RESOURCES FEBRUARY 2022

Training and Development

- Meetings are being conducted with key stakeholders across the college to assess KCKCC's professional development needs.
- Thirteen employees attended the training session offered by HR during Welcome Week about *Giving Constructive Feedback*.
- New and current supervisors have been invited to attend Supervisor Training on February 23rd, 24th and 25th. Topics include:

Wednesday, February 23, 2022

Welcome and Introductions

Christina McGee, Chief Human Resources Officer

Diversity

Gaby Flores, Director Center for Equity, Inclusion, and Multicultural Engagement

Understanding and Managing Time and Leave Sean Burkett, Employee Relations Business Partner

Angie Masloski, Payroll Coordinator

Workplace Communication: Giving Constructive Feedback *Sheila Joseph, Talent Development Manager*

Thursday, February 24, 2022

The Hiring Process

Victoria Anderson, Employment Coordinator

FMLA, ADA, and Worker's Compensation *Sherita Miller-Williams, Benefits Coordinator*

Friday, February 25, 2022

Performance Evaluations

Sean Burkett, Employee Relations Business Partner

The Disciplinary Process

Sean Burkett, Employee Relations Business Partner

Employment

• Human Resources has identified VerifiedFirst as our new partner to conduct background checks. VerifiedFirst will allow the background check process to be completely electronic to speed up the onboarding process and ensure compliance with up-to-date features.

• We are working with our applicant tracking system, ApplicantStack, to allow hiring committees access to application materials through the system. We hope to have this feature live in the coming months.

Employee Relations

2021 Employee Turnover Rate

Month	Monthly Turnover Rates	Quarterly Turnover Rates	Annual Turnover Rate
January	1.5%		
February	0.5%		
March	0.6%	2.6%	
April	0.5%		-
May	1.6%		
June	1.1%	3.2%	
July	0.8%		-
August	1.5%		
September	0.6%	2.9%	
October	1.1%		-
November	0.6%		
December	0.5%	2.2%	11.00%

- KCKCC's 2020 turnover rate was 15.23%
- KCKCC's 2019 turnover rate was 9.70%
- 2019 Average Higher Education Turnover rate 13.87%
- The Society for Human Resources Management (SHRM) assessed average turnover rates across all industries in mid-2017 - 19%
- In the 2021 Bureau of Labor Statistics report, the overall turnover rate is 57.3%

Center for Equity, Inclusion and Multicultural Engagement (CEIM)

- Gaby Flores and Dr. Rasheed are scheduled to attend Title IX training with Husch Blackwell on February 9 & 10 which should help clarify roles in the larger organization structure.
- In addition to New Hire Orientation, CEIM is working to prepare a learning module for Supervisor Training, which is scheduled for February 23 -25 (9am – Noon). Although its still in development, its focus will be to provide supervisors with training on traits of an inclusive leader and other ways to integrate equity and inclusion into the daily operations of their respective departments. This session will be primarily for new supervisors to KCKCC but also a refresher for other supervisors who may have been with the organization some time.
- In collaboration with Jennifer Gieschen and Dr. Amanda Williams, Gaby Flores co-presented a cocurricular session during Assessment Day on January 11. The focus of the session was on a novice co-curricular assessment program evaluation process (and respective learning curve) juxtaposed to a seasoned program. It was only a 30-minute session but was well-received.
- Gaby Flores also delivered two sessions during the Professional Development Day on January 13. One session focused on Unconscious Bias and the other on Cross-Cultural Communication. Both topics were delivered in order to gauge if there was institutional interest and appetite for the subjects. An informal survey was deployed following the session on Cross-Cultural Communication. 5 of approximately 25 participants completed the survey, with 100% responding as either agree or

strongly agree that we met the course objectives and that they could name 3 of the 5 steps described in the course. In a similar format, CEIM will collaborate with the Center for Teaching Excellence on the first of four offerings focusing on DEI topics, entitled First Fridays. The first session will focus on Unconscious Bias and how it manifests in the classroom, as well as address some strategies for mitigating bias in our learning spaces. The session will be held via zoom on 2/4/22 over the noon hour.

<u>Title IX</u>

The Title IX Committee is working on launching a climate survey designed to learn more about how KCKCC students feel about campus safety, how to report incidents of sexual harassment and sexual violence, and what services are available on and off campus. The survey takes about 5-10 minutes to complete and is voluntary. The survey will run between February 21st and March 12th.



Human Resources Newsletter

KCKCC Covid-19 Protocols

Face masks are required for all individuals, vaccinated or unvaccinated, while inside all KCKCC owned and operated facilities. Please see additional information provided below and on KCKCC's COVID-19 webpage located <u>here</u>.

While the COVID-19 pandemic continues to impact our daily lives, especially with the highly contagious Omicron variant, Kansas City Kansas Community College (KCKCC) continues our steadfast commitment to make the health and safety of all our employees, students, and guests our number one priority.

The best way to fight COVID-19 is to get vaccinated. Vaccinations are free and readily available. Click <u>here to find vaccination</u> <u>locations.</u>

Leave Deduction Update (Non-Exempt)

Non-exempt staff, as a reminder, the process for how leave is deducted has changed with the transition to timesheets. Leave is deducted when payroll is processed for the pay period the leave is taken. The following resources are available below to assist with this transition:

- Non-Exempt Time and Leave Presentation
- Non-Exempt Leave Submission Video
- Non-Exempt Timesheet Submission Video
- <u>Non-Exempt Timesheet Approval Video</u>
- Leave Usage Chart

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<u>Useful Links</u>

HR MyDotte	Self Service
<u>Payroll Calendar</u>	
Policies and Proc	edures



Did a coworker assist you with a project that was outside of the scope of their duties? You can now send an employee an electronic high five!

Kckcc.edu/highfive



1/25/2022

Buy at-home COVID-19 diagnostic tests. And get reimbursed.



Effective immediately, under new federal guidelines, Aetna[®] members with individual, employer-sponsored and student health commercial health insurance now have coverage for over-the-counter (OTC) COVID-19 tests. These tests can be used to help you diagnose a COVID-19 infection and limit its spread to your family and community.

Here's what you need to know:

What's covered?

This new benefit covers eight OTC COVID-19 tests per member every 30 days without a physician's order. Eligible tests must be authorized, cleared, and approved by the U.S. Food and Drug Administration. You can get reimbursed for OTC COVID-19 tests bought on or after January 15, 2022.

OTC COVID-19 tests used for employment, school or recreational purposes are not covered. Also, lab-based PCR home collection kits are not covered by this mandate.

→ How do I get my OTC COVID-19 tests covered?

Submit a claim for reimbursement after you buy OTC COVID-19 tests online or at a pharmacy or retail store. Just log onto your <u>Aetna member website</u>, and follow the claims submission instructions. Once your claim is approved, a check will be mailed toyou.

At this time, you can expect to be fully reimbursed for the cost of an OTC COVID-19 test. Reimbursement is available during the COVID-19 public health emergency.

→ Where else can I find OTC COVID-19 tests?

You can also order four free OTC COVID-19 tests from **<u>COVIDtests.gov</u>**. There's no cost for shipping. Plus, you don't need to enter a credit card.

Submit claim

Questions? We've got answers.

Just check out the latest guidelines on OTC COVID-19 tests.



"Dr. Victor Ammons goes above and beyond in his efforts to build the KCKCC IRB and to make it its best. He ensures everyone has an opportunity to share their voice while remaining object himself and serving as a voice of reason. Victor also lends himself as an excellent mentor to other faculty and a consistent source of encouragement. Thank you Dr. Ammons!"

"Adoria strives to make sure evening services are accessible to students. Several students have mentioned how she just listens to them when they just want to talk, especially those student athletes from out of state who are missing their families and friends. Just recently at the Back to School Bash, she was working the Learning Commons table. There were several students visiting with her and she was asking them about their classes. She was saying, no worries if you need a tutor or study room, just let me know! She has built relationships with the tutors to know which tutor to send the students to for specialized needs. Adoria. YOU EXEMPLIFY what is needed for helping students be successful. Adoria, THANK YOU for all YOU do!"

2022 Benefit Elections (Aetna)

The Human Resources department has completed the upload of all the 2022 benefit elections in the payroll system. For those employees that elected benefits during this open enrollment period, your new premium rates are now available on your paycheck.

We encourage you to review your paycheck to ensure that all benefit changes or deduction amounts are accurate. If you have any questions or concerns regarding the benefit deduction amounts listed on your paycheck, please contact Sherita Miller-Williams at 913-288-7426 or swilliams@kckcc.edu

Reminder on Leaves

Any personal and merit leave must be approved and used by July 1, 2022. Merit has been awarded for individuals that met eligibility requirements. If you have questions, please contact your supervisor.

Sick leave can accumulate from year to year with no limit. Vacation accrues on the first business day of each month, and it is not front loaded. It accrues a month behind (e.g., start in April and accrue the beginning of May). Vacation has a max accrual amount. Please see the <u>Benefits Summary</u> on the HR MyDotte for more information.

Reminder to non-exempt staff – leave now deducts on the pay period the leave is used, not at the time of approval. Refer to the training materials on the HR MyDotte for more information.

Self-Service

Ellucian Self-Service is a one stop shop for multiple services:

- View W-2 and Earning Statements
- Update your direct deposit
- Update your emergency contact
- Update your personal address, phone number and e-mail
- View your stipends, work history, and faculty contracts

The Employee Self-Service Training Manual is available for step by step instructions.

5 steps to creating or changing habits

Whether you want to create a new, healthy habit or change an unhealthy one, keep these simple steps in mind.

1	 Start small It can be frustrating to choose a big goal and fall short. But breaking it into smaller pieces can help. Think of the health goal you want to reach. Ask yourself about small changes you can make to move toward your goal. Pick one and work to make it a healthy habit. 	e e e e e e e e e e e e e e e e e e e
2	Pick a time and place It's easier to remember to do things when you do them at the same time, in the same place. Here's an example: "I'll go for a walk at 3 PM in the park."	
3	 Try stacking your habits Is there something new you want to add to your routine? Try slipping it into one you already have in place. Here's an example: Old bedtime routine: Washing your face. Brushing your teeth. Reading for 30 minutes. New bedtime routine: Washing your face. Taking your medicine. Brushing your teeth. Reading for 30 minutes. 	
4	 Don't stop, replace. Our habits become part of us and our brains get used to the behavior. So try replacing the one you want to change with something healthier. Old habit: Eating ice cream after dinner. New habit: Eating low-fat ice cream after dinner. Old habit: Drinking soda with lunch. New habit: Drinking water with lunch. 	
Б	Give yourself time	

It usually takes about 2–3 months for a change to become a habit. So be patient with yourself and know that you'll get there!



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Professional Development

I'm excited to take this opportunity to introduce myself! My name is Sheila Alter Joseph, and I started as Talent Development Manager in the Human Resources Department in December 2021. I was hired to assess our training and development needs and to propose, design, and conduct trainings across the college. My husband and I moved here from California where I worked in training and development for social services in Alameda County. I have also taught English composition and literature at the community college, taught in and run a non-traditional age high school program at the adult school, and worked as an instructional designer and technical writer. When I'm not working, I love to spend time with my family, read, bake, and take walks. I look forward to meeting you all at future trainings!

Did you know that professional development (PD) funds are available to all full-time employees and adjuncts to attend workshops, seminars, and events related to faculty or staff development? Your position must be directly related to the event or training for which you are requesting funds.

Applicants are eligible for the maximum of funding per academic year to attend are:

- Full-Time Faculty \$650.00
- Full-Time Staff \$500.00
- Adjuncts \$325.00

Fred Pryor hosts a variety of e-learning topics. The cost is \$99 per year which can be covered by PD Funds if eligible. Topics include communication, computers and software, management and leadership, personal development, and time management courses. <u>Click here for a full list of offerings.</u>

All professional development fund requests, including Fred Pryor, can be requested by completing the <u>Professional Development Funds</u> <u>Request Form.</u>

Did you also know that KCPDC (Kansas City Professional Development Council), a consortium of local colleges and universities, offers several Professional Development opportunities for faculty and staff? You can see the full schedule of sessions on the <u>KCPDC website</u>, including the <u>Supervisory Development Program (SDP)</u>, the <u>Faculty Development Program (FDP)</u>, and <u>Special Topics (ST)</u>.

Upcoming KCPDC Sessions

Feb 10 - Internalizing the Revolution©: Lasting DEI Approaches for Liberation and Justice (ST)

Feb 11 - Active Learning Strategies to Engage Students (FDP)

Feb 12 - Advanced Academy: Universal Design for Learning (FDP)

Feb 15 - Inclusive Leadership: Developing Intercultural Awareness for Effective Team Building and Innovative Outcomes (SDP)

Mar 2 - It Takes More Than a Rainbow Flag: Moving Beyond Performative Measures and Increasing LGBTQ+ Allyship Behaviors in Academia (ST)

Mar 4 - Best Practices for Technology in the Classroom (FDP)

Mar 5 - Enhancing Teaching and Learning Conference

If you're interested in attending, please contact:

Staff - Sheila Joseph (sjoseph@kckcc.edu)

Faculty - Tom Grady (tgrady@kckcc.edu)

The number of participants from each participating college is limited, and registration is on a first-come, first-served basis.



Call for Proposals Submissions Due: March 11, 2022 Professional Development Conference

Innovate,

Integrate & Motivate

MAY 25, 2022, 8:30AM-4:15PM

Keynote: Dr. Art DeGroat

This conference provides an opportunity to learn and network with other higher education professionals within the Kansas City area. through concurrent one hour sessions, presenters are encouraged to create an interactive breakout session for up to 30 participants that will appeal to a broad educational audience.

Session topics should tie into the overall theme, "Innovate, Integrate & Motivate and should relate to one of the following tracks:

- 1. Personal Fulfillment
- 2. Professional Development
- 3. Supervisory Success
- 4. Institutional Effectiveness

CLICK HERE TO SUBMIT A PROPOSAL

Promotions within the KCKCC Family

Audrey Alexander - Foundation Coordinator II Krystal Brier - Admissions Recruiting Coordinator I Lulio Marin Alfonso - Maintenance Manager Meghann Patrick - Adult Education GED Instructor Reem Rasheed - CEIM Coordinator I (Center for Equity, Inclusion, and Multicultural Engagement) Sarah Larson - Nursing Instructor Shawn Schavee - Grounds & Services Manager Zachary Slater - Custodial Manager

New Members of the KCKCC Family

Angel Woods Anna Barnes Annette Farrell Ardisia Carter **Bailey Lane** Brandon Gossett **Christopher Bergen Christy Fornal** Curtis Leiker **Daniel Dissmore** Danielle Dickerson **David Jones Elaine Mellott Emily Hoschouer** Francis Okafor Georgia Gunter **Glen Parks** Graciela Diaz Hannah Hawk Iva Powers Jaden Taylor James Albright

James Todd Janine Mot Jason Goudau Jayme Breault Jennie Wooten Jennifer Leftwich John Anderson **Julia Legate Justin Baas** Kathleen Burke Kay Cee Mills Kayla Garza Kendell Avery Kenneth Dedrick Kevin Walterbach Kris Green Laena Loucks Larry Haile Laurel Lund Linda Taylor Luke Wenger Mahmoud Bishr

Manuel Ramirez Marco Tapia Marion Chappell Martha Turvey Matthew Griffin Matthew Schlicht Micah Hydeman **Michael Camp** Michael Kirkwood Michael Reynolds Michael Saylor **Michelle Ferguson** Mike Gowing Monika Raglin Murtadha Shaheen NaQari Harris Natasha Jenkins Nicole Wilburn Noah Sturdevant Pedro Leon Torres **Rachel Tigner** Raymond Demarchi

Robel Bekele Roger Villanueva **Rollie Skinner Russell Strange Ruth Hanson Ryan Ellis** Sarah Larson Sarah Webb Sheila Joseph Stephanie Smith Steven Brosemer Steven Mortell Susan Miller Ty Melgren Tyler Scott Vanessa Acosta-Carillo Victor Molina Victoria Jones Yasmiene Nichols Yoel Tekle **Zachary Harrison**



Wyandotte County Locations:

KCK Community College Jewell Building Student Lounge Upper Level 7250 State Avenue Kansas City, KS 66112 Tuesdays & Thursdays 9:00 am to 1:00 pm

*** Call 913-210-0877 to make an appointment. Appointments are being made only 3 weeks in advance.

Turner Recreation Center 831 S. 55th Street Kansas City, KS 66106 Mondays – 9:00 am to 2:00 pm

*** Call the Turner Library
913-295-8250 Select #4 to make an appointment.
Appointments are being made only 3 weeks in advance.

Bonner Springs Library 201 N. Nettleton Ave Bonner Springs, KS 66012 Tuesdays – 9:00 am to 2:00 PM

*** Call the Bonner Springs Library 913-441-2665 to make an appointment.
Call only on Mondays or Tuesdays for the current week's appointments.

Inclement Weather/College Closings Reminder

- In the event of KCKCC closing, all employees should check the KCKCC homepage, text alerts, and local television channels for the latest information regarding the College closing. Employees may also call the College's main telephone number (913-334-1100) for closing information.
- All employees should have a valid phone number on file through Campus Police to be notified of the closing via the Emergency Notification System.
- Inclement weather delays will not be considered as a paid excused absence from duty.
- In the event of inclement weather, all staff members should contact their respective supervisors if in doubt and if they have received no word relative to a possible college closing.
- All employees who do not come to work for any reason on days the College is open shall report such absence to their supervisor, and take and report the appropriate leave or take the time off without pay.

AARP Tax-Aide (FREE tax assistance) Reminder

- Free tax assistance begins on February 1st, 2022 and will end on April 18th, 2022.
- Due to the COVID 19 virus, appointments will be required for all taxpayers at all locations. No exceptions!
- You must have all of your tax documents with you at your first appointment or you will have to reschedule. Your tax documents will be scanned to be used by offsite tax counselors to complete your return.
 - A second appointment will be made for you for the following week where AARP will review your return.
- *** If COVID cases rise significantly in Wyandotte County, our tax sites could close. For that reason, we are limiting the number of future appointments we are making.

For More Info: Click Here



BOARD OF TRUSTEES REPORT

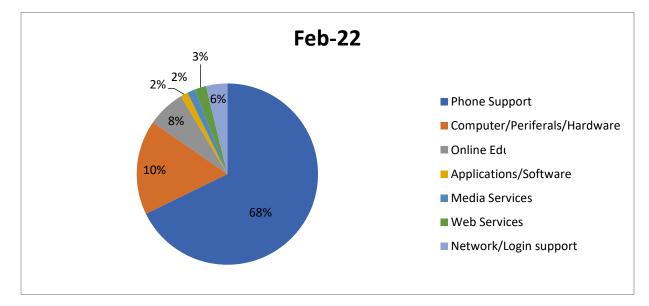
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Worked with multiple college departments on moving from WebAdvisor to Self-Service.
- Created and delivered eight training sessions on Office 365 programs to faculty and staff during welcome back week.
- Facilitated online meetings for VPAA, Finance committee and presidents' office.
- Assisted on BOT meetings throughout the month.
- Met with multiple faculty members to implement specific MS Forms.

COMPUTING SERVICES

- 327 tickets were issued during the month of February 430 tickets were resolved.
- The average time spent on each ticket was 3.55 days
- 435 helpdesk calls were taken in February average time per call was 3.27 minutes.



MEDIA SERVICES

- Setup, and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via zoom a virtual/hybrid Board of Trustees Meeting.
- January 19, 2022 Board of Trustees Meeting:
 - Vimeo analytics: 14 peak viewers during the live stream, average time watched 36 minutes and 22 seconds. <u>https://vimeo.com/manage/videos/665265649/analytics</u>
 - o Facebook anayltics: 263 views(on demand) 2 comments and 5 likes.
 - Youtube analytics: 1 peak viewer during the live stream, average time watched 32 minutes.
- Setup, recorded, and live streamed Monthly Finance Committee Meeting.





- Setup, streamed KC Live Jazz from the KCKCC Band room.
- Streamed Athletic events for the month of January.
- Played prerecorded video for Convocation.

NETWORK SERVICES

- Student Recruiter Web App Availability 99%
- MyDotte Web App Availability 99%
- Email Availability for employees and students 99%
- WebAdvisor Web App Availability 98%
- Network Switch and Phone and Availability 98%
- Microsoft updates and security patches were installed on 134 servers.
- Upgrade of all computers to Windows 10 Version 21H2, project still in progress.
- Monthly (or as needed) computer software updates in progress: Chrome, Firefox, Java, Adobe Acrobat Reader DC, this is only a small list that comes from our Microsoft Defender Vulnerability list.
- We are currently testing the latest version of Windows Server 2022. Once we have completed testing, all new services will be created using it if the application running on them has been certified to support Windows Server 2022. When possible, we will be installing Windows Server 2022 in the core configuration. This configuration does not have a desktop and helps to reduce the attack surface, possibility of vulnerabilities and the overall number of monthly patches that need to be applied.
- Computers that still have Microsoft Office 2016 are being updated to the latest version of Office 365. This project is very near completion.
- Server upgrades and software version upgrades for the AccuTrak and Synoptix systems have started, we will be upgrading the server from 2008R2 to 2019 and the software to the latest version available from the vendor. We are now going over the statement of work and will be moving forward with the project in the next month or so.
- WebAdvisor will be replaced with Self-Service completely on 2/14/22. All links on the website will be changed from pointing to WebAdvisor to Self-Service.
- Laptop Checkouts to students, we have checked out 188 laptops for the spring semester so far.



KCKCC Board of Trustees Appointments and Assignments for 2022

Officers of the Board

Chairperson Vice-Chairperson Secretary Treasurer	Ms. Evelyn Criswell Ms. Pat Brune Dr. Greg Mosier Mr. Michael Beach
Representing Law Firm	McAnany, Van Cleave & Phillips
Freedom of Information Officer	Mr. Peter Gabriel
Official College Newspaper	Wyandotte Echo

Board of Trustees Assignments

Board Policies Committee	Ms. Linda Hoskins Sutton Ms. Rosalyn Brown Dr. Ray Daniels
Board Audit, Finance & Facilities Committee	Ms. Pat Brune Mr. Don Ash Mr. Brad Isnard
Community Engagement	Ms. Rosalyn Brown Ms. Pat Brune Mr. Don Ash

Representatives to College Committees

Executive Committee of the Foundation	Ms. Linda Hoskins Sutton
	Mr. Brad Isnard

College Senate

Dr. Ray Daniels

Delegates

ACCT Delegate ACCT Alternate

KACCT Delegate KACCT Alternate Mr. Don Ash Ms. Linda Hoskins Sutton

Mr. Don Ash Ms. Linda Hoskins Sutton

Policy: 5.53

ADA/ADAA Compliance

Purpose

To comply with federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the American with Disabilities Act (ADA) and Americans with Disabilities Amendments Act (ADAA).

Definition

Disability - A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Policy Statement

KCKCC is committed to maintaining an inclusive work environment and prohibits discrimination against an individual with a qualified disability. KCKCC is also committed to not discriminating against any qualified employee(s) or applicant(s) because they are related to, or associated with, a person with a disability.

Employment

KCKCC does not discriminate against qualified individuals with disabilities in all employment related activities such as job application procedures, hiring, promotions, discharge, compensation, and other terms and conditions of employment.

Reasonable Workplace Accommodation

KCKCC makes every effort to assist applicants and employees who request a reasonable accommodation. Any individual who has been diagnosed with, has a history of medical care for, or is known to have a qualified disability may request a reasonable accommodation to perform the essential functions of the job.

KCKCC will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to KCKCC.

For information on ADA Compliance, employees should contact the Human Resources Department.

Board Approved: XX/XX/XXXX

Remove Policy. The current Non-Discrimination policy (5.02) covers the language in this policy.

Policy: 5.56

Policy on the Enhancement of Positive Human Relations

Essential to the purpose and mission of Kansas City Kansas Community College is the enhancement of positive human relations within the institution. Discriminatory attitudes and behaviors, whether intentional or unintentional, reduce this College's effectiveness. The Board of Trustees of KCKCC affirms its responsibility to maintain a harassment-free campusenvironment. Any employee or student that exhibits or participates in deliberate or unwittingbehaviors that are either offensive or discriminatory to individuals with reference to their race, gender, age, ethnicity, national origin or disability will be subject to disciplinary action which may result in suspension or dismissal from the institution. Remove policy and incorporate the language below in the Sick Leave policy (5.40). Severance Pay is pay that an employee receives upon separation of employment resulting from an agreement between the employer and employee. Severance pay has no correlation to a sick leave payout

Policy: 5.17

Severance Pay

Upon separation of employment the full time employee shall receive compensation equal to the number of accumulated days of sick leave in excess of ninety (90) days multiplied by the dailybase rate of his/her job classification. The 90-day minimum will be decreased ten (10) days forevery complete ten (10) years of service (no partial decades). This amount will be paid to the employee (or to a designated beneficiary in the event that death is the cause for the separation of employment) on the next payroll following the last day of employment.

Policy:5.40

Purpose

To describe the eligibility for and circumstances under which paid sick leave may be requested and granted.

Policy Statement

Kansas City Kansas Community College (KCKCC) provides paid sick leave benefits to all eligible employees that will need time off from work to address medical needs.

Use of Sick Leave

Sick leave may be used for an employee's personal illness, injury, well-care, medical and dental appointments. An employee may also use their accumulated sick leave each year to care for a sick family member such as a child, spouse, parent, domestic partner and parent of spouse/domestic partner and for their medical or dental examination and care. Sick leave cannot be used in increments of less than fifteen minutes. For extended leave, provisions outlined in the Family Medical Leave Act policy will apply to the use of sick leave.

Sick leave benefits are intended solely to provide income protection for the events listed above, and may not be used for any other absence

Leave Accrual

Eligible full-time employees are entitled to sick leave benefits at the rate of 96 hours (12 days) per year (1 day for every full month of service). Employees who work 20 hours or more, but less than a 40-hour workweek, are entitled to a prorated allotment of sick leave for each month of employment. These employees will receive 60 hours (7.5) per year.

Full-time Professional Employees sick leave will accrual based on the provisions outlined in the Master Contract.

Sick leave shall accumulate from year to year without limit.

Notification of Leave

Sick leave should be requested in advance when possible (e.g., elective surgery, medical appointments). In the case of illness, injury, emergency, or any other absence not approved in advance, employees are required to inform the supervisor of the circumstances as soon as possible.

Medical Certification

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of three (3) calendar days or more, an employee may be asked to provide a physician's verification that they may safely return to work.

Return from Leave

Within 48 hours after returning to work, the employee must submit their sick leave request to their supervisor if the leave request was not approved in advance.

Unused Sick Leave at Separation of Employment

Upon separation of employment, the full-time employee shall receive compensation equal to the number of accumulated days of sick leave in excess of ninety (90) days multiplied by the daily base rate of his/her job classification. The 90-day minimum will be decreased ten (10) days for every complete ten (10) years of service (no partial decades). No employee shall be compensated for more than two hundred sixty (260) days. This amount will be paid to the employee (or to a designated beneficiary in the event that death is the cause for the separation of employment) on the next payroll following the last day of employment.

Board Approved: 03/16/2021

Revision Approved: XX/XX/XXXX

Purpose

Kansas City Kansas Community College (KCKCC) is committed to ensure that all locations and departments are appropriately staffed to meet the needs of our students, community, and employees.

Policy Statement

Supervisors are responsible to establish a work schedule for their employees. The work schedule should be clearly communicated to the employee upon hire. Work hours and locations may vary. Sufficient staffing should be maintained to meet the needs of the department and college stakeholders. Some departments have expanded hours to meet the operational needs of the College.

Board Approved: 6/18/2018

Revision Approved: XX/XX/XXXX