



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 - AMENDED
December 14, 2021 – 5:00 P.M.

Meeting Location: Hybrid – KCKCC-Main Campus, Upper Jewell Lounge 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:**
 - Oath of Office Presentation for newly elected KCKCC Trustee, Mr. Brad Isnard, and re-elected KCKCC Trustees, Ms. Evelyn Criswell and Ms. Linda Hoskins Sutton. Presented by Dr. Greg Mosier.
7. **Communications** – None scheduled.
8. **Board Committee Reports**
9. **Consent Agenda:**
 - (Item A) - Approval of Minutes of the November 16, 2021 Meeting
 - (Item A1) - Approval of Minutes of the November 16, 2021 Special Meeting
 - (Item B) - Approval of Recommendations for Payment
 - (Item C) - Approval of Ratification Items
 - (Item D) - Approval of Personnel Items (H.R.)
10. **Student Senate Report** – No report due to winter break.

11. **President's Report** – Dr. Greg Mosier
12. **Vice President Academic Affairs Report** – Mr. Jerry Pope
13. **Vice President Student Affairs Report** – Dr. Delfina Wilson
14. **Vice President Strategic Initiatives & Outreach Report** – Dr. Tami Bartunek
15. **Chief Financial Officer Report** – Mr. Michael Beach
16. **Chief Human Resources Officer Report** – Ms. Christina McGee
17. **Chief Information Officer Report** – Mr. Peter Gabriel
18. **Unfinished Business:**
 - HLC Update. Presented by Mr. Jerry Pope.
 - COVID-19 Safety Protocols and House Bill 2001. Presented by Dr. Greg Mosier.
19. **New Business:**
 - Approval of Academic Calendar for 2024-2025. Presented by Mr. Jerry Pope.
 - Approval of New and Revised Academic Programs. Presented by Mr. Jerry Pope.
 - Culinary Arts – New Certificate
 - Welding – Program Realignment
 - Electronics Engineering Technology – New Program
 - Legal Administrative Assistant – New Program
 - Corrections (AAS) – Program Modification
 - Corrections (Certification) – Program Modification
 - Police Science (Certificate A) – Program Modification
 - Homeland Security (Certificate A) – Program Modification
 - Approval of College Policies. Presented by Trustee Linda Hoskins Sutton.
 - Faculty Qualifications (2.15)
 - Student Records Retention and Disposal (3.05)
 - Jury Duty (5.37)
 - Immigration Law Compliance (5.55)
20. **Executive Session(s)** – None scheduled.
21. **Adjournment**

Next Meeting of the Board of Trustees:

Tuesday, January 18, 2022 - 5:00 p.m. – Hybrid Meeting

(KCKCC – Main Campus & Zoom Virtual Meeting Room)



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

Meeting Location: Hybrid – KCKCC-Main Campus, Upper Jewell Lounge 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 5:00 p.m. The Pledge of Allegiance was led by Vice Chair Criswell.
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 were present.
4. **Approval of Agenda:** Dr. Mosier addressed the Board to share the following amendments to the agenda - updates were made to the Personnel Report, a few modifications were made to the meeting minutes for October 19, 2021, and 2 items needed to be added to the Unfinished Business section of the agenda. The items were, Action for COVID Protocols and Modification to EDA Grant Resolution.

Vice-Chair Criswell made a motion to approve the agenda with the amendment. Trustee Brown seconded the motion.

The Motion Carried.

5. **Audience to Patrons and Petitioners:** There were no patrons or petitioners.
6. **Recognitions/Presentations:** Chair Daniels invited Dr. Delfina Wilson, Vice-President of Student Affairs, to present the data for the 2021 CCSSE Report. She shared the Community College Survey of Student Engagement (CCSSE) results from the 2021 surveys and the comparative information with other colleges similar to KCKCC. Dr. Wilson shared how the College may use the demographics, benchmarks and other pertinent data in future planning and decision making for KCKCC.

7. **Communications:** There were no communications scheduled.

8. **Board Committee Reports:**

- 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, November 9th.
- Trustee Hoskins Sutton shared information from her attendance at the 2021 ACCT Leadership Congress in San Diego, CA.
- Trustee Ash noted that the KACCT Quarterly meeting would be at Pratt Community College on Friday, December 3rd & Saturday, December 4th. Chair Daniels, Trustee Ass and Dr. Mosier would be attending in person.

9. **Consent Agenda:** Chair Daniels called for a motion to approve the Consent Agenda. Trustee Ash made the motion. Vice-Chair Criswell seconded the motion.

The Motion Carried.

10. **Student Senate Report** Chair Daniels called for the Student Senate President's report. Ms. Chrystal Tucker, Student Senate Chief Information Officer, and Mr. Oscar Alvarez Alfonzo, Student Senate Graphic Designer, shared the latest updates from the students' campus activities which included a well-attended Halloween Bash with over 1,000 visitors and coverage by Channel 4 news; participation in the President's Leadership Circle Breakfast; and student preparations for the HLC visit in March 2022. Ms. Shawnee Warren, Student Senate Campus Activities Coordinator, shared updates from several student clubs.

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

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier began with the monthly COVID Incidents Report, since the last Board meeting, sharing for employees, there have been 5 COVID-related incidents with 3 employees testing COVID positive; for student, there were 17 COVID-related incidents, a significant decrease from 57 in the previous month, with 6 students testing COVID positive.

Dr. Mosier continued by sharing details about the SPARKS Executive Committee meeting yesterday, Monday, November 15th, hosted at the KCKCC – Technical Education Center (TEC). Dr. Mosier presented the downtown project to the Committee and referenced a pending request to follow for \$30 million. After his presentation, Dr. Mosier and Dr. Bartunek escorted Sen. Jerry Moran (R-KS) on a tour of the TEC and shared information about grant proposals specific to the downtown project and other areas of the college.

Regarding the mold concerns in the current Student Housing facilities (Royal Ridge), Dr. Mosier shared that College leadership is monitoring the issue closely and taking as many precautions as necessary to maintain the health and well-being of the students.

Lastly for his report, Dr. Mosier shared information regarding the presentation of the Certificates of Appropriateness for the Downtown Project to the Landmarks Commission, to include a request for the deconstruction of the Seventh Street Church, were approved. The Unified Government Commission will review the certificates for final approval.

Dr. Mosier presented the donations and gifts collected for the 2021 Annual Board of Trustees Food Drive. He thanked everyone for their contributions for this new tradition in its third year. Dr. Mosier and the Board extended additional thanks to Merchant McIntyre, who donated \$2,500, and Christie Development, who donated \$5,000. All donations and proceeds will go to the KCKCC Blue's Kitchen Pantry to combat food insecurity at the College and in the community.

Chair Daniels expressed tremendous gratitude to all who contributed on behalf of the Board.

Chair Daniels called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Vice-Chair Criswell 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 highlighted the following items from the report:

- The Phi Theta Kappa officers hosted a Pink Ribbon Day event on Tuesday, October 19th, where the proceeds collected were donated to the University of Kansas Cancer Center.
- The Psychology Club and the Undergraduate Research Program hosted an Undergraduate Research Pre-Symposium in Psychology on Tuesday, October 26, 2021, with more than 50 in attendance, virtually and in-person.
- The Standard, KCKCC's vocal jazz ensemble, was chosen as an alternate performer at the 2022 Jazz Education Network National Conference in Dallas, TX.
- The M-PACT Vocal Festival will be hosted at KCKCC in the Performing Arts Center on Saturday, November 18th.
- A former Audio Engineering student, Kevin Beabout, has become Vice President of Corporate Events at Ironman Sound Industries, St Louis, MO.
- KCKCC signed an agreement with the Federation of Advanced Manufacturing Education (FAME) chapter to become the organization's first chapter in Kansas.
- Shared letters received from the community to the KCKCC – PCC Electrical Technology Program for the community projects that have done.
- On Monday, October 25th, a group of 27 Kansas state legislators toured the new welding facility at Lansing Correctional Facility.
- The KCKCC-TEC evening Nail Technology students held a Nail Art Show on Thursday, October 21st.

- The Health Professions division is currently working on program reaccreditation visits for the Mortuary Science program in April 2022 and the Respiratory Therapy program in fall 2022.
- Health Professions will be hosting two Nursing pinning ceremonies in person in the Field House in December.
- Dr. Ishfaq Ahmed, Assistant Professor and Biomanufacturing Coordinator, attended the Workforce Innovation Conference 2021 held October 4-5 in Wichita, KS; at the conference, Ms. Kris Ball received the Best Teacher Award.
- Dr. Leslie Watkins, Associate Professor of Biology, will complete the ACUE training “Inclusive Teaching for Equitable Learning” this month.
- Dr. Jelena Ozegovic, accompanied by Dr. Stacey Tucker, took her Honors Psychology students to Union Station in Kansas City, Missouri, to visit the Auschwitz exhibit
- The Psychology Club, along with Student Activities, hosted a United Nations Day. celebration on Monday, October 25, in Lower Jewell.

Trustee Brown made the motion to accept the report. Trustee Hoskins Sutton 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 items from the report:

- All of the students who were affected by the mold issues in Student Housing are now out of the hotels and either in Student Housing in remediated rooms or with other living arrangements; the Student Housing conditions will continue to be monitored. The Board expressed their concerns for the students and thanked the staff for all the hard work in taking care of the students. The uninhabitable rooms have been returned to Royal Ridge for remediation.
- Enrollment for spring 2022 has begun. Strategies the Enrollment Management department will implement to improve enrollment were shared such as the new Student Self Service platform for signing up for classes, the new text messaging system, Signal Vine, for getting important information about courses or advising, and the Early Assist system to reach students who may be in need of additional assistance.
- Developing a marketing plan for the Wyandotte location for spring 2022 classes.
- KCKCC Blue Devil Early College Academy enrollment for spring 2022 has begun for high school juniors and seniors. The course schedule, logistics and instruction information were shared.
- Shared the Blue’s Kitchen Pantry purchased a commercial grade refrigerator and freezer with a grant that was received. The pantry will be moving to a larger space to house all the items it receives for the students. Thanked the Board for the generous donations to Blue’s Kitchen Pantry.

Trustee Hoskins Sutton asked Dr. Wilson for more details regarding the Kansas Promise Act scholarships as well as more information on how the Early Alert Reporting System would be used to support the students.

Trustee Hoskins Sutton made the motion to accept the report. Vice-Chair Criswell 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 began by introducing the new Executive Director of Marketing and Institutional Image, Ms. Kris Green. She continued by highlighting the following from the report:

- Shared the new promotional video of the 2021 Student Housing Topping Out Ceremony.
- Shared new radio advertisements for promotion of spring enrollment.

Trustee Brown made the motion to accept the report. Trustee Ash 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 from the report:

- As requested by the Board, he shared more detail regarding the realignment of the Facilities Services department which resulted in 3 new department supervisors – Mr. Lulio Marin Alfonzo for maintenance, Mr. Zachary Slater for custodial services, Mr. Shawn Schavee for grounds services.
- Despite the national supply chain interruptions, the Facilities Crew manages to stay on top of projects and adjust scheduling as necessary.
- Thanked Event Scheduling and College Police for continuing to manage College logistics and support the needs of the college community.

Vice-Chair Criswell asked to clarify the requisition from P1 Group in the amount of \$961,000 on Consent Agenda – Item B. Mr. Beach shared due to a necessary equipment update made by the Board of Public Utilities (BPU) the College seized the warranted opportunity to replace 3 transformers.

Trustee Ash made the motion to accept the report. Vice-Chair Criswell 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 from the report:

- The updates to the HRIS System are nearly complete; the final stage of moving all applications from WebAdvisor to Self-Service is under way.
- In the final stages of hiring for 2 new positions in HR.
- Onboarding and New Employee Orientation being streamlined to include feedback from upcoming College Listening Sessions.

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

17. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. James Bennett, Director of Computing Services on behalf of Mr. Peter Gabriel, shared the following highlights from Mr. Gabriel's report:
- Thanked Academic Support department for providing services for the HLC Mock Visit, Staff and College Senate, and training videos for the Signal Vine system.
 - Thanked Computing Services personnel for working on everyday tickets, updating devices on and off campus and providing support with the increase in calls during the enrollment period.
 - Thanked Media Services for providing services for several events (15) in the last month, managing multiple day-long events, updating classrooms with technology and providing support with help desk tickets.
 - Thanked Network Services for support in the transition from WebAdvisor to Self-Service system. The expected completion date is April 2022. They are also updating the AccuTrack system for Student Services department and Perceptive Content/Image Now in web-based application.

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

18. **Unfinished Business:** Chair Daniels invited Mr. Pope to present an HLC update. Mr. Pope shared the College received great feedback from the mock HLC reviewers. He shared key points from the feedback and next steps for the College moving forward.

The Board asked for a review session in preparation for the upcoming HLC visit.

Chair Daniels invited Dr. Mosier to present regarding the modification to the EDA grant resolution. Dr. Mosier reviewed the original terms of the EDA grant resolution approved by the Board in May 2021. He shared the advice of the EDA regional directors to the College to increase the College Match stated in the resolution from \$3 million to \$3.8 million and provided reasoning for the increase. Dr. Mosier read the updated resolution and asked for the Board's approval.

Trustee Ash made a motion to approve the amended resolution. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

Chair Daniels invited Dr. Mosier to present a recommended action for COVID-19 Protocols for KCKCC. Dr. Mosier shared the new protocols as outlined in the November 2021 Board Packet. Key items to the new protocols included changing required mask wearing in KCKCC facilities from required to recommended and vaccination requirements continuing for employees and students desiring to participate in higher risk activities such

as out-of-state travel, students participating in athletic sports and living in student housing. He shared the College would continue with the current protocols until the end of the 2021. The new protocols would begin Monday, January 3, 2022, pending no new requirements from the Unified Government or Wyandotte County Health Department.

Trustee Hoskins Sutton made a motion to approve the new protocols. Trustee Brown seconded the motion. For the vote: Brown, Brune, Criswell, Daniels, Hoskins Sutton and McIntyre voted Yay; Ash voted Nay. **The Motion Carried.**

19. **New Business:** Chair Daniels invited Trustee Hoskins Sutton to present the list of college policies for approval. Trustee Hoskins Sutton presented the following policies for approval - Graduation Requirement Policy and Procedure (2.14), Paternity Leave (5.34), Request-Report for Leave of Absence (5.31), Student Excused Absences (2.13), and Procedure for Handling Inquiries Concerning Available Positions.

Chair Daniels called for a motion to approve the policies presented. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The Board revisited the process of how policies are developed or revised and come to the Board Policy Committee for review and presentation to the Board of Trustees.

Chair Daniels invited Mr. Beach to present the 2021 Annual Audit Report. Mr. Beach introduced Mr. Rick Swearinger from Novak Birks who presented the audit and compliance reports for KCKCC for the 2020-21 academic year. Mr. Swearinger noted there were no instances of fraud or noncompliance found. Mr. Swearinger also noted, due to the inclusion of the KCKCC Foundation in the Audit Report, final approval would need to be conditional of the KCKCC Foundation approving their portion of the audit as well.

Chair Daniels called for a motion to approve the 2021 Annual Audit reports, pending KCKCC Foundation approval. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

20. **Executive Session(s):** Chair Daniels acknowledged that there were no actions to be taken from the executive sessions for the general meeting.
21. **Adjournment:** Chair Daniels thanked everyone for their contributions to the meeting and called for a motion to adjourn the meeting. Vice-Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at 8:03 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier



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**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
November 16, 2021 – 4:00 P.M.**

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

CONSENT AGENDA – Item A1

Meeting Minutes

The Board of Trustees held a hybrid meeting hosted both in Room 146 at KCKCC – Main Campus and in the KCKCC Zoom meeting platform on Tuesday, November 16, 2021.

Members present were Chairman Ray Daniels, Vice-Chairwoman Evelyn Criswell, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune and Ms. Linda Hoskins Sutton. Dr. Janice McIntyre joined the meeting at 4:11 p.m.

The meeting was called to order at 4:06 p.m. by Board Chairman, Dr. Ray Daniels.

Chair Daniels invited Dr. Mosier to share the proposed updates to the COVID-19 Protocols for the Blue Devil Comeback Plan. Dr. Mosier presented the proposed updates to the plan which would become effective January 3, 2022, unless protocols changed for Wyandotte County. Dr. Mosier concluded by asking the Board for any comments or questions.

Chair Daniels thanked Dr. Mosier for the new proposal. The Board would vote at the 5:00 p.m. meeting to follow.

Chair Daniels continued with the next item on the agenda, the Association of Community College Trustees National Legislative Summit which would occur in Washington, D.C. on February 6 through February 9, 2022. Chair Daniels announced that Dr. Mosier, Trustee Ash and a representative from Student Senate would attend. He added the new trustee-elect, Mr. Brad Isnard, would be attending the conference and the New Trustee Academy prior to the main conference. Chair Daniels invited other trustees to contact Risala Allen if they were interested in attending.

At 4:25 p.m., Chair Daniels called for a motion to enter executive session for 12-minutes session to discuss personnel matters of nonelected personnel with possible action to follow in open session. All action would take place during open session in the Upper Jewell Lounge and Zoom public meeting room. Trustee Hoskins Sutton made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

The Board began the first executive session at 4:25 p.m. It ended at 4:37 p.m.

Returning to open session at 4:38 p.m., Chair Daniels called for a motion for a second executive session for 10-minutes for the preliminary discussion of the acquisition of real property with possible action to follow in open session. All action would take place during open session in the Upper Jewell Lounge and main Zoom session. Trustee Hoskins Sutton made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

At 4:48 p.m., The Board ended the second executive session. The Board members returned to the main Zoom session and to the Upper Jewell Lounge for open session.

Chair Daniels called the meeting to order for open session. He shared that the actions for both executive sessions would take place during the “New Business” section in the General meeting to follow.

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

The meeting adjourned at 4:56 p.m.

ATTEST:

Chairperson, Dr. Ray Daniels

Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B

December 14, 2021

- 1) Approval in the amount of **\$72,150.00** to **Design Mechanical** for classroom equipment for Nursing program (AHUs). Requested by Jerry Pope.
- 2) Approval in the amount of **\$57,066.40** to **Moridge Manufacturing Inc** for snow removal equipment (2 units). Requested by Michael Beach.
- 3) Approval in the amount of **\$43,193.00** to **MBS Textbook Exchange, Inc.** for textbooks. Requested by Michael Beach.
- 4) The amount of **\$1,172,449.63** to **Christie Development Associates, LLC** construction payment for new student housing (Draw 13 – December 2021). Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 5) Approval in the amount of **\$65,928.24** to **Rigdon Floor Coverings** for new carpeting in Flint Building. Requested by Michael Beach.
- 6) Approval in the amount of **\$34,737.74** to **Redshelf, Inc.** for inclusive access for the bookstore (October 2021). Requested by Michael Beach.
- 7) Approval in the amount of **\$47,189.00** to **B & H Photo** for new cameras for Media Services. Requested by Peter Gabriel.
- 8) Approval in the amount of **\$82,473.00** to **Shawnee Mission Ford** for 2 new College Police vehicles. Requested by Michael Beach.
- 9) Approval in the amount of **\$94,042.98** to **Heritage Tractor Inc.** for lawn mowing equipment. Requested by Michael Beach.
- 10) The amount of **\$29,447.00** to **Ellucian Inc.** for annual subscription for TouchNet software. Requested by Peter Gabriel. *Pre-approved by the BOT; July 2021*

November bills totaling \$2,605,584.87 includes October VISA bills of \$319,673.71.

Items for Ratification

CONSENT AGENDA – Item C

December 14, 2021

1. **\$12,647.51** to **City Wide Maintenance** for KCKCC - TEC janitorial/porter services (V0276701). Requested by Michael Beach. *Pre-approved by the BOT; July 2021*
2. **\$16,000.00** to **Ground FX Lawn and Landscape** for concrete repairs near the Wellness Center, Jewell and Math buildings. Requested by Michael Beach.
3. **\$16,000.00** to **Global Industrial** for HEPA Air purifiers for rooms in student housing (Royal Ridge). Requested by Michael Beach.
4. **\$19,500.00** to **Merchant McIntyre & Associates, LLC** for Q3 retainer fee for grant funding support services (July/August/September 2021). Requested by Michael Beach. *Pre-approved by the BOT; July 2021*
5. **\$17,946.63** to **GIK Acoustics, LLC** for classroom production equipment for Audio Engineering program (balance due; first half paid in July 2021). Requested by Jerry Pope.
6. **\$10,824.00** to **Sage Publications Inc.** for textbooks. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
7. **\$17,230.00** to **Kansas-Oklahoma Machine Tools, Inc.** for classroom equipment for Welding program (25% Down Payment). Requested by Jerry Pope. (Grant Funded)
8. **\$19,500.00** to **Merchant McIntyre & Associates, LLC** for Q4 retainer fee for grant funding support services (October/November/December 2021). Requested by Michael Beach. *Pre-approved by the BOT; July 2021*
9. **\$20,000.00** to **Civic Council of Greater Kansas City** for 2022 Membership Assessment. Requested by Greg Mosier. *Pre-approved by the BOT; July 2021*
10. **\$22,260.00** to **Taskstream Holdings LLC** for academic assessment software subscription. Requested by Peter Gabriel.
11. **\$10,128.15** to **BSN Sport** for team training equipment and uniforms for Men's Soccer. Requested by Delfina Wilson.

12. \$15,695.00 to **PGAV Architects** for downtown location support (October 2021).
Requested by Michael Beach.
13. \$14,852.00 to **Rodina Company Inc** for fire hydrant replacement. Requested by Michael Beach.
14. \$11,314.16 to **Kansas Lawn & Garden** for lawn services at KCKCC – MC for November 2021. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
15. \$12,992.45 to **Security Bank of Kansas City** for interest payment. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
16. \$18,447.00 to **Novak Birks PC** for audit services and single audit procedures.
Requested by Michael Beach.
17. \$15,279.16 to **MVP Law** (McAnany, Van Cleave & Phillips) for 1/12th annual flat fee payment of \$8,666.66 plus \$6,612.50 total of itemized services (for October 2021).
Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
18. \$12,647.51 to **City Wide Maintenance** for KCKCC - TEC janitorial/porter services (V0275900).
Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
19. \$10,000.00 to **Byrne Pelofsky + Associates** for November 2021 payment for capital campaign consultation. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
20. \$13,645.75 to **BSN Sports** for spring uniforms and apparel for baseball. Requested by Delfina Wilson.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D
December 14, 2021

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	Chukwukereze, Laquita	Administrative Assistant I	Counseling & Advocacy Center	Student Affairs	10/29/2021
Resignation	Ramirez, Manuel	Custodian I	Facility Services	Financial & Facility Services	11/5/2021
Resignation	Zeeb, James	Lab Assistant	Fire Science	Academic Affairs	12/6/2021

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
New Hire	Joseph, Sheila	Talent Development Manager	Human Resources	Human Resources	12/6/2021	\$65,000 annually
New Hire	Mellott, Elaine	Part-time Administrative Assistant I	Pioneer Career Center	Student Affairs	12/2/2021	\$12.40 per hour
New Hire	Scott, Tyler	Athletics and Activities Media Specialist II	Marketing	Strategic Initiatives & Outreach	11/15/2021	\$43,000 annually
New Hire	Tekle, Yoel	Human Resources Specialist I	Human Resources	Human Resources	12/6/2021	\$43,721 annually
Rehire	Harris, NaQari	Part-time Administrative Assistant I	Adult and Continuing Education	Academic Affairs	12/6/2021	\$12.40 per hour

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

December 2021 Board of Trustees Report
Vice President of Academic Affairs

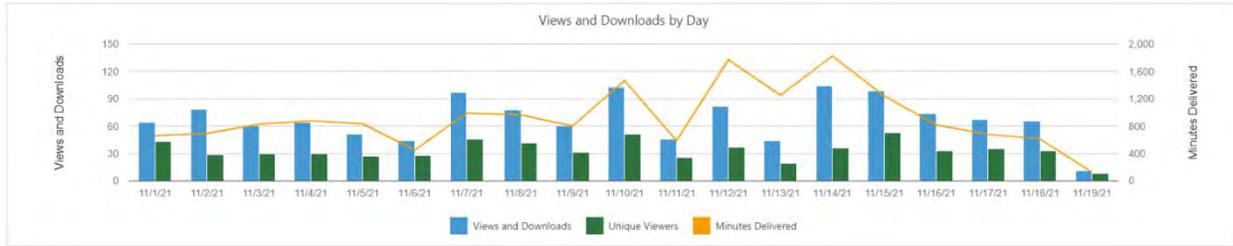
Academic Support and Assessment – Dean Cecelia Brewer

Online Education Services: Susan Stuart, Director

Online Education Services (OES) had 1,032 Zoom meetings with 6,364 participants (over multiple sessions) clocking 324,031 combined minutes for November 1-19, 2021. As noted in the graph below, the use remains consistent from week to week. Participation rates continue steadily as the term progresses.

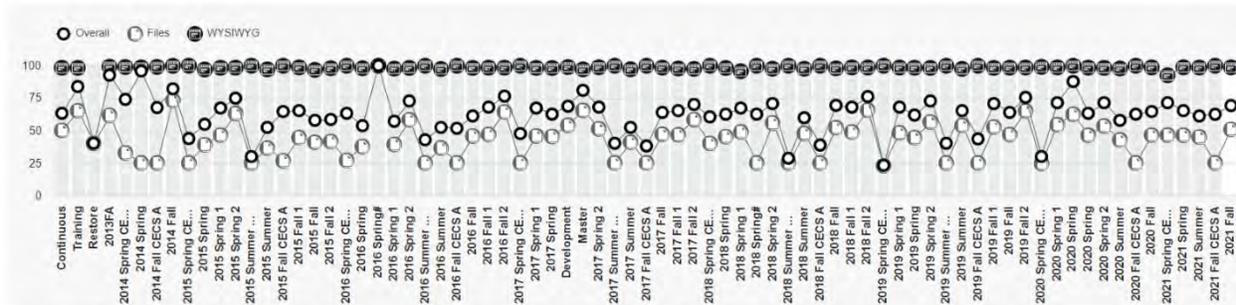


December 2021 Board of Trustees Report Vice President of Academic Affairs



Accessibility of content in the online environment is in the 67.1% for Fall 2021 indicating that 5% more content is accessible this term than the Spring 2021 term. This is an area where OES continues to work with instructors to make content more 508 compliant and has provided training on this factor as well.

Accessibility score



Online Education Services staff resolved approximately 148 tickets, calls, or email support requests through November 19, 2021.

Arts, Communication and Humanities – Dr. Aaron Margolis

On December 2 the Music Department successfully presented the Fall Jazz Ensemble Concerts. Featuring three vocal jazz ensembles the Funk Band, and 1:00 Combo, the concert was a hit with a packed socially distanced crowd.

On December 3 the Music Department presented the Student Piano and Composition Recital featuring performances of classics and original works.

On November 3 the Art Department hosted and gave a tour to USD 500 high school art instructors. KCKCC faculty introduced their programs and vision for future collaboration including a Spring Semester portfolio day.

December 2021 Board of Trustees Report
Vice President of Academic Affairs

The KCKCC Drama Club presented two short plays "Normal" & "The Most Massive Woman Wins" during a four-day run between November 11 through the 14. These challenging, heartwarming, and moving plays were directed by students.

Career and Technical Education – Dean Cheryl Runnebaum

The Kansas City Kansas Community College (KCKCC) Construction Technology Program held an open house on November 18 to showcase its newly completed house. In attendance were KCKCC President Dr. Greg Mosier, Board of Trustee members, Cabinet members, construction company representatives, KCKCC-TEC Dean and Associate Dean, KCKCC-TEC staff, and Construction Technology Instructor Don Balluch and his students. In the program, students learn to build an entire house and contribute to most of the work using the skills they learn in the program. The house sits next to another house completed by the program and one that is currently in the initial stages.



December 2021 Board of Trustees Report
Vice President of Academic Affairs

The KCKCC-TEC Culinary Arts Program had a surprise visit from Celebrity Italian Chef Jasper Mirabile from Jasper's Italian Restaurant, one of the top 100 Italian Restaurants in America. Chef Jasper did his fresh mozzarella demo 2.0 for the Culinary Seniors. Culinary Student Charmaine Gilkey is doing fresh ricotta & fresh mozzarella for her Culinary Capstone Practical. The program had the expert come out to teach her and fellow seniors how to make it from scratch. Chef Jasper demonstrated the fresh made curds, pulling the mozzarella, and making burrata cheese.



December 2021 Board of Trustees Report
Vice President of Academic Affairs



The KCKCC-TEC Automotive Collision Repair students have been busy with multiple projects. Second year high school students did bodywork and paint on a college vehicle (Chevy Traverse). Once finished, it was customized painted with the KCKCC logos and graphics.



December 2021 Board of Trustees Report
Vice President of Academic Affairs



Automotive Collision Repair students also worked on painting a motorcycle and a soap box derby race car.

December 2021 Board of Trustees Report
Vice President of Academic Affairs



December 2021 Board of Trustees Report
Vice President of Academic Affairs



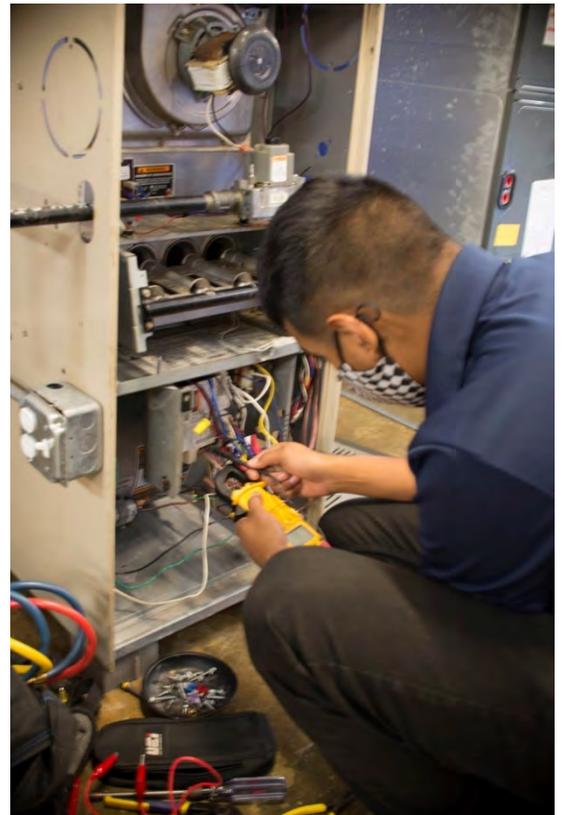
U.S. Marine veteran Justin Murray brought a Jeep Wrangler to Automotive Collision Repair for repairs to the front left suspension after an accident. The program was able to save him roughly \$5000 in repair costs and students used it as a class project. The repair process and Automotive Collision Repair Program were featured on KMBC Channel 9 news as a Giving Tuesday segment.



December 2021 Board of Trustees Report
Vice President of Academic Affairs



KCKCC TEC HVAC students have been busy working on furnaces and high school students practicing their brazing skills.



December 2021 Board of Trustees Report
Vice President of Academic Affairs



General Educational Development (GED) classes began at Lansing Correctional Facility (LCF) in Lansing, KS, in November. KCKCC GED Instructor Michael Reynolds has 14 students in this initial class. Curtis Leiker is the Education Navigator at LCF.

- GED classes will be offered at Wyandotte High School in January.
- Business English as a Second Language (ESL) classes will be offered at Plastic Packaging in January.

December 2021 Board of Trustees Report
Vice President of Academic Affairs

Health Professions – Dean Dr. Tiffany Bohm

Pinnings

1. PTA: December 14, 2021, at 6:00 pm at TEC1
2. Nursing: December 15, 2021, at 7:00 pm at the Fieldhouse

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

On Tuesday, November 16 the Wellness & Fitness Center held their annual Turkey Games in lower-level Jewell. The event was co-sponsored by Student Activities. The Wellness & Fitness Center brought over equipment and set up the fun activities and Student Activities purchased turkey legs as a prize for finishing the various activities. There were 49 students, staff, faculty, and community members who participated overall.

December 2021 Board of Trustees Report
Vice President of Academic Affairs



Assistant Professor and Biomanufacturing Coordinator Ishfaq Ahmed's Microbiology students (Biol-0261-06) worked on a clinical case study related to Coronavirus and researched related questions. They submitted their research document and are going to give a presentation on the same on December 13, 2021, at 12 pm. All are invited.

Ishfaq Ahmed attended the One Health Symposium as part of International One Health Day, on November 3, 2021, at Kansas State University Olathe. It was organized by Bio Nexus-KC and

December 2021 Board of Trustees Report
Vice President of Academic Affairs



Dr. Ahmed also earned a Certificate in Inclusive Instruction for Equitable Learning from Association of College and University Educators (ACUE). This certificate signifies his completion of a 5-module course in inclusive teaching practices requiring the implementation of evidence-based instructional approaches. The certificate distinguishes faculty for their commitment to educational excellence and student success.

Professor Lakshmy Sivaratnam had two speaking engagements this month. She spoke at the 14th International Accreditation Conference 2021 held by Self-Regulation with Accreditation (SEAA) as a panel member for discussion on “Staying Agile and Resilient in Disruptive Times” on November 24. Also, she served as a motivational speaker on the importance of education at the annual Zotung Cultural Event on November 25.

The Wellness and Fitness Center is collecting coats, hats, gloves, and scarves for charity. The drive started in late October and have collected several boxes of warm clothing. They met the needs of the Afghan refugees, for whom the drive was originally started, and kept collecting items to be distributed through a variety of Wyandotte County charities. This was all done with the help of one of our community members, JoAnne McIntosh, and her daughter. Thanks to them for their assistance! Anyone with items to donate is asked to please drop your new or slightly used (but clean) coats/jackets to the Wellness Center Monday-Friday 8am-5pm.

December 2021 Board of Trustees Report
Vice President of Academic Affairs

The KCKCC Wellness & Fitness Center started a program for employees, students, and community members called KCKCC Goal Getters Program. This program is offered Fall, Spring and Summer Semesters and is designed to motivate participants to set personal Mileage Goals to enhance their cardiovascular fitness levels. There are 14 active participants this semester and they will have completed their personal goals they determined on Monday, December 6, 2021. The participants have been recording their mileage weekly since August 16. It really has been fun.



December 2021 Board of Trustees Report
Vice President of Academic Affairs

MSBT faculty and staff have come together to support Blue's Kitchen Cabinet Food Pantry by collecting 130 non-perishable food items as of December 3. We will collect items specifically for a holiday drive until December 17 and continue year-round to assist students in need.

The division has adopted 4 families for Christmas. Members donate purchased items from the adoptees' wish lists or make monetary donations. The monetary donations will be used to shop for remaining wish list items. The division adopted several families last year as well and decided to continue the new tradition!

Dr. Kremer was appointed to the 2022 Board of Directors for Bio Kansas, a non-profit organization focused on advancing and advocating for the bioscience industry in Kansas.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Dr. Ewa Unoke was an invited panelist to the 2021 Biafra Education Awareness Dissemination (see flyer below). In 2019, Professor Unoke traveled to London, England, to present on Biafra genocide at the Goldsmith University of London. During the Biafran genocide over one million Biafran children were starved to death. The event last month was a sequel to the 2019 event. Dr. Unoke tied his experience as a panelist on the Biafra Education Awareness discussion, as well as his presentation on the Biafra genocide, to his class coverage of civil and human rights. Currently, his high school students are completing a project on the Biafran genocide in our efforts to meet the International Relations and American Government course outcomes.

Biafra Education Awareness Dissemination 2021 live on Radio Biafra London.

Guest Speakers



RADIO BIAFRA

102.1 FM



Dr. Uche Anyanwagu



Lolo Carol Munday



Nwada Chinyere Ihugba



Prof. Ewa Unoke



Dele Ogun



Mazi Valentine Ebuzeome



Dr. Justice Ukachi-Lois



Lolo Sofia Chinyere

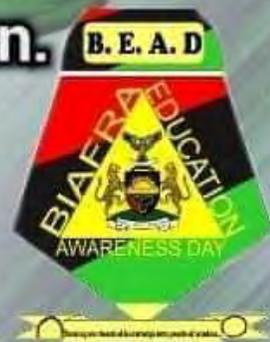


Phillip Efiog Jr

Collective "Pearls of wisdom" strong
together for B.E.A.D = Biafra Education
Awareness Dissemination.

Date: 18th November, 2021.

Time: 7pm BT.



We must continue telling our own story.

By: B.E.A.D Committee

December 2021 Board of Trustees Report
Vice President of Academic Affairs

Professor Annette Farrell, the recently hired early Childhood Education and Development Coordinator, attended the Partners in Quality meeting hosted by the Mid-America Regional Council. According to Professor Farrell, the meeting centered on a vision to “. . . build a nationally unsurpassed early learning system in metropolitan Kansas City, ensuring that all children enter school prepared to succeed.” The idea is to develop a shared vision and guidelines of Universal Pre-K (UPK) implementation.

Dr. Hira Nair was notified that her application to present at the 2022 National Association for Professional Development Schools (NAPDS) Conference in Chicago, Illinois, next February has been accepted. The title of Dr. Nair’s presentation will be “K-STEP Up: Bringing the Power of PDS to Place-Bound Students”.

Dean Wiggins and Dr. Nair, along with representatives from K-State University, participated in a K-STEP Up presentation to bi-lingual paraprofessionals. The event was held at USD 500 District Offices. The goal is to introduce bi-lingual paraprofessionals to the K-STEP Up program and KCKCC Education Programs to prepare more teachers for the local community.

Dr. Andres Cantillo received a contract from Routledge Publishers, Research and Reference for his book entitled “The Financial Foundations of Production and Uncertainty.” No date has been announced for the publication the book.

STUDENT AFFAIRS DIVISION
BOARD OF TRUSTEES REPORT
DECEMBER 2021

DR. DELFINA WILSON, VICE PRESIDENT OF STUDENT AFFAIRS

RECOGNITION

Wade Abel, Director of KCKCC's Military and Veteran Student Services, was elected to serve the National Association of Veterans' Program Administrators (NAVPA) Board of Directors as the Region VI Delegate.

NAVPA is a recognized organization of program administrators who work for universities and colleges, trade schools, and apprenticeship programs across the nation to ensure student veterans are provided the best service and most accurate access to their GI Bill benefits. In the role of Region IV Delegate, Wade will be in direct contact with federal agencies such as U.S. Department of Veteran Affairs, Department of Education, and the Department of Defense to promote the improvement of all educational opportunities for active-duty personnel, veterans and their dependents. Additionally, Wade may be called upon to provide feedback to the U.S. House of Representatives and Senate Veterans Affairs Committees, the American Association of Collegiate Registrars and Admissions Officers, the National Association of College and University Business Officers, and other national or regional professional organizations promoting education opportunities for military and veteran students.

Spencer C Duncan Make It Count Foundation

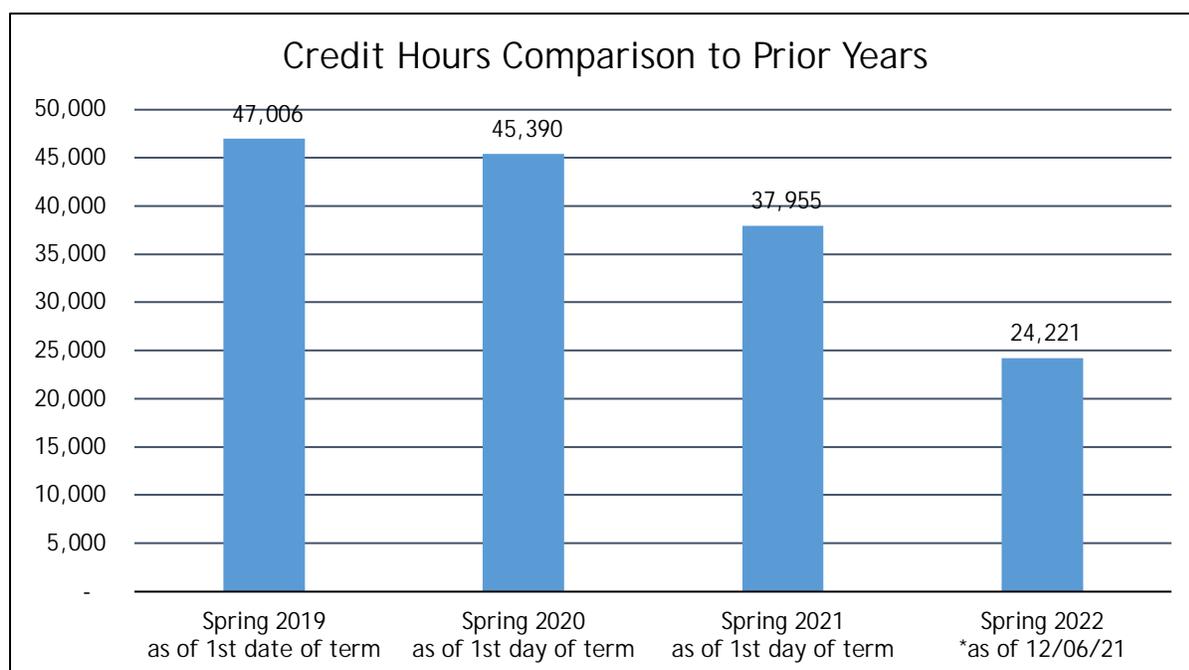
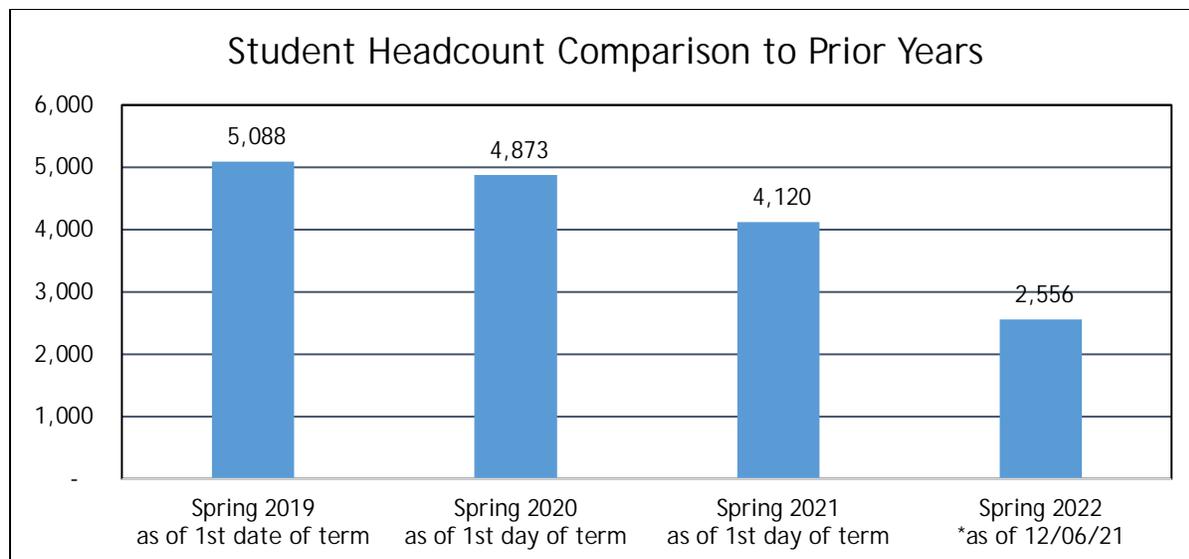
KCKCC received a \$10,000 donation from the Spencer C Duncan Make It Count Foundation to assist Veteran students with purchasing supplies needed for their program. The Foundation was established by Dale and Megan Spencer in honor of their son killed in Afghanistan in 2011.

ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN

SPRING 2022 ENROLLMENT (December 6, 2021 enrollment report is attached)

- Spring 2022 unduplicated headcount is UP by 11% compared to Spring 2021 and DOWN 14% compared to Spring 2020.
- Spring 2022 credit hours are UP by 9% compared to Spring 2021 and DOWN 13% compared to Spring 2020.

The figures below are the December 6th enrollment compared to what is needed by the first day of class to break even with Spring 2021 (1,564 more students and 13,734 credit hours still required). Data provided by Institutional Effectiveness.



ENROLLMENT STRATEGIES:

- Requested to increase seat capacity where possible within compliance with Covid-19 restrictions
- Processing any late enrollments from High Schools
- Processing the USDB enrollments
- Keeping track of full courses students are requesting and asking Deans to open more sections
- Admissions staff are reaching out to new applicants to schedule enrollment appointments
- Advisors contacting their assigned students who enrolled in Fall 2021 but not yet enrolled in Spring 2022, including TEC
- Financial Aid is drafting a communication to all students who already have Spring 2022 financial aid packaged but not yet enrolled
- Offering virtual placement testing three days per week

- Verifying that any student scheduled to live in on-campus housing for Spring is enrolled
- Confirming that all athletes are enrolled
- Recommend removal of transcript hold so more students can enroll
- Requested to activate course waitlists

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

November Monthly Report-Applications Processed			
	2019	2020	2021
High School/Dual	178	226	304
First Time Freshman	87	39	113
Transfer	76	122	103
Returning	49	87	99
Visiting	18	24	29
Wellness Only	1	0	1
Special/Non-HS Grad	3	7	87
Total	412	505	659

Recruitment Opportunities		
Event Category	Number of Activities	Number of Engagements
Onsite Visit	16	235
Virtual Presentation	8	3
Off-campus recruitment activities	10	156

DOWNTOWN WYANDOTTE LOCATION

- A Downtown website is currently under construction and will soon be live.
- Creating radio aids to announce course offerings at Wyandotte high school for adult learners and promote awareness of the site location.

HIGH SCHOOL PARTNERSHIP PROGRAM

- Below you will find a chart of enrollment status based on high school.

Enrollment Completed	Enrollment in progress	Enrollment is outstanding
Harmon		
Sumner		
Schlagle		
Piper		
Washington		
Bonner		
	Basehor	
	Leavenworth	
	Pleasant Ridge	
	Wyandotte	
		Turner
		Ward

Note: Several classes were canceled at Harmon and Wyandotte due to scheduling conflicts at the high schools.

STUDENT SUCCESS - SHAY DODSON, STUDENT SUCCESS ADVISOR

- 55% of scheduled advising appointments were held virtually (via Zoom or Teams video chat and/or phone)

Student Success Center Monthly Report

Virtual Advising (appointments)	MAIN	PION	TEC
Graduation Checks	69	0	0
No Show Outreach	0	0	0
Virtual Advising	296	10	93
Early Assist / SOS interventions	17	0	0
Recruiting	2	2	0
Contacts re Cancelled classes	0	0	0
Contacts re Unsatisfactory Grades	496	0	30
Fin Aid Exclusion Appeals	5	0	0
Reverse Transfer Grad Checks	6	0	0
Reinstatements (after dismissal)	13	1	0
TOTAL	904	13	123

On-Campus Advising (walk-ins and appointments)	MAIN	PION	TEC
General Advising	74	32	48
Graduation Checks	24	1	30
New Enrollments	39	5	83
Returning Enrollments	259	39	208
Schedule Adjustments	18	3	0
Withdrawal Advising/Drops	13	1	2
Fin Aid Exclusion Appeals	0	0	30
Program Changes	4	0	1
Reinstatements (after dismissal)	0	1	0
TOTAL	431	82	402

EARLY ASSISTS Submitted	MAIN	PION	TEC
Early Assist/SOS interventions	17	0	0
	17	0	0

ADVISING STRATEGIES:

- Ellucian ADVISE CRM communication plan is running for the Fall and Spring semesters.

- Advising communications and enrollment reminders went out to students via email on November 1, 15, and December 1 for students at MC, TEC, and PION, who are/were not yet registered for the Spring 2022 semester.
- Advisors continue to reach out to students who withdrew from fall classes and students with a red or amber student success score.
- Encouraging students to enroll for the Spring, connecting them with campus resources based on their needs and individual challenges
- Providing general advising to students across all programs of study

STUDENT FINANCIAL AID OFFICE - MARY DORR - DIRECTOR

Financial Aid Applications Received as of December 2, 2021

Academic Year	Total Number of Records	Records Received in November
2021-2022	7625	268
2020-2021	8210	247
2019-2020	9284	262

Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2021-2022	\$7,511,724			\$7,511,724
2020-2021	\$5,850,442	\$5,150,304	\$1,358,445	\$12,359,191
2019-2020	\$6,162,491	\$5,660,330	\$986,894	\$12,809,715

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

KCKCC COVID HEERFIII Relief Funds

COVID Relief Funds	Number of Students	Total Amount Disbursed
Fall 2021	1774	\$2,624,250

Second Chance Pell Grant Prison Program

KCKCC was accepted into the Department of Education's Second Chance Pell Grant Prison Program as a pilot program that started this Fall 2021 semester.

- The first cohort of students are enrolled for the Welding Technology Certificate A at Lansing Correctional Facility (LCF).
- 78 students applied for the 32 seats available in the Welding Program at (LCF)
- 25 students were eligible to participate and were enrolled
- Of the 25 students who enrolled, 22 remain in the program and are currently enrolling in the Spring 2022 semester. These students are on track to graduate with a Welding Certificate A in May 2022.
- Of the 25 students enrolled, five students were not eligible for the Pell Grant and 20 were awarded the Pell Grant.
- To meet the program's cost, additional financial aid was provided by the KCKCC Foundation of \$500 per student and The Kansas Workforce Investment Act (WIA) Program to fund remaining charges.
- Of the 20 Pell Grant recipients, one student withdrew from the program before the first day of class. As a result of the student's withdrawal, there are a total of 19 students for the Second Chance Pell initiative.

Return to Student Loan Repayment Awareness Campaign

- Student Loan payments for borrowers are set to resume February 1, 2022, after a nearly two-year hiatus due to the coronavirus pandemic.
- The Department of Education has requested that schools reach out to their borrowers to raise awareness of the resumption of loan repayments.
- The KCKCC Student Financial Aid Office will be launching a campaign to support this effort in cooperation with the KCKCC Foundation and the KCKCC Strategic Initiatives and Outreach Department.
- Additionally, the college has contracted with Student Connections to assist in default management efforts. Student Connections has already started to contact KCKCC borrowers to inform them and assist them in getting back to the repayment of their student loans.
- The Student Financial Aid Office has already received borrower inquiries and has prepared staff to assist students in getting in touch with their loan servicer and providing them information about repayment plans available.

CAREER SERVICES - ANA LIMA, COORDINATOR

Career Services November Student Engagement

REASON FOR VISIT	NOVEMBER 2021
Initial career consult	2
Resume assistance	20
Cover letter assistance	9
Job search	0
Career guidance	0
Personal Statement review	2
TOTAL:	33

Employer Collaborations

- Catholic Charities
- FedEx
- H&R Bloch
- American Dish Services
- KC Bathroom Remodeling
- Loft Outlet
- Good Samaritan Society

Presentations

- Intro to Career Services presentation for Level 3: Listening/Speaking class
- Introduction to Career Services
- Fundamentals of Resume Writing

Sponsored Events

- November 4th on-campus UPS recruitment event
- November 30th DeVry University career workshops

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	154
November	132	245	25	155
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	685

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	111	1224	\$145,235.00
Spring 22 as of 1 Dec	27	269	\$28,179

NOVEMBER ACTIVITIES

- The Battle of the Branches Food Drive ended on November 15th. All donated food went to KCKCC Blue's Pantry
- Veterans Center Virtual 5K - NOV 5-12th
- Veteran student lunch (Veterans Center) - NOV 8
- Faculty/Staff Veteran Lunch (Veterans Center) - NOV 9
- Women Veterans Breakfast (Veterans Center) - NOV 10
- Veterans Center Open House - NOV 11
- Honor Tree was set up outside the Veterans center to allow students/faculty/staff to place a star on it with the name of a former or currently serving military member.

DECEMBER ACTIVITIES

- The Veterans Center and SVO are supporting an Adopt a Vet event to provide small gifts for Veterans in a local nursing home. Eight Veterans have been identified and items that will be donated include puzzles, body wash, gym shorts and pajamas.

- The Veteran Center will be supporting Wreaths Across America at the Veterans National Cemetary in Leavenworth DEC. 18.
- The Veterans Center and SVO are sponsoring “Operation Cards From Home” to provide cards for students/faculty/staff that would like to write a thank you note to deployed Military Service Members. Cards are located in the Veterans Center for those interested in participating.



United States Marine Corps Recruiting Event on Campus



Military/Veteran Honor Tree and Operation Letters from Home

REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

Registrar Services	
<u>Degree Verifications</u>	
Graduation Clearinghouse Enrollment/Degree Verifications	33
Email, fax, mailed Degree verifications	14
<u>Enrollment verifications</u>	
In-person	8
On-Line	36
Scholarships	2
Governmental Agency/Court Requests	2
<u>Student Record Services</u>	
FERPA forms	6
<u>Information Updates</u>	
In-person	41
Online	32
<u>Major Changes</u>	
In-Person	80
Online	64
Edit Checks- Chris Day	24
Other Edit Checks -	4

Notary Assistance	3
<u>Residency</u>	
Veterans/Military In-State	1
Regular	1
<u>Address Correspondence</u>	
Return Mail	52
<u>Withdrawal Processing</u>	
Students Administratively Withdrawn	156
Walk-in requests	24
Online requests	320
<u>Reinstatements</u>	
Reinstatements after withdrawal	12
<u>Schedule Adjustment Services</u>	
Courses Re-enrolled after Drop for Non-payment	1
Dean Approved Enrollment Changes	8
TEC Dean Approved Late Enrollments	1
No shows	3
<u>Tuition Appeals</u>	
Tuition Appeals by class	4
<u>Graduation Services</u>	
Backdated graduates May 2021 - 3 December 2020 - 2 May 2020 - 2 December 2019 - 1	8
Graduation Applications Processed	59
Diplomas Mailed	3
Duplicate/late diploma orders	10
Student diploma pick-ups	2
Gen Ed Waivers	2
Deviation/Substitution forms	3
<u>Transcript Services</u>	
Checked in Transcripts	265
Outgoing transcripts Processed	442
Student copy transcripts	10
Transcript needed research	33
Advisor Transcript Requests	5
Transfer credit applied to student records	6

PLACEMENT TESTING - FAITH MOODY, TESTING SPECIALIST

Total Placement Tests This Semester

Fall 2021*	Fall 2020	Fall 2019
795	676	1877

*Fall 2021 is as of report date, other years are semester totals.

November Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Virtual Testing	Total
November 2021**	52	10	17	91	3	173
November 2020	69	15	18	8	0	110
November 2019	87	6	22	162	0	277

November Developmental Numbers

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
November 2021	% Developmental	81%	83%	55%	80%
November 2020	% Developmental	64%	68%	54%	65%
November 2019	% Developmental	73%	75%	43%	66%

- Researching significant differences in Reading and Composition developmental placement compared to previous years.

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

11/2/21 PCC Electrical students continue to serve the Leavenworth community. The class is working on a Leavenworth residence installing and wiring new outlets, light switches, and LED lights.



11/4/21 Thankful Pumpkin in the office. Everyone wrote on the pumpkin each day what they were thankful for.



11/9/21 PCC KCKCC celebrated First Generation week.



11/11/21 KCKCC PCC faculty, staff, and students from Culinary, Construction, Criminal Justice, Electrical, and HVAC attended the Leavenworth Veterans Day Parade.



11/12/21 PCC is adopting a family during the holiday season. This year's family includes a one-year-old boy, a nine-year-old girl, and 28-year-old mother.



11/17/21 Construction students are continuing renovation room projects. The construction students will be finishing the painting, backsplash installment, ceiling tile placement, and carpet and baseboards.



11/18/21 KCKCC PCC students, faculty, and staff donated to the Veterans Center Battle of the Branches food drive! Army won for PCC !!



11/24/21 KCKCC PCC Culinary students volunteered over Thanksgiving break at First United Methodist Church. Students prepped, cooked, served, and cleaned for the free community meal.



11/29/21 Culinary students preparing for the annual bake sale to support Adopt-A-Family. Treats on sale Dec. 2 and Dec. 3. All proceeds will go to our Adopt-A-Family for the holidays!



11/30/21 Deke Nolan, Director of HR with Bottorff Construction, Inc., conducted mock interviews with the KCKCC PCC Construction students.



DISCIPLINARY BARRACKS (DB) and JOINT REGIONAL CORRECTIONAL FACILITY (JRCF)

- JRCF - Fall classes are finally back in person at the JRCF. Planning on four courses to be offered in Spring 2022.
- USDB - An updated MOU was signed with the Military Corrections complex, which now includes students in the graphic design shop to work towards a Digital Imaging Design, Associate in Applied Science.
- Fifteen students have applied to be a part of this program. The plan is for seven classes to be offered in Spring 2022.

STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

Student Services Fulfills!

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

We co-hosted the program "Increasing Family Support to Build Healthy Futures for LGBTQ Youth" with the OQS Diversity Club. Our speaker was Dr. Caitlin Ryan who is an educator and clinical social worker with San Francisco University. Dr. Ryan worked with Dr. Anthony Fauci at the beginning of the AIDS crisis and she began the Family Acceptance Project at San Francisco State. She shared her research regarding how family acceptance improves the overall mental health and well-being of LGBTQ youth and their families. This program is part of our co-curricular assessment cycle.

Blue's Kitchen Cabinet has a new Student Advisory Board that is meeting to give feedback and recommendations about our student food pantry. Board members consist of Student Senators from the following clubs: Active Minds, AAUW, Catholic Student of KCKCC, OQS, and Transfer Club. They have provided valuable insight into the needs of students and are excited to see the growth and expansion of Blue's KC to better serve our students.

STUDENT ACCESSIBILITY AND SUPPORT SERVICES

Students Requesting Accommodations:

Disability	November 2021	November 2020	November 2019
Autism Spectrum Disorder	19	9	14
Attention Deficit Disorder	39	31	34
Blind/Visual Impairment	13	8	9
Deaf/Hard of Hearing	5	7	2
Head Injury	4	3	2
Intellectual Disability	3	4	3
Learning Disability	66	57	77
Medical	9	1	11
Physical	7	3	6
Psychiatric	17	8	18
Other Health Impaired	1	1	0
Total	183	132	176

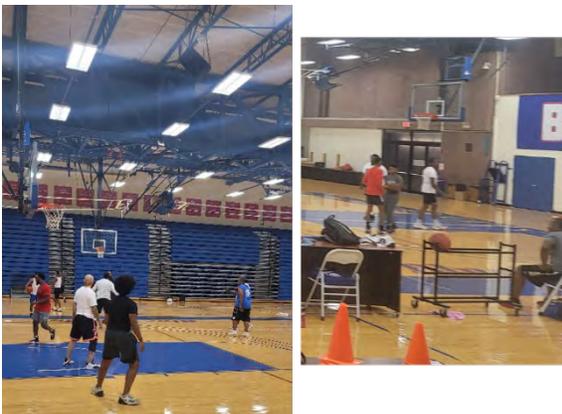
Narrative Activities:

SASS attended the Perkins Needs Assessment Stake Holder Meeting.

STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

Student Activities: Intramural Basketball:

November continued our attendance of 25-30 members every Sunday, barring two cancellations (due to Thanksgiving Break). We had two guest speakers from FBOE meetings speak at the intramural basketball on Sunday before the courts opened.



Student Activities partnered with the Wellness Center to host the annual Turkey Games on November 16th. About 50 students, staff, and faculty participated in the games. The event was hosted in the Lower Jewell. The ESL programs with the Continuing Education Building brought their students to learn about Thanksgiving and some fun American culture. We had



Student Activities will be finishing the month of December with the following events:

- December 1st - Candle Lighting Ceremony from 11 am - 12:15 pm, Performing Arts Center
- December 2nd - Partnering with TRIO EOC to host Richard Taylor, national speaker about Protecting Our Mental & Emotional Health, at 1:00 pm and 5:00 pm in the Upper Jewell Lounge.
- December 6th - TEC Finals Breakfast from 9 am-Noon, TEC Lounge
- December 7th - PCC Finals Breakfast from 9 am-Noon, Commons Area
- December 10th - PCC Cookies with Santa from 6 pm - 8 pm
- December 11th - Main Campus Breakfast with Santa from 10 am-Noon at the TEC building

FBOE Meetings:

We had three guest speakers, one for each session, emphasizing how to navigate finals week and how to maintain mental health during the most stressful time for students.

FBOE Business Coaching:

One student this month decided to take the first step to getting an EIN Number made for their business. However, we have now helped four students with their EIN take further steps

towards their business plans to prepare them for registration as a certified LLC. This includes their five-year plan, proof of income, etc.

FBOE Student Help:

November is a critical month for student help, given the looming deadline for withdrawal in the middle of the month. We advised and mediated with 4 students this month on how to best tackle classes they pondered whether to withdraw from or not. This included connecting them with the learning commons' tutoring, mediating with their professor, and external help from the community. We are happy to say that out of the 4 students that needed help, only one withdrew for the semester.



Student Activities has partnered with the KCKCC Bookstore to offer free hot drinks: hot chocolate, tea, coffee, and flavored coffee each morning. Students come into the Student Activities office to pick up a hot drink coupon and take it to the bookstore to get their hot drink. In November, we have served 170 students.

Shirl Duncan, the Bookstore staff, stated, "students enjoy saving money and are very grateful for the hot drink." Shirl said, "it's a bright light that helps to get them started for the day."



STUDENT HOUSING - Nicole Wilburn, Director of Student Residence Life

- New Director of Student Residence Life hired: Nicole Wilburn
- 102 Students still living in Student Housing
- The position of Coordinator of Student Residence Life has been posted. We plan to start the interview in January
- RAs received a refresher course in Fire Drill procedure.
- Student Housing will remain open for Holiday Break for those that cannot afford to return home or have no place to go for the holidays

STUDENT HEALTH CENTER-SYLVIA GILLIS, NURSE PRACTITIONER

- Student Health Services continues to provide COVID tracing for students and TB skin testing to both students and employees.
- Student Health Services will be hosting another blood drive on December 1st
- Director of Student Health resigned December 1st
- Temp agencies are being contacted to hire a temp Nurse Practitioner. An LPN still staffs the office.

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

The Center for Equity, Inclusion, and Multicultural Engagement has completed the process of hiring a Coordinator role, and we are awaiting a reference check and extension of an offer to an outstanding internal candidate. Once filled, this role will serve as the lead on various projects for the Center and function as Deputy Title IX coordinator.

The Equity and Inclusion Council successfully held its first meeting on October 28, 2021 from 10:30 - 11:30 at TEC, with great turn-out and positive engagement in the future equity and inclusion vision for KCKCC. The intent of the meeting was to do some ground work together with shared terminology and updates on the current state of the website and charter. The next meeting will be held on December 13, 2021, at 11:00 am, and the agenda will include a discussion about the KCKCC Diversity Statement and some strategic DEI Action planning. We will also identify a standing monthly meeting time for next semester.

Programming

The CEIM co-hosted a workshop on 11/11/21 from 11-12:30 pm via zoom, in collaboration with OQS Diversity Club (Student Organization) as well as Counseling and Advocacy/ Women and Gender Advocacy Program. This workshop offering presented by Dr. Caitlin Ryan of San Francisco State University and the Family Acceptance Project. Her presentation was entitled "Increasing Family Support To Build Healthy Futures for LGBTQ Youth." It was an excellent educational offering which was opened up to community partners. Unfortunately, we had previously scheduled a co-curricular workshop session on "5 Steps to Culturally Competent Communication" at the same time as this presentation which we will reschedule to the Professional Development activities in early January.

CEIM also hosted a Day of the Dead event on November 1, 2021 in collaboration with the Student Organization of Latinos. An "Ofrenda" altar was created and a story-teller from the community came to share spooky stories about traditions from around the world. Students enjoyed Hot Cocoa and Pan Dulce. Many ESOL students attended the event (estimated 25 in

total, in two shifts as classes let out), which was a great opportunity for us to connect with many new faces.

CEIM, in collaboration with Student Activities and Faculty from SBSPS Division, provided an educational offering for students about the Native American Landmark on campus on Wednesday November 17, 2021 (11:00 - 12:00). Members of the Wyandot and Delaware Tribes each presented to the students about their history and connections to the region.

CEIM in collaboration with Honors and Student Activities hosted a Thanksgiving Dinner for International Students on Thursday November 18, 12:00 - 1:00pm in Lower Jewell. Approximately 50 International and ESOL students and faculty joined the event and it was well received, with Thanksgiving games and raffles.

Student Organization of Latinos (SOL) students are continuing to meet every two weeks in the Center. The group also participated in the Student Senate Halloween Bash at Tec on October 30, by hosting a Trunk or Treat themed with a Day of the Dead Altar. The group met on November 2 and identified its officer but still remains a secretary vacancy. The subsequent meeting on November 16 included discussion and prioritization related to brainstorming projects and educational offerings. The meeting scheduled for November 30 will be a brief presentation by Alex Perez from the Hispanic Development Fund about Scholarship application process. The group will plan to do a holiday meal on December 14 to wrap up the semester.

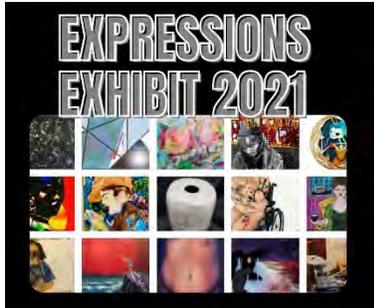
Initiatives & Consultation

The Trans Inclusion Task Force convened again on 10/22/21 and 11/9/21. We have since added three Trans students and a few other staff stakeholders to the group to help review the policy draft. The task force is working to finalize the draft policy and will escalate it for review to Drs Derritt and Terry following Thanksgiving Break. In addition, the team will meet again in December to begin creating a website framework for students and community to access resources similar to the UMKC site: <https://info.umkc.edu/get-involved/lgbtqia-programs/resources/trans-umkc/>

During the course of research for the Trans Inclusion Task Force, the Director of CEIM had connected with a former colleague at UMKC who offered the opportunity to attend their "Safe Space" training for faculty/staff. It was very helpful and well executed, with many great resources. CEIM envisions collaborating with OOS Diversity Club and Women and Gender Advocacy Services to create a similar training for our KCKCC community, possibly build it out in Spring, trial it with small stakeholder groups to explore how the curriculum performs, and then consider rolling out an offering during Convocation week in August 2022. This could also be in partnership with the new HR Talent Development Manager role, since it would be a professional development offering for KCKCC faculty and staff.

ART GALLERY - SHAI PERRY-COORDINATOR

Current Exhibition "Expressions" 2021 traveling exhibition organized by The Whole Person is now on display in the KCKCC Art Gallery room 2346 until Dec. 2, Closing Reception Dec. 2, 4:00 - 7:00 pm, hours of operation Mon. through Thur. 11 am to 4 pm or by appointment. Contact Galley Coordinator Shai Perry for more information sperry@kckcc.edu.



Curator Special Invitation

Gallery Coordinator Shai Perry was invited to be this year's juror for the SEEDS exhibition at the Westobou Gallery in Augusta GA. Perry selected 14 artists out of the 50 southeastern artist applications and was interviewed at the reception about her work as a curator.



Student Engagement

Professor Maria Ogedengbe saw the Rita Blitt works being installed and brought her sculpture class down to see art installation in action. The students spoke with Shai Perry about the process and 3d works on campus.

Local History Education: Native Peoples of Wyandotte County History Attendance 58 The Art Gallery and CEIM worked with community leaders Curtis Smith, Wyandot Nation of KS, Lenape/Delaware Nation, Professors Victor Ammons, and Andrica Wilcoxen to bring local history education to the students.

Guest speakers: Bonnie Clark (former Chief of the Lenape/Delaware Nation), Judith Manthei (Principal Chief of the Wyandot Nation KS), Lousia Libby (2nd Chief Wyandot Nation KS), and Kristen Zane (Wyandot Nation KS)



"This WyCo immigrant Native Peoples of Wyandotte County History event will feature artifacts that enlist four immigrant tribes removed to our County in the early to mid-19th Century. The unique history of the Shawnee (1826); Delaware (1829), Munsee (1837), and the Wyandot (1843) is featured considering the upcoming twenty-fifth anniversary of the WyCo Immigrant Natives Monument dedicated in 1997 on the KCKCC campus. This monument located west of College Boulevard and east of the CEB parking lot marks the historical sale of Delaware land to the Wyandot in 1843, and the east-west boundary agreed upon by these two Nations."



Community Engagement

AAUW Student Officers went out to help the YP Forward KCK Chamber group with the clean-up at around Huron Indian Cemetery to give back to the community over the holiday break.



The Art Gallery teamed up with the Art Department to have a meeting and tour of the campus for all the district 500 high school art teachers. The teachers had a guided tour of the art facilities and the development on campus. Plans were discussed to increase KCKCC art department enrollment for the next generation of students.



Campus Art Collection

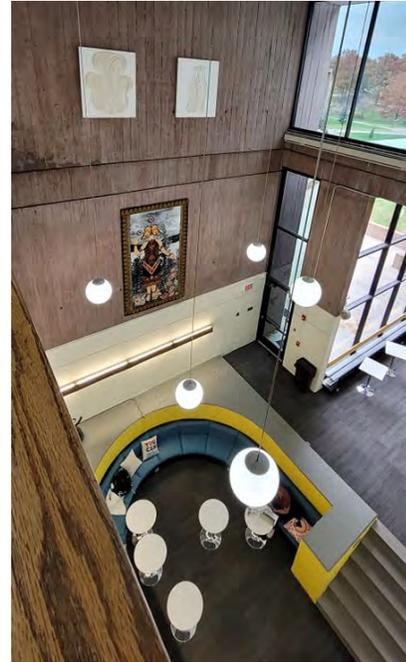
A brand-new mural to celebrate the founding of KCKCC in 1923, was installed on the State Ave. entrance old marquee sign. This addition brings color and life to welcome everyone back from the Thanksgiving holiday. The mural was done by artist Vania Soto a KCK local artist and KCKCC Alumni. State Ave. Mural by Vania Soto



New artwork, "The Source" a diptych by Rita Blitt were donated to the KCKCC for William Jewell College collection. Blitt only made 3 of these works. One still hangs in her California home and the other 2 now hang in the Humanities Watering whole.



ATHLETICS:



ATHLETICS ANTHONY TOMPKINS, DIRECTOR

The Athletic Department honored the 2015-2016 women's basketball team at their annual Hall of Fame Ceremony. That same squad was crowned the NJCAA Women's Basketball National Champions at the conclusion of the season. The Blue Devil squad featured players including Cheyenne North, Erin Anderson and Brooke Wagler who earned All Jayhawk Conference honors in that same year.

Men's Basketball: Currently 7-4 on the season. Very competitive group. Should be able to compete for the top spot in the conference.

Women's Basketball: Currently 09-3 on the season as is ranked #10 in the latest NJCAA Poll. Region 6 will be competitive again as Johnson County and Labette are ranked #2 and #3 in the latest poll.

KCKCC Unduplicated Headcount by Location

CAMPUS (UNDUP at A Location & DUP Across Locations)	12.09.2019	12.07.2020	12.06.2021	20-21	20-21	21-22	21-22	Spring 2022	20-22	20-22
	Spring 2020	Spring 2021	Spring 2022	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
BL	-	96	8	96	-	-88	-91.67%	0.31%	8	-
DNTWN	7	1	-	-6	-	-	-	0.00%	-7	-
FRSC	19	14	9	-5	-26.32%	-5	-35.71%	0.35%	-10	-52.63%
HS	787	483	663	-304	-38.63%	180	37.27%	25.94%	-124	-15.76%
LCF	-	-	10	-	-	-	-	0.39%	10	-
MC	1,208	650	880	-558	-46.19%	230	35.38%	34.43%	-328	-27.15%
OC	199	134	79	-65	-32.66%	-55	-	3.09%	-120	-60.30%
OL	887	977	935	90	10.15%	-42	-4.30%	36.58%	48	5.41%
PION	110	132	132	22	20.00%	0	0.00%	5.16%	22	20.00%
TEC	544	416	471	-128	-23.53%	55	13.22%	18.43%	-73	-13.42%
USDB	2	-	-	-2	-	-	-	0.00%	-2	-
VIRT	-	361	178	361	-	-183	-50.69%	6.96%	178	-
Total UNDUP Headcount	2,962	2,298	2,556	-664	-22.42%	258	11.23%		-406	-13.71%

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

Status	Spring 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 #	21-22 %	Sp 2022 %	20-22 #	20-22 %
First-time	367	239	295	-128	-34.88%	56	23.43%	11.54%	-72	-19.62%
Returning	2,595	2,059	2,261	-536	-20.66%	202	9.81%	88.46%	-334	-12.87%
Gender	Spring 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 #	21-22 %	Sp 2022 %	20-22 #	20-22 %
Unknown	1	-	3	-1	-	3	-	0.12%	2	-
Female	1,805	1,450	1,572	-355	-19.67%	122	8.41%	61.50%	-233	-12.91%
Male	1,156	848	981	-308	-26.64%	133	15.68%	38.38%	-175	-15.14%
Race / Ethnicity	Spring 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 #	21-22 %	Sp 2022 %	20-22 #	20-22 %
American Alaska Native	16	13	11	-3	-18.75%	-2	-15.38%	0.43%	-5	-31.25%
Asian	168	112	116	-56	-33.33%	4	3.57%	4.54%	-52	-30.95%
Black or African American	463	381	425	-82	-17.71%	44	11.55%	16.63%	-38	-8.21%
Hawaiian Pacific Islander	5	6	3	1	-	-3	-	0.12%	-2	-
Hispanic	792	562	578	-230	-29.04%	16	2.85%	22.61%	-214	-27.02%
Multi-racial	134	140	142	6	4.48%	2	1.43%	5.56%	8	5.97%
Unknown	131	103	110	-28	-21.37%	7	6.80%	4.30%	-21	-16.03%
White	1,253	896	1,082	-357	-28.49%	186	20.76%	42.33%	-171	-13.65%
Non Resident	-	85	89	85	-	4	4.71%	3.48%	89	-

KCKCC Credit Hours by Location

CAMPUS	12.09.2019	12.07.2020	12.06.2021	20-21	20-21	21-22	21-22	Spring 2022	20-22	20-22
	Spring 2020	Spring 2021	Spring 2022	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
BL	-	675	24	675	-	-651	-96.44%	0.10%	24	-
DWNTN	22	3	-	-19	-	-3	-	0.00%	-22	-
FRSC	178	137	90	-41	-23.03%	-47	-34.31%	0.37%	-88	-49.44%
HS	4,242	2,666	3,598	-1,576	-37.15%	932	34.96%	14.85%	-644	-15.18%
LCF	-	-	100	-	-	100	-	0.41%	100	-
MC	10,091	4,101	6,599	-5,990	-59.36%	2,498	60.91%	27.24%	-3,492	-34.61%
OC	609	411	378	-198	-32.51%	-33	-	1.56%	-231	-37.93%
OL	5,365	6,779	5,698	1,414	26.36%	-1,081	-15.95%	23.53%	333	6.21%
PION	810	1,167	1,142	357	44.07%	-25	-2.14%	4.71%	332	40.99%
TEC	6,570	4,990	5,901	-1,580	-24.05%	911	18.26%	24.36%	-669	-10.18%
USDB	12	-	-	-12	-	-	-	0.00%	-12	-
VIRT	-	1,358	691	1,358	-	-667	-49.12%	2.85%	691	-
Total	27,899	22,287	24,221	-5,612	-20.12%	1,934	8.68%		-3,678	-13.18%



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

Tyler Scott Athletics and Activities Media Specialist

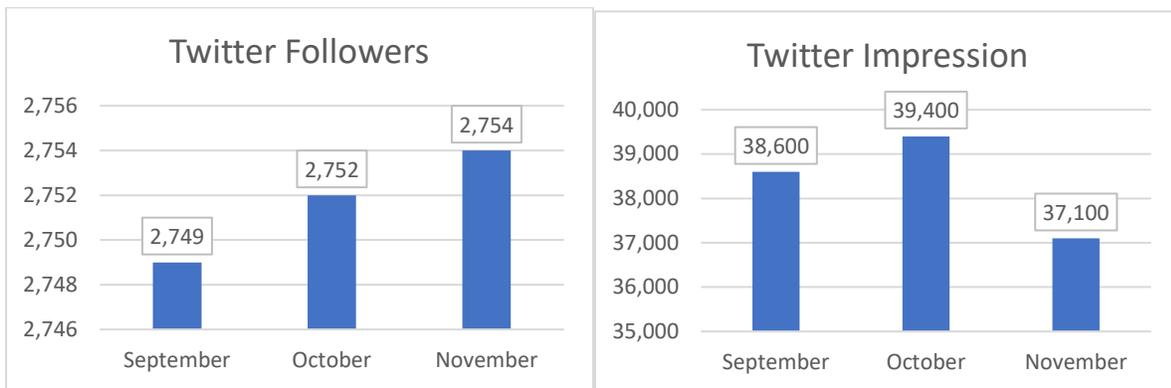
Strategic Initiatives and Outreach

- Worked with the Veteran's Student Services office to arrange a media event to accept and publicly thank the Spencer C. Duncan Make It Count Foundation. Rob Hughes from KMBC and KCWE covered the event and ran the segment on air.
 - <https://www.kmbc.com/article/make-it-count-fallen-olathe-soldier-s-legacy-making-a-difference-for-fellow-veterans/38427780>
- We created a short HLC Welcome Video for their upcoming conference to support the theme of "Evolving Together". HLC will compile the videos and present them to conference attendees in April.
- On November 15th, we hosted the SPARKS committee public meeting at the Thomas R. Burke Technical Education Center. The public meeting was well attended. Dr. Mosier and our partners in the Downtown Community Education, Health and Wellness Center presented this project to the Committee and made a financial ask for consideration. Following the public meeting, Dr. Mosier and the partners had a private meeting with Lt. Governor Toland.

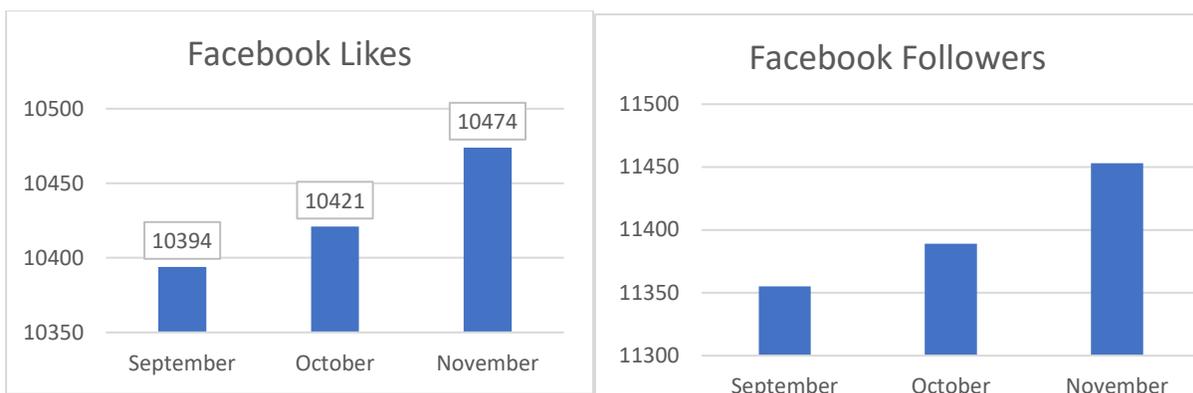


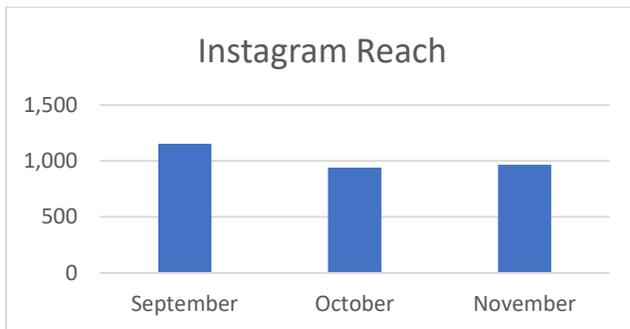
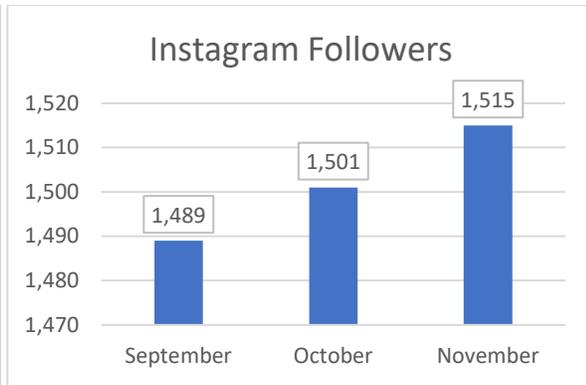
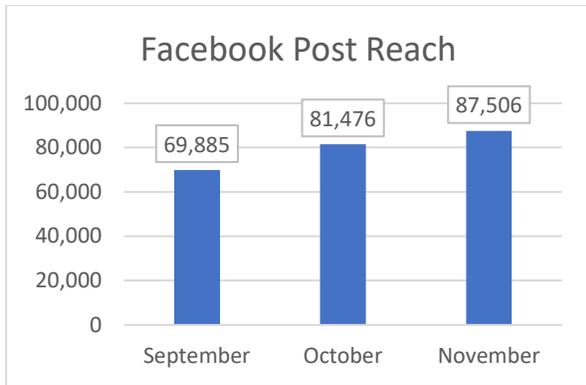
- With other members of KCKCC, Dr. Bartunek attended the annual High Aspirations dinner and celebration.
- Jerry Pope and Tami Bartunek recorded a new segment for KC Live discussing spring classes / enrollment and new student housing.

Social Media Metrics and Select Posts



Note: Impressions tend to go down a bit in November and December because of the holidays.





Tweet activity



KCKCC @KansasCityKSCC
 Wishing all of our Blue Devils a safe and happy Thanksgiving! #KCKCCProud #Thanksgiving 🍗❤️🍷
[pic.twitter.com/ZfLz0K6Hu](https://twitter.com/ZfLz0K6Hu)

Impressions	1,350
Total engagements	53
Likes	25
Detail expands	17
Profile clicks	6
Retweets	2
Media engagements	2
Hashtag clicks	1

Tweet activity



KCKCC @KansasCityKSCC
 Congratulations @kckvolleyball !! #KCKCCProud ❤️🏐🏐🏐
<https://twitter.com/kckvolleyball/status/1455307504477409281> ...

Impressions	976
Total engagements	9
Likes	5
Detail expands	3
Profile clicks	1

Tweet activity




KCKCC @KansasCityKSCC
 Are you interested in going back to college? If so, check at @KcScholars's Adult Learner Scholarship at <http://kcscholars.org/adult-learner> ! It's never too late to finish what you have started at KCKCC! #KCKCCProud #EnrollNow pic.twitter.com/tySZ22a74D

Impressions	921
Total engagements	12
Likes	4
Retweets	3
Link clicks	2
Detail expands	2
Replies	1



Kansas City Kansas Community College
 ☆ Favorites · November 18 · 🌐

KCKCC Construction Technology showcased their newly completed house Thursday. The house is the second to be completed on the street, with the third currently under construction. KCKCC students build the house from the ground up, doing most of the work themselves as they learn skills and techniques as they work toward earning their degree/certificate. Great job Blue Devils! #KCKCCProud






Performance for your post

11,573 People Reached

318 Reactions, Comments & Shares

214 Like	42 On Post	172 On Shares
61 Love	16 On Post	45 On Shares
1 Haha	0 On Post	1 On Shares
17 Comments	3 On Post	14 On Shares
25 Shares	25 On Post	0 On Shares

657 Post Clicks

361 Photo views	0 Link clicks	296 Other clicks
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NEGATIVE FEEDBACK

6 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 · November 1 · 🌐

Thank you to the KCKCC Student Senate, our student organizations and community partners for making this year's Kids Spooktacular Movie Night a success! We were so happy to be able to share the holiday festivities with the community! #KCKCCProud



Performance for your post

1,993 People Reached

37 Reactions, Comments & Shares

33 Like	21 On Post	12 On Shares
2 Love	2 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
2 Shares	2 On Post	0 On Shares

87 Post Clicks

63 Photo views	0 Link clicks	24 Other clicks
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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



Kansas City Kansas Community College

★ Favorites · November 2 · 🌐

Are you interested in going back to college? If so, check out KC Scholars' Adult Learner Scholarship at kcscholars.org/adult-learner/ Each year KC Scholars awards up to 200 scholarships each year to adults returning to college. The application is NOW OPEN! It's never too late to finish what you have started at KCKCCI #KCKCCProud #EnrollNow

Performance for your post

1,882 People Reached

22 Likes, Comments & Shares

9 Likes	5 On Post	4 On Shares
0 Comments	0 On Post	0 On Shares
13 Shares	12 On Post	1 On Shares

33 Post Clicks

3 Photo views	21 Link clicks	9 Other clicks
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NEGATIVE FEEDBACK

7 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

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

KCKCC was pleased to welcome U.S. Sen. Jerry Moran Monday morning! Sen. Moran toured the KCKCC Technical Education Center with KCKCC President Dr. Greg Mosier and visited several programs while on campus. Thank you to all who made this exciting event possible! #KCKCCProud

Performance for your post

1,777 People Reached

27 Reactions, Comments & Shares

23 Like	22 On Post	1 On Shares
2 Love	2 On Post	0 On Shares
1 Comments	0 On Post	1 On Shares
1 Shares	1 On Post	0 On Shares

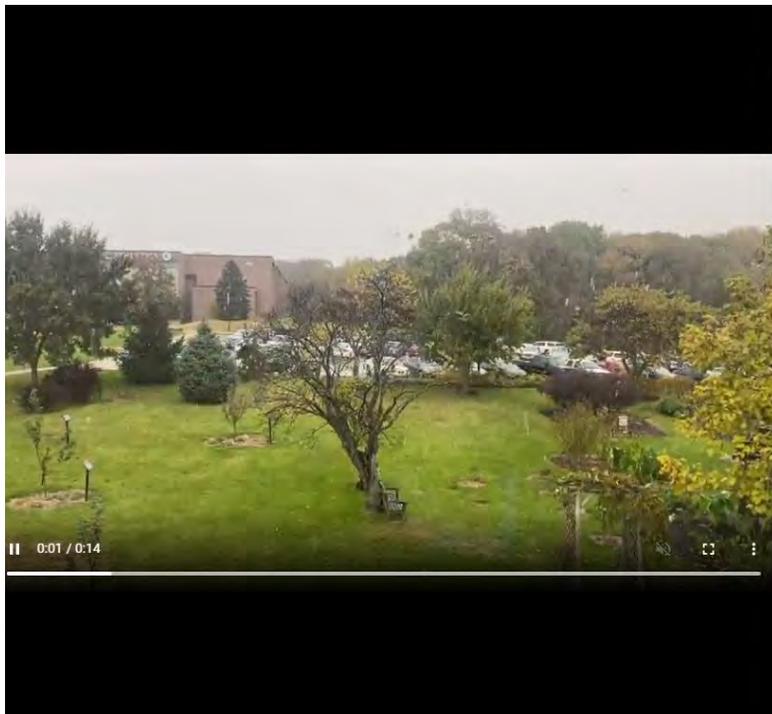
107 Post Clicks

66 Photo views	0 Link clicks	41 Other clicks
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NEGATIVE FEEDBACK

3 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts



kansascitykcc

Who saw the first snow flakes of the winter season Blue Devils? #bluedevils #kckcc #kckccproud #snow #snowflakes #wow #firstsnowfall #beautiful #winter

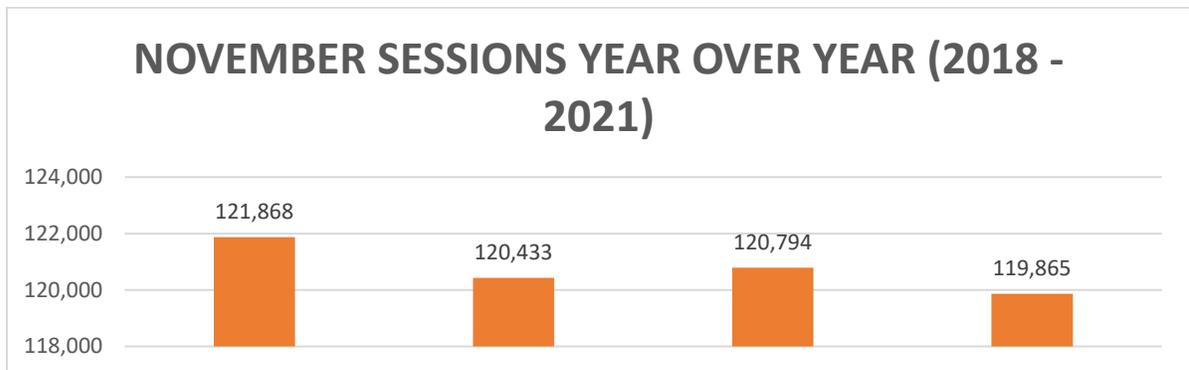
5w

65 views
NOVEMBER 1



General Website Information

- Year over year, sessions have stayed steady. The numbers of users and new users has increased by about 5% each.
- Last fall, we created and launched the “Get Ready Page” to make it easier for individuals to find information about how to apply and enroll. This page currently is the 2nd busiest page on our website.



Top Webpages for November 2021

Webpage	Pageviews
Degree / Certificate Webpage	10,194

Get Ready Page	5,823
Class Schedule	4,296
Steps to Enrollment	3,753
2021-2022 Academic Calendar	3,138



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

FINANCE - MICHAEL BEACH, CFO

- The new Student Housing Project continues on schedule. Thanks to the great weather the past few weeks, the project has been able to remain on schedule. The roof is nearly 100% complete. Metal framing is complete on basement and 1st floors, nearly complete on the 2nd floor, and is well underway on the 3rd or top floor. Electrical, plumbing, and HVAC are all complete on the basement and 1st floors. Sheetrock work on the basement floor began last week and is moving quickly. Windows are all installed. Exterior block and finishes are being installed on the west side and across the front.
- The annual financial statement audit for the Foundation is complete and Novak Birks has given their report to the Foundation Board. The final audit and compliance reports for the college will be complete and issued this week. The required bond compliance reporting will be complete by 12/31. This is referred to as our EMMA filing and this work is also performed by Novak Birks on behalf of the college.
- Mid-year budget review process will begin by the end of January along with starting the FY2023 budgeting process.
- Request for application to extend the expiration date on emergency relief funds from the Department of Education has been submitted. We will file for this extension and hope that it is granted.

BOOKSTORE - MIKE GOWING, DIRECTOR

- November revenue was up \$18,675.99 over last year.
- Currently our FYTD sales are up 6.752%.
- We have brought in many new products that the students and staff have appreciated.

FACILITY SERVICES - CHRIS GARDNER, DIRECTOR

ACCOMPLISHMENTS: partial list

- Awarded BPU project to P1.
- Implemented PPE program.
- Cleaned out Tec 4 and turned over the space to the LL. All scrap was recycled, and trash thrown away. Good equipment is in the big garage down at Tec 1.
- Monument on 72nd street has new bushes with new mulch.
- Moved bolt bins and lockers from Tec 1 to maintenance shop.

- Winterized all irrigation systems.
- Engine pulled and reinstalled in old F250 plow truck.
- Received and installed all remaining equipment for snow removal.
- Installed new light pole by conference center.
- Filled in numerous potholes around main campus.
- Repaired leaning retaining wall across from CEB.
- Repaired road leaving PCC Leavenworth.
- Built 2 sheds for Child Care Center.
- Received 791 pounds of incoming mail and sent out 3,741 pieces of outgoing mail.
- Completed carpet installation for Media Services, Lower Math hallway, Upper Nursing hallway, Emergency Medical 2621-2623 classrooms, Lower and Upper Flint building hallway.
- Completed Media Services remodel.
- Completed Science room remodel 3452. Wall repair, prime, paint, and cove base.
- Completed installation and power for Science Room 3405 ceiling trac.
- Installed shelving units and electrical outlets for Student Activities Center.
- Completed drywall repair, prime and paint Lower Jewell hallway.
- Completed drywall repair, prime and paint Lower Flint hallway.
- Air compressors PM completed for all tech buildings.
- Completed a fully executed PM addendum for PCC with TK Elevators.
- Electrical training completed by maintenance staff.
- Web-time and leave entry completed by staff.
- New banners installed at TEC1, TEC2, TEC3, Pioneer, and Field House.
- Set-up for all indoor as well as outdoor events.
- Installed Christmas lights for Lodge by the Lake.
- Approximately 160 Requests for Payment entered.
- Helped prepare department Visa statements for October.
- Completed back log of filing.
- Developed handbook for Administrative Assistant position.
- Organized and coordinated the start of Vendor Managed Services with CINTAS.
- Planned moving main custodial storage with Maintenance Manager.
- Planned strip/wax EMT room with EMT department. (January)
- Continued routine cleaning of the College.
- Completed Web Advisor training.
- Completed addendum with Cintas to inspect fire and life safety systems, emergency lights, exit signs, and fire extinguishers at all locations.
- Schedule training with Cintas for CPR, First Aid, AED, and bloodborne pathogen handling.
- Onboarded Sheridan Smith as the new Admin. for Facility Services.
- Started discussions around a CDL and diesel mechanic program for TEC.
- Completed a fire drill at all locations and ensured equipment and systems were working properly.
- Completed HVAC work at apartments.
- Completed backflow preventor testing at all locations.
- Completed fire alarm testing at all locations.

GOALS FOR NEXT MONTH:

- Complete PPE policy.
- Complete scope of responsibilities & staffing plan for in-house landscaping & snow removal.
- Complete second round repairs for Historical Mural.
- Pour pads for BPU switch gear replacement project.
- Put together scope and a high-level schedule for asset tagging.
- Wall repair, window framing, and sheet rock installation 3403.
- Waterproof media services area.
- Complete carpet Installation Social Science hallway and offices.
- Order shades for upper & lower Jewell.
- Fix all roof leaks on main campus and TEC buildings.
- Complete high level FS building expansion drawings and submit to city for review.
- Receive approved proposal for landscaping equipment and place orders.
- Complete clean up and organization of storage space in the Facility Services building.
- Complete installation of signage around main campus.
- Complete repairs that were discovered from IR scan.
- Complete vendor serviced keep stock program.
- Complete estimate for high voltage/lineman program at TEC 1 wash barn.
- Complete CPR, AED, first aid, and bloodborne pathogen training.
- Issue BPU project PO and finalize schedule.
- Complete update of Facility Services SWOT.
- Finish building the soccer shed.
- Tear down walls in Facility Services shop to make more room.
- Cut out drain in parking lot at Tec 1 and repair.

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

- Conducted traffic control for Church of Resurrection and Harvesters food distributions November 22 & 30.
- Conducted annual Fire Drill November 10 at all KCKCC Campuses.
- Assisted Midwest Alarm on the annual Fire Alarm testing the week of Thanksgiving (November 22 thru 24).
- The Police Department has 2 new officers in the hiring process.

Kansas City Kansas Community College
Monthly Financial Summary

November - YTD FY2022		
	Results	Comments
Total Assets	\$ 116,061,247	Net decrease of \$2.61M for the month; See H1 below
Total Liabilities	\$ 46,207,199	Net increase of \$564K for the month; See H1 below
Net Position	\$ 69,854,048	Net decrease of \$3.17M; See H4 below

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 29,892,283	\$2.25M Revenues for the month; See H2
Operating Expenses	\$ 31,137,602	\$5.38M Expenses for the month; See H3
Increase /(Decrease) in Net Positions	\$ (1,245,319)	YTD decrease in Net Position is expected for November; See H4 below
Current Month - Burn Rate	\$ 5,378,430	CY Budgeted monthly burn rate = \$7.14M
PRIOR YEAR MONTH - Burn Rate	\$ 5,205,573	

Highlights / Key Financial Initiatives	
H1	The net decrease in total assets is largely due to net cash received from operating revenues, less cash used to pay operating expenses. Total liabilities increased during the month due to normal timing differences of accrued expenses and other accounts payable in the amount of \$564K. The College's total YTD operating cash position is approximately \$11.6M better than last year's YTD cash position. This is approximately \$2.3M less than last month. This is primarily due to the timing difference of paying \$2.0M for student housing construction, and receiving the transfer from the construction account.
H2	Revenues received during the month of \$2.25M is largely due to tuition and fees received for Spring Semester in the amount of approximately \$2.20M.
H3	Operating Expenses during November were \$5.38M. This monthly burn is consistent with expectations during November and is only \$173K more than total monthly expenses during November 2020. Monthly expenses are well below the average monthly burn rate and 5% below the YTD budget to actual expenditure rate.
H4	The College's overall net position decreased \$3.13M during November. This decrease is the result of operating expenses exceeding revenues for the month. This decrease is expected for November and will continue for December because historically the college does not receive large amounts of revenue during these months.

Risks / Issues	
R1	Enrollment for Spring 2022 started November 1st. While enrollments are up compared to last year, they still trail Spring 2020. 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. The FY2022 operating budget accounts for lower tuition and fees revenue and the College has adequate funding due to HEERF funds to meet its current anticipated and budgeted operating needs.
R2	Recent direction from the Department of Education indicates that all Federal HEERF Funds expire in May 2022 (this is one year after the College received its HEERF III award through ARPA). However, there is the ability to file for a one-year extension, making the effective expiration date May 2023. The college has requested the extension form for consideration.

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

Summary Statement of Net Position

	YTD FY2022	Audited Year-End FY2021
Assets		
Current Assets	\$ 51,739,203	\$ 67,239,992
Noncurrent Assets	<u>64,322,044</u>	<u>57,715,075</u>
Total Assets	<u>\$ 116,061,247</u>	<u>\$ 124,955,067</u>
Liabilities		
Current Liabilities	\$ 8,574,015	\$ 12,533,388
Noncurrent Liabilities	<u>37,633,184</u>	<u>37,633,184</u>
Total Liabilities	46,207,199	50,166,572
Net Position	<u>69,854,048</u>	<u>74,788,495</u>
Total Liabilities and Net Position	<u>\$ 116,061,247</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	\$ 18,489,977	\$ 34,420,330	\$ (15,930,353)	\$ 15,702,585	53.72%
Non-Operating Revenues, Net	<u>11,402,306</u>	<u>57,762,262</u>	<u>(46,359,956)</u>	<u>8,774,373</u>	<u>19.74%</u>
Total Revenues	29,892,283	92,182,592	(62,290,309)	24,476,958	32.43%
Operating Expenses	<u>31,137,602</u>	<u>85,687,565</u>	<u>54,549,963</u>	<u>28,319,573</u>	<u>36.34%</u>
Increase/(Decrease) in Net Positions	<u>\$ (1,245,319)</u>	<u>\$ 6,495,027</u>	<u>\$ (7,740,346)</u>	<u>\$ (3,842,615)</u>	

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD NOVEMBER 2021							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	PERCENT
		FY 2022	11/30/2021	2022	11/30/2020	TO BUDGET	USED ACTUAL
							TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 10,913,730	\$ 6,951,742	\$ 10,913,730	\$ 6,616,988	\$ (3,961,988)	63.70%
	Federal Grants and Contracts	19,875,000	9,540,045	19,875,000	7,589,443	(10,334,955)	48.00%
	State Contracts	568,000	576,576	568,000	279,416	8,576	101.51%
	Private Gifts, Grants & Contracts	263,000	148,100	263,000	140,000	(114,900)	56.31%
	Auxiliary Enterprise Revenue	2,525,000	1,085,211	2,525,000	1,031,392	(1,439,789)	42.98%
	Other Operating Revenue	275,600	188,303	275,600	45,346	(87,297)	68.32%
	Total Operating Revenues	34,420,330	18,489,977	34,420,330	15,702,585	(15,930,353)	53.72%
Nonoperating Revenues (Expenses)							
	County Property Taxes	44,900,250	3,536,831	44,900,250	4,014,214	(41,363,419)	7.88%
	State Aid	10,359,582	5,179,792	10,359,582	5,188,683	(5,179,790)	50.00%
	SB155 AID	3,004,750	2,976,540	3,004,750	-	(28,210)	99.06%
	Investment Income	100,000	10,298	100,000	11,389	(89,702)	10.30%
	Interest Expense on Capital Asset Debt	(602,320)	(301,155)	(602,320)	(439,913)	301,165	50.00%
	Transfer from Capital Reserves	-	-	-	-	-	0.00%
	Total Nonoperating Revenues	57,762,262	11,402,306	57,762,262	8,774,373	(46,359,956)	19.74%
	Total Revenues	92,182,592	29,892,283	92,182,592	24,476,958	(62,290,309)	32.43%
Operating Expenses:							
	Salaries & Benefits	44,166,500	16,818,842	44,166,500	16,461,553	(27,347,658)	38.08%
	Contractual Services	1,646,482	677,592	1,646,482	631,101	(968,890)	41.15%
	Supplies & Other Operating Expenses	14,617,063	5,336,841	14,617,063	4,712,980	(9,280,222)	36.51%
	Utilities	1,972,500	696,349	1,972,500	654,664	(1,276,151)	35.30%
	Repairs & Maintenance to Plant	5,290,020	705,043	5,290,020	857,209	(4,584,977)	13.33%
	Scholarships & Financial Aid	13,775,000	6,899,185	13,775,000	4,898,232	(6,875,815)	50.08%
	Strategic Opportunities	1,250,000	-	1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	3,750	250,000	103,834	(246,250)	1.50%
	Debt Service	2,720,000	-	2,720,000	-	(2,720,000)	0.00%
	Total Operating Expenses	85,687,565	31,137,602	85,687,565	28,319,573	(54,549,963)	36.34%
	Increase in Net Position	\$ 6,495,027	\$ (1,245,319)	\$ 6,495,027	\$ (3,842,615)	\$ (7,740,346)	
* We have utilized \$150,685 of the strategic initiative funding to date. The expenses were expended out of various Supplies & Expense accounts.							

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

	FY2022 Actual	Amended Budget	FY2021 Actual	Annual Budget	FY2020 Actual	Annual Budget	FY2019 Actual	Annual Budget
Operating Revenues	\$ 18,489,977	\$ 34,420,330	\$ 15,702,585	\$ 26,816,600	\$ 14,231,453	\$ 27,315,064	\$ 14,962,891	\$ 29,246,544
Non-Operating Revenues, Net	11,402,306	57,762,262	8,774,373	57,320,243	8,129,384	57,959,925	8,772,071	53,604,198
Total Revenues	29,892,283	92,182,592	24,476,958	84,136,843	22,360,837	85,274,989	23,734,962	82,850,742
Operating Expenses	31,137,602	85,687,565	28,319,573	79,144,659	29,534,132	80,812,679	30,109,103	79,979,223
Increase/(Decrease) in Net Positions	\$ (1,245,319)	\$ 6,495,027	\$ (3,842,615)	\$ 4,992,184	\$ (7,173,295)	\$ 4,462,310	\$ (6,374,141)	\$ 2,871,519

**KANSAS CITY KANSAS COMMUNITY COLLEGE
BANK BALANCES PER GENERAL LEDGER**

FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	YTD 30-Nov-21	PRIOR YEAR 30-Nov-20
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 507,018		\$ 507,018	\$ 518,377
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 2,753,623		\$ 2,753,623	\$ 1,686,371
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,180,637	\$ 3,180,637	\$ 3,174,284
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 281,035		\$ 281,035	\$ 278,666
LIBERTY BANK			\$ 507,853		\$ 507,853	\$ 503,499
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 385,349		\$ 385,349	\$ 218,755
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 593,949		\$ 593,949	\$ 958,816
SECURITY BANK***	11	GENERAL FUND	\$ 25,428,502		\$ 25,428,502	\$ 13,806,732
SECURITY BANK	15	TECHNICAL ED FUND	\$ 820,941		\$ 820,941	\$ 821,391
SECURITY BANK	16	STUDENT UNION	\$ 1,352,694		\$ 1,352,694	\$ 1,108,054
		(AUXILIARY SERVICES)				
SECURITY BANK	63	STUDENT HOUSING	\$ 17,332,162		\$ 13,541,661	\$ -
		(CONSTRUCTION FUND)				
UMB BANK *	17	PAYROLL	\$ -		\$ -	\$ -
TOTAL			\$ 49,963,126	\$ 3,180,637	\$ 49,353,262	\$ 23,074,945
	Current	Previous Month	Previous Year			
91-day Treasury Rate	0.050	0.050	0.090			
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
** No interest paid, no fees charged.						
***No Fees assessed by Security Bank and Brotherhood Bank.						

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 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)		(21,297)	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)		28,883,065	19,961,841
September	9,451,036	9,565,036	(11,990,740)	(8,587,336)	(2,539,704)	977,700	1,580		26,344,941	20,939,541
October	10,893,451	3,690,944	(4,301,288)	(5,631,319)	6,592,163	(1,940,375)			32,937,104	18,999,166
November	2,223,477	2,867,892	(8,911,138)	(7,238,935)	(6,687,661)	(4,371,043)			26,249,443	14,628,123
December	1,098,189	1,098,189	(5,601,686)	(5,601,686)	(4,503,497)	(4,503,497)			21,745,946	10,124,626
January	29,633,372	29,633,372	(7,094,270)	(7,094,270)	22,539,102	22,539,102			44,285,048	32,663,728
February	5,455,993	5,455,993	(6,433,678)	(6,433,678)	(977,685)	(977,685)			43,307,363	31,686,043
March	4,568,105	4,568,105	(9,345,892)	(9,345,892)	(4,777,787)	(4,777,787)			38,529,576	26,908,256
April	5,013,271	5,013,271	(8,372,819)	(8,372,819)	(3,359,548)	(3,359,548)			35,170,028	23,548,708
May	1,080,147	1,080,147	(6,094,356)	(6,094,356)	(5,014,209)	(5,014,209)			30,155,819	18,534,499
June	23,392,021	25,572,380	(10,717,664)	(10,717,664)	12,674,357	14,854,716			42,830,175	33,389,214
Totals	105,619,170	99,168,594	(96,178,077)	(86,545,790)	9,441,093		(132)	(21,297)		
Bold = Actual										
	35,378,072		(42,517,711)							
GL Balance	General Fund	\$ 25,428,502								
	TEC Fund	\$ 820,941								
		\$ 26,249,443								

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD OCTOBER 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	<i>(Down Payment)</i>	
	Covid Institutional Funds	\$ 2,299,660	Financial Aid Refunds	(\$800,000)
September	Tax Distribution	\$ 2,845,034	Financial Aid Refunds	(\$3,050,000)
	<i>Current Tax</i>	\$ 982,000	COP - Interest on Debt	(\$241,595)
	<i>Heavy Truck</i>	\$ 992	<i>(Certificates of Participation)</i>	
	<i>Motor Vehicle</i>	\$ 1,550,000		
	<i>Commercial Motor Vehicle</i>	\$ 11,500		
	<i>Motor Vehicle Excise</i>	\$ 10,792		
	<i>RV</i>	\$ 7,000		
	<i>Delinquent</i>	\$ 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)
	<i>Current Tax</i>	\$ 2,750		
	<i>Motor Vehicle</i>	\$ 582,600		
	<i>Commercial Motor Vehicle</i>	\$ 2,500		
	<i>RV</i>	\$ 1,489		
	<i>Delinquent</i>	\$ 219,356		
	SB 155 Funding - Disb	\$ 3,200,000		
November			COP - Interest on Debt	(\$12,994)
			Insurance Payment	(\$300,000)
December				
January	Tax Distribution	\$ 22,536,268		
	<i>Current Tax</i>	\$ 20,823,779		
	<i>Heavy Truck</i>	\$ 6,700		
	<i>Motor Vehicle</i>	\$ 830,000		
	<i>Commercial Motor Vehicle</i>	\$ 18,153		
	<i>Motor Vehicle Excise</i>	\$ 11,332		
	<i>RV</i>	\$ 3,518		
	<i>Industrial Revenue Bonds</i>	\$ 477,786		
	<i>Delinquent</i>	\$ 365,000		
	State Aid - Disbursement 2	\$ 5,179,791		
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)
	<i>Current Tax</i>	\$ 986,300	<i>(Principal and Interest)</i>	
	<i>Heavy Truck</i>	\$ 3,260		
	<i>Motor Vehicle</i>	\$ 373,500		
	<i>Commercial Motor Vehicle</i>	\$ 119,600		
	<i>RV</i>	\$ 1,061		
	<i>Delinquent</i>	\$ 195,300		
April			COP - P & I	(\$586,570)
May			COP - P & I	(\$412,994)
June	Tax Distribution	\$ 17,031,232		
	<i>Current Tax</i>	\$ 15,600,000		
	<i>Heavy Truck</i>	\$ 2,230		
	<i>Motor Vehicle</i>	\$ 980,000		
	<i>Commercial Motor Vehicle</i>	\$ 27,500		
	<i>RV</i>	\$ 6,200		
	<i>Industrial Revenue Bonds</i>	\$ 192,302		
	<i>Delinquent</i>	\$ 223,000		

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	10/31/2021	522,405	\$70,567	13.50
11/25/2020	443,240	\$65,829	14.85	11/29/2021	570,895	\$74,484	13.04
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

DECEMBER 2021

Human Resources Updates

- All full-time non-exempt employees are now entering timesheets to ensure compliance with the Fair Labor Standards Act.
- The leave request module is now live-in self-service and has been deactivated in Web Advisor.
- Training was provided on timesheets and leave the week of November 29th. Approximately 110 employees attended training. The PowerPoints, videos, and manual are available on the HR MyDotte.
- We are excited to welcome Yoel Tekle to the team as the Human Resources Specialist.

Training and Development

We are also excited to welcome Sheila Joseph to the HR team as the new Talent Development Manager. Sheila has 25 years of work in adult education, has taught at the community college level, and has extensive experience in training and development.

Employment

As a follow-up to the 2021 Employee Satisfaction Survey results, HR invited all employees to join for a listening session on the hiring process at KCKCC. Brief updates were provided on upcoming process improvements and individuals were able to provide any issues related to the process and suggestions for improvement. We will also offer an in-person option in January. Individuals that cannot attend either session are welcome to submit any suggestions related to the hiring process to hr@kckcc.edu.

Center for Equity, Inclusion and Multicultural Engagement

- In collaboration with Human Resources, CEIM Director revised and refined the Diversity, Equity and Inclusion presentation, to include a video and ways to get involved, for New Hire Orientation. CEIM Director delivered the session in October and it seemed well received but it was difficult to evaluate given small number of employees. CEIM Director will continue to collaborate with the HR team to refine and evaluate the new hire orientation process.
- In addition, the CEIM Director, under the direction of Christina McGee, began to draft a DEI Hiring and Training Plan for KCKCC. The plan aligns with the strategies and tactics of the Strategic Plan that tie to diverse hiring practices. With her input, CEIM Director has drafted a plan for review and consideration that outline key areas to focus on, with an equity and inclusion lens: Updating the hiring process, recruitment strategies, training of supervisors and search committee members, especially on topics of Bias and Inclusive Leadership.

BOARD OF TRUSTEES REPORT

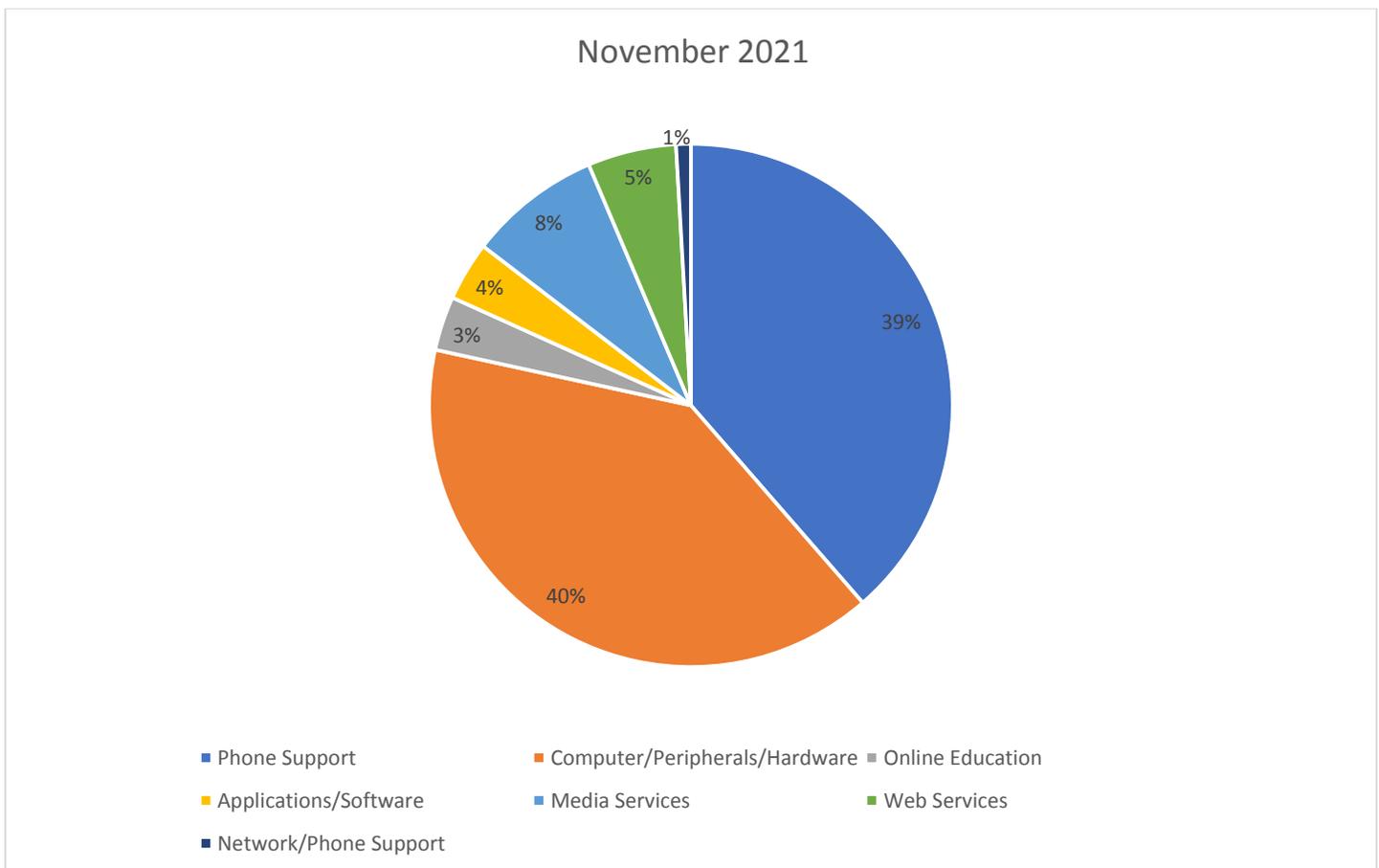
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Worked with Enrollment Management team on new automated text messaging system “Signal Vine”.
- Worked on multiple Help Desk Tickets.
- Facilitated Mock Visit online meetings.
- Worked with Staff to produce online surveys in MS Forms.
- Attended Staff and College Senate meetings and Extended Cabinet Meetings.
- Facilitated Monthly Finance Online Meetings .

COMPUTING SERVICES

- 202 tickets were issued during the month of November -267 tickets were resolved.
- The average time spent on each ticket was 2.455 days.
- 127 helpdesk calls were taken in November - average time per call was 4.350 minutes.



MEDIA SERVICES

- Setup, and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via zoom a virtual Board of Trustees Meeting.
- Setup, recorded, and live streamed the M-Pact vocal festival.
- Setup, recorded, and live streamed the KCKCC vocal jazz and M-Pact professional Music group concert.
- Setup, recorded, and live streamed the candle lighting ceremony.
- Setup, recorded, and live streamed the Nursing Pinning.
- Setup and live streamed The SPARKS committee meeting
- Setup and live streamed the President's Leadership Breakfast.
- Setup, recorded, and live streamed Athletic events.
- Setup Zoom meetings for HLC prep and feedback meetings.
- Setup, recorded, and live streamed Jim Mair's Jazz Band to be viewed on KC Live Jazz.
- Setup, recorded, and live streamed Monthly Finance Committee Meeting.

NETWORK SERVICES

- Student Recruiter Web App Availability - 98%
- MyDotte Web App Availability - 98%
- Email Availability for employees and students - 99%
- WebAdvisor Web App Availability - 97%
- Network Switch and Phone and Availability - 98%
- Microsoft updates and security patches were installed on 155 servers.
- Upgrade of all computers to Windows 10 Version 21H2 has started and should be completed before classes start in January.
- Monthly (or as needed) computer software updates in progress: Chrome, FireFox, Java, Adobe Acrobat Reader DC, this is only a small list that comes from our Microsoft Defender Vulnerability list.
- To increase security on computers, the local administrator account has been disabled.
- Computers that still have Microsoft Office 2016 are being updated to the latest version of Office 365. This project is nearly complete.
- Server upgrades and software version upgrades for the AccuTrak and Synoptix systems have started, we will be upgrading the server from 2008R2 to 2019 and the software to the latest version available from the vendor. We will also be working on the servers for the Perceptive Content environment soon.
- Laptop Checkouts to students for the Spring Semester will begin January 10th.

2024-2025 ACADEMIC CALENDAR
2024 Fall Semester

August	12-16	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	18	Last day for regular enrollment
	19	Classes Begin Fall and Fall 1(A)
	19-25	Late Enrollment with approval
	27	Fall and Fall 1(A) Auditor's Roster due
September	2	Labor Day Holiday - College Closed
	3	Fall and Fall 1(A) Auditor's Roster due
	16	Fall 1(A) Midterm grades due
October	26	Last day to withdraw from Fall 1(A) classes
	10	Final Exams for Fall 1(A) Tues/Thurs classes
	11	Final Exams for Fall 1(A) Mon/Wed classes
	14	Fall 2(B) classes begin. Late enrollment with approval. Fall 1(A) grades due. Fall Midterm grades due.
	21	Fall 2(B) Auditor's Roster due
November	1	Enrollment for Spring 2025 Begins
	11	Fall 2(B) Midterm grades due
	19	Last day to withdraw from Fall classes
	25 – Dec 1	Thanksgiving Holiday - College Closed
December	2	Last day to withdraw from Fall 2(B) classes
	4	KCKCC Candle Lighting Ceremony – 11:00-12:15
	9	Last day of classes
	10-16	Finals Week
	16	Fall Semester Ends
	18	Grades Due
	20	Grades available on WebAdvisor
	20	Winter Break College Closed @ 2 pm

2025 SPRING SEMESTER

January	6	All Staff Report
	13-17	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	20	Martin Luther King Day - College Closed. Last day for regular enrollment
	21	Classes Begin Spring and Spring 1(A)
	21-27	Late enrollment with approval
February	29	Spring and Spring 1(A) Auditor's Roster due
	4	Spring and Spring 1(A) Auditor's Roster due
	11	Spring 1(A) Midterm grades due
	17	Presidents Day – Classes in session
March	20	Last day to withdraw from Spring 1(A) classes
	6	Final Exams for Spring 1(A) Tues/Thurs classes
	7	Final Exams for Spring 1(A) Mon/Wed classes (Test on Friday)
	10	Spring 1(A) Grades Due. Spring Midterm grades due
	17-23	Spring Break - No Classes - Offices Open March 17-20
	21	College Closed
	24	Spring 2(B) classes begin. Late enrollment with approval
April	30	Spring 2(B) Auditor's Roster due
	1	Enrollment for Summer and Fall 2025 Begins
	21	Spring 2(B) Midterm grades due
	22	Last day to withdraw from Spring
	29	Last day to withdraw from Spring 2(B) classes
May	12	Last day of classes
	13-19	Finals Week
	19	Spring Semester Ends
	21	Grades Due
	22	GRADUATION ON CAMPUS 2:00 p.m. & 7:00 p.m.
	23	Grades available on WebAdvisor

2025 SUMMER SESSION

May	26	Memorial Day - College Closed
	29	GED Graduation
June	1	Last day to enroll
	2	Classes begin
	2-3	Late enrollment with approval
	10	Auditor's Roster due
	23	Midterm grades due
July	2	Last Day to Withdraw from Summer
	4	Independence Day Holiday Observed-College Closed
	16	Last Day of Classes
	16	Finals
	16	Summer Semester Ends
	18	Grades Due
	20	Grades available on WebAdvisor

1st Draft 9-28-21
2nd Draft 11-2-21

**December 2021 Board Report
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New and Revised Program Submissions**

Career and Technical Education –Dean Cheryl Runnebaum

Culinary Arts – New Certificate

Certificate A – 20 credit hours

Currently, the Culinary Arts program at Kansas City Kansas Community College has one certificate level exit point, Certificate B. The Culinary Arts program with the support of the program advisory committee is requesting an additional certificate exit point, Certificate A. The justification for the *requested change is to provide students with the option of two exit points for the certificate level.* Certificate A will provide students with the necessary skills to be eligible for entry-level positions. The exit point at Certificate B will give them advanced training with several industry credentials that are beneficial in securing employment beyond entry level and at a higher wage.

Course layout is for the proposed certificate level is below and shows the proposed new curriculum.

Culinary Arts Requirements*

Course		Credit Hours
CULN 0205	ServeSafe	1
CULN 0100	Equipment & The Industry	1
CULN 0120	Cooking Methods*	2
CULN 0130	Food Production I*	4
CULN 0140	Food Production II*	4
CULN 0160	International Cooking*	2
CULN 0206	Beginning Baking*	3
CULN 0207	Advanced Baking*	3
*See course syllabi for Culinary Arts course prerequisites.		

Total Hours for a Culinary Arts Certificate	20
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Welding - Program Realignment

Certificate A – 20 Credit Hours

Certificate B – 38 Credit Hours

Certificate C – 46 Credit Hours

Revisions to this program are being made to stay in compliance with the Kansas Board of Regents program re-alignment taking effect Fall of 2022. Currently, the Kansas City Kansas Community College Welding Technology program is a 40-credit hour program with two exit points. The new alignment requires the addition of a Certificate C to the program.

Proposed Welding schedule to align with KBOR Aug 2022

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Certificate A

WELD 0100	Welding Safety and Osha 10	2
BUSN 0250	Obtaining Employment	1
WELD 0105	Welding Blueprints	3
WELD 0110	Cutting processes	3
WELD 0130	GMAW	3
WELD 0220	Advanced GMAW	4
WELD 0280	Welding Codes and Advanced Inspections	4

Total 20

Certificate B

(Completion of CERT A – 20 credits plus the following)

WELD 0140	GTAW	3
WELD 0120	SMAW	3
WELD 0240	Advanced GTAW	4
WELD 0220	Advanced SMAW	4
Cert B elective		4

Total 38

Certificate C

(Completion of CERT B – 38 credits plus the following)

Cert C elective		4
Cert C elective		4

Electives (to be determined by instructor)

CERT B Electives:

WELD 0201	Oxy-Fuel Welding	1
WELD 0202	Intermediate Welding Techniques	1
WELD 0255	Aluminum Welding	4
WELD 0260	Stainless Steel Welding	4

CERT C Electives:

WELD 0265	Fabrication Welding	4
WELD 0270	Automated Welding and Cutting	4
WELD 0275	Pipe Welding	4
WELD 0285	Internship	4

Total of 46 credit hours

**December 2021 Board Report
KCKCC Academic Affairs
New and Revised Program Submissions**

Math, Science and Business Technology – Dr. Edward Kremer

Electronics Engineering Technology- New Program

Certificate A – 18 Credit Hours

Certificate B – 33 Credit Hours

AAS – 60-62 Credit Hours

The Electronics Engineering Technology Certificate(s) and Associates Program commencing in Fall 2022 is a comprehensive education program preparing individuals for a career as an Electronics Technician. There is a strong need for trained electronics technicians throughout the greater Kansas City Metro area. This is highlighted by the recent growth of local aerospace and related engineering companies and the increased need of biomedical companies and providers for trained, skilled technicians to do assembly, testing, and repair of advanced electronics technology. Students will learn electronics theory, and how to apply that theory to real circuits, both analog and digital, and will learn hands-on skills for circuit construction, testing, and analysis with standard electronics test equipment.

Upon completion of the program, students will be able to pass The International Society of Certified Electronics Technicians (ISCET) associate level exam for students. ISCET is a recognized accreditation society in the field of electronics engineering technology. ISCET offers an associate level exam for students or work professionals with less than four years of experience covering basic electronics, mathematics, DC circuits, AC circuits, transistors, and circuit troubleshooting. The program of study in the AAS in Electronics Engineering Technology is designed, in part, to prepare students to pass this examination so they can start their life-long path as a certified technician in the field. The program certificates A & B are geared to prepare students to be immediately productive employees while completing the AAS.

The Kansas Department of Labor 2018-2028 Long-term Labor Projection shows a 3.4% growth in the demand for Electrical and Electronics Engineering Technicians in the state. Additionally, growth in Electrical and Electronics Equipment and Installation and Repair Technicians is 7.2% over that same time in Kansas. These are statewide numbers, and as such it seems clear that given the business climate of the Kansas-side of the Kansas City Metro area, that those will both be higher in the region that KCKCC serves.

The Missouri Department of Labor 2018-2028 shows an expected growth of 2.64% in Electrical and Electronics Engineers, and a 4% growth in Electrical and Electronics and Installation and Repair Technicians. It is important to examine Missouri data in addition to Kansas Data when looking at career opportunities served by KCKCC. Additionally, there is currently no comparable program on the Missouri-side of the metro area to serve those companies.

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Those seeking careers in Electronics Engineering Technology will be students who complete the AAS, while those seeking in careers in Electronics Equipment and Installation and Repair Technicians will be more likely to complete a certificate.

Median 2018 Wages for Electrical and Electronics Engineering Technicians (SOC 17-3023) is \$69,851 in Kansas according to the KC Occupational 2018-2018 long term projections. Median 2018 Wages for Electrical Equipment Installers and Repairers (SOC 49-2094) are \$46,638 and Wages for the catch-all Installation, Maintenance, and Repair Workers (SOC 49-9099) are \$57,814.

In addition to the data on overall job growth, these are fields largely occupied at present by Baby Boomers who are approaching retirement, so there is a larger gap in trained electronics technicians than raw statistics would suggest. This is confirmed by local companies who have approached KCKCC on their own looking to fulfill needs in their skill sets.

There is currently a push in local school districts to have more technical education for students in high school, as well as college credit courses. Currently, KCKCC is working directly with Piper High School (USD 504) and Garmin Ltd. to develop the baseline program to be accessible to high school students who can complete one of the technical certificates by the time they complete high school. Doing so will allow students to directly enter the market as electronics technicians while they complete their degrees at KCKCC. This program is expected to expand to include other school districts in the KCKC service area.

Course layout for the proposed certificates and AAS level is shown below and with the proposed new curriculum.

Proposed Electronics Programs

Associate in Applied Science	
Program Specific Requirements	
Courses	Credit
Electronic Circuit Fundamentals (ENGR0108)	3
DC Circuits ELEC-120	4
AC Circuits ELEC 210	4
Semiconductor Devices ELEC 21	4
Electronic Communication Systems ELEC 225	4
Digital Electronics I ELEC 115	4
Digital Electronics II ELEC 215	4
Computer Concepts (CIST0101)	3
Programming Fundamentals (CIST0120)	4
Microcontrollers ELEC 220	4
Technical Elective	3-4
General Education Requirements	
Freshman Seminar (BLUE0101)	1
Composition 1 (ENGL0101)	3
Composition 2 (ENGL0102)	3
Public Speaking (SPCH151) or Interpersonal Communication (SPCH0201)	3

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College Algebra (MATH0105) or higher	3
Introductory Physics (NASC0130) or Human Anatomy (BIOL0141)	3-4
Humanities or Social Science Elective	3
Technical Electives	
Electronics Internship ELEC 250	3
Networking I (CIST0117)	3
Programing Algorithms (CIST0180)	4
Medical Terminology (ALHT0127)	3
Total	60-62

Electronics AAS Suggested Course Progression/Schedule

Freshman Fall	
Electronic Circuit Fundamentals (ENGR0108)	3
Digital Electronics I ELEC 0115	4
Computer Concepts (CIST0101)	3
Freshman Seminar (BLUE0101)	1
College Algebra (MATH0105) or higher	3
	14

Freshman Spring	
DC Circuits ELEC 0120	4
Digital Electronics II ELEC 0215	4
Programming Fundamentals (CIST0120)	4
Composition 1 (ENGL0101)	3
	15

Sophomore Fall	
AC Circuits ELEC 0210	4
Semiconductor Devices ELEC 0212	4
Microcontrollers ELEC 0220	4
Composition 2 (ENGL0102)	3
	15

Sophomore Spring	
Electronic Communication Systems ELEC 0225	4
Technical Elective	3
Introductory Physics (NASC0130) or Human Anatomy (BIOL0141)	3-4
Public Speaking (SPCH151) or Interpersonal Communication (SPCH0201)	3
Humanities or Social Science Elective	3
	16

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Certificate B in Electronics	
Courses	Credit
Electronic Circuit Fundamentals (ENGR0108)	3
DC Circuits ELEC 0120	4
AC Circuits ELEC 0210	4
Semiconductor Devices ELEC 0212	4
Digital Electronics I ELEC 0115	4
Digital Electronics II ELEC 0215	4
Computer Concepts (CIST0101)	3
Programming Fundamentals (CIST0120)	4
Math-0105 OR HIGHER	3
Total Credits	33

Certificate A in Electronics	
Courses	Credit
Electronic Circuit Fundamentals (ENGR0108)	3
DC Circuits ELEC-0120	4
Digital Electronics I ELEC 0115	4
Digital Electronics II ELEC 0215	4
MATH 0105 OR HIGHER	3
Total Credits	18

Legal Administrative Assistant – New Program

Certificate B – 33 credit hours

There are currently only two institutions offering a Legal Administrative Assistant or Legal Office Professional program in the state of Kansas or the Kansas City metropolitan area. Neither program is offered online. There is a need to prepare students for the challenging field of Legal Administrative Assistant (LAA) in Wyandotte and Leavenworth Counties and beyond. Kansas City Kansas Community College (KCKCC) is uniquely positioned to fill that need.

KCKCC's Administrative Office Professional (AOP) program has had online offerings since the 1980s. It was the first program to begin online delivery at the college. The program coordinator regularly recruits graduates from industry events, including the International Association of Administrative Professional's 1000-person annual convention. The program has graduated students from all over the United States who were never required to set foot on campus. KCKCC has the existing infrastructure, systems, and faculty to add a Legal Administrative Assistant Certificate to its offerings with minimal investment and potential solid returns.

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At the April 26, 2021, AOP Advisory Board meeting, the topic of adding a certificate for Legal and Medical pathways was discussed and was supported by the Board (*minutes attached*). The Board felt that adding these additional offerings would benefit the students, the college, and the community.

The entire AOP program underwent an internal Program Review in the 2021-2022 academic school year. Among the challenges identified were small declining enrollment in the AOP programs due to Covid and competition from workforce employment opportunities for students. Program opportunities identified were adding Legal and Medical Pathways to the AOP program. Those actions were endorsed by the Program Review Board, the Program Coordinator, and the Dean of the MSBT Division (*Program Review Excerpt attached*). The Program Coordinator started developing the outline for an Action Plan to be submitted to the Program Review Committee in Fall 2021.

The Program Coordinator and Business Department faculty began researching the possibility of adding an LAA certificate program to the AOP curriculum in the fall of 2021. This research included discussions with fellow faculty members, local attorneys, the Dean of Math, Science, and Business Technology, and other interested parties. Receiving only positive feedback, it was decided to pursue this course of action.

A virtual focus group with area lawyers, legal assistants, and legal administrative assistants was held on September 22, 2021, to solicit knowledge and ideas for the need and delivery of an LAA certificate program. A special meeting of the AOP Advisory Board was called on October 1, 2021, to discuss the proposal for offering an LAA certificate program in the Fall of 2022. The motion to submit the program to KCKCC Deans' Council and Academic Affairs Committee and the Kansas Board of Regents passed, *and* the effort moved forward to the Dean's Council, and upon its approval it will be evaluated by the KCKCC Academic Affairs Committee, and then submitted to the Kansas Board of Regents.

Students wishing to further their education may transfer their Office Assistant certificate to the AOP Legal Administrative Assistant (LAA) certificate. This certificate prepares students for work in the legal field with such classes as Business Law and Legal Terminology and Document Preparation. The AOP LAA certificate may be seamlessly transferred into the AOP AAS degree, which can be completed by adding an additional twenty-nine credit hours. Any deviation from the program must be approved by the Dean of Math, Science, and Business Technology.

Course Number	Course Name	Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced Word*	2
BUSN 0204	Business Law	3
BUSN 0211	Business Communications*	3
BUSN 0250	Obtaining Employment	1
BUSN 0285	Occupational Internship*	3
BUSN 1151	Keyboarding	1

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BUSN 1152	Document Formatting*	1
BUSN 1153	Speedbuilding I*	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2204	Legal Terminology and Document Preparation	3
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software*	3
CIST 0166	Microcomputer Apps I: Spreadsheets*	3
ENGL 0101	Composition I*	3
Total hours for Legal Administrative Assistant Certificate		33

* See course syllabi for administrative Professional course prerequisites.

Social and Behavioral Science and Public Service – Dean Cleon Wiggins

Corrections – AAS – Program Modification

60 Credit Hours

A Capstone course would be more relevant for this degree program by requiring the students to complete a project that documents their culminating academic knowledge of corrections. In addition, research-based practices are an integral part of the disciplinary process from incarceration to programs that reduce recidivism; therefore, a Capstone course would be a practical course offering for this degree. Also, students cannot work directly with inmates because it violates their civil rights, therefore, an internship would not give the student the experience of working as a correctional officer or deputy.

Reducing the number of credits from 64 to 60 makes this degree option attractive compared to other programs requiring three to four additional credit hours for completion.

COURSE	DESCRIPTION	HOURS	COMPLETE	NOTES
BLUE 0101	Freshman Seminar	1		
ENGL 0101	Composition I	3		
ENGL 0102	Composition II	3		
SPCH 0151 or SPCH 0201	Public Speaking or Interpersonal Communication	3		
MATH 0104	Intermediate Algebra ** or higher	3		
HIST 0105	United States Since 1877	3		
SOSC 0107 or SOSC 0134	Sociology or Criminology	3		
Science Elect	Natural/Physical Science Elective	3		
PSYC	Psychology	3		
Total Hours General Education		24		
CRJS 0101	Intro Criminal Justice	3		
CRJS 0102	Introduction to Corrections	3		

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CRJS 0108	Oral Communications in the Correctional Environment	3		
CRJS 0109	Correctional Report Writing	3		
CRJS 0110	Ethical Decision Making in Corrections	3		Changed to CRJS 0117(KBOR made CRJS 0110 inactive)
CRJS 0111	Spanish in the Workplace (Corrections)	2		Remove
CRJS 0115	Probation and Parole	3		
CRJS 0116	Juvenile Delinquency and Justice	3		
CRJS 0119	Agency Administration (Corrections)	3		
CRJS 0120	Special Populations in Corrections	3		
CRJS 0209	Community Corrections	3		
CRJS 0210	Legal Issues in Corrections	3		Change to CRJS 0203 – Criminal Law (KBOR made inactive)
CRJS 0221	Criminal Justice Practicum	3		Change to a Capstone or Research Course
Life Learning Credits -HUDV				
Police Science Requirements		33		

Total Hours for AAS in Corrections Degree: 60

Corrections Certificate A – Modification

18 Credit Hours

Replacing CRJS 0108, CRJS 0110, and CRJS 0111 with CRJS 0115, CRJS 0119, and CRJS 0209 should increase enrollment and completion rates because all the courses for the new certificate program are on the list of Senate Bill courses. The revised certificate will be attainable to dual-enrolled students, who in turn can take the 18- credit hour certificate to KCKCC and complete their AAS degree in corrections. Dual enrolled students, their parents, and school counselors have expressed interest in the opportunity to obtain a certificate in corrections. During the advisory meeting, February 2021, the Coordinator of the Criminal Justice program received positive feedback on this proposal. Also, the courses proposed are in line with current employment opportunities in corrections, probation and parole, and community corrections.

Corrections Requirements*

Course	Credit Hours
CRJS 0102 Introduction to Corrections	3
CRJS 0109 Corrections Report Writing	3
CRJS 0115 Probation and Parole	3
CRJS 0119 Agency Administration (Corrections)	3
CRJS 0120 Special Populations in Corrections	3
CRJS 0209 Community Corrections	3
*See course syllabi for Corrections course prerequisites.	

Total Hours for a Corrections Certificate	18
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New and Revised Program Submissions**

Police Science – Certificate A - Modification

18 Credit Hours

This certificate aligns with the degree options for this program. Reducing the number of hours for the certificate from 48 to 18 makes this certificate more marketable and attractive to those students who may not have taken any college courses and dual-enrolled students who can obtain this certificate during their Junior and Senior years of high school. Additionally, aligning the classes with the Senate Bill-approved courses should increase completion rates, especially with dual-enrolled students – thus segueing into completing their degree with KCKCC.

Police Science Certificate Requirements*

Course		Credit Hours
CRJS 0101	Introduction to Criminal Justice*	3
CRJS 0118	Law Enforcement Operations and Procedures*	3
CRJS 0201	Criminal Investigation*	3
CRJS 0204	Criminal Procedures*	3
CRJS 0206	Criminal Justice Interview and Report Writing*	3
CRJS 0207	Understanding Terrorism & Homeland Security*	3
*See course syllabus for prerequisite.		
**Math sequence is contingent upon previous high school mathematics background and transfer institution. Students should confer with an advisor to determine correct placement.		

Total Hours for a Certificate in Police Science	18
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Homeland Security – Certificate A – Modification

18 Credit Hours

The Homeland Security Certificate Program has been moved from Fire Sciences to Behavioral Sciences under the Criminal Justice program. Modifying the courses and certificate program increases marketability and aligns the certificate with the Criminal Justice program and the bachelor’s degree from Wichita State University and other universities who offer courses online – National University, Penn State (undergraduate – minor), and the University of Maryland. Current police officers have expressed interest in obtaining a homeland security certificate – this is the feedback from the advisory committee meeting in February 2021.

Homeland Security Certificate Requirements

Course		Credit Hours
CRJS 0101	Introduction to Law Enforcement*	3
CRJS 0201	Criminal Investigations	3
CRJS 0206	Interview and Report Writing	3
CRJS 0207	Understanding Terrorism and Homeland Security	3
CRJS 0121	Introduction to Homeland Security	3
CRJS 0122	Emergency Management & Disaster*	3
*See course syllabus or prerequisite.		

**December 2021 Board Report
KCKCC Academic Affairs
New and Revised Program Submissions**

Total hours for Homeland Security Certificate	18
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Policy: 2.15

Faculty Qualifications

Purpose

To ensure that all faculty members and individuals assigned to perform education-based work at Kansas City Kansas Community College meet the qualifications for their respective programs and courses.

Definitions

Credential Evaluation: The process used to evaluate an individual's education and experience in accordance with established minimum qualifications.

Faculty member and faculty work: Individuals who teach credit-based courses, engage in research, and/or provide a variety of academic services for the learning benefit of students.

HLC: Higher Learning Commission

Minimum Qualifications: The minimum requirements used in credential evaluations.

Policy Statement

An individual offered employment as a faculty member or any individual assigned to perform education-based work shall meet established minimum qualifications verified through credential evaluation.

Minimum qualifications established for education-based work shall meet the guidelines and assumed practices set forth by HLC.

Board Approved: XX/XX/XXXX

Policy: 3.05

Student Records Retention and Disposal

Purpose

To ensure student records are adequately protected, retained, and managed in accordance with applicable state and federal laws.

Policy Statement

Kansas City Kansas Community College is committed to meeting its obligation to protect student education records. Education records generally include any personally identifiable records maintained about a student by the institution, including academic, disciplinary, and administrative records.

The Office of the Registrar oversees the protection, retention, and management of all student-related records. The Registrar's Office is responsible for:

- Monitoring all systems which contain students' personally identifiable information (PII), as defined in the Family Educational Rights and Privacy Act (FERPA)
- Disposing of student records in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Board Approved: XX/XX/XXXX

Policy: 5.37

Jury Duty

Purpose

To provide paid leave while an employee carries out their civic responsibility.

Policy Statement

Kansas City Kansas Community College expects employees to fulfill their civic responsibilities by serving jury duty when required and able to do so. All employees called to serve on a jury will be paid for the day or days in which the court requires attendance. Employees are expected to return to work when the court schedule permits.

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify their supervisor as far in advance as possible of the date the employee is to appear. The employee is required to provide copies of the subpoena or jury summons to their supervisor.

Employees appearing in their own personal legal cases as a plaintiff or respondent to a nonsubpoenaed court appearance will not receive paid time off. Vacation or personal leave time should be used for such instances.

Board Approved: XX/XX/XXXX

Policy: 5.55

Immigration Law Compliance

Purpose

Kansas City Kansas Community College (KCKCC) is committed to employing only United States citizens and individuals who are authorized to work in the United States. The College does not unlawfully discriminate on the basis of citizenship or national origin.

Policy

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with KCKCC within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department.

Board Approved: XX/XX/XXXX