



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



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

KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Agenda
October 19, 2021 – 9:00 A.M.

Meeting Location: Hybrid – KCKCC-Pioneer Career Center and Zoom Meeting

Agenda

1. Call to Order & Pledge of Allegiance
2. KCKCC Mission Statement
3. Roll Call
4. Approval of Agenda
5. Audience to Patrons and Petitioners (5-minute limit)
6. Recognitions/Presentations:
 - Kansas Employer Support of the Guard & Reserve Patriot Award. Presented by Dr. Stephen Terry, Dean of Enrollment Management, and Mr. Rod Moyer, Chairman of the Kansas Employer Support of the Guard & Reserve.
7. Communications – None scheduled.
8. Board Committee Reports
9. Consent Agenda:
 - (Item A) - Approval of Minutes of the September 21, 2021 Meeting
 - (Item A1) - Approval of Minutes of the September 21, 2021 Special Meeting
 - (Item B) - Approval of Recommendations for Payment
 - (Item C) - Approval of Ratification Items
 - (Item D) - Approval of Personnel Items (H.R.)
10. Student Senate Report – Ms. Dejaria “DJ” Guillory, Student Senate President

11. **President's Report** – Dr. Greg Mosier
12. **Vice President Academic Affairs Report** – Mr. Jerry Pope
13. **Vice President Student Affairs Report** – Dr. Delfina Wilson
14. **Vice President Strategic Initiatives & Outreach Report** – Mr. Omar Brenes, Web Architect,
on behalf of Dr. Tami Bartunek
15. **Chief Financial Officer Report** – Mr. Michael Beach
16. **Chief Human Resources Officer Report** – Ms. Christina McGee
17. **Chief Information Officer Report** – Mr. Peter Gabriel
18. **Unfinished Business** – None scheduled.
19. **New Business:**
 - Approval of Contract Renewal with Merchant McIntyre and Associates. Presented by Dr. Greg Mosier.
 - Approval of College Policies. Presented by Trustee Rosalyn Brown.
 - 403b Savings Plan
 - Academic Renewal Policy
 - Course Repetition Policy (2.11)
 - Fundraising and Donations Policy
 - Student Record Privacy Policy (3.04)
 - Travel and Meals Policy (4.02)
20. **Executive Session(s)** - None scheduled.
21. **Adjournment**

Next Meeting of the Board of Trustees:

Tuesday, November 16, 2021 - 5:00 p.m. – Hybrid Meeting
(KCKCC – Main Campus & Zoom Virtual Meeting Room)



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
September 21, 2021 – 9:00 A.M.**

Meeting Location: Hybrid - KCKCC Technical Education Center and Zoom Meeting

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 9:02 a.m. The Pledge of Allegiance was led by Trustee Pat Brune.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
3. **Roll Call:** Indicated the following trustees present – Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton and McIntyre. All members present.
4. **Approval of Agenda:** Dr. Mosier addressed the Board to share one amendment to New Business section of the agenda – a discussion regarding vaccinations for new admissions for the Allied Health programs. Vice-Chair Criswell made a motion to approve the agenda with the amendment. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**
5. **Audience to Patrons and Petitioners:** There were no patrons or petitioners.
6. **Recognitions/Presentations:** Chair Daniels invited Mr. Jerry Pope, Vice-President of Academic Affairs to present the Academic Master Plan. Mr. Pope shared a handout of the drafted summary of the Academic Master Plan. He explained the fully drafted document would be shared for the Board to review and approve at a later date. Mr. Pope continues that he is working with the deans and their faculty to develop needs assessments and SWOT for the Academic Affairs division. He reviewed some accomplishments, enrollment trends, significant internal and external factors and statistical data from the metropolitan area that KCKCC serves. This information will guide the College in choosing the programs and program review, assessment, alignment of job duties and staffing. The plan outline highlighted seven themes for the Academic Affairs division will move toward.

The Board thanked Mr. Pope for great working on the roadmap of the Academic Master Plan and noted that the themes are on target. Chair Daniels asked for additional questions or comments from the Board.

Vice-Chair Criswell asked about the significant external factors on page 3 and shared some concern about the HLC accreditation status eluding to the cause being related to COVID. Mr. Pope shared that the language will be wordsmith so that the issues are clearer.

Dr. Greg Mosier commended Mr. Pope and the Academic Affairs leadership and division for their work towards the Academic Master Plan.

7. **Communications:** Chair Daniels invited Ms. Gabriela Flores, Director of the Center for Equity, Inclusion and Multicultural Engagement, to extend the formal invitation to the Center for Equity, Inclusion and Multicultural Engagement Open House later this morning from 11:00am - 1:00pm at KCKCC – Main Campus, Jewell Bldg., Room 2303. Ms. Flores shared a PowerPoint presentation which shared the history of the Intercultural Center, the new vision and mission of the Center and the intention to forge a more equitably diverse and inclusive college environment.

Dr. Mosier commend Ms. Flores on her efforts, citing that she has “hit the ground running” and is doing a great job. Ms. Flores added that applications for the new Equity and Inclusion Council, to be co-chaired by herself and Dr. Shawn Derritt, Dean of Student Affairs. The applications are available to employees, students and community members from each KCKCC location interested in participating on the council. She concluded by sharing upcoming events and projects from the Center for Equity, Inclusion and Multicultural Engagement at the College.

Trustees Brown and McIntyre complimented Ms. Flores for an excellent presentation and hard work.

8. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees.
 - On behalf of the Board Finance Committee, Vice-Chair Criswell shared an overview of the Monthly Financial Report presented at the Board Finance Committee on Tuesday, Sept. 14, 2021. She noted several projects in progress such as the Downtown Community Education Center, the Kansas Promise Act Scholarships, Student Housing, and the Topping Ceremony for the new Student Housing project on Friday, Oct. 15, 2021. Trustee Ash made a motion to accept the report. Trustee Brown seconded the motion. The Motion Carried.
 - On behalf of the Board Policy Committee, Trustee Hoskins Sutton reported that the Committee has resumed their meetings and have policies in the review process. There will be policies for the Board to approve in the coming months.

9. **Consent Agenda:** Trustee Hoskins Sutton inquired about the purchase of snow removal equipment on the Consent Agenda Item B report. She asked whether the College is now planning to bring some of the snow removal services to be completed by college staff. Mr. Michael Beach answered yes. He continued that the streets and parking lots will be outsourced with a rebid from vendors.

Hearing no further questions, Trustee Hoskins Sutton made a motion to accept the Consent Agenda. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

10. **Student Senate Report:** Chair Daniels called for the Student Senate President's report. Ms. DeJaria "DJ" Guillory introduced herself and the Student Senate Cabinet members to the Board. The Student Senate Parliamentarian is Ikia Elam, who is responsible for five committees which are Budget, Campus Activities, Judiciary, College Senate and Blue's Kitchen. The Student Senate Activities Coordinator is Shawnee Warren who works with advisors and clubs. A few upcoming events that Student Senate will host are the Kid's Halloween Bash, including a Haunted Maze facilitated by the KCKCC Drama Club. Ms. Chrystal Tucker is the Chief Information Officer for Student Senate. She works with campus clubs and provides technical support with social media platforms.

Ms. Guillory shared the vibe among the students has improved greatly on campus, with many students returning to campus, the enjoyment of hybrid classes, the athletic games have many enthusiastic fans this year. She noted that it was great to have more people at the games and attending the Welcome Back Bash this year. Ms. Guillory shared that Student Senate is participating in monthly HLC preparation meetings. In their last meeting on Friday, Sept. 10th, the members reviewed policies, discussed upcoming events and recapped on the Welcome Back Bash.

Vice-Chair Criswell commended the Student Senate members on an excellent report. She added that it is great news to have the students back on campus.

Chair Daniels thanked the Student Senate Cabinet for taking the leadership roles.

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier offered kudos to an excellent leadership team for Student Senate this year. He invited them to reach out for support from college leadership. Dr. Mosier continued with the COVID-19 update, citing great numbers since the last Board meeting on August 24th with only 6 COVID-related incidents for employees to include 3 COVID positives. For the students, there were 57 COVID-related incidents with 20 COVID-positives, many being close contacts. There were 2 COVID-positive students who were living in student housing.

On Thursday, September 2nd, the College hosted a Board of Trustees Candidate Forum. Dr. Mosier thanked Trustees Evelyn Criswell and Linda Hoskins Sutton and Mr. Brad Isnard for their participation. He expressed his appreciation to everyone involved for their support of the event and shared that it was a very thoughtful and informative session.

Dr. Mosier continued with an update for the Downtown project. He shared donations continue to come in having received another \$200K over the past week consisting of \$100K from Mr. Bill Dunn, Jr. and his wife and from JE Dunn Corporation the College received additional money and in-kind services. Dr. Mosier shared that more information from a recent visit to the Seventh Avenue Church with a list of what can be restored in a meaningful way to be included in the new center. The next steps will be putting together a historical preservationist board to support with the integration of the items and gathering the information needed for the Nov. 1st meeting with the Historical Landmark Commission. All buildings on the block where the College is seeking to build must also go through the same application process for being adjacent to the church. In a meeting last evening with the Downtown project partners, details for the next steps for the partnership were discussed as well as request for proposals for the hiring of an owner's representative.

Dr. Mosier shared that he has made presentations to the Board of Country Club Bank - Northwest, Hall Family Foundation Review Board and will present at the Argentine Betterment Council (ABC) meeting this evening. Additionally, he will be presenting to the Wyandotte Health Foundation Board on Wednesday, September 22nd. A presentation with the Kansas City, KS Kiwanis West Club is being rescheduled.

Dr. Mosier added that he and Dr. Tami Bartunek would be traveling to Washington, D.C., on October 4th through October 6th to talk with Kansas legislators and representatives about funding for the Downtown project. There are several hundreds of millions of dollars available from the Department of Commerce, the Economic Adjustment Assistance Program and the Good Jobs Challenge Grant that Dr. Mosier plans to discuss with Merchant McIntyre while in D.C. Upon his return, Dr. Mosier will meet with the Unified Government officials, the Chief of KCK Police and the Chief of the KCK Fire Department as well as other first responder organizations to discuss a regional training center for first responders.

Dr. Mosier continued by sharing representatives from the Nursing accrediting bodies of Accreditation Commission for Education in Nursing (ACEN) and the Kansas State Board of Nursing (KSBN) will be visiting on campus this week to review the Nursing programs.

Dr. Mosier added that a new opportunity called Build Up Kansas, in partnership with the Association of General Contractors of America, has resources to bolster the College's construction and commercial construction programs and support the College in building programs that meet industry needs. Mr. Pope and Dean Cheryl Runnebaum are working together to pursue this opportunity.

Dr. Mosier concluded his report and asked the Board if they had any questions or comments. Trustee Ash made recommendations for Dr. Mosier's meetings with Kansas legislators and representatives.

Hearing no further questions or comments, Trustee Brown made the motion to accept the President's report. Trustee Ash seconded the motion. **The Motion Carried.**

12. **Vice President Academic Affairs Report** Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope presented the following highlights from the report – professional development sessions were offered to the faculty by the Center for Teaching Excellence during Fall Convocation week, August 9th and August 12th. A survey was issued for feedback on the sessions and to inform for sessions to be offered next year. Mr. Shaun Pate, Instructional Designer, continues with efforts to make the College's online materials accessible. Seventy percent of the College's online content is currently accessible. The Learning and Library Services department hosted a "Student Athletes Night".

From the Arts, Humanities and Communications division, Mr. Pope shared that the College's jazz ensemble, The Standard, will release their second album. The project consisted of 24 people of which 22 were KCKCC faculty and students.

From the Career and Technical Education division, Mr. Pope shared a number of grants in progress. He shared that Ms. Donna Shawn, Director of Career and Technical Education, will be retiring Oct. 1st. He thanked her and Ms. Dara Canady for their tremendous service to the College. Mr. Pope also gave the welcome address for the Welding Technology Program Kickoff Event Thursday, August 5th.

From the Health Professions division, Mr. Pope shared the Accreditation Commission for Education in Nursing (ACEN) and the Kansas State Board of Nursing (KSBN) are on campus reviewing the Nursing programs for their accreditation visit. Ms. Kris Ball, Associate Professor in the Mathematics, Science, Business and Technology division, was invited to be the featured speaker at the Administrative Assistants of Kansas City's fall virtual conference on Friday, September 10th. The College was to host the Human Anatomy and Physiology Society Regional Convention in-person, but it has been moved to virtual and will begin on Saturday, Sept. 25th. Mr. Pope wrote a welcome letter for the convention to present in a nice package to the society.

From Social and Behavior Sciences and Public Services division, Mr. Pope shared links to a few published articles on parenting and autism by Dr. Ronald Malcolm, adjunct professor of American Sign Language. He provided the update regarding the coordinator position for the Early Childhood Education program sharing interviews have been conducted and a candidate selected. Mr. Pope concluded his report by sharing the College's eJournal has submitted a call for papers. He asked the Board for any comments or questions.

Trustee Hoskins Sutton asked about a graduation ceremony for the Welding program in Lansing when the graduates complete the program. Mr. Pope mentioned the College plans on a similar ceremony to that at the Discipline Barracks. Trustee Hoskins Sutton thanked Ms. Kris Ball and Dr. Gena Ross for offering courses in Customer Services and Soft Skills in the community and to our students. She expressed appreciation in seeing the Science Club in action and Ms. Melissa Gentzler for assuming the role of Coordinator for the Community Garden.

Hearing no more questions or comments, Chair Daniels called for a motion to accept the VPAA report. Trustee Hoskins Sutton made a motion. Trustee Brown seconded the motion. **The Motion Carried.**

13. **Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs (VPSA) report. Dr. Delfina Wilson highlighted the following from the report – she thanked the students and employees who are reaching out to engage other students while honoring the safety precautions for COVID. Dr. Wilson shared that there was a blood drive today with Community Blood Center at KCKCC – Main Campus in Lower Jewell from 10:00 a.m. to 3:00 p.m.

Dr. Wilson shared the 97th Annual Candle Lighting Ceremony will be held on Wednesday, December 1st. The planning is currently underway for an amazing hybrid event. She continued by announcing the next Food Mobile visit on Thursday, September 23rd, from 9:00 a.m. – 12:00 p.m. This event, presented by the Church of Resurrection, is open to students and the community and will occur in the KCKCC - TEC parking lot.

Dr. Wilson continued with the hosting of the “Together We Can” Zoom Event with Mr. Jeff Bucholtz, Director of We End Violence, from San Diego, California, on Wednesday, October 20th. The session is a fun and interactive way to discuss how our culture is facilitating sexual violence and will be offered 2 times that day.

Dr. Wilson shared the most recent COVID Relief Funds offered to students – this semester, 1,384 students have been awarded relief funds for a total of a little more than \$2.2 million to date. Regarding the more than 600 students on the No Show Audit Roster, there are 311 unique students. The Student Success office is making efforts to contact the student to see what support may be provided to them. Chair Daniels asked how this report compared to previous years. Dr. Wilson agreed to check and let the Board know about previous year’s numbers. She continued by sharing the more than 190 high school drops in enrollment that she shared may be a result from issues with schedule changes or students changing their mind. Dr. Wilson and the Enrollment team will continue working with high schools with enrollment.

Dr. Wilson provided an update on the Early Assist system to support the students and alert the College, instructors and the student’s support team to concerns that may arise

for the student. Numbers are increasing for making sure the students are getting the needed support.

The Board shared a healthy dialogue regarding the Early Assist system, the faculty's role in the process, the success of the Athletics Golfing fundraiser.

With no additional comments, Chair Daniels called for a motion to accept the VPSA report. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion.

The Motion Carried.

14. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach report. Dr. Tami Bartunek highlighted the following items from the Board report – she pointed out new light banners to be installed at the different at KCKCC locations. Dr. Bartunek invited the Board to the Student Housing Topping Out Ceremony to be held on Friday, October 15th. Lunch will be provided for the construction staff and guests. She noted that this would be a small event due to COVID. This event will highlight a steel beam for signing and the beam's hoisting with a Go-Pro camera for streaming.

Dr. Bartunek continued that she and Mr. Pope are working together to partner with the University of Kansas (KU) for additional program offerings. She has assisted with the State of Kansas Congressional Redistricting Meeting. The meeting guests filled the Upper Jewell seating area and the College opened overflow seating to accommodate the additional community members. Dr. Bartunek moderated a panel discussion about Workforce and Education in Wichita for the State Chamber as a part of the 2021 KS Workforce Development & Education Summit. The topic for the panel was, "Workforce Development and Education Work Together in Wichita, KS."

Dr. Bartunek was excited to announce the Marketing team has been placed in the final round for the District 5 2021 National Council for Marketing & Public Relations (NCMPR) Medallion Awards. The announcements will be made in October. Additionally, she is working with Media Services to host the virtual "Purses with a Purpose" annual scholarship event for the Women's Chamber of Commerce Foundation with Ms. Lauren Scott from KSHB-TV 41 who will serve as emcee. The proceeds from the event supports female student nontraditional scholarships through the Chamber of Commerce. She continued by sharing KCKCC is the official National Hispanic Heritage Month Sponsor on KSHB-TV 41.

Dr. Bartunek concluded her report by sharing the Marketing team created advertising about KCKCC for the Food Mobile and the social media posts and metrics have been really strong.

Hearing no additional comments or questions, Chair Daniels called for a motion to approve the report. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. The Motion Carried.

15. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report – he extended a great welcome to Mr. James “Mike” Gowing, the new Director of the KCKCC Bookstore. The annual audit of Worker’s Compensation was completed and resulted in a small refund of premiums. The financial statements have been drafted for the FY2021 and ready for review. The auditors are on campus reviewing the financials for the College.

Mr. Beach continued by sharing the Student Housing project is currently ahead of the schedule by about 5 days. Key dates to watch for are the Masonry work completed by Oct. 12th; Structural Steel completed by Oct. 19th; Framing completed by Nov. 19th; Roofing Dried in by Nov. 25th; Façade completed by April 26th; with an overall project completion date of June 15th, 2022.

Mr. Beach shared the Bookstore and Business Office provided extended hours to students for the beginning of the semester and book rentals have started. He reported Central Scheduling is doing a great job in sponsoring events for outside organizations. Mr. Beach continued Facility Services doing great with managing projects on site. A leadership restructure has been done in the department where there are 3 manager jobs, and each manager reports to the director. The positions have been listed.

Mr. Beach shared Cadet D’Angelo Bushnell reported to the Police Academy in Hutchinson, KS with a December 10th completion date. Additionally, College Police continue to provide great services to the College.

Chair Daniels asked for additional comments or questions. Hearing none, he called for a motion to accept the report. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. The Motion Carried.

16. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report – she shared the KCKCC Human Resources Newsletter with the Board members. This letter goes out on a quarterly basis. Additionally, Ms. McGee shared there is a lot going on for benefits. There have been regular meetings with the Health and Benefits Committee in supporting the Administration in creating a competitive benefits package. She discussed the renewal and overall trends in benefits plan.

Ms. McGee shared there would be a COVID-19 and Flu Vaccine Clinic in October 2021. The Employment Coordinator and Financial Aid Coordinator are working together to assist student workers to apply for positions online. She continued by sharing that the Employee Engagement Committee met to discuss the result from the Employee

Satisfaction Survey and to decide on the focus for the coming year. Ms. McGee concluded her report by sharing that the new employee training has expanded to include Diversity and Inclusion training.

Chair Daniels asked Ms. McGee to keep the Board informed on the initiatives of the Employee Relations Committee. Additionally, Trustee Hoskins Sutton asked for a report of the results from the Employee Satisfaction Survey.

Hearing no additional comments or questions, Chair Daniels called for a motion to accept the CHRO report. Vice-Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried**

17. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report – he thanked Media Services for the Board meeting setup. He shared more than 250 laptops have been checked out to students this semester.

Mr. Gabriel shared the self-service password reset function has been turned on with approximately 1,800 password resets to have occurred and more than 5,000 users to register for the function. The IT Department continues to work on end of year decommission of WebAdvisor. Mr. Pat Kelly, Academic Support Coordinator, is working on training documents to support with the transitions for the different programs currently supported by WebAdvisor. The projected date for end of life for the program at KCKCC is January 2022.

Dr. Mosier commended Mr. Gabriel and his team for a great job as the College continues to automate more and reduce the possibilities in human area in KCKCC processes. He continued there is a lot of great activity between multiple departments to get our processes linked together.

Chair Daniels asked for additional comments or questions. Hearing none, he called for a motion to accept the CIO report. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. **The Motion Carried**.

18. **Unfinished Business:** Chair Daniels invited Mr. Pope to present an HLC update. Mr. Pope began by sharing the good news that the provisional plan has been approved. KCKCC is the first college in the country to complete this new requirement. He continued that faculty participation in program assessment has been at 90% for full-time faculty and 70-75% for adjunct faculty. These numbers are stellar.

Mr. Pope continued by sharing that the HLC Mock Site visit is scheduled for Monday, October 25th. On that day, there will be 4 presenters who are either retired or current sitting college presidents. Our reviewers are Dr. Barbara Jones, Dr. Merrill Irvin, Dr. Martin Eggenesperger and Dr. Katherine Swanson. The College has sent the draft HLC

Argument response to Dr. Jones for review. She will provide comments and feedback prior to the visit. The College expects more relevant feedback after the visit.

Mr. Pope shared he met with the deans regarding program review of transfer degrees to develop a wish list of data on assessing the degrees. The group met with Dr. Mihir Chand, Director of Institutional Effectiveness, on getting data. A self-study will be done at the beginning of December 2021. He extended a shout out to Dr. Chand on getting data requests. The group is working to get a one-page snapshot to the deans and program coordinators for areas to address or areas to make adjustments to within the programs.

Trustee Brown inquired about the community engagement in program review to ensure that the College is aware of and meeting the needs of the community.

19. **New Business:** Chair Daniels invited Dr. Mosier to begin the discussion regarding COVID vaccinations for Allied Health students conducting clinicals. Dr. Mosier shared that Dr. Tiffany Bohm, Dean of Allied Health, received an email stating that the KCKCC Allied Health students needed to be vaccinated in order to attend clinicals. Children's Mercy Hospital notified the College that all clinical students must be vaccinated with no exemptions. It is our only Pediatrics clinic and Pediatric clinicals are mandatory for the Nursing programs. University of Kansas Health System and St. Luke's Hospital are also now requiring all Nursing students to be vaccinated with no exceptions. Dr. Mosier brought this information to the Board to make them aware of what is happening. The KCKCC Administration is requesting an adjustment to the enrollment to Nursing programs – that the Registered Nursing, Practical Nursing, Paramedic, Registered Pharmacist programs become vaccinate 30 days prior to clinicals in order to complete clinicals. Other programs not currently needed are Emergency Medical Technician, Nursing Assistant and Medication Aide. Additionally, the Administration requests to allow the 4 programs and to highly encourage the others to require vaccinations and granting Dr. Bohm and Mr. Pope to make the required changes to the programs as the changes are necessary. Dr. Bohm shared that the Paramedic students are all vaccinated, and, in Nursing, there are 10 students with exemptions. Dr. Mosier shared that there is an exemption process. He recommended to move away from the current process and identify specifics and note who the notifications must come from regarding exemptions.

Chair Daniels called for a motion to allow no exemptions for the 4 Allied Health programs discussed and to highly encourage other programs to be vaccinated. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The next item under New Business, to approve the FY2022 Board Handbook. Trustee Brown made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

The next item under New Business, to approve the FY2022 Board of Trustees' Goals. Trustee Ash made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The next item under New Business, to approve the change of College Property and Liability Insurance Carrier. Mr. Beach presented to the Board the quote from CBIZ for approval. He reviewed the supporting documents for the quote in the Board Packet and shared, if approved, the switch would occur on November 1st.

Trustee Ash shared that the documents were reviewed and approved by the Board Finance Committee.

Hearing no additional questions or comments, Vice-Chair Criswell made the motion.

Trustee Brown seconded the motion. **The Motion Carried.**

The final item under New Business, to approve the medical and dental insurance renewal. Trustee Ash made the motion. Trustee Brown seconded the motion.

The Motion Carried.

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

21. **Adjournment:** Chair Daniels thanked everyone for their contributions to the meeting and called for a motion to adjourn the meeting. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **11:40 a.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
September 21, 2021 – 8:30 A.M.**

Meeting Location: Hybrid - KCKCC Technical Education Center and Zoom Meeting

CONSENT AGENDA – Item A1

Meeting Minutes

The Board of Trustees held a hybrid meeting hosted both in Room M118 at KCKCC – Technical Education Center and in the KCKCC Zoom meeting platform on Tuesday, September 21, 2021.

Members present were Chairman Ray Daniels, Vice-Chairwoman Evelyn Criswell, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Ms. Linda Hoskins Sutton and Dr. Janice McIntyre.

The meeting was called to order at 8:32 a.m. by Board Chairman, Dr. Ray Daniels.

Trustee Brown made a motion to approve the meeting agenda. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

Regarding Unfinished Business, Chair Daniels shared the Board had the opportunity to review the updates made to Board Handbook, Annual Calendar and Board Goals for FY2022. He noted the extension for the president's contract applies to the current contract and does not address compensation. Chair Daniels continued the Board would discuss contract extension in February and determine compensation and final approval of contract extension in March. He concluded the Board's goals for 2021-22 were draft at the Board retreat in July and will be voted on in the General session for approval. Hearing no additional questions or comments, Chair Daniels moved to the next item.

At 8:42 a.m., Chair Daniels called for a motion to enter executive session for 10-minutes session 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 of the general meeting. Trustee Hoskins Sutton made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

At 8:52 a.m., The Board ended the executive session. The Board members returned to the main Zoom session and to room M118 for open session.

Chair Daniels called the meeting to order for open session. He shared there would be no action.

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

The meeting adjourned at 8:56 a.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B

October 19, 2021

- 1) Approval in the amount of \$29,712.32 to **Relation Insurance Services** for fall 2021 international student health insurance. Requested by Michael Beach.
- 2) Approval in the amount of \$88,572.05 to **Lampton Welding Supply Co Inc** for welding technology for classroom labs at Lansing Correctional Facility. Requested by Jerry Pope.
- 3) Approval in the amount of \$38,886.00 to **Lenovo Inc.** for computer hardware for Information Services. Requested by Peter Gabriel.
- 4) Approval in the amount of \$33,500.00 to **Ascend Learning Holdings, LLC** for PN student testing fees (year 3 contract payment). Requested by Jerry Pope.
- 5) Approval in the amount of \$32,700.00 to **Thomas E. Farris, Jr.** for concrete work for entrance to upper Jewell, entrance to Math/Science and at the Wellness Center. Requested by Michael Beach.
- 6) Approval in the amount of \$84,017.60 to **Motorola Solutions Inc** for radio equipment for College Police. Requested by Michael Beach.

September bills totaling \$3,833,990.71 includes August VISA bills of \$227,129.44.

Items for Ratification

CONSENT AGENDA – Item C

October 19, 2021

1. **\$20,706.00** to KJCCC payments for basketball officials for the Men's and Women's teams.
Requested by Delfina Wilson.
2. **\$10,229.16** to **MVP Law** (McAnany, Van Cleave & Phillips) for 1/12th annual flat fee payment of \$8,666.66 plus \$1,562.50 total of itemized services (V0270544 for August 2021).
Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
3. **\$11,954.16** to **MVP Law** (McAnany, Van Cleave & Phillips) for 1/12th annual flat fee payment of \$8,666.66 plus \$3,287.50 total of itemized services (V0270544 for September 2021).
Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
4. **\$13,918.51** to **Augusoft, Inc.** for annual subscription for Lumens Pro software. Requested by Peter Gabriel. *Pre-approved by the BOT; July 2021.*
5. **\$15,516.67** to **Lowe's** for classroom equipment for the Construction Technology program.
Requested by Jerry Pope.
6. **\$21,000.00** to **Danny Zeck Ford** for replacement vehicle purchase for KCKCC Fleet.
Requested by Michael Beach.
7. **\$11,313.00** to **Seifert's Flooring Inc** for new flooring at KCKCC – PCC. Requested by Michael Beach.
8. **\$12,647.51** to **City Wide Maintenance** for KCKCC - TEC janitorial/porter services for October 2021.
Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
9. **\$11,314.16** to **Kansas Lawn & Garden** for lawn services at KCKCC – Main Campus for September 2021 (V0270538). Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
10. **\$11,314.16** to **Kansas Lawn & Garden** for lawn services at KCKCC – Main Campus for October 2021 (V0274032). Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
11. **\$11,226.99** to **BSN Sport** for team equipment order for Women's Soccer. Requested by Delfina Wilson.

12. \$18,191.25 to **Ad Astra Information Systems LLC** for annual renewal for Ad Astra Scheduling software.
Requested by Peter Gabriel.
13. \$1,492,407.75 to **Christie Development Associates, LLC** for construction payment for new student housing (Draw 11 – October 2021). Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
14. \$10,792.00 to **American Digital Security LLC** for security hardware for College Police.
Requested by Michael Beach.
15. \$10,000.00 to **Byrne Pelofsky + Associates** for August 2021 payment for capital campaign consultation (V0270432). Requested by Michael Beach.
16. \$10,000.00 to **Byrne Pelofsky + Associates** for September 2021 payment for capital campaign consultation (V0270471). Requested by Michael Beach.
17. \$13,730.00 to **Titan Environmental Services, Inc.** for Royal Ridge student housing remediation services.
Requested by Michael Beach.
18. \$10,792.00 to **Wyandot Behavioral Health Network** for space rental reimbursement for event cancellation due to COVID-19. Requested by Michael Beach.
19. \$12,986.50 to **MBS Textbook Exchange, Inc.** for textbooks. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
20. \$15,320.00 to **K.C. Waterproofing Inc** for draining equipment repair in Media Services department.
Requested by Michael Beach.
21. \$180,869.07 to **FIRST Insurance Funding** for the College's property and liability insurance premiums.
Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D October 19, 2021

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	Fehlhafer, Thomas	HVAC Specialist II	Facility Services	Financial & Facility Services	10/13/2021
Resignation	Hampton, Philicia	Admissions Recruiting Coordinator I	Admissions	Student Affairs	10/01/2021
Retirement	Becker, Sandra	Administrative Assistant I	Facility Services	Financial & Facility Services	10/29/2021
Retirement	Canady, Sherl	Custodian I	Facility Services	Financial & Facility Services	10/31/2021

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

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
New Hire	Carter, Ardisia	Custodian I	Facility Services	Financial & Facility Services	10/12/2021	\$31,200 annually
New Hire	Green, Kristy (Kris)	Executive Director	Strategic Initiatives and Outreach	President	10/11/2021	\$85,000 annually
New Hire	Gunter, Georgia	Adjunct	Nursing	Academic Affairs	9/20/2021	\$61 per hour scheduled student contact***
New Hire	Okafor, Francis	Adjunct	Nursing	Academic Affairs	9/20/2021	\$61 per hour scheduled student contact***
New Hire	Ramirez, Manuel	PT Custodian	Facility Services	Financial & Facility Services	9/20/2021	\$12.40 per hour
New Hire	Taylor, Linda	Adjunct	Biology	Academic Affairs	10/1/2021	\$933 per credit

New Hire	Tigner, Rachel	Adjunct	Nail Technology	Academic Affairs	10/4/2021	\$933 per credit
Promotion	Marin Alfonso, Lulio	Maintenance Manager	Facility Services	Financial & Facility Services	10/1/2021	\$64,000 annually
Promotion	Schavee, Shawn	Grounds & Services Manager	Facility Services	Financial & Facility Services	10/1/2021	\$62,500 annually
Promotion	Slater, Zachary	Custodial Manager	Facility Services	Financial & Facility Services	10/1/2021	\$56,000 annually
Rehire	Burkett, Sean	Employee Relations Business Partner	Human Resources	Human Resources	9/27/2021	\$77,479.56 annually

Action Definitions

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

October 2021 Board of Trustees Report
Vice President of Academic Affairs

Academic Support and Assessment – Dean Cecelia Brewer

Office of Assessment: Dr. Cynthia Goudeau

The Office of Assessment released the 2020-2021 Annual Assessment Report to the campus on October 1, 2021. The purpose of this inaugural report is to highlight the efforts that have been made toward improving student learning at KCKCC. It is meant to support evidence-based decision-making that will allow faculty, staff, and administrators to deploy resources in an effective, prudent, and efficient manner. The report provides an overview of class-, program-, and institution-level assessment across campus. It also features updates from each of the assessment-focused committees. It should be noted that each academic dean received a supplemental report with assessment information related to the specific programs and courses in their respective divisions as well.

Center for Teaching Excellence (CTE): Mr. Tom Grady

Tom Grady, Faculty Director, Center for Teaching Excellence has been invited to be part of a workgroup through the National Institute for Staff and Organizational Development (NISOD) that will focus on developing a course titled “Teaching at a Community or Technical College.” The course will be designed with two main goals in mind:

1. Educate individuals who are not yet fully informed about community and technical colleges and the increasingly important sector of higher education they represent.
2. Provide participants with some of the theory, knowledge, and skills needed to be exemplary faculty members at a community or technical college.

The work group is comprised of 12 administrators, faculty, and educational developers from NISOD member colleges from across the country. The work group met for the first time via Zoom on Friday, Sept. 29, and will continue the work throughout the 2021-2022 academic year.

In addition, Tom has been invited to be a presenter as part of the Colleague 2 Colleague (C2C) Monthly Professional Development Series. The presentation, ***“Teaching in a Post-Pandemic World: Key Trends in Higher Education”*** is scheduled for October 25, 2021 (4:00-5:00 p.m.). C2C is a regional consortium of institutions that facilitates staff development and collaboration between all educational institutions’ professionals in the Midwest.

Learning and Library Services: Dr. Amanda Williams

Research Librarians, Ms. Barbara Stransky and Ms. Penny Mahon taught two instructional sessions to 24 faculty during fall convocation. Their session was titled, “Your Library Resources: A Quest.”

At the TEC Learning Commons, 966 students and guests were assisted in the month of August. 48% of the traffic generated was due to students obtaining KCKCC Student IDs.

October 2021 Board of Trustees Report Vice President of Academic Affairs

Learning Services hosted a workshop series for student athletes. Topics included: Time Management for Student Athletes, Basic Study Skills, and Excelling at Math. Twenty-five sessions were facilitated with 65 student athletes in attendance. In addition, Learning Services conducted seven classroom visits and two tours of the Learning Commons reaching 111 students.

Learning and Library Services hosted an Open House August 30th and 31st. Students were provided a goody bag and flyer, with a listing of resources available.



Library Services is now enrolled with a program called Sustainable Shelves through the vendor, Baker and Taylor. The company will take the books KCKCC de-selects from the collection, provide shipping, and credit our account for the books that we send to them.

October 2021 Board of Trustees Report
Vice President of Academic Affairs

The [Learning Commons LibGuide](#) was viewed 4,122 times from September 1-30, 2021.

The Writing Center is sponsoring a Writing Club which invites students to join a celebration of literature and creative writing. Twice a month, members and participants can gather to read their own work or share a creative piece they have discovered, and which resonates with them. Each reading will be followed by discussion, feedback, and an outpouring of ideas and encouragement. One of the Writing Club faculty advisors, Bryan Whitehead, has compiled a few works of literature to go with the meetings' themes. He has included writing prompts at the end of each story to consider. For the meeting's theme of Spirituality, for instance, he has suggested that Nathaniel Hawthorne's "Young Goodman Brown" could be a good "common read" for us. This is a fascinating story for those of you who haven't read it, and it's also quite spooky, so a good choice for the season. The Writing Club will be held on the first and third Wednesday of each month from 1:00 p.m. – 3:00 p.m. The meetings will be held in person in the Learning Commons. We will also be broadcasting these meetings and welcome participants via Zoom at The Writing Center's Zoom Room.

Wednesday, 10/06 – Spirituality

Common read suggestion with prompts: <https://spark.adobe.com/page/bjfi7UXNeWcna/>



[Young Goodman Brown](#)

See the story

spark.adobe.com

Wednesday, 10/20 – Emotional Health

Common read suggestion with prompts: <https://spark.adobe.com/page/6Iu0feJH0CeX5/>



[The Yellow Wallpaper](#)

See the story

spark.adobe.com

Dr. Amanda Williams' research proposal has been accepted for presentation at the [American Association of American Colleges & Universities \(AAC&U\) Annual Meeting, Educating for Democracy](#). Dr. Williams will be sharing her research on The Lived Experience of Female Deans and Directors.

October 2021 Board of Trustees Report
Vice President of Academic Affairs

Arts, Communication and Humanities – Dean Dr. Aaron Margolis

Professor of Music Jim Mair is top in the running for KC's favorite Saxophonist in a competition sponsored by *Kansas City Jazz Ambassadors* - Kansas City's longest running non-profit organization dedicated to the preservation of Kansas City. Adjunct faculty members, trombonist Jason Goudeau, bassist James Albright and longtime guitar instructor Rod Fleeman are also at the top of their respective instrument categories.

The Theatre Department successfully presented “You’re a Good Man, Charlie Brown” on October 7-9 at 7:30 pm and October 10 at 2:30 pm. The performances were a great success, with audience members being physically distanced and wearing masks.

Dr. Justin Binek, Associate Professor of Music, has signed a contract to serve as co-author on the upcoming third edition of Richard J. Lawn's *Experiencing Jazz*, published by Routledge. In addition to revising the preexisting contents of what is one of the most highly regarded jazz history and appreciation textbooks on the market. Dr. Binek will be focusing his efforts in four particular areas: adding more content regarding great jazz singers and vocal ensembles, adding more content on women (non-singers) in jazz, expanding the book's discussion of global jazz scenes, and documenting significant artists and trends of the past fifteen years.

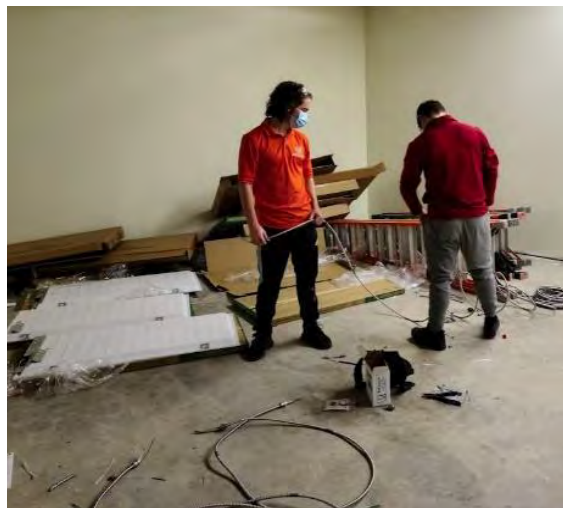
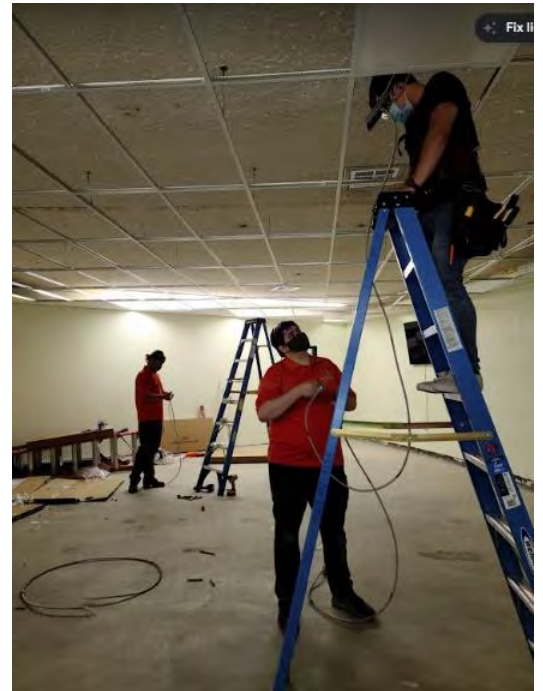
Career and Technical Education – Dean Cheryl Runnebaum

Students in the Electrical Technology Program at the Pioneer Career Center (PCC) are working on some projects within the PCC building that included installing 3-phase outlets for the Electrical Technology Program classroom, EMT conduits, wiring, wiring outlets with covers, and metal boxes.



October 2021 Board of Trustees Report
Vice President of Academic Affairs

Students also worked in Room 143 at PCC installing lighting, general purpose outlets, and TV outlets.



The Irrigation Manager of Ryan Lawn and Tree, Chris Ohlde, conducted a training class on Landscaping and Turf Management at the Technical Education Center (TEC) Training Village on September 16 for KCKCC-TEC Building Engineering and Maintenance Technology (BEMT) students. Topics included soil types, lawn care and maintenance, common diseases, and pest vectors. He guided students through industry standards and practices and concluded the event with a question and answer session.

October 2021 Board of Trustees Report
Vice President of Academic Affairs

Matt Trusty, a project manager for Habitat for Humanity, toured the TEC Training Village and observed carpentry training and instruction on September 20. Habitat for Humanity supplied lumber and BEMT students erected 37 interior and exterior walls for a current Habitat for Humanity house being built in Kansas City, Kansas.

Ryan Lawn and Tree Vice President for Irrigation, Mark Stuhlsatz, gave a presentation and a hands-on training exercise for irrigation design and associated systems to BEMT students on September 30. Mr. Stuhlsatz's presentation topics included system design and variables based on geographic location, new materials and installation methods, importance of annual and seasonal maintenance, backflow prevention devices, and the main components of an irrigation system. Following the presentation, the BEMT students designed and laid out a mock irrigation system.

The BEMT Program received a Perkins Grant for a hydraulic excavator and equipment telehandler. These pieces have already received over 30 hours of constant operation. Students now can regularly train on two of the most common pieces of equipment used in the skilled trades.



BEMT high school student Javier Silvan Toraya operating the hydraulic excavator at the TEC Training Village.

October 2021 Board of Trustees Report
Vice President of Academic Affairs



BEMT high school student Ramon Smith orienting himself to a Virtual Reality Headset where Mechanical, Electrical, and Plumbing (MEP) training is conducted to simulate real systems.



US Army Staff Sergeant Adrian Aguirre on his last day of active duty before retiring after 20 years of service. Staff Sergeant Aguirre attended the BEMT Program through Workforce Development and attended training that started in March 2021. He will complete the BEMT Program before moving home to San Antonio, Texas.

For Fiscal Year 22 to date, Adult and Continuing Education has the following:

- 43 driver's education students
- 86 2-wheel motorcycle students
- 27 3-wheel motorcycle students
- 204 adult education students (Adult Basic Education [ABE]/General Educational Development [GED]/English as a Second Language [ESL])
 - This includes the Pioneer Career Center and Main Campus GED

October 2021 Board of Trustees Report
Vice President of Academic Affairs

- Main campus ESL
- KC Steak and Central Solutions Business ESL

The Adult and Continuing Education division has executed an agreement to deliver GED/ABE services at the Lansing Correctional Facility in Lansing, KS. The annual value of that contract is \$221,000. Interviews are currently being conducted for an instructor as classes are projected to begin late-October or early-November.

The KCKCC Surveying Technology Program had its on-ground lab on October 2. The equipment was provided by Seiler Instrument and Manufacturing Company. The new Surveying Technology Program has 18 students currently enrolled.



October 2021 Board of Trustees Report Vice President of Academic Affairs

The Fair Chance Job Fair was held at KCKCC-TEC on September 16. The job fair was hosted by Workforce Partnership and featured more than 30 area employers. The event was open to the public, including KCKCC students.



Health Professions – Dean Dr. Tiffany Bohm

Nursing accreditation visits for both programs by ACEN and KSBN occurred September 21-23, 2021. While neither group of visitors make the final decisions, they were very complimentary of our program and had many outstanding things to say!

October 2021 Board of Trustees Report
Vice President of Academic Affairs

- The KSBN visitors recommended full approval for the maximum allowed time for both programs. The Education Committee will make the final decision on 12/16/21.
- The ACEN visitors recommended full compliance and reaccreditation. The Educational Review Panel will meet in January 2022 to make a recommendation and the Board of Commissioners will make the final decision on 3/22/2022. This decision will be communicated to us within 30 days.

Dr. Tiffany Bohm and Rick Sprick, Mortuary Science program coordinator, attended the ABFSE Self-Study Workshop on October 16, 2021, to prepare for their reaccreditation visit in 2022.

Respiratory Therapy

- CoARC approved the Annual Report of Current Status and the program met all required outcomes.
- The KU and KCKCC Respiratory Therapy programs are having a joint review session for the national board exam on Monday and Tuesday, October 18 & 19. We will meet at KUMC and the review will be led by the Lindsey/Jones company. KCKCC is sending fourth semester students (graduating in December) and KU is sending their junior and senior students.

The PTA program has four students volunteering at the KPTA Fall conference in Wichita.

The RT, Nursing, and Paramedic programs are performing N-95 mask fit tests for students so they can work with Covid-19 patients during clinical rotations.

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

Biomanufacturing students worked on a small project to search for information about Coronavirus, its shape, structure, function, its DNA sequence, and the amino acid sequence of the spike protein. They are now working on searching information about mutations and mutant DNA sequences.

Dr. Kremer and Dr. Ahmed will attend a skill testing demonstration of Bioscience Core Skills Institute on October 24, 2021.

Former Biomanufacturing student Oscar Ramirez completed two micro-credentials with Bioscience Core Skills Institute. Oscar now works for Millipore as a contract technician and his company sent him to take the credentials.

October 2021 Board of Trustees Report
Vice President of Academic Affairs



Teri Huggins, Associate Professor of Business, has been nominated for, and selected to receive, the KCWE Leadership award for 2021 for “Outstanding New Teacher”. The award recognizes a faculty member with no more than five years teaching experience that has demonstrated outstanding teaching abilities. Teri has shown a dedication and commitment to career and technical education that exemplifies exceptional teaching. Her student engagement skills within and outside the classroom are also award worthy. The honor is made at the Workforce Innovation Conference on October 5, 2021.

Dr. Sue Courtney, Adjunct Professor of Business, was nominated and received the KCWE Leadership award for 2021 for "Excellence in Teaching". This award recognizes a faculty member who has demonstrated outstanding teaching abilities and dedicated commitment to career and technical education. These KCWE member instructors exemplify exceptional teaching and student engagement skills within or outside the classroom.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

On Monday, October 11, 2021, the Social and Behavioral Sciences & Public Services division welcomed Annette Farrell as the new Coordinator of the Early Childhood Education and Development program.

Dr. Ronald Malcolm, adjunct professor of American Sign Language, was published in the latest edition of Autism Parenting Magazine. The article is entitled “Preparing Your Child with Autism for a Hospital Stay.” In the article, Dr. Malcolm provides parents with practical advice for helping children navigate and understand what can be a very scary event, a stay in the hospital.

AUTISM HEALTH AND MEDICAL INFO

Preparing Your Child with Autism for a Hospital Stay

By Dr. Ron MALCOLM, EdD

GEARING UP FOR A SURGICAL PROCEDURE CAN BE SCARY, ESPECIALLY FOR AN AUTISTIC CHILD. HERE ARE TIPS TO MAKE THE JOURNEY EASIER FOR YOU BOTH.

Being informed that your child requires surgery is not the news that any parent wants to hear. Preparing your child with autism to undergo this entire experience will take careful planning and timing on your part.

Here are 10 simple tips for making a stay at the hospital more successful for your child.

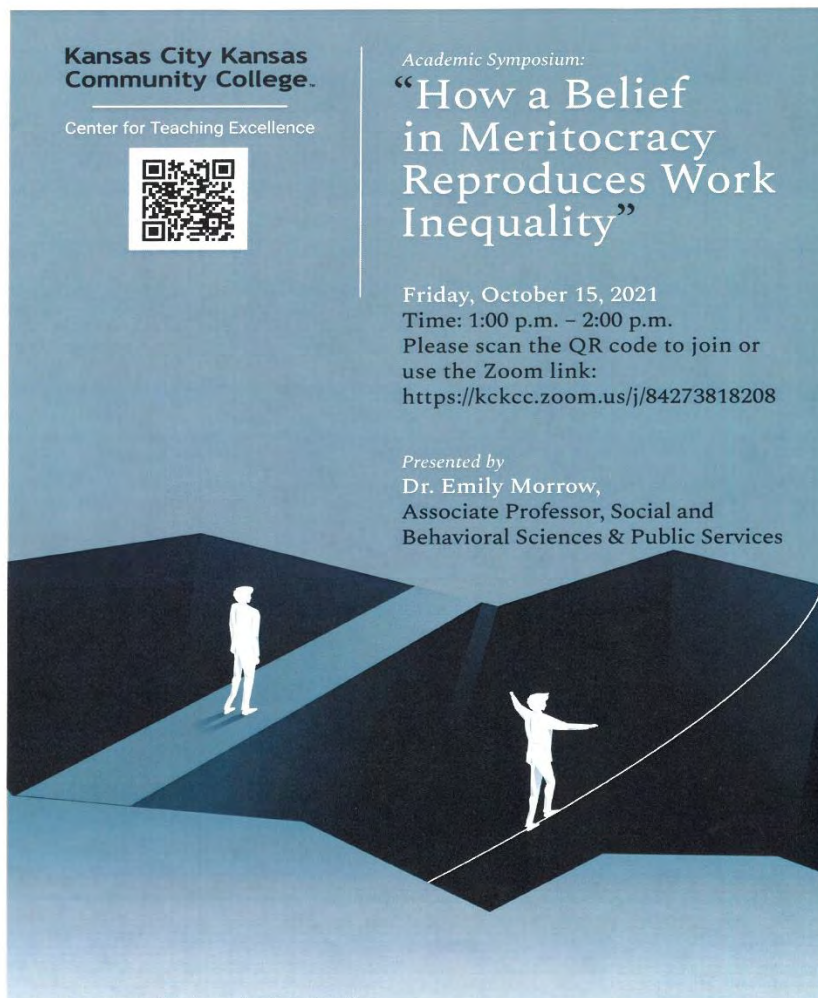
1. Explain autism to your doctor

Most doctors know what autism is. However, that doesn't mean that they understand how autism affects your particular child. You know the kinds of things that frighten your child. You know the best procedures for comforting your child when their



On Friday, October 15, 2021, at 1:00 p.m., Dr. Emily Morrow, Assistant Professor of Sociology, is presenting via the KCKCC Academic Symposium, a lecture entitled “How a Belief in Meritocracy Reproduces Work Inequality.” The Zoom link for the symposium is <https://kckcc.zoom.us/j/84273818208>.

October 2021 Board of Trustees Report
Vice President of Academic Affairs



Dr. Hira Nair and Mr. Yan Chen have done an incredible job with the K-Step Up program and have met targeted benchmarks thus far. Recently, the Elementary and Secondary Education program received from USD 500 through K-State and the K-Step Up program a telepresence robot such as the one shown below. Dr. Nair and the rest of the SBSPS faculty have begun exploring ways to utilize the technology to enhance the learning experience for students.

October 2021 Board of Trustees Report
Vice President of Academic Affairs



Difficult economic times impacts not only humans but their pets as well. Working with the local SPCA, the Social and Behavioral Sciences & Public Services division will launch a pet food drive that will run from October 11 until October 29. The idea came from Professor Suzie Tousey, Coordinator of the Criminal Justice program. who is heading this project and working directly with an SPCA representative. The request is for donations of dry dog and cat food which can be dropped-off at the SBSPS office, Room 2204 in the Henry Louis Building.

STUDENT AFFAIRS DIVISION
BOARD OF TRUSTEES REPORT
OCTOBER 2021

DR. DELFINA WILSON, VICE PRESIDENT OF STUDENT AFFAIRS

KCKCC COVID HEERFIII Relief Funds

COVID Relief Funds	Number of Students	Total Amount Disbursed
Fall 2021	1580	\$2,396,250

- The Student Financial Aid Office has awarded HEERF III funds for students enrolled for Fall 2021. Students who are Pell-eligible and enrolled in 6 or more credit hours for Fall 2021 have been awarded funding and given the option to use funds to pay any balance incurred after March 13, 2020.
- All other students who are not Pell Grant eligible may apply for funding on the KCKCC website until funds are exhausted. Mary Dorr

ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN

October 11, 2021, Enrollment Report provided by the Office of Institutional Effectiveness is included.

Enrollment Management Initiatives

- 10/11 - 10/21 Interviews for Director of Student Success and Retention
- 10/21 CRM ADVISE Training for Student Success Advisors, International Student Services Coordinator, High School Partnership Coordinator, and Military/Veteran Services Director
- Coordinating transfer partnership grant with UMKC School of Engineering
- Implementing Self-Service Student Planning Module for student enrollment
- Exploring electronic transcription software to automatically evaluate provided transcripts and calculate "time-to-degree" per student when deciding major
- Finalizing Spring Early College Academy schedule and marketing to students and parents.
- Implementing Texting communication plan for Spring 2022 enrollment efforts
- Developing Career Placement services, website, and branding

OFFICE OF ADMISSIONS - DR. TINA CHURCH LEWANDOWSKI, DIRECTOR OF ADMISSIONS

September Monthly Report-Applications Processed			
	2019	2020	2021
High School/Dual	92	84	137
First Time Freshman	208	136	189
Transfer	137	87	66
Returning	63	60	48
Visiting	18	20	17
Wellness Only	1	2	0

Special/Non-HS Grad	2	3	28
Total	521	392	485

Recruitment Opportunities		
Event Category	Number of Activities	Number of Engagements
Onsite Visit	9	30
Virtual Presentation	2	259
Off-campus recruitment activities	20	388

- We are working with Signal Vine to implement a new text messaging platform to communicate with students.
- We have a vacant Admissions Recruiting Coordinator position and hope to have the position posted soon.

HIGH SCHOOL PARTNERSHIP PROGRAM

- Spring 2022 enrollment will begin in November 2021.
- We are in contact with the high schools and the academic Deans to determine the spring 2022 Blue Devil Early College Academy course offerings.
- Admissions Specialist II candidates have been scheduled for interviews, and a top candidate should be selected soon.

DOWNTOWN WYANDOTTE LOCATION

- Unfortunately, the second-eight-week academic courses scheduled for the Downtown Wyandotte location did not secure enough enrollments to make for fall. We anticipate offering academic and adult, and continuing education courses for the spring 2022 semester.

STUDENT FINANCIAL AID OFFICE - MARY DORR, DIRECTOR

Financial Aid Applications Received as of October 6, 2021

Academic Year	Total Number of Records	Records Received in September
2021-2022	7130	307
2020-2021	7770	423
2019-2020	8765	575

Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2021-2022	\$6,657,774			\$6,657,774
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

FY 2018 Official Federal Student Loan Cohort Default Rates Announced

On September 27, 2021, the Department of Education (the Department) electronically distributed the FY 2018 official cohort default rate notification to all schools. The FY2018 official cohort default rate for KCKCC is reported as 5.7% with 764 students entering repayment and 44 students who defaulted. The FY 2017 official national cohort default rate for public colleges that have 2-3 year programs is 11.5%.

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

9/2/21 Kim Taylor & Marcia Irvine represented KCKCC PCC at the Leavenworth County United Way Kick off Breakfast. "Together We Can, Together We Will" is the slogan for this year's drive. PCC will be having a variety of events to raise funds for the Community.



9/7/21 Christian Lake, KCKCC PCC Electrical student, has received the Kansas Promise Scholarship. Christian will be completing the Electrical program by Fall of 2022 and will remain in Kansas for two years after graduation to work in the electrical field and fulfill the Kansas Promise Scholarship requirements. Below is Christian signing his contract with Marcia Irvine, Director PCC, Christian, and Erin Anderson, Financial Aid Coordinator.



9/8/21 The west side of the PCC building has NEW carpet, it has a new seating area that was created for the students, and it has lockers that are more accessible to the culinary classrooms.



9/10/21 The Construction students made end grain cutting boards. These boards are made up of a lot of small boards with their faces and edges joined together. The end grain of the boards is used as the cutting surface which allows for better knife skills and board durability. End grain cutting boards are very durable and will last a lifetime. Two smaller versions were made to be donated to the United Way Auction.



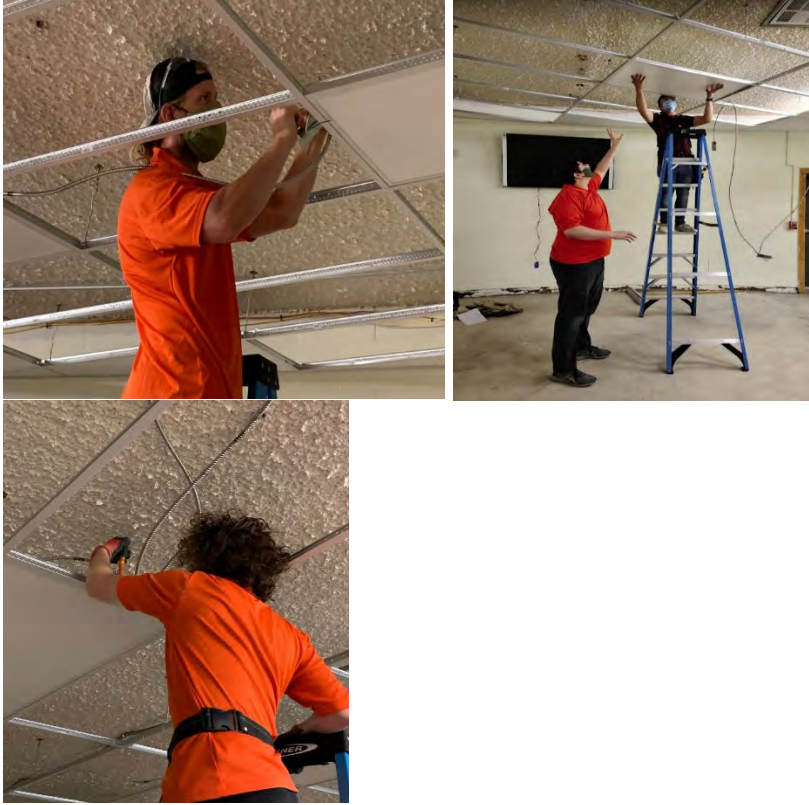
9/10/21 All of PCC staff dressed to show support of the KC Chiefs for Red Friday.



9/13/21 The Construction program at PCC received a new CNC machine. CNC machines are electro-mechanical devices that manipulate machine shop tools using computer programming inputs. CNC machines mill and process various materials, including wood, metals, and plastics.



9/14/21 Electrical students installed lights in the drop ceiling of our renovation room. The lights are suspended LED light panels. The students also installed general purpose outlets and TV outlets.



9/14/21 Kori Thiessen, Reentry Affairs Coordinator, and Matthew Scott, Supervisor of Education, United States Bureau of Prisons, USP-Leavenworth, KS spoke to the Criminal Justice students about Special Need Offenders and Community Corrections.



9/15/21 Leavenworth Interfaith Community of Hope set up a table at PCC looking for volunteers. The shelter provides day activities, meals, sleeping accommodations, and more for those needing assistance. The shelter provides these services with the help of volunteers. It is a great opportunity to give back.



9/15/21 Ottawa University and Kansas National Guard were at PCC this week passing out information to students. These are two great opportunities for our students to consider.



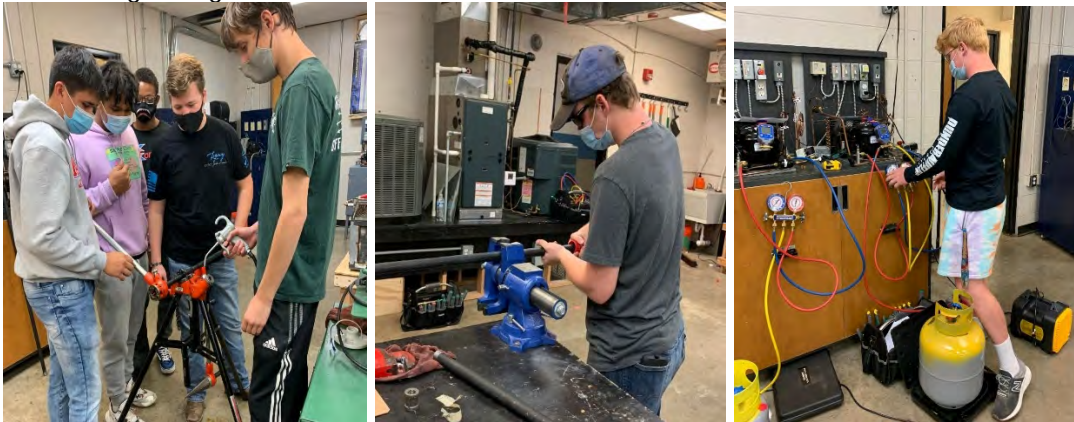
9/15/21 PCC had a GREAT turnout for our blood drive! HUGE thank you to the Leavenworth community and the students that donated.



9/15/21 Marcia Irvine, KCKCC PCC Director, and Dr. Tami Bartunek, Vice President of Strategic Initiatives and Outreach, attended the LCDC Golf tournament this week. Kansas City Kansas Community College Pioneer Career Center was the lunch sponsor for the LCDC Golf Tournament and KCKCC also sponsored two holes for the tournament. The proceeds from the tournament will benefit marketing and future events for LCDC.



9/21/21 HVAC students practiced pipe reaming, also known as pipe eating. This is a trenchless pipe replacement technique that removes the host pipe while at the same time installing a new replacement pipe. A pipe reamer's job is to remove burrs from the inside of pipes or holes drilled in metal. They also are learning the importance of recovering refrigerants.



9/28/21 PCC Culinary Cooking Methods students roasted their pie pumpkins and made pumpkin puree. The students will use the puree throughout the week to make various recipes. Students also started carving their Jack-O-Lantern pumpkins for the pumpkin carving competition.



DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY JRCF - Fall classes continue in a correspondence fashion due to facility concerns. A Principles of Management class is scheduled to start for the 2nd 8 weeks period.

USDB - Classes are continuing. We will have an Into to Business class starting 2nd 8 weeks.

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

Veteran Center Visitors				
	AY18-19	AY19-20	AY 20-21	AY 21-22
August		281	103	174
September	48	313	58	202
October	185	307	37	
November	132	245	25	
December	105	124	10	
January	189	173	67	
February	218	216	79	
March	159	101	109	
April	209	0	115	
May	104	0	41	
June	56	17	132	
July		74	100	
Total	1479	1790	876	376

Students Using VA Educational Benefits

Term Certified	Number of Students Certified	Hours Certified	Amount 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 as of 30 Sept	109	1194	\$142,217.00

Students Using Military Tuition Assistance (TA) during FA21

Type of Tuition Assistance	Number of Students	Hours Enrolled	Amount Invoiced
Army (GoArmyEd)	6	48	\$5,188.00
Army State TA	3	27	\$1609.00
Air Force	4	50	\$4572.00
MyCAA (Army Dependent)			
Total			\$11,369

Student focused contacts by phone/email

Month	Phone	Email	Total
March	45	319	364
April	62	445	507
May	58	437	495
June	81	359	440
July	148	561	709
August	104	473	577
September	49	364	413

Planned Events:

September:

- Sept 1st: The Center supported the Welcome Back Bash and club rush. The Kansas Army National Guard, Air Force Reserves and Marine reserves were available to talk to students on ways they could pay for school.
- Sept 10th: 9/11 Challenge. Over 50 students/staff/faculty/local community members participated in the Challenge. Those that completed the Challenge received a t-shirt from the Veterans Center
- Sept 10th: President Mosier spoke at the KCKCC 9/11 Ceremony which took place near the flag poles in front of the Jewell Building.
- Sept 18th: SVO hosted an Escape Room social event for SVO members and their guests.

October:

- Oct/Nov - Veterans Center will host a Military Affiliated student lunch.
- Oct 15th. Battle of the Branches Food Drive begins and will run through the 15th of November. All donations will go to the KCKCC Food Pantry to be given out to those in need.



STUDENT SUCCESS CENTER - SHAY DODSON, STUDENT SUCCESS ADVISOR

Virtual Advising (phone or video TEAMS/zoom)	MAIN	PION	TEC
Graduation Checks	28	0	3
Reinstatements (after dismissal)	7	0	5
Virtual Advising	59	13	35
Early Assist Interventions Received & Resolved	76	12	16
Recruiting	0	8	5
Calls re canceled classes	7	1	0
Fin Aid Exclusion Appeals	2	0	0
Reverse Transfer Grad Checks	3	0	0
TOTAL	182	34	64

On-Campus Advising	MAIN	PION	TEC
General Advising	141	8	38
Graduation Checks	15	7	2

New Enrollments	20	1	0
Returning Enrollments	15	3	0
Schedule Adjustments	3	2	2
Withdrawal Advising/Drops	22	2	3
Fin Aid Exclusion Appeals	4	4	0
Program Changes	8	0	0
Reinstatements (after dismissal)	5	0	7
TOTAL	233	27	52

Off-Campus Enrollment

KCK Police Academy	139		
TOTAL	139		

EARLY ASSIST / RETENTION ALERTS	MAIN	PION	TEC
Early Assist interventions completed	143	6	10
SOS submissions received	0	0	0
	143	6	10

- Transfer Fair / Graduation Fair- 40 colleges, universities, and 5 outside businesses will participate in the KCKCC Transfer Fair taking place Oct 13th, Upper Jewell, 10 am-1 pm. Partnering with the Registrar's office Graduation Fair.
- Transfer Advising Website - ongoing development to design a website for student use; to include transfer advising tips, resources, and transfer guides for popular transfer institutions/programs
- Transfer Club Coordination and Advisor
 - Sept 28, UMKC Dental School Presentation (1 student attended)
 - Oct 15, University of Kansas Campus Tour (12 students registered)
- KC Scholars - Working on programming for our KC Scholars cohort with a planned new student welcome for October.
- Ellucian ADVISE CRM Project - Student communication plans ready for regular engagement with students to begin again November 1; communications to students will continue throughout the fall and spring semesters. Developing advisor training plan and tutorials for Oct 21 advisor training
 - In progress: Allison Burton and Shay Dodson working on high-risk student retention outreach plans to launch in Spring 2022.

- Advising assessment- work is ongoing w/ assessment team; advising assessment takes place semesterly to collect data on student satisfaction and preparedness/readiness based on SSC SLOs
- TEC Campus Tours are starting for the fall semester for spring applicants and prospective students
- Preparing TEC Career Day presentations for area high schools

REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

Registrar Services	
Degree Verifications	
Graduation Clearinghouse Enrollment/Degree Verifications	47
e-mail, fax, mailed Degree verifications	8
In-person	6
On-Line	12
Scholarships	2
Letter of non-attendance	4
FERPA forms	4
In-person	66
Online	55
Parent Plus Loan - Record added to Ellucian	2
In-Person	62
Online	65
Record Edit Checks	10
Edit Checks- Chris Day	20
Grade Changes	9
Notary Assistance	5
Regular	2
Students Administratively Withdrawn	6
Online requests	2
Walk-in requests	7
Reinstatements after no show	76
Reinstatements after withdrawal	115
Schedule Adjustment Services	27
Dean Approved Enrollment Changes	45
Financial Aid drops due to aid	1
TEC High School Late Enrollments	19
TEC Dean Approved Late Enrollments	31
No shows	33
Tuition Appeals by class	22
Graduation Services	
Backdated graduates	
• May 2021 (4 degrees)	

<ul style="list-style-type: none"> July 2021 (2 degrees and 3 certificates) July 2018 (1 degree) 	
Reverse Transfer	
Diplomas Mailed	5
Diplomas Ordered	5
Duplicate/late diploma orders	132
Student diploma pick-ups	2
Deviation/Substitution forms	121
Transcript Services	
Checked in Transcripts	116
Outgoing transcripts Processed	4

Activities:

- Registrar's Office met with Jostens to discuss their electronic diploma system
- Registrar's Office met with Parchment to discuss their electronic diploma system
- Registrar's Office held three training sessions for transcript posting and graduation application processing.

STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

Student Services Fulfills!

DEAN OF STUDENTS SERVICES EVENTS

- Currently serving as the Housing Director and Housing Supervisor. Supervising 6 RAs with the day-to-day issues and concerns of students
- Working with the Administrative team to address the problems regarding mold in the buildings the college leases through Royal Ridge
- Reviewing applicants for new Director of Student Resident Life, Interviews will start Oct 7th. Will start the process for Student Resident Life Coordinator once the Director is hired
- Attended Community College Diversity Institute (CCCDIO) virtual conference hosted by the Community College of Allegheny County.

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

In partnership with Church of the Resurrection (COR), we provided a Mobile Food Pantry experience on 9/23 at TEC that allowed students and the public to shop in COR's new walk-through bus. We helped 57 families, a total of 165 individuals, with fresh and frozen items they selected for themselves, providing approximately 1,386 pounds of food.



We hosted two sessions of "Together We Can," focusing on healthy consensual relationships and sexual assault prevention. The virtual sessions were presented by Jeff Bucholtz, the Director of We End Violence, Communications Professor at Southwestern College and San Diego State University, and award-winning TED Talk speaker. The programs were co-hosted by Student Activities, the Center for Equity, Inclusion and Multicultural Engagement, and Student Affairs.

In addition, the Fringe Benefits of Education (FBOE) co-sponsored the 6:30 session. All totaled, there were 3 classes and 90 participants. The Director of Student Activities transported students from their hotels to the campus and individual meals were provided to the 50 students participating in the lower Jewell evening session. Students were very engaged, and the presentation was well-received.

September is Suicide Prevention Month. Staff met with students enrolled in our BLUE classes to talk with them about taking the Ask Listen Refer suicide prevention training. This is part of the co-curricular learning activities offered through the Counseling & Advocacy Center. The training teaches how to recognize the warning signs and know the risk factors of a person who is experiencing suicidal thoughts. This training is free and is also available to all KCKCC employees. We promote this training annually across campus and incentivize students to take the training by offering a drawing for prizes to those who present a certificate of completion.



STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

Disability	September 2021	September 2020	September 2019
Autism Spectrum Disorder	17	9	14
Attention Deficit Disorder	35	27	35
Blind/Visual Impairment	12	8	11
Deaf/Hard of Hearing	5	6	3
Head Injury	4	2	1
Intellectual Disability	3	4	3
Learning Disability	65	56	78
Medical	9	2	10
Physical	6	1	5
Psychiatric	15	8	16
Other Health Impaired	1	1	0
Total	172	124	176

Narrative Activities:

- SASS participated in a TEC - PCC Hot Careers Event meeting. The team discussed altering the event format because of COVID and have smaller groups of potential students attend. A survey will be sent out to see how many high schools would be able to attend and what dates work best for them. The plan is to host this event at both TEC and PCC.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Student Activities

- Student Activities partnered with Social Science (Dr. Unoke), Business (Teri Huggins), and the CEIM departments for the 2021 Constitution Day. We hosted 5 opportunities for students to participate in Constitution Bingo. This event was hosted by Dr. Justine Shuey, a national speaker with the Association for the Promotion of Campus Activities (APCA). Approximately 85 two- and four-year colleges from across the country participated in Constitution Bingo. We had a total of 15 KCKCC students participate. We hosted an in-person Bingo on Friday, Sept. 17th in the Lower Jewell Student Center and had 6 students attend. Ms. Shawnee Warren was one of the winners!

CONSTITUTION & CITIZENSHIP DAY				
B	I	N	G	O
B9 ARTICLES OF CONFEDERATION	I21 DUAL CITIZENSHIP	N41 JURY TRIAL IN CIVIL LAWSUITS	G52 PRESIDENTIAL VOICE FOR D.C.	O71 THE PRESIDENT OF THE UNITED STATES
B15 CITIZENSHIP DAY	I16 CITIZENSHIP RIGHTS, EQUAL PROTECTION, APPOINTMENT, CIVIL WAR DEBT	N33 GRAND JURY, DOUBLE JEOPARDY, SELF-INCRIMINATION, DUE PROCESS, HARDSHIP	G53 PRO TEMPORIS	O67 STATES, CITIZENSHIP, NEW STATES
B2 11,000	I19 CONSTITUTION TOWN	N33 CONSTITUTION & CITIZENSHIP DAY BINGO	G51 PRESIDENTIAL TERM AND SUCCESSION, ASSEMBLY OF CONGRESS	O65 SEPTEMBER 17TH
B12 CHARTERS OF FREEDOM	I20 DEBTS, SUPREMACY, OATHS, RELIGIOUS TESTS	N31 FOUNDING FATHERS	G50 PRESIDENTIAL DISABILITY AND SUCCESSION	O73 TWO-TERM LIMIT, PRESIDENCY
B1 234	I27 EXCESSIVE FINES, CRUEL AND UNUSUAL PUNISHMENT	N32 FREEDOM OF RELIGION, SPEECH, PRESS, ASSEMBLY, AND PETITION	G47 OLD AND SHORT	O64 SEPARATION OF POWERS



- Partnered with the Counseling & Advocacy Center, CEIM, & FBOE to host "Together We Can" presentation by Jeff Buckholts, Director of We End Violence, in September.
- Assisting with providing rides to housing students who need to go to the laundry mat.
 - Received laundry soap donations from two local churches: Veer and Life Mission Church
- Provided rides to housing students to and from their hotels to the college to attend the "Together We Can" presentation.
- Assisted in collecting toiletries for the Counseling & Advocacy Center to give to housing students during their transition.
- Preparing the Pioneer Career Center Annual Kids Halloween Drive Thru event on Friday, October 29th in their parking lot. Cars will drive up to the various stations and be given special goodies for their children.



Intramural Basketball

Student Activities has hosted three weekly intramurals facilitated by Roger Suggs. Each week we have between 15-20 students who come out to play basketball: 3 on 3, 5 on 5, free throw contests, etc. Students who are interested in attending intramural basketball register via a QR code in Microsoft Forms.

FBOE

- There has been an average of 25 students, community members, and professionals who have attended weekly FBOE meetings. These meetings are held in the Lower Jewell from 6:00 pm – 8:30 pm.
 - Speakers for the month include Mr. Alex Davis, black business owner; Mr. Tyrone Gardner, community advocate; Rev. Vaughn, Pastor; Mr.
 - Topics included: The Importance of Finishing the Deal: From Enrollment to Graduation, Never Give Up, Focus Driven Life,
 - Students also attended Jeff Buckholts, National Speaker presentation; We End Violence

Student Senate

- Senate is currently preparing for the upcoming Kids Halloween Party on Saturday, October 30th from 5:00 pm – 9:30 pm at the TEC. Activities include: trunk or treat, Halloween maze, food trucks, hair decorating and dance contest. At 7:30 pm, Trolls World Tour will be shown.
- Hosts bi-weekly Student Senate meetings.
- Attended the monthly College Senate meetings.
- Preparing to attend the Housing Topping Ceremony on October 15th.
- Taking time to read about/research about HLC.
- Ms. Shawnee Warren, Student Senate Campus Activities Coordinator has been working with all the club members and advisors to help them with any needs they may have. She communicates with the advisors via email and has personally attended many of the club meetings.
- Ms. Chrystal Tucker, Student Senate Chief Information Office has been working with clubs to get up-to-date social media information.
- Ms. Ikia Elam, Student Senate Parliamentarian, has been working on placing clubs in committees:
 - Budget Committee: Drama, SVO, Science, Therapy & Writing Clubs
 - Judiciary Committee: Music/Jen, Art Society, AES, Psi Beta, Forensics clubs
 - Campus Activities Committee: Gamers, CSU/CRU, Sigma Phi Sigma, ISO clubs
 - College Senate Committee: PTK, Freshman, ENACTUS, Debate clubs
 - Blues Kitchen Committee: Active Minds, AAUW, Catholic Students, OQS, Transfer club
- Clubs are meeting and preparing for various events and activities



STUDENT HOUSING - DIRECTOR OF STUDENT RESIDENT LIFE (Position is vacant)

Mold remediation

- Ongoing remediation in the Student Housing units.
- Remediation work included HVAC & Duct cleaning, Defogging and HEPA air scrubbing filtration, and air quality analysis.
- Ongoing coordination to relocate students back to their apartment as apartments are cleared by Titan Environmental Services.
- Ongoing updates sent to parents and students.

Director of Student Residence Life position

- Applicants will be reviewed and interviewed starting the first week of October

STUDENT HEALTH CENTER-SYLIVIA GILLIS, NURSE PRACTITIONER

- Campus Health has been seeing and treating students with full clinic services. Students are becoming more aware of their personal health and learning to be proactive in the process of their healthcare. We are also seeing students for mental health issues and have been able to help get them started on medications as well. Some students have been seen for symptoms of ADHD or ADD, have been diagnosed, and started on medication by our clinic. This has been a great help to students with low income and transportation issues. These students can visit the Campus Clinic while at school for the monthly follow-up visits required for these types of therapy and medication refills. This helps ensure compliance and success with a therapy regimen. These are services that many students may not have other access to. We are pleased to fill this need on our campus.
- The Student Health Center is currently providing the following services:
 - Wellness visits
 - Acute visits
 - COVID tracing
 - Verification of COVID vaccine for travel
 - COVID testing
 - Color/hearing testing for healthcare programs
 - Providing TB skin testing services to both students and employees
 - Scheduling and hosting blood drives and vaccine clinics
 - Providing blood pressure checks and first aid services to employees.
 - Blood lab work

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

Operations

Following a brief update presentation to the Board of Trustees' September meeting, The Center held an Open House on Sept. 21st, from 11:00 a.m. to 1:00 p.m. We welcomed approximately 25 Trustees, students, faculty, and staff to the Center. In addition to great conversation and dialogue, the attendees learned about the Center's new mission and priorities. Also, throughout September, KCKCC received applications for the inaugural Equity and Inclusion Council, which will begin meeting in October. At the close of the application period, 39 students, staff and faculty have applied to participate in the Council. Additionally, the Center will begin interviewing for the Coordinator role in October as well. The position will help in the implementation of the Center's priorities and help support the work of the Council. The Center also offered a brief presentation to the Board of the KCKCC Foundation on Sept. 16th, 2021, on its enhanced mission and priorities.

Programming

The Center is creating a monthly programming schedule which will be sent out to all employees and students at the beginning of each month. This programming update will also include Art Gallery events and shows as well.

In September, the Center partnered with Student Activities to host Constitution Day Bingo Events for students. Looking forward to October, The Gallery will host a speaker for Hispanic Heritage month on the history of Latino baseball in Kansas City. The Center will also host an

"Unconscious Bias" Lunch and Learn workshop via zoom on October 13th, from 12:00 -1:00 p.m.

Initiatives

A "Transgender Inclusion" workgroup has been convened to draft policies and web resources for KCKCC's Transgender students. Gaby Flores and Jennifer Gieshen will co-lead this effort. Initially, the group had convened last summer to address and draft policy specifically related to Trans students 'chosen name'; however recent issues related to Trans student housing surfaced, requiring the scope of the group to be broadened. Various key stakeholders were invited to our first meeting of this broadened group, with the intent of a short-term task force approach to draft a broader umbrella Trans policy, within which chosen name, housing, athletics, disclosure/privacy and employees may be addressed. First meeting was held on September 10. Currently, the group is working on researching best practices from other local and regional colleges. An Umbrella Policy will be drafted and submitted to Dr. Wilson and Christina McGee by Nov 1 for Cabinet review.

ART GALLERY - SHAI PERRY-COORDINATOR

Gallery Shows

"Cultura" is now on display in the KCKCC Art Gallery room 2346 until Oct. 21st, hours of operation Mon. through Thur. 11 am to 4 pm or by appointment. The "Cultura" exhibition celebrates Hispanic artists in the Kansas City region. The curator Vania Soto's works can be viewed throughout the metro. She is well known for her intricate and colorful murals. KCKCC art collection features three original murals. The group of artists includes Baldemar Rivas, Chico Sierra, Emily Alvarez, Kristie-Lynn McGathy, Luis Merlo, Naomi Apodaca, Nicolas Ortega, and Ysabel Santacruz. The closing reception will take place on Oct. 14th from 4 pm to 7 pm. The artist will be present to discuss their works. Contact Galley Coordinator Shai Perry for more information sperry@kckcc.edu.



Student Engagement

Artist Baldemar Rivas and Erick Felix shared their experiences with art students at KCKCC. The students enjoyed the demos and viewing the "Cultura" exhibition.



Athletics Anthony Tompkins, Director

SOFTBALL: Earned National Recognition by the National Fast Pitch Coaches Association for having a team GPA of a 3.69. Which was 3rd overall for all two-year colleges.

VOLLEYBALL: Currently ranked #19 in the latest NJCAA national poll. The team is 16-7 on the year and is sitting at 5th place in the conference.

W. SOCCER: Currently 4-6 overall and is sitting at 4th place on the east side of the conference.

M. SOCCER: Currently 3-3-2 overall and is in 2nd place in the conference. They have some big games coming up to secure home field advantage in the first round of the playoffs.



Strategic Initiatives and Outreach

Dr. Tami Bartunek Vice President

Kris Green Executive Director Marketing and Institutional Image

Omar Brenes Web Architect

Joy Cicero Production Assistant

Matt Fowler Web Designer

Kim Lutgen Printshop Manager

Kelly Rogge Public Information Manager

Dana Sambol Executive Assistant

Welcome to the Team!

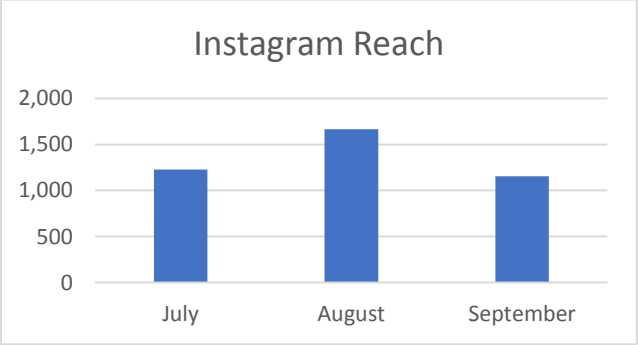
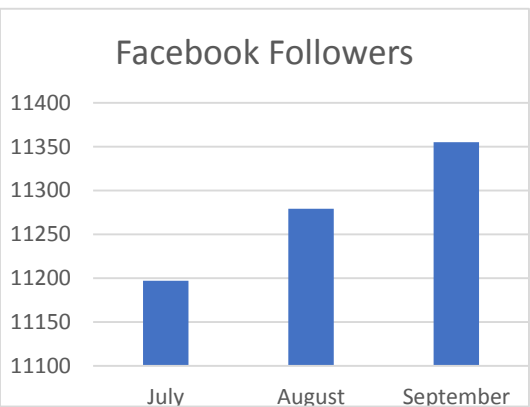
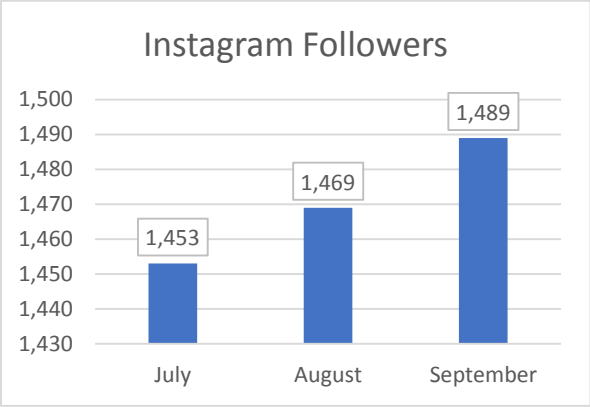
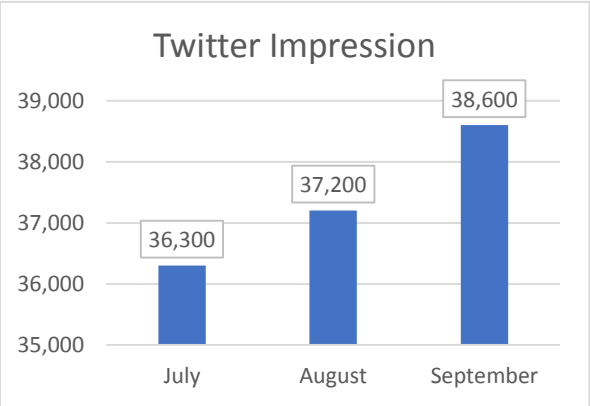
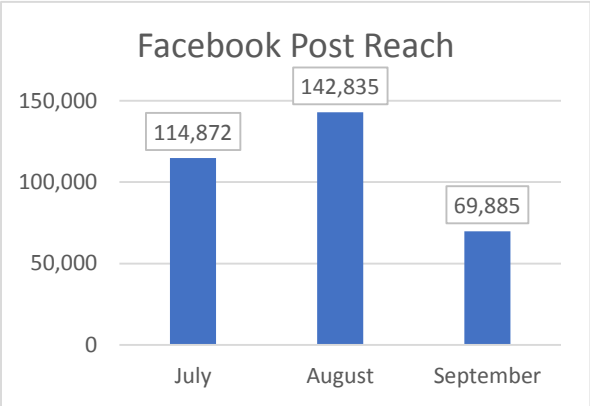
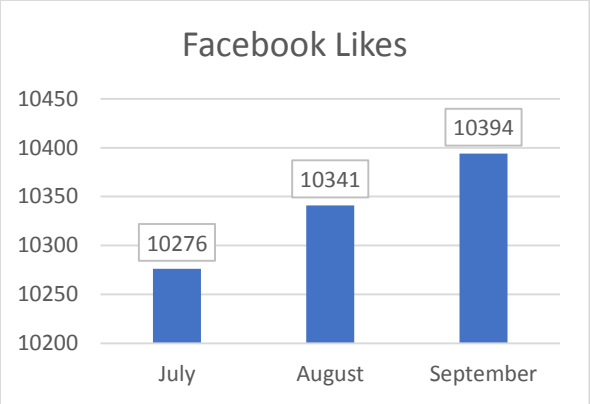
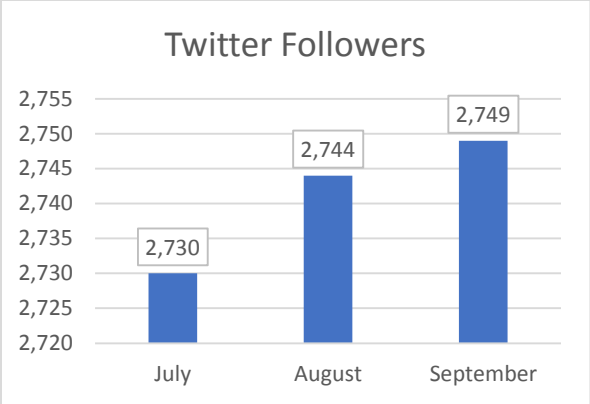
KRIS GREEN, Executive Director of Marketing and Institutional Image

Kris Green has more than 15 years of experience in leading higher education marketing and image building. She has led departments at several institutions, including the University of Missouri-Kansas City, Missouri Western State University and Benedictine College. She earned her Executive MBA at Benedictine College and her undergraduate degree in Communications at Missouri Western. She most recently served in the marketing department at HNTB Corporation, a transportation engineering firm, and is excited to return to higher education. She started with us on October 11.

Strategic Initiatives and Outreach

- Welcomed Representatives Kathy Wolfe Moore and Pat Petty to lunch with Dr. Mosier (in person) and Tami Bartunek (virtual) in preparation to welcome and provide a tour to KBOR Chair Ms. Cheryl Harrison Lee. The group had a brief tour of the KCKCC Main Campus followed by a more detailed tour of KCKCC Technical Education Center.
- Participated in "Program Ideas and Opportunities" with KU. This group is brainstorming and researching new potential ways to partner in order to provide our students with more transfer opportunities.
- Prepared and submitted multiple certificates of appropriateness's to the Landmarks Commission for the planning of the new Downtown Community Education, Health and Wellness center.
- Worked with KCK Chamber and the Women's Foundation to plan the 2021 Purses with a Purpose fundraising event. KCKCC is providing the space and media support for the online auction.
- Attended the Argentine Betterment Corporation council meeting to support the Downtown Community Education, Health and Wellness center.

Social Media Metrics and Select Posts



Note: We did not have any paid Facebook ads running during September, thus the decline in reach. Traditionally Facebook reach also decreases in September.

Tweet activity



 KCKCC @KansasCityKSCC Good luck to @kscitymonarchs in Game 1 of the South Division Championship Series! #KCKCCProud #WePlayToWin #SeeYouAtTheBallpark pic.twitter.com/8Gf4xbv18f	Impressions	2,474
	Total engagements	55
	Likes	22
	Detail expands	20
	Media engagements	5
	Profile clicks	5
	Hashtag clicks	2
	Retweets	1


Tweet activity



KCKCC @KansasCityKSCC Welcome! #KCKCCProud https://twitter.com/KCK_MBB/status/1438286819209187328	Impressions	1,247
	Total engagements	16
	Likes	5
	Detail expands	5
	Profile clicks	4
	Replies	1
	Link clicks	1


Tweet activity



 KCKCC @KansasCityKSCC Congratulations @kscitymonarchs on winning the 2021 @AA_Baseball Championship!! #KCKCCProud #ReignReborn #Champions pic.twitter.com/p0h43SvHMX	Impressions	1,011
	Total engagements	46
	Detail expands	19
	Likes	15
	Profile clicks	5
	Media engagements	4
	Retweets	2
	Replies	1

Tweet activity




**KCKCC** @KansasCityKSCC

Congratulations Cole! #KCKCCProud
<https://twitter.com/KCKbaseball/status/1440382588535787520>
 ...


Impressions	1,007
Total engagements	8
Likes	6
Profile clicks	2




Post Details

**Kansas City Kansas Community College**


★ Favorites · September 1 ·

KCKCC was excited to host the Welcome Back Bash Wednesday for its students, staff and faculty. In addition to games and food, students had the opportunity to learn about different clubs and organizations on campus. Welcome Back Blue Devils!! #KCKCCProud #WelcomeBack





+2

 **Get More Likes, Comments and Shares**

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

Performance for Your Post

1,789

People Reached

32

Reactions, Comments & Shares

26

Like

26

On Post

0

On Shares

5

Love

5

On Post

0

On Shares

1

Comments

0

On Post

1

On Shares

0

Shares

0

On Post

0

On Shares

86

Post Clicks

39

Photo Views

0

Link Clicks

47

Other Clicks

NEGATIVE FEEDBACK

4

Hide Post

1

Hide All Posts

0

Report as Spam

0

Unlike Page

Reported stats may be delayed from what appears on posts

Post Details



Kansas City Kansas Community College

★ Favorites · September 2 · 🌐

KCKCC was pleased to welcome several guests to our main campus and Dr. Thomas R. Burke Technical Education Center Wednesday. These special guests included Cheryl Harrison-Lee, chair of the Kansas Board of Regents; Dan Murray, contact lobbyist for the Kansas Association of Community College Trustees; Kansas State Senator Pat Petty; Kansas State Representative Kathy Wolfe Moore and Heather Morgan, executive director of KACCT. KCKCC President Dr. Greg Mosier led the tour, which highlighted renovated classrooms on the KCKCC Main Campus, the new historical mural and showcasing some of the technical programs at KCKCC-TEC. Thank you to everyone who participated in this event! #KCKCCProud



Performance for Your Post

1,652 People Reached

29 Reactions, Comments & Shares

22 Like

20 On Post

2 On Shares

1 Love

1 On Post

0 On Shares

2 Comments

2 On Post

0 On Shares

4 Shares

4 On Post

0 On Shares

95 Post Clicks

29 Photo Views

0 Link Clicks

66 Other Clicks

NEGATIVE FEEDBACK

5 Hide Post

0 Hide All Posts

0 Report as Spam

0 Unlike Page

Reported stats may be delayed from what appears on posts.

Post Details



Kansas City Kansas Community College

★ Favorites · September 7 · 🌐

Christian Lake, KCKCC PCC Electrical student, has received the Kansas Promise Scholarship. Christian will be completing the Electrical program by Fall of 2022 and will remain in Kansas for two years after graduation to work in the electrical field and fulfill the Kansas Promise Scholarship requirements.

The Kansas Promise Scholarship Act is a last-dollar scholarship program for Kansas high school graduates and students 21-years and over who enroll and complete a certificate o... See More



Performance for Your Post

2,046 People Reached

32 Reactions, Comments & Shares

25 Like

25 On Post

0 On Shares

4 Love

4 On Post

0 On Shares

1 Comments

1 On Post

0 On Shares

2 Shares

2 On Post

0 On Shares

58 Post Clicks

12 Photo Views

6 Link Clicks

41 Other Clicks

NEGATIVE FEEDBACK

1 Hide Post

1 Hide All Posts

0 Report as Spam

0 Unlike Page

Reported stats may be delayed from what appears on posts.

1

look at the progress of KCKC

Boost Post

1 Comment 1 Share



1

Reported stats may be delayed from what appears on posts



kansascitykscc • Following

kansascitykscc KCKCC was excited to host the Welcome Back Bash Wednesday for its students, staff and faculty. In addition to games and food, students had the opportunity to learn about different clubs and organizations on campus. Welcome Back Blue Devils!! #KCKCCProud #WelcomeBack #kckcc #bluedevis #carnival #fun #studentlife #basketball #waxhands #amazing #joy #community

Like Comment Share Bookmark

Liked by newmanrocks41 and 21 others

SEPTEMBER 1

Add a comment...

kansascitykscc • Following

kansascitykscc Our Blue Devils at the Pioneer Career Center are celebrating #RedFriday! How are you getting ready for the start of another Chiefs season? #KCKCCProud #ChiefsKingdom ❤️❤️❤️ #kckcc #bluedevis #football #nfl #kansascity #chiefs #goodluck #amazing

4w

Like Comment Share Bookmark

Liked by newmanrocks41 and 21 others

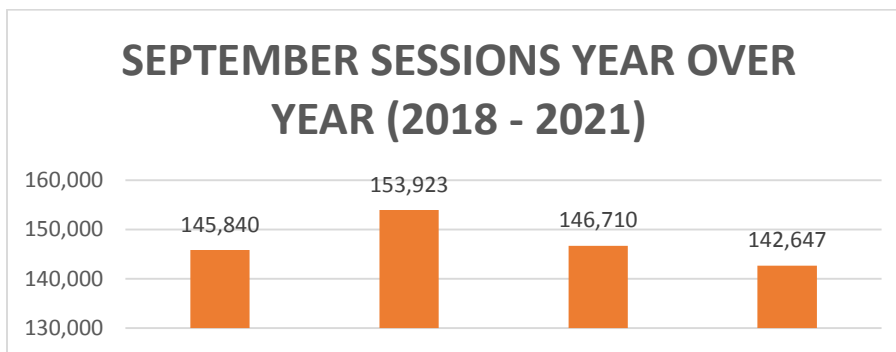
SEPTEMBER 10

Add a comment...



General Website Information

- We have received over 80 online suggestions as to what to name the new student housing!



Top Webpages for September 2021

Webpage	Pageviews
Degree / Certificate Webpage	9,847
Class Schedule	3,042
Get Ready	2,978
Web Advisor	2,973
Steps to Enrollment	2,216

KCKCC Unduplicated Headcount by Location

CAMPUS (UNDUP at A Location & DUP Across Locations)	10.14.2019	10.12.2020	10.11.2021	19-20	19-20	20-21	20-21	Fall 2021	19-21	19-21
	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
AMZN	11	-	-	-11	-	-	-	0.00%	-11	-
BL	-	240	12	240	-	-228	-95.00%	0.24%	12	-
DNTWN	9	-	-	-9	-100.00%	-	-	0.00%	-9	-100.00%
FRSC	40	45	31	5	12.50%	-14	-31.11%	0.63%	-9	-22.50%
HS	1,297	999	829	-298	-22.98%	-170	-17.02%	16.77%	-468	-36.08%
LCF	-	-	23	-	-	23	-	0.47%	23	-
MC	2,795	1,350	1,728	-1,445	-51.70%	378	28.00%	34.97%	-1,067	-38.18%
OC	290	446	403	156	53.79%	-43	-9.64%	8.15%	113	38.97%
OL	1,878	2,296	2,158	418	22.26%	-138	-6.01%	43.67%	280	14.91%
PION	318	211	230	-107	-33.65%	19	9.00%	4.65%	-88	-27.67%
TEC	873	703	769	-170	-19.47%	66	9.39%	15.56%	-104	-11.91%
USDB	61	41	46	-20	-32.79%	5	12.20%	0.93%	-15	-24.59%
VIRT	-	1,020	515	1,020	-	-505	-49.51%	10.42%	515	-
Total UNDUP Headcount	6,077	5,153	4,942	-924	-15.20%	-211	-4.09%		-1,135	-18.68%

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

Status	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
First-time	2,306	1,522	1,549	-784	-34.00%	27	1.77%	31.34%	-757	-32.83%
Returning	3,771	3,631	3,393	-140	-3.71%	-238	-6.55%	68.66%	-378	-10.02%
Gender	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
Unknown	-	2	7	2	-	5	-	0.14%	7	-
Female	3,600	3,002	2,874	-598	-16.61%	-128	-4.26%	58.15%	-726	-20.17%
Male	2,477	2,149	2,061	-328	-13.24%	-88	-4.09%	41.70%	-416	-16.79%
Race / Ethnicity	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
American Alaska Native	36	30	27	-6	-16.67%	-3	-10.00%	0.55%	-9	-25.00%
Asian	295	217	213	-78	-26.44%	-4	-1.84%	4.31%	-82	-27.80%
Black or African American	1,151	950	886	-201	-17.46%	-64	-6.74%	17.93%	-265	-23.02%
Hawaiian Pacific Islander	11	15	5	4	36.36%	-10	-66.67%	0.10%	-6	-
Hispanic	1,605	1,156	1,089	-449	-27.98%	-67	-5.80%	22.04%	-516	-32.15%
Multi-racial	295	283	275	-12	-4.07%	-8	-2.83%	5.56%	-20	-6.78%
Unknown	282	225	191	-57	-20.21%	-34	-15.11%	3.86%	-91	-32.27%
White	2,402	2,089	2,086	-313	-13.03%	-3	-0.14%	42.21%	-316	-13.16%
Non Resident	-	188	170	188	-	-18	-9.57%	3.44%	170	-

KCKCC Credit Hours by Location

CAMPUS	10.14.2019	10.12.2020	10.11.2021	19-20	19-20	20-21	20-21	Fall 2021	19-21	19-21
	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
AMZN	60	-	-	-60	-	-	-	0.00%	-60	-
BL	-	1,484	39	1,484	-	-1,445	-97.37%	0.09%	39	-
DWNTN	47	-	-	-47	-100.00%	-	-	0.00%	-47	-100.00%
FRSC	319	441	293	122	38.24%	-148	-33.56%	0.67%	-26	-8.15%
HS	7,178	5,606	4,430	-1,572	-21.90%	-1,176	-20.98%	10.19%	-2,748	-38.28%
LCF	-	-	225	-	-	225	-	0.52%	225	-
MC	21,852	7,136	11,469	-14,716	-67.34%	4,333	60.72%	26.39%	-10,383	-47.52%
OC	884	1,173	990	289	32.69%	-183	-15.60%	2.28%	106	11.99%
OL	10,091	14,259	12,926	4,168	41.30%	-1,333	-9.35%	29.74%	2,835	28.09%
PION	2,597	1,828	1,958	-769	-29.61%	130	7.11%	4.51%	-639	-24.61%
TEC	10,340	8,013	8,913	-2,327	-22.50%	900	11.23%	20.51%	-1,427	-13.80%
USDB	339	219	314	-120	-35.40%	95	43.38%	0.72%	-25	-7.37%
VIRT	-	4,750	1,905	4,750	-	-2,845	-59.89%	4.38%	1,905	-
Total	53,707	44,909	43,462	-8,798	-16.38%	-1,447	-3.22%		-10,245	-19.08%



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

FINANCE - MICHAEL BEACH, CFO

- Annual Financial Statement Audit update - Fieldwork is complete for the Financial Statements. There were no material adjustments noted, and no significant deficiencies noted as well. The fieldwork for the annual compliance audit (federal and state grants) is complete.
- Facility Services continues to work with Student Services and Royal Ridge to remediate the mold issues in Student Housing and ensure apartments are safe for students to return.
- The new student housing project continues toward completion. Conco is now racing to get the building fully enclosed. Significant work is being completed on the inside. Once the building is enclosed, the sheetrock process will begin.
- Finance continues to work with Student Housing and the Financial Aid Office on processing refunds to students in student housing who are returning home or have found alternative housing. The College is also offering a discount to students who are willing to share a bedroom with another student. The Financial Aid Office has reported that these refunds will not impact any of the Federal Financial Aid received by the College or any of the funds currently awarded through the Kansas Promise Act. This reduces the level of complexity in the process to provide students refunds.
- The College disbursed \$3.08M in student emergency relief grants from Higher Education Emergency Relief Funds provided through ARPA.

BOOKSTORE - MIKE GOWING, DIRECTOR

- Spring adoptions are coming in; allowing us to get started early on ordering. This will increase the chances of procuring used books to save our students money.
- We are contacting other institutions to understand their Inclusive Access programs and find what would work best for KCKCC students and faculty.
- We have instituted a 10% discount program to all staff & faculty members.

CENTRAL SCHEDULING - EVERETT FLETCHER, SUPERVISOR

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

FACILITY SERVICES - CHRIS GARDNER, DIRECTOR

ACCOMPLISHMENTS: partial list

- Received request to bid out BPU project.
- Installed FS informational monitor.
- Replaced benches in front of Math building.
- Completed carpet replacement at PCC.
- Completed activities for the Back-to-School bash.
- Completed installation of banners on main campus.
- Completed CAD, Revit, and MS Project training.
- Completed agreement for Cintas to inspect/test all fire extinguishers, first aid kits, emergency lights, and exit signs.
- **Completed filter replacements for all RTU's & air handlers on main campus.**
- Completed quarterly FOG report for main campus & TEC.
- Completed repair of parking lot lights at TEC 2 & 3.
- Completed compressor installation at TEC 3.
- Completed IR scans at TEC locations.
- Hired and onboarded employees for 3 management positions.
- **Completed req's & job postings for 7 replacement positions.**
- Scheduled install of commercial fan for the welding program at LCF.
- Held monthly department meeting.
- Started planning for PPE program rollout.
- Executed PCC landscaping & snow removal contract. Took over all responsibilities as of 10/1.
- Received quotes for the signage replacement on main campus.
- Completed PAC rigging project.
- Implemented pest control PM contract.
- Moved all FS employees to FS building.
- Implemented compressor PM agreement.
- Completed annual fire inspections.

GOALS FOR NEXT MONTH:

- Continue mold remediation work at Royal Ridge apartments.
- Complete PPE Policy and roll out the program.
- Complete scope of responsibilities & staffing plan for in house landscaping & snow removal.
- Pour pads for BPU switch gear replacement project.
- Complete mold remediation work in various areas around the main campus.
- Put together scope and a high-level schedule for asset tagging.
- Complete a department expectations policy and include vacation request information.
- Order shades for upper & lower Jewell.

- Inspect all roof areas on main campus and TEC buildings and make necessary repairs.
- Complete high level FS building expansion drawings and submit to city for review.
- Complete proposal for landscaping equipment and place orders.
- Fill additional vacant positions in the department.
- Complete clean up and organization of storage space in the Facility Services building.
- Complete installation of signage around main campus.

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

Summary:

- Deputy Chief Sievers sent out the Annual Security/Fire Safety Report for 2021 in compliance with the Clery Act September 30.
- Deputy Chief Sievers worked with local law enforcement to gather crime stats to be sent to the Department of Education for October 13 deadline.
- Sgt. Scott Bailie conducted several ALICE trainings for various classes/departments.
- Conducted traffic control for Church of Resurrection and Harvesters food distributions September 23 & 27.

Kansas City Kansas Community College

Monthly Financial Summary

September - YTD FY2022		
	Results	Comments
Total Assets	\$ 117,189,082	Net decrease of \$5.57M for the month; See H1 below
Total Liabilities	\$ 46,407,398	Net decrease of \$1.22M for the month; See H1 below
Net Position	\$ 70,781,684	Net decrease of \$4.35M; See H4 below

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 20,176,310	\$5.59M for the month; See H2 below
Operating Expenses	\$ 20,455,128	\$10.69M for the month; See H3 below
Increase /(Decrease) in Net Positions	\$ (278,818)	YTD increase in Net Position is expected for September; See H4 below
Current Month - Burn Rate	\$ 10,696,304	CY Budgeted monthly burn rate = \$7.14M
PRIOR YEAR MONTH - Burn Rate	\$ 4,950,523	

Highlights / Key Financial Initiatives	
H1	The net decrease in total assets is due to the payment of \$3.08M in student emergency relief for the period. The draw of federal funds did not happen until 10/4. The remaining decrease of \$2.49M is due to operating expenses in excess of revenue received for the period. Total liabilities decreased for the period due to payment of \$1.19M for student housing construction expenses incurred in August but paid on 9/1. The College's total YTD operating cash position remains strong at approximately \$5.5M better than last year's YTD cash position. This difference would be more at September 30 due to timing differences in cash reimbursements for \$3.08M in HEERF III funds for student emergency relief, and \$2.61M for student housing construction transfers.
H2	Revenues - Increase in revenues is primarily due to \$2.87M received in financial aid, \$295K auxiliary revenues, and \$2.72M property tax revenues.
H3	Operating Expenses - The September increase of \$10.69M in operating expenses is more than expected. However, this amount includes \$3.08M in student emergency relief and another \$2.6M in student financial aid. Removing these expenses makes the adjusted operating expenses for the period approximately \$5M which is consistent with normal monthly operations.
H4	The College's overall net position decreased \$4.35M during September. This decrease is the net amount from operating results (expenses exceeding revenues, plus overall decrease in liabilities).
H5	Adjusted Burn Rate after deducting HEERF III emergency relief grants to students - \$7.61M. This monthly burn also includes \$2.6M in student federal financial aid, which is expected in the month of September.

Risks / Issues	
R1	Enrollment numbers for Fall 2021 are approximately 4% less than Fall 2020, enrollment is currently down by approximately 19% compared to Fall 2019. The College has received "one-time" HEERF revenues to cover increased costs due to COVID. The potential long-term decline in enrollments will continue to place pressure on the College to rely on these funds to meet "ongoing" operating expenses.
R2	
R3	
R4	

KANSAS CITY KANSAS COMMUNITY COLLEGE
Interim Summary Financial Statements - September 2021
Year to Date Fiscal Year 2022, with comparison to Fiscal Year Ended June 30, 2021

Summary Statement of Net Position

	YTD FY2022	Unaudited Year-End FY2021
Assets		
Current Assets	\$ 54,819,722	\$ 67,239,992
Noncurrent Assets	62,369,360	57,715,075
Total Assets	<u>\$ 117,189,082</u>	<u>\$ 124,955,067</u>
Liabilities		
Current Liabilities	\$ 8,774,214	\$ 12,533,388
Noncurrent Liabilities	37,633,184	37,633,184
Total Liabilities	46,407,398	50,166,572
Net Position	<u>70,781,684</u>	<u>74,788,495</u>
Total Liabilities and Net Position	<u>\$ 117,189,082</u>	<u>\$ 124,955,067</u>

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	\$ 12,507,252	\$ 34,420,330	\$ (21,913,078)	\$ 12,135,943	36.34%
Non-Operating Revenues, Net	7,669,058	57,762,262	(50,093,204)	8,029,192	13.28%
Total Revenues	20,176,310	92,182,592	(72,006,282)	20,165,135	21.89%
Operating Expenses	20,455,128	85,687,565	65,232,437	18,114,300	23.87%
Increase/(Decrease) in Net Positions	<u>\$ (278,818)</u>	<u>\$ 6,495,027</u>	<u>\$ (6,773,845)</u>	<u>\$ 2,050,835</u>	

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

	FY2022 Actual	Amended Budget	FY2021 Actual	Annual Budget	FY2020 Actual	Annual Budget	FY2019 Actual	Annual Budget
Operating Revenues	\$ 12,507,252	\$ 34,420,330	\$ 12,135,943	\$ 26,816,600	\$ 10,943,346	\$ 27,315,064	\$ 11,035,438	\$ 29,246,544
Non-Operating Revenues, Net	7,669,058	57,762,262	8,029,192	57,320,243	7,490,007	57,959,925	8,165,477	53,604,198
Total Revenues	20,176,310	92,182,592	20,165,135	84,136,843	18,433,353	85,274,989	19,200,915	82,850,742
Operating Expenses	20,455,128	85,687,565	18,114,300	79,144,659	18,101,547	80,812,679	18,912,917	79,979,223
Increase/(Decrease) in Net Positions	\$ (278,818)	\$ 6,495,027	\$ 2,050,835	\$ 4,992,184	\$ 331,806	\$ 4,462,310	\$ 287,998	\$ 2,871,519

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	30-Sep-21	30-Sep-20
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 506,987		\$ 506,987	\$ 517,940
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 2,611,439		\$ 2,611,439	\$ 1,951,605
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,180,637	\$ 3,180,637	\$ 3,174,284
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 281,026		\$ 281,026	\$ 278,615
LIBERTY BANK			\$ 507,853		\$ 507,853	\$ 503,499
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 334,338		\$ 334,338	\$ 350,531
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 941,756		\$ 941,756	\$ 1,313,820
SECURITY BANK***	11	GENERAL FUND	\$ 25,510,912		\$ 25,523,940	\$ 20,118,150
SECURITY BANK	15	TECHNICAL ED FUND	\$ 821,001		\$ 821,001	\$ 821,391
SECURITY BANK	16	STUDENT UNION	\$ 1,532,848		\$ 1,532,848	\$ 989,866
		(AUXILIARY SERVICES)				
SECURITY BANK	63	STUDENT HOUSING	\$ 17,332,162		\$ 17,332,162	\$ -
		(CONSTRUCTION FUND)				
UMB BANK *	17	PAYROLL	\$ -		\$ -	\$ -
TOTAL			\$ 50,380,322	\$ 3,180,637	\$ 53,573,987	\$ 30,019,701
	Current	Previous Month	Previous Year			
91-day Treasury Rate	0.040	0.050	0.100			
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
** No interest paid, no fees charged.						
***No Fees assessed by Security Bank and Brotherhood Bank.						

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2021 to June 30, 2022										
July 1, 2020 to June 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	3,690,944	3,690,944	(5,631,319)	(5,631,319)	(1,940,375)	(1,940,375)			24,404,566	18,999,166
November	2,867,892	2,867,892	(7,238,935)	(7,238,935)	(4,371,043)	(4,371,043)			20,033,523	14,628,123
December	1,098,189	1,098,189	(5,601,686)	(5,601,686)	(4,503,497)	(4,503,497)			15,530,026	10,124,626
January	29,633,372	29,633,372	(7,094,270)	(7,094,270)	22,539,102	22,539,102			38,069,128	32,663,728
February	5,455,993	5,455,993	(6,433,678)	(6,433,678)	(977,685)	(977,685)			37,091,443	31,686,043
March	4,568,105	4,568,105	(9,345,892)	(9,345,892)	(4,777,787)	(4,777,787)			32,313,656	26,908,256
April	5,013,271	5,013,271	(8,372,819)	(8,372,819)	(3,359,548)	(3,359,548)			28,954,108	23,548,708
May	1,080,147	1,080,147	(6,094,356)	(6,094,356)	(5,014,209)	(5,014,209)			23,939,899	18,534,499
June	23,392,021	25,572,380	(10,717,664)	(10,717,664)	12,674,357	14,854,716			36,614,255	33,389,214
Totals	99,061,078	99,168,594	(95,835,905)	(86,545,790)	3,225,173		(132)	(21,297)		
Bold = Actual										
	22,261,144		(29,305,285)							
GL Balance	General Fund	\$ 25,523,940								
	TEC Fund	\$ 821,001								
		\$ 26,344,941								

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD SEPTEMBER 2021

Debt Issuance	Original Issue Date	Original Maturity Date	Original Principal Issued	Refinance Principal Issued	New Maturity Date	Balance 6/30/2021	Payments FY22 Due Date	Amount	Less Interest	Balance 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	\$415,000
	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	\$2,500,000
	3/1/2020			\$11,095,000	4/1/2029	\$9,480,000	4/1/2022	\$2,129,200	\$379,200	\$7,730,000
	3/1/2020			\$4,270,000	4/1/2029	\$4,260,000	4/1/2022	\$133,990	\$103,990	\$4,230,000
Revenue Bond Oblig	1/27/2021		\$19,840,000	NA	NA	\$19,840,000	9/1/2021	\$763,847	\$763,847	\$19,840,000
			<u>\$33,635,401</u>	<u>\$20,975,000</u>		<u>\$37,435,000</u>		<u>\$4,086,165</u>	<u>\$1,366,165</u>	<u>\$34,715,000</u>

Predictive Model of Significant Annual Cash Flows - FY2022

Inflows		Outflows	
	Description Amount	Description Amount	
July			
August	State Aid - Disbursement 1 \$ 5,179,791	Insurance (\$450,000)	
	Covid Student Relief Funds \$ 800,000	(Down Payment)	
	Covid Institutional Funds \$ 2,299,660	Financial Aid Refunds (\$800,000)	
September	Tax Distribution \$ 2,845,034	Financial Aid Refunds (\$3,050,000)	
	Current Tax \$ 982,000	COP - Interest on Debt (\$241,595)	
	Heavy Truck \$ 992	(Certificates of Participation)	
	Motor Vehicle \$ 1,550,000		
	Commercial Motor Vehicle \$ 11,500		
	Motor Vehicle Excise \$ 10,792		
	RV \$ 7,000		
	Delinquent \$ 282,750		
	Financial Aid Draw \$ 3,200,000		
	Covid Student Relief Funds \$ 1,750,000		
October	Tax Distribution \$ 808,695	COP - Interest on Debt (\$46,570)	
	Current Tax \$ 2,750		
	Motor Vehicle \$ 582,600		
	Commercial Motor Vehicle \$ 2,500		
	RV \$ 1,489		
	Delinquent \$ 219,356		
November		COP - Interest on Debt (\$12,994)	
		Insurance Payment (\$300,000)	
December			
January	Tax Distribution \$ 22,536,268		
	Current Tax \$ 20,823,779		
	Heavy Truck \$ 6,700		
	Motor Vehicle \$ 830,000		
	Commercial Motor Vehicle \$ 18,153		
	Motor Vehicle Excise \$ 11,332		
	RV \$ 3,518		
	Industrial Revenue Bonds \$ 477,786		
	Delinquent \$ 365,000		
	State Aid - Disbursement 2 \$ 5,179,791		
	SB 155 Funding - Disb 1* \$ 1,600,000		
February	Financial Aid Draw \$ 3,000,000	Financial Aid Refunds (\$2,550,000)	
	Covid Student Relief Funds \$ 1,250,000		
March	Tax Distribution \$ 1,679,021	COP - P & I (\$2,021,595)	
	Current Tax \$ 986,300	(Principal and Interest)	
	Heavy Truck \$ 3,260		
	Motor Vehicle \$ 373,500		
	Commercial Motor Vehicle \$ 119,600		
	RV \$ 1,061		
	Delinquent \$ 195,300		
April		COP - P & I (\$586,570)	
May		COP - P & I (\$412,994)	
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 \$ 192,302		
	Delinquent \$ 223,000		
	SB 155 Funding - Disb 2 \$ 1,404,750		

ELECTRICAL USAGE

DATE	KWH	DOLLARS	CENTS	DATE	KWH	DOLLARS	CENTS
			PER KWH				PER KWH
year 2014	9,693,245	\$1,038,839	11.14	year 2015	7,217,301	\$832,768	11.79
1/28/2016	686,808	\$71,914	10.47	1/30/2017	669,778	\$67,660	10.10
2/26/2016	612,126	\$66,398	10.84	2/27/2017	520,873	\$59,658	11.45
3/30/2016	589,650	\$64,725	10.97	3/30/2017	571,377	\$66,275	11.59
4/29/2016	510,454	\$58,720	11.50	4/27/2017	488,937	\$62,282	12.73
5/27/2016	490,058	\$64,489	13.15	5/30/2017	519,433	\$63,673	12.25
6/30/2016	499,129	\$61,192	12.25	6/29/2017	493,221	\$63,308	12.83
7/28/2016	471,206	\$61,206	12.98	7/28/2017	517,966	\$69,963	13.50
8/30/2016	555,317	\$63,996	11.52	8/30/2017	509,347	\$65,091	12.77
9/29/2016	488,177	\$54,543	11.17	9/28/2017	471,352	\$68,199	14.45
10/28/2016	463,380	\$52,462	11.32	10/30/2017	510,088	\$66,797	13.09
11/29/2016	521,442	\$55,189	10.58	11/29/2017	440,328	\$72,722	16.51
12/29/2016	<u>614,663</u>	<u>\$58,846</u>	9.57	12/28/2017	<u>543,884</u>	<u>\$75,020</u>	13.79
year 2016	6,502,410	\$733,680	11.36	year 2017	6,256,584	\$800,648	12.79
1/30/2018	693,552	\$89,219	12.86	1/30/2019	609,645	\$83,726	13.73
2/28/2018	607,766	\$81,656	13.43	2/27/2019	625,832	\$80,202	12.81
3/28/2018	523,914	\$76,238	14.55	3/28/2019	554,141	\$78,123	14.09
4/27/2018	543,350	\$80,058	14.73	4/29/2019	510,325	\$73,381	14.37
5/30/2018	489,912	\$69,589	14.20	5/30/2019	441,276	\$66,651	15.10
6/28/2018	465,616	\$66,247	14.22	6/27/2019	436,477	\$63,796	14.61
7/30/2018	508,674	\$65,879	12.95	7/31/2019	537,680	\$64,553	12.00
8/30/2018	519,245	\$66,724	12.85	8/29/2019	494,320	\$67,133	13.58
9/28/2018	441,010	\$67,393	15.28	9/27/2019	485,749	\$63,507	13.07
10/30/2018	523,678	\$74,199	14.16	10/30/2019	528,274	\$73,213	13.85
11/29/2018	553,893	\$79,005	14.26	11/26/2019	440,981	\$65,663	14.89
12/28/2018	<u>566,892</u>	<u>\$80,894</u>	14.27	12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91
year 2018	6,437,502	\$897,101	13.98	year 2019	6,188,892	\$852,891	13.83
1/30/2020	501,163	\$72,729	14.51	1/28/2021	581,940	\$75,663	13.00
2/28/2020	507,458	\$71,243	14.03	2/25/2021	664,720	\$76,586	11.52
3/30/2020	488,515	\$73,813	15.10	3/30/2021	568,580	\$73,401	12.90
4/30/2020	279,539	\$47,494	16.90	4/29/2021	516,220	\$64,693	12.53
5/28/2020	296,200	\$53,723	18.13	5/27/2021	446,300	\$57,583	12.90
6/30/2020	412,142	\$61,005	14.80	6/29/2021	529,020	\$58,806	11.11
7/30/2020	456,500	\$64,387	14.10	7/29/2021	484,980	\$61,788	12.73
8/28/2020	417,396	\$58,039	13.90	8/31/2021	551,720	\$70,049	12.69
9/29/2020	478,281	\$67,910	14.10	9/29/2021	521,420	\$68,641	13.16
10/29/2020	479,090	\$75,859	15.80				
11/25/2020	443,240	\$65,829	14.85				
12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07				
year 2020	5,355,424	\$789,932	14.94				

BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

OCTOBER 2021

Human Resources Updates

The position redesign in Ellucian is on track to be completed by January 1, 2022. Training will be conducted in the coming months for all employees impacted by these changes. Enhanced functionality includes:

- Web time entry for full-time non-exempt staff
- Web time entry for overtime, compensatory time, and holiday pay
- Up-to-date titles, departments, and divisions in WebAdvisor / Self-Service

Training and Development

Annual compliance training was launched and is required of all KCKCC staff, faculty, and adjuncts. All active employees can sign into our Learning Management System, [KnowledgeCity](#), to complete this training. There are four required compliance trainings that are required to complete by October 31, 2021. They are:

- Title IX Compliance: Federally Funded Education Programs and Activities
- Clery Act Compliance
- EEO: Harassment, Discrimination, Retaliation
- FERPA Compliance

Benefits

- The 2022 Benefits Open enrollment period began October 7, 2021 and will end on October 24, 2021. The Human Resources Department and Bukaty Companies representatives facilitated five virtual open enrollment sessions this month.
- The Flu Shot and COVID Vaccine on-site clinic was held on October 13, 2021 from 8:00am until 1:00pm. A total of 32 employees signed up to participate in the on-site vaccination clinic.

Center for Equity, Inclusion and Multicultural Engagement

Human Resources is in the process of recruiting a new Talent Development Manager role, with specific emphasis on experience in professional development in the areas of diversity, equity and inclusion, Gabriela Flores, is serving on the Search Committee for this role to help identify and interview candidates. The Talent Development Manager will collaborate with the CEIM to coordinate professional development training for employees in the areas of diversity, equity and inclusion.

Employee Relations

Quarterly Employee Survey Reports

New Employee Follow-Up (July - September)

Item:	2020 Q4	2021 Q1	2021 Q2	2021 Q3
The position description was well defined and representative of the position for which I interviewed.	4.56	4.71	4.1	4
I was introduced to team members appropriately.	4.47	4.57	4.6	3
I was given a clear understanding of my department's objectives.	4.13	4.57	4.2	4
I was given a clear understanding of my personal performance objectives.	4.00	4.57	4.2	3
I understand the requirements and expectations of my new position.	4.25	4.57	4.0	4
My interactions with my supervisor and coworkers are appropriate.	4.50	4.86	4.3	4
Satisfaction with overall communication within KCKCC.	3.88	4.71	4.2	4

What has KCKCC done well?

- The electronic employment process upon hire was very smooth

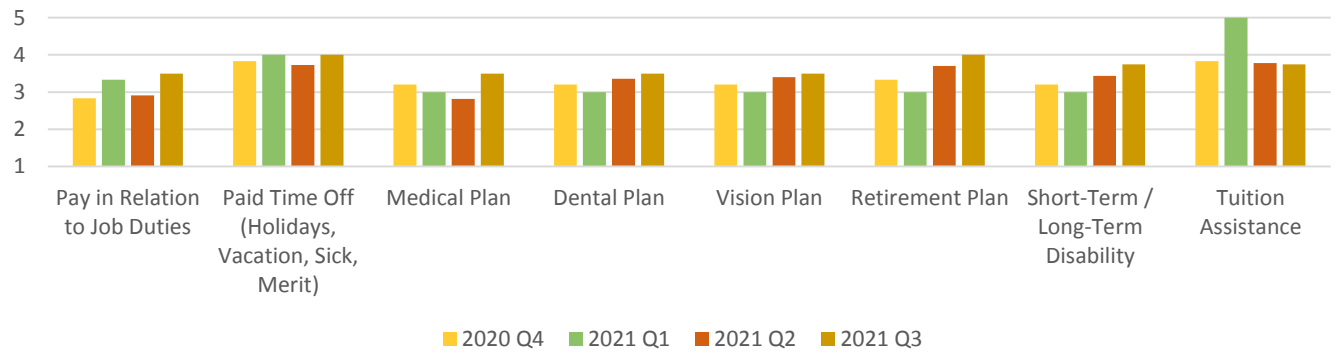
What areas can KCKCC improve?

- Enhance New Employee Orientation and add information for supervisors

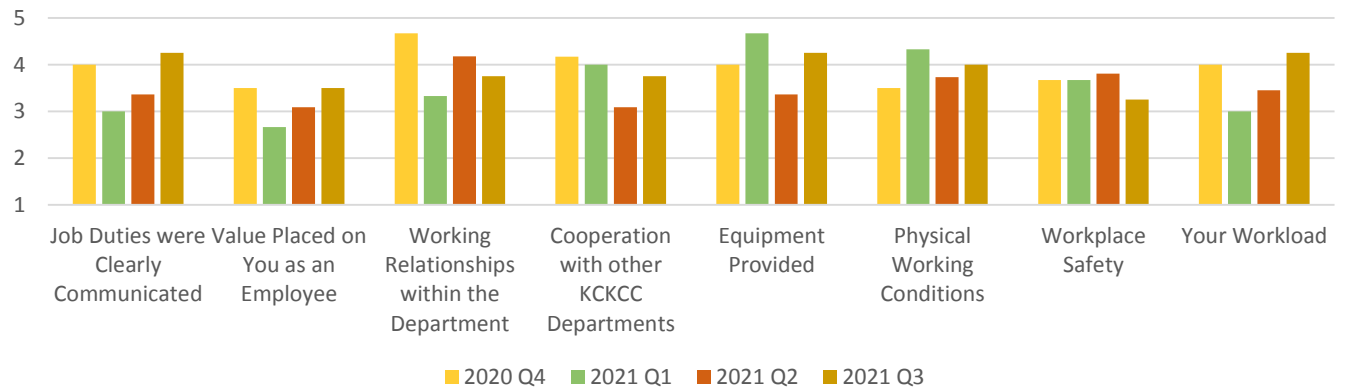
Exit Survey (July - September)

Reasons for leaving your current position	2020 Q4	2021 Q1	2021 Q2	2021 Q3
Amount of Work Required	0	2	0	0
Type of Work Required	0	0	2	0
Compensation	1	1	6	0
Relocating	0	1	0	0
Working Conditions	1	1	3	1
Quality of Supervision	1	1	2	1
Career Advancement	2	1	7	3
Personal Reasons	2	1	2	1
Retirement	0	0	0	0

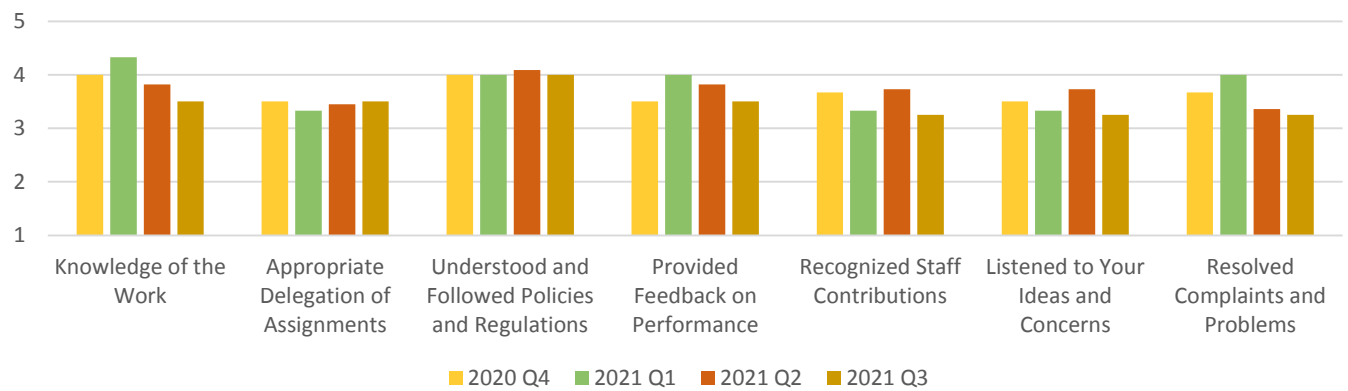
Rate the following benefits at KCKCC (5 = excellent, 1 = very poor)



Rate the following regarding your position and department (5 = excellent, 1 = very poor)



Rate your immediate supervisor in the following areas: (5 = excellent, 1 = very poor)



BOARD OF TRUSTEES REPORT

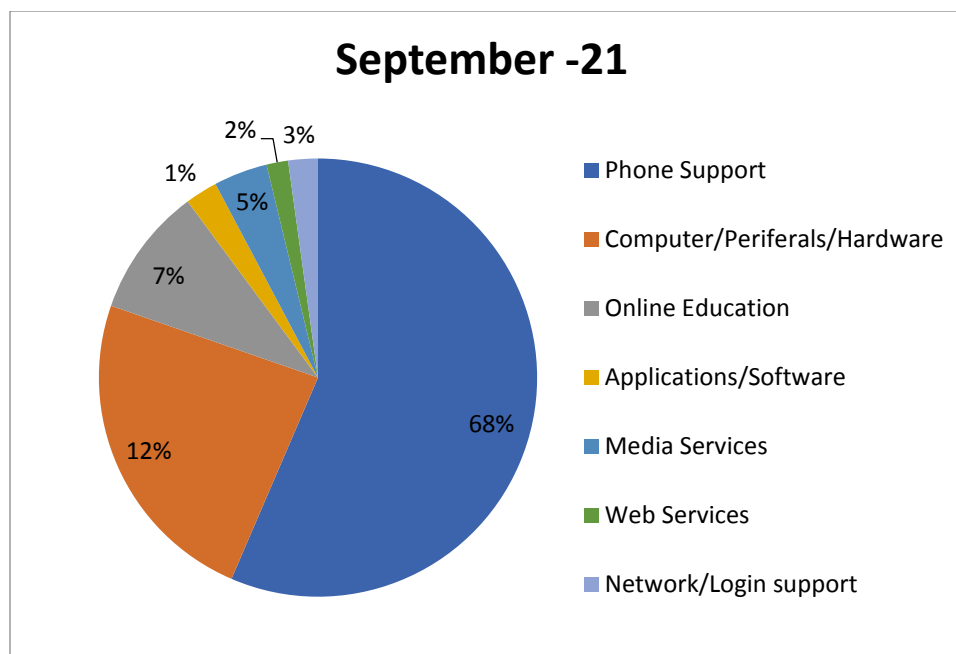
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Produced training materials in print and video formats for new Colleague Self Service.
- Developed and delivered training on MS Bookings for Enrollment Management.
- Facilitated Finance and BOT online meetings.
- Setup and validated multi-factor authentication for BOT Members.
- Worked as part of the implementation Team for SignalVine automated text messaging system.
- Delivered ad hoc training for faculty members on MS Teams.
- Assisted in setting up online meetings for HLC mock visit.

COMPUTING SERVICES

- 351 tickets were issued during the month of September- 436 tickets were resolved.
- The average time spent on each ticket was 3.235 days.
- 537 helpdesk calls were taken in September - average time per call was 4.375 minutes.



MEDIA SERVICES

- Setup and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via zoom and in person, a hybrid Board of Trustees Meeting.
- Setup, recorded and live streamed the Master Contract Negotiations. The recordings are stored in a shared folder for Faculty and Administration.
- Setup, recorded, and live streamed the Board Finance Committee Meeting.

- Recorded and streamed the Theater's Department performance of "You're a Good Man Charlie Brown".
- Recorded and streamed the Faculty Negotiations.
- Recorded and streamed the Fall Jazz Concert in the Performing Arts Center.
- Recorded and streamed "Purses with a Purpose".
- Setup zoom meetings for the AAWU Club with mics and cameras for the meeting.
- Setup zoom meetings to record the Community Candidates Forum sponsored by Business West.
- Live streamed athletics events.
- Setup and live streamed from the band room a monthly concert series.

NETWORK SERVICES

- Student Recruiter Web App Availability - 98%
- MyDotte Web App Availability - 98%
- Email Availability for employees and students - 99%
- WebAdvisor Web App Availability - 98%
- Network Switch and Phone and Availability - 98%
- The local administrator account on all KCKCC computers has been set to disabled. This has been done to follow best practices. This change has been set in motion through group policy and will be applied to each computer when the device is connected to the KCKCC network and group policy is applied.
- Microsoft updates and security patches were installed on 163 servers.
- WebAdvisor (WA), more links in WA have been updated to point to the new self-service environment. WA will be completely removed, no later than the end of January 2022.
- The use of e-purchasing in Self-Service will be put in place on 10/11. This moves the process out of WebAdvisor and into the newer Self-Service environment. One key feature of the new e-purchasing process is that it allows documents to be attached, as the older system did not and a separate email with the documents had to be sent to the business office.



SERVICE AGREEMENT

KANSAS CITY KANSAS COMMUNITY COLLEGE (“KCKCC”) in Kansas City, KS agrees to retain **MERCHANT MCINTYRE & ASSOCIATES, LLC**, a Delaware limited liability company with a principal place of business in Washington, D.C. (“MM”) (together, the “Parties”), for government relations services commencing on October 1, 2021 and terminating on September 30, 2022 (the “Term”).

Fee. KCKCC agrees to pay MM a total professional fee of \$6,500 per month, paid in quarterly installments. Payment shall be made to MM on or before the first (1st) of each month at the address listed on the MM invoice(s). Federal funds may not be used to pay MM professional fees.

Payment Schedule. KCKCC agrees to pay MM pursuant to the following payment schedule:

Payment #1: \$19,500, invoiced November 15, 2021, due on or before December 31, 2021.

Payment #2: \$19,500, invoiced February 15, 2022, due on or before March 31, 2022.

Payment #3: \$19,500, invoiced May 15, 2022, due on or before June 30, 2022.

Payment #4: \$19,500, invoiced August 15, 2022, due on or before September 30, 2022.

Scope of Work. In its capacity as a consultant, MM shall make its best effort to assist KCKCC in pursuing its federal funding and government relations objectives. The nature of these objectives shall be determined by KCKCC leadership with the advice and assistance of MM. In this role, MM shall plan and implement all government relations strategies designed to accomplish KCKCC’s federal funding objectives; assist in the preparation of grant applications and supporting materials for the initiatives; develop meetings with Members of Congress, congressional staff, and federal agency decision-makers to advance the funding initiatives; and serve as liaison to federal agencies relevant to the funding initiatives. KCKCC agrees to frequent communication with MM and to provide MM the necessary information in real time to help MM plan and implement strategies.

Indemnification. KCKCC agrees to indemnify and hold MM harmless from and against all liability, including all actions, claims, damages, costs, and attorneys’ fees which MM may incur (or to which MM may be a party), arising out of actions taken or statements made by MM at KCKCC’s direction or based upon information provided by KCKCC, except in the event of wrongful acts or omissions on MM’s part.

Assignment. No other party shall assign any of its rights or delegate any of its duties or obligations under this Agreement without the express written consent of the other party.

Contractual Provisions. The provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

-SIGNATURES NEXT PAGE-

IN WITNESS THEREOF, the parties hereto have executed or approved this Agreement on the dates below their signatures.


Brent W. Merchant
Principal and Co-Founder
Merchant McIntyre & Associates, LLC

Date: 10/08/2021

Dr. Greg Mosier, Ed.D.
President
Kansas City Kansas Community College

Date: _____

####

Remove Policy

Note: The College will not remove the 403(b) benefit plan option from the KCKCC benefits package. It is not necessary to have the 403b plan option as a separate policy.

~~403(b) Savings Plan~~

~~KCKCC provides access to various 403 (b) savings plans for employees. Please contact the Business Office for details.~~

Policy: 2.12

Academic Renewal

Purpose

Academic Renewal, if approved by Kansas City Kansas Community College (KCKCC), allows students seeking admittance into a KCKCC Program with Selective Admissions with coursework three (3) years old or older an opportunity to exclude that coursework for selection purposes.

Definitions

Bankrupt semesters - A semester with a grade point average of 1.0 or under.

Grade points - See Policy X.XX (Grading System Policy)

Program with Selective Admissions – Programs which have a limited number of openings each year and have specific admission requirements that exceed the basic admission requirements of KCKCC.

Policy Statement

A transfer student who has one or more bankrupt semesters from another post-secondary institution can petition for academic renewal at KCKCC. If academic renewal is approved, all previous coursework will continue to appear on the student's transcript; however, the grade points from coursework affected by the Renewal will not be included in the student's KCKCC cumulative GPA. While credits removed from the computation of the GPA because of renewal cannot be used to meet course or program requirements, they will still be used to determine eligibility for financial aid awards or athletics. Students granted renewal are not eligible for honors at graduation.

To be considered for renewal, the student must be seeking admittance into a KCKCC Program with Selective Admissions; prior course work at the other institution must have been completed at least three (3) years prior to petition; and the student must have completed at least twelve (12) semester credits at KCKCC during the last two (2) years with at least a 2.00 grade-point average (GPA).

The student must meet with a Student Success Advisor to discuss and complete the petition for Academic Renewal. Submit the completed form to the Registrar's Office by September 1 for the Spring semester or February 1 for the Fall semester. The Committee for Academic Progress considers each petition individually. Students who have been granted Academic Renewal are not eligible for graduation with honors.

The Committee for Academic Progress will review petitions once each Fall and Spring semester and as requested by the Registrar.

Board Approved: X/XX/XXXX

Policy: 2.11

Course Repetition

Purpose

To describe which KCKCC courses may be repeated.

Policy Statement

A student who receives a C, D, or F in any college-level course may repeat the course. When a course is repeated, the newly earned grade cancels, but does not remove, the previous grade recorded on the transcript. The new grade is used to figure the cumulative grade-point average. Under extenuating circumstances, students may petition the Registrar to repeat a course with an A or a B grade. Developmental courses may be repeated regardless of the grade obtained.

Board Approved: X/XX/XXXX

Policy: 1.10

Fundraising and Donations

Purpose

To provide guidelines to staff and volunteers of Kansas City Kansas Community College (KCKCC) and the KCKCC Foundation (“Foundation”) to identify, cultivate and solicit financial gifts through fundraising efforts from individuals, civic organizations, foundations and corporations for the benefit of KCKCC and the Foundation for programs, capital projects, scholarship programs and/or other college-related activities. The KCKCC Foundation solicits, receives and stewards gifts and donations to the College. The KCKCC Foundation, as a 501(c)3 tax exempt organization, has been designated as the official fundraising and advancement arm for the College.

Policy Statement

KCKCC employees are encouraged to pursue fundraising activities to support approved College priorities, initiatives, programs and student success. This policy is intended to provide a strategic and collaborative approach for soliciting funds, donations, or other gifts. In addition, this policy will provide a coordinated structure by which all solicitation efforts will be appropriately initiated within the College’s high standard of community service and public confidence.

In all matters involving donors or prospective donors, the interest of the donor will come before that of the College or the Foundation. No program, agreement, trust, contract or commitment will be urged upon a donor or prospective donor, which would benefit KCKCC or the Foundation at the expense of the donor’s interest. No agreement will be made between KCKCC or the Foundation and any agency, person, company or organization on any matter whether investments, management or otherwise which would knowingly jeopardize the donors’ interest.

It is the policy for the staff and volunteers to exercise extreme caution to preclude the use of any high-pressure techniques when dealing with prospective donors. The objective of all employees and volunteers, when interacting with donors, will be to inform, serve, guide, and assist the donor in fulfilling their philanthropic wishes, but never under any circumstances to pressure or unduly persuade.

Solicitation of vendors (businesses or individuals) will be made in accordance with ethical fundraising practices. Appeals to vendors and businesses with the potential of having a future commercial relationship with KCKCC or the Foundation will be made in the spirit of philanthropy with no overt or implied promise to future business or threat of withdrawal of business.

Fundraising activity examples at KCKCC or the Foundation include, but are not limited to the following:

- Grant applications to foundations, corporations, local, state and federal government sources (grants are covered in more detail within the Grants Management Policy (4.16))
- Direct/email communication appeals
- In-person, face to face solicitations
- Dedicated campaigns
- Special events

- Other fundraising activities

The policy is to help inform and increase College-wide communication to:

- Ensure that fundraising activities advance the mission of the College and align with the strategic priorities and initiatives of the College
- Avoid duplicate fundraising efforts
- Avoid multiple solicitations of gifts to the same donor(s)
- Ensure proper accounting for all funds and gifts receipts by the College
- Ensure compliance with the Internal Revenue Service rules and regulations

A coordinated effort is vital for both the advancement of the College's mission and the continuation of favorable donor relations. It is expected that all employees of the College will comply with this policy and established procedures.

KCKCC and the KCKCC Foundation Retain the Right to Approve or Disapprove Any Gift

Acceptable gifts include the following:

- Cash
- Marketable securities
- Real property
- Personal property
- Life insurance policies
- In-kind gift
- IRA funds (subject to current law)
- Beneficiary designations of financial instruments or accounts (including retirement assets)

Gifts of property other than cash, (securities, real estate, and tangible property) will be accepted and acknowledged based on the fair market value of the property at the time the gift is made. The donor is responsible for appraisals normally at the donor's expense to determine the fair market value and tax deductibility of all gifts. Staff should provide any assistance that is deemed appropriate. KCKCC or Foundation staff should not determine gift values or provide any tax advice. Staff should have donors refer all tax related questions to their tax preparer, attorney, or certified public accountant.

KCKCC and the KCKCC Foundation will not serve as the trustee of any type of annuity trust that requires a trustee.

Donor's Responsibility for Establishing Value

Although KCKCC and the Foundation will provide all appropriate assistance, the ultimate responsibility regarding evaluations, tax deductibility and/or similar local, state and/or federal legal compliance issues regarding commitments rests with the donor and/or such counsel as the donor may wish to secure.

Corporate Matching Gifts

Gifts received from corporations to match gifts by individuals associated with that corporation will be credited to the individual donor's gift record for the campaign. A pledge from an individual is considered a personal obligation of the donor, even though matching gifts, when available to the donor, can be used as payments toward that pledge.

Acknowledging Contributions

The Internal Revenue Service requires that gifts over \$250 be acknowledged with a letter stating the amount, type and purpose of the gift. KCKCC and the Foundation must be meticulous in complying with this requirement.

In-kind contributions will be acknowledged based on the description of the item donated with the donor setting the value of the gift. Also, the value of the gift may be determined by an independent qualified appraisal or is a new item with a sales receipt.

All acknowledgment letters will include the required information regarding whether or not goods or services have been received by the donor in return for their contribution.

Fundraising Authorization Forms

Prior approval is required for all fundraising activities from the College Foundation Office. The following forms must be completed and submitted to the appropriate College and/or Foundation staff.

For grants, a [Grants Management Authorization Form](#) must be completed. and submitted through the Grants Office.

For in-person solicitations, written appeals and special events, a [Fundraising Authorization Form](#) must be completed and submitted through the College Foundation Office.

If you are exploring a grant application, planning an event or considering a direct gift solicitation or appeal, you must complete the appropriate form prior to taking any action. This will help utilize all existing resources to formulate strategy, determine best alignment with the prospective funders' giving interests and strategic priorities at KCKCC and widely promote your event.

In-Kind Donations

All In-Kind donations of goods, materials, or services require the approval of the department director, dean, or division leader prior to acceptance. Such donations should be reviewed and determined to be in good working condition and relevant and useful for the intended program and purpose. All In-Kind donations must be reported to the College Foundation Office on the Fundraising Authorization Form.

Unsolicited Donations

Departments or programs receiving unsolicited donations must complete the required Fundraising Follow Up Form and submit the form and all relevant information to the College Foundation Office.

To ensure that all donations, gifts, and awards are properly recorded, departments, organizations and employees should report all donations received whether in cash or in-kind to the College Foundation Office. Grants and grant award letters should be reported to the Grants Office.

Board Approved: XX/XX/XXXX

Policy: 3.04

Student Record Privacy (FERPA)

Purpose

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records.

The Act was designed to: 1) protect the privacy of educational records, 2) establish the right of students to inspect and review their educational records, and 3) provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Policy Statement

KCKCC maintains student educational records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

Board Approved: X/XX/XXXX

Policy: 4.02

Travel and Meals

Purpose

To ensure appropriate and reasonable expenditures for travel related purposes in accordance with applicable laws and regulations.

Policy Statement

Kansas City Kansas Community College (KCKCC) will reimburse approved travel and meal expenses incurred in the conduct of an employee's official duties or in the performance of approved activities for the College by a non-employee (i.e. Trustee or candidate for employment) in accordance with appropriate law and regulations. Reimbursable expenses may include transportation, lodging, meals and incidentals, conference fees and other approved expenses.

All reimbursement of expenses under this Policy are subject to the availability of funds and must be authorized and approved by the appropriate supervisor(s) and budget administrator(s). All employees are expected to spend College and grant funds prudently.

It is the responsibility of the employee incurring the expense and of the approving party to be familiar with the need for the business expenses incurred and that these expenses are reported in a manner consistent with this policy. Failure to follow this policy and/or incurring costs outside of the policy may result in the expense not being reimbursed. Additionally, the intentional spending of College funds in an inappropriate nature may lead to further disciplinary consequences up to and including termination.

The College Finance Office reviews all reimbursement requests and documentation and makes every effort to ensure compliance with this policy. Please be advised that the Finance Office may make inquiries on reimbursements to ensure compliance.

Travel expenses charged to a grant or contract must comply with the specific requirements of the applicable grant or contract.

Prior to attending an overnight business related off-campus event, employees are required to complete a Travel Request Form and receive travel authorization.

Upon return, employees must complete the Travel Reimbursement Form. The leave must have been approved by the appropriate supervisor. A copy of the Travel Request form should be kept by the employee and included with each Travel Reimbursement Form request.

For local/same day travel, for conferences or meetings that require absence of four or more hours, the employee shall also complete the Travel Request form and receive approval from the appropriate supervisor.

Use of Personally Owned Vehicles

Employees are encouraged to use available College vehicles in the performance of duties off campus. Please refer to the *Fleet Vehicle Guidelines/Procedures* for details for use of College vehicles.

Employees who use Personally Owned Vehicles in the performance of duties off campus may be reimbursed for such use at the mileage reimbursement rate set annually by the Board of Trustees. **College credit cards are not to be used to purchase gas for personal vehicles.** The Board of Trustees reviews the mileage reimbursement rate* each year, effective January 1 for the next year. (*as set forth in the Internal Revenue Code)

For employees traveling from their home directly to another College location, meeting, or event, not traveling first to their primary reporting College location, employee's normal commute mileage from their home to their primary reporting location is deducted from total miles traveled, to determine reimbursable mileage.

Reimbursable Expenses

The College will pay for expenses incurred that are reasonable for conferences, transportation, meals, lodging and other incidental expenses if they are properly authorized and appropriately documented.

If reasonable and necessary, the following are examples of reimbursable expenses:

- Baggage handling/storage
- Business phone calls
- Change or cancellation penalties imposed by the airlines if due to unavoidable circumstances (must include supporting documentation)
- Currency conversion fees
- Gasoline for rental vehicles
- Ground transportation including taxi and metro fares, mileage for personal vehicles, parking fees, and tolls
- Maps
- Non-employee travel costs (*refer to Human Resources Candidate policy*)
- Registration and fees for attendance at approved conferences and seminars (Use of college credit card is encouraged for prepayment of these expenses)
- Taxes associated with transportation, lodging, and meals
- Meals or snacks while not on travel that include a Non-College guest(s) (i.e.: candidate for employment, business partner or perspective business partner)
- Tips associated with lodging, meals, and transportation if customary of not more than 15% to 20% of the bill
- Travel to and from KCI airport
- Wi-Fi, when not provided for free, will be reimbursed at the most economical rate, not to exceed \$20 per day.

Non-reimbursable Expenses

The following expenses are specifically non-reimbursable. This list is not exhaustive.

Please contact the project manager or grants coordinator if expenses are requested from a grant funded program to verify expenses are allowable.

- Airline club membership fees

- Airline early bird fees, insurance, and other incidental expenses above the cost of the coach rate;
- Alcoholic beverages
- Annual membership for charge cards
- Auto repairs or car wash on personal vehicles
- Childcare (see dependent care exceptions)
- Clothing or toiletry items
- Commuting costs to/from home and normal place of business
- Costs incurred by unreasonable failure to cancel reservations
- Entertainment under federal grants and contracts
- Excessive tipping (more than 25%)
- Family/dependent expenses (see dependent travel exceptions)
- Fees, interest, and/or late charges associated with personal credit cards
- Fines, tickets, or enforcement towing resulting from traffic, parking, or other violations
- Golf or tennis court fees, membership in country, tennis or golf clubs, or any sporting equipment, except when part of a preauthorized group event
- Haircuts
- In-flight headsets
- Laundry service
- Lawn care
- Flight, travel, life, and/or accident insurance premiums as well as Early Bird Fees
- Lost, broken, or stolen property
- Luggage or briefcase purchase
- Massage or other spa or relaxation services
- Meals when traveling locally on college business, unless travel exceeds 8 or more hours
- Meals or snacks while not on travel that only benefit College employees (unless prior approval received by appropriate Cabinet member)
- Movies or games (hotel, theater, in-flight, or rentals)
- Newspapers and magazines
- Pet care
- Shoeshine
- Snacks and mini-bar purchases

Meals

While on travel, KCKCC will pay for meals and incidental expenses on a per diem basis. Per Diem rates are determined by geographic location.

U.S. GSA Per Diem Rates can be found at: <https://www.gsa.gov/travel-resources>.

Per diem will be prorated on the first and last day of College-related travel based on time of departure and return.

If the cost of meals is included within the cost of registration fees or otherwise provided at no charge to the traveler, the per diem must be reduced by the corresponding amount for those meals provided using the GSA Per Diem Rates.

Employees may not use College Purchasing/Credit Cards for travel related meals except for purchasing meals for students as participants in College related student activities and events (see procedures for instructor meals accompanying student groups while traveling). For all other College related travel, employees will be paid based on the applicable Per Diem rate only.

Meal per diem may be paid in advance as a request for payment through the College e-purchasing system. Using straight per diem rates, no receipts are necessary to submit after travel. Meal per diem not requested or paid in advance will be reimbursed up to the daily per diem rate, even when receipts are documented and a request for payment is submitted. Please refer to the *Payment Procedure* section for specific details.

For authorized College business meals being directly reimbursed, related tips must be reflected on the receipts to which they are related for reimbursement. Tip amounts that exceed 25% of the total bill will not be reimbursed. For all other travel related meals, appropriate tips are included in the daily per diem rates

Costs of individuals, aside from employees, will be considered for reimbursement when a valid business reason for the meal and attendance of the additional person exists. Employee are required to provide the full name of the person(s) on the meal receipt and business purpose on the expense reimbursement form.

Local/Same Day Travel

Local/same day travel is College-related travel that does not include an overnight stay. IRS regulations state that for a meal reimbursement to be excludable from income the employee must generally be away from home overnight. For local/same day travel, the College will not reimburse meals unless such meal(s) have been approved by a supervisor and have a specific business purpose other than being on College business or traveling during mealtime. For day trips requiring an employee to be away from home for an extended period beyond the normal working hours, the college may reimburse the employee for a meal when travel exceeds 8 hours and the employee must travel before 6:00 AM or will return home after 7:00 PM.

Please refer to the *Use of Personally Owned Vehicles* section for vehicle and mileage reimbursement information.

Note: Itemized receipts are still required for meal expenses incurred during travel which is classified as Same Day Travel.

Overnight Travel

Transportation

The method of travel chosen must be the most economical option available. The College can reduce a payment request if it is determined a more cost-effective choice was available. A grant-funded program may have additional restrictions on travel.

Airfare and Airline Fees

Expenses for coach airfare using routes, schedules and airlines that provide the most reasonable and efficient rates will be covered. The College will cover reasonable additional baggage fees for the traveler.

Mileage

Expenses for personally owned vehicle mileage to and from the airport or otherwise incurred by the driver in conjunction with Overnight Travel will be computed at the IRS standard mileage reimbursement rate in use at the time of travel and will be reimbursed as follows:

See mileage reimbursement under “Use of Personally Owned Vehicles”

Ground Transportation

Reasonable ground transportation (i.e., airport shuttle, public transit or taxi fares) will be paid for travel to and from airport and hotel.

Rental Cars

If needed and approved by appropriate dean or department/division head, employees are expected to rent a vehicle at the lowest class necessary for the business conducted. Generally, this is a standard-economy or compact vehicle. Employees must carefully inspect the car prior to leaving the rental agency.

Employees are expected to refuel rental cars by the most inexpensive means offered to them. This is generally by using local gas stations in the area visited instead of paying the rental agency contracted amount.

Employees are covered by college insurance when renting a vehicle. Extra liability insurance and collision insurance offered by the car rental agency for vehicles rented/driven in the United States and Canada should be declined or paid for by the traveler. Any such expense will not be paid unless insurance on the vehicle is not covered by the College’s insurance provider. If there is any question about coverage, it is the employee’s responsibility to check with the College Fleet Coordinator, CFO, or College insurance provider.

Expenses not considered for payment include, but are not limited to, the following:

- Rental car expenses when not reasonable or necessary for the business purpose, including extra transportation for a traveling companion Expenses for specialty vehicles (i.e. luxury, sports utility, etc.)
- Navigation systems (unless need is clearly demonstrated)
- Excessive refueling costs.
- Insurance and damages encumbered by non-KCKCC employees

Airport and Other Parking

Airport *economy* parking is covered by the College. All other parking will be paid at the most economical rate.

Lodging

Expenses for reasonable hotel or other lodging arrangements will be covered by the College. Use of KCKCC purchasing card is encouraged. Receipts will still be required to support the expense on the monthly purchasing card expense report. When the employee is accompanied by a companion only the

cost of the single room rate will be paid by the college. All other expense will be the responsibility of the traveler.

Individuals Accompanying Employees

Guests accompanying employees of the College on business are not protected under the College's insurance policies and travel at their own risk of injury and financial loss. They may not drive College rented vehicles unless personal liability and collision insurance is used by the employee, or the employee pays for the insurance at time of rental from their own sources of funds. Injury to others or vehicle damage will not be covered by the College if sustained by an individual accompanying an employee

Extended Stays

The cost of lodging, meals, and airfare, due to an employee's decision to either arrive at a location more than one day earlier or stay more than one day longer than what is reasonably necessary for business is not reimbursable. Travel expenses beyond the one day (earlier or later; not both) are personal and will not be reimbursed.

International Travel

Estimated, itemized, travel costs for international travel are required to be pre-approved by the area dean and respective Cabinet Member of the College at least 40 days in advance of the leave date. Please refer to the International Travel policy for more details. The costs for securing a passport or other travel documents will not be covered by the College. Under extraordinary and limited circumstances, there may be approval to deviate from the 40 days notice of the leave date.

Revision Approved: XX/XX/XXXX