



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  
September 21, 2021 – 9:00 A.M.**

Hybrid Meeting: KCKCC Technical Education Center and Virtual via Zoom

**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:**
  - Academic Master Plan. Presented by Mr. Jerry Pope, Vice-President of Academic Affairs.
7. **Communications:**
  - Invitation to KCKCC Board of Trustees to the Center for Equity, Inclusion and Multicultural Engagement Open House on September 21, 2021, from 11:00am - 1:00pm at KCKCC – Main Campus, Jewell Bldg., Room 2303. Presented by Ms. Gabriela Flores, Director of the Center for Equity, Inclusion and Multicultural Engagement.
8. **Board Committee Reports**
9. **Consent Agenda:**
  - (Item A) - Approval of Minutes of the August 24, 2021 General Meeting
  - (Item A1) - Approval of Minutes of the August 24, 2021 Special Meeting

- (Item A2) - Approval of Minutes of the September 1, 2021 Special Meeting
- (Item B) - Approval of Recommendations for Payment
- (Item C) - Approval of Ratification Items
- (Item D) - Approval of Personnel Items (H.R.)

10. **Student Senate Report** – Ms. Dejaria “DJ” Guillory, Student Senate President

11. **President’s Report** – Dr. Greg Mosier

12. **Vice President Academic Affairs Report** – Mr. Jerry Pope

13. **Vice President Student Affairs Report** – Dr. Delfina Wilson

14. **Vice President Strategic Initiatives & Outreach Report** – 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.

19. **New Business:**

- Board of Trustee Handbook FY2020. Presented by Chair Ray Daniels.
- Approval of Board of Trustees’ Goals for FY 2022. Presented by Chair Ray Daniels.
- Approval of College Property and Liability Insurance Carrier Change. Presented by Mr. Michael Beach.
- Approval of Medical and Dental Insurance Renewal. Presented by Ms. Christina McGee.

20. **Executive Session(s)** – None scheduled.

21. **Adjournment**

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

**Tuesday, October 19, 2021 - 9:00 a.m.**

**Hybrid: Pioneer Career Center and Virtual Meeting via Zoom**



# Diversity, Equity and Inclusion at KCKCC

Board of Trustees Meeting  
September 21, 2021

Presented by: Gabriela (Gaby) Flores  
Center for Equity, Inclusion and Multicultural Engagement



**ALL ARE  
WELCOME HERE**

## KCKCC's Commitment to Racial Equity

The Kansas City Kansas Community College senates, faculty, staff and administration stand in support of all our Black students, staff, faculty, and community. As an educational institution in an urban community, it is crucial that we fight against systemic injustices, oppression and racism. KCKCC is committed to educating the future leaders who will enact policy changes that promote equity and justice for all. We stand in solidarity in recognizing and upholding the belief that Black lives matter, and must always matter, in order for all lives to matter.

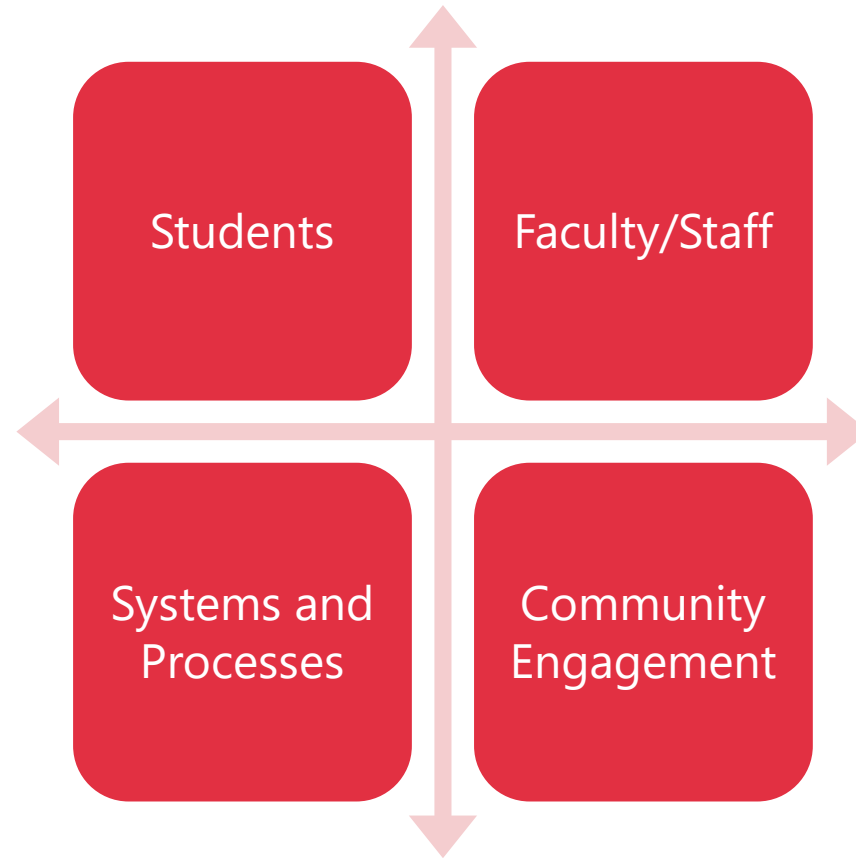




# Mission

The mission of the Center for Equity, Inclusion, and Multicultural Engagement is to create a college climate that demonstrates commitment to civil rights, social justice, diversity, equity, and inclusion. We advocate for a just and inclusive atmosphere regardless of individual differences, beliefs, or identities for all students, faculty, staff, and community.

# Scope of Work



# Priorities



**KCKCC's key priorities for creating a diverse, equitable and inclusive campus environment:**

1. Cultivate an inclusive college climate.
2. Close student equity gaps and create opportunities for access and outcomes.
3. Attract, hire and retain a diverse faculty and staff committed to equity, inclusion and belonging.
4. Assess and advocate for equity on all college climate concerns.
5. Adopt and integrate guiding frameworks to support the learning and development of students, faculty, and staff.
6. Improve accountability tools for assessing KCKCC's progress toward equitable opportunity and success.





# Equity and Inclusion Council

## **Purpose:**

The Council is a college-wide, strategic initiative administered by the Center for Equity, Inclusion and Multicultural Engagement. The Council coordinates and directs efforts to advance KCKCC's equity and inclusion Mission and to achieve defined goals for students, faculty, and staff. The Council's work is aimed at leading systemic change across KCKCC's institutional culture.

## **Inaugural Council to begin meeting in October**

*Applications being received now through **Sept 30***

# Programming

- **Women's Equality Luncheon in collaboration with Counseling and Advocacy**
- **Constitution Day events**
- **WYCO Men of Color Conference**
- **Education and Training efforts**
  - New Collaboration with Center for Teaching Excellence in Spring 2022
- **Cross-Cultural, Inclusive Art Shows by diverse artists and relevant programming**



# Upcoming Programs

- **Hispanic Heritage Art show in the KCKCC Art Gallery entitled “Cultura” opens 9/15/21**
  - Closing Reception with the Community and Artists on 10/14/21 from 4-7p.m.
- **Center’s Open House**
  - 9/21/21 from 11:00a.m. to 1:00p.m.
- **National Coming Out Day**
  - 10/11/21 – all day education table and flags
- **Unconscious Bias workshop**
  - 10/13/21 from 12:00 – 1:00 p.m. Via Zoom

KCKCC ART GALLERY  
PRESENTS



## CULTURA

CELEBRATING HISPANIC  
HERITAGE MONTH

*ON DISPLAY SEP. 15 - OCT. 21*

### CLOSING RECEPTION

OCT. 14 4 PM - 7 PM

#### FETURED ARTISTS

Baldemar Rivas, Chico Sierra, Emily Alvarez, Kristie-Lynn McGathy, Luis Merlo, Naomi Apodaca, Nicolas Ortega, Vania Soto, and Ysabel.

*CURATED BY VANIA SOTO*

#### Contact

Shai Perry  
(913) 288-7408  
sperry@kckcc.edu

#### Hours

Mon - Thur  
11am - 4pm  
or by appointment

#### Location

7250 State Ave  
Kansas City KS  
66112 | Lower Level  
Jewell Building Room  
2346 next to Deli



@KCKCCARTGALLERY



Masks and Physical  
Distancing (6 Ft) is required at  
all KCKCC Campuses



*YOU'RE INVITED*  
TO THE  
CENTER FOR EQUITY,  
INCLUSION AND  
MULTICULTURAL  
ENGAGEMENT OPEN  
HOUSE

**September 21, 2021**

**From 11:00 am - 01:00 pm**

**CENTER FOR EQUITY, INCLUSION AND  
MULTICULTURAL ENGAGEMENT  
LOWER LEVEL JEWELL, ROOM 2303**

**LIGHT REFRESHMENTS WILL BE PROVIDED**



**Must follow college physical  
distance requirements.**



**Kansas City Kansas  
Community College**

KCKCC is an Equal Opportunity and Affirmative Action Educational Institution  
The views and opinions expressed during this event are those of the participants and  
do not reflect the official policy or position of Kansas City Kansas Community College.

# Next Steps...



Where are we heading?

- Shaping the priorities of the Center in alignment with KCKCC Strategic Plan
- Hiring a Program Coordinator
- Standing up the Equity and Inclusion Council in October
- Developing a 3-year plan in collaboration with the EIC
- Support DEI work in four stakeholder areas: Students, Faculty/Staff, Policies/Systems and Community Engagement





# Contact Us!

**Center for Equity, Inclusion and Multicultural Engagement**

**Gabriela (Gaby) Flores**

**gflores@kckcc.edu**

**913-288-7504**

**<https://www.kckcc.edu/about/ceim/index.html>**



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



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

KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Meeting Minutes  
August 24, 2021 – 5:00 P.M.

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

Budget Hearing

CONSENT AGENDA – Item A  
Meeting Minutes

1. **Call to Order:** Chairman Ray Daniels called the meeting to order at 5:05 p.m.
2. **Roll Call:** All Board members were present.
3. **Audience to Patrons and Petitioners:** Chair Daniels invited attendees interested in addressing the Board to come to the podium or raise their hand in the chat room to be acknowledged. Hearing none, he moved to the next agenda item.
4. **Approval of the 2021-2022 Budget:** Chair Daniels invited Mr. Michael Beach, Chief Financial Officer, to present the Notice of Public Budget Hearing and the proposed budget for 2021 – 2022.
  - Notice of Public Budget Hearing - Mr. Beach shared that the College administration is recommending that the Board consider exceeding the College's Revenue Neutral Rate for FY 2022 but maintain the current mill levy rate. I.E.: No mill levy increase.
  - Final Proposed Budget for 2021-2022. Mr. Beach pointed the Board to the budget as presented in the Board Packet. Presented by Mr. Michael Beach.

Chair Daniels called for a motion to approve the 2021 – 2022 budget. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. The Motion Carried.

5. **Adjournment:** Chair Daniels called for a motion to adjourn the budget hearing. Trustee Brune made the motion. Trustee Ash seconded the motion. The Motion Carried.

The Budget Hearing of the KCKCC Board of Trustees adjourned at 5:10 p.m.

**Board of Trustees Regularly Scheduled Meeting  
(Immediately Following Budget Hearing)**

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**General Meeting**

1. **Call to Order & Pledge of Allegiance:** Chair Daniels called to order the general Board meeting at 5:10 p.m. The Pledge of Allegiance was led by Trustee Rosalyn Brown.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
3. **Approval of Agenda:** Chair Daniels called for a motion to accept the agenda. Trustee Brown made the motion to accept the agenda. Vice-Chair Criswell seconded the motion.  
**The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Daniels invited the community to address the Board via Zoom or in-person. Hearing none, he moved to the next item on the agenda.
5. **Recognitions/Presentations:** Chair Daniels acknowledged that the CCSSE Survey Report would be postponed for another meeting. He invited Mr. Jerry Pope, Vice-President of Academic Affairs, to present an update regarding the College's next visit from the Higher Learning Commission (HLC). Mr. Pope shared that the College, in the last HLC Peer Review visit, did not meet criteria 4A and 4B having to do with assessment in student learning. He shared the recommendations from the HLC - Institutional Actions Council in order to reestablish accreditation. Mr. Pope explained the College ceased to assess student learning when the exit assessment required for graduation ended. He continued by sharing the new methods for assessing degree programs and the College's rotational cycle for reviewing program outcomes every four years as well as tracking data about the College's transfer students.

Mr. Pope expressed the College aims to be thorough and consistent in degree assessment and program review of transfer degrees. All timelines have been met for the current review cycle. He continued that the Task Stream software will support with tracking assessment information by departments each year such as curriculum maps and best practices. Mr. Pope offered to share the report that shows the sources of assessment and pinpoints the status of each. The information is shared with the dean and faculty members can make adjustments. Mr. Pope concluded that the College is working with a consultant to review our HLC Argument in preparation for a mock HLC visit in October 2021. The HLC Argument is due to the Commission Jan. 31<sup>st</sup> and the HLC Peer Review Team will be on campus in March 2022.

Vice-Chair Criswell commended Mr. Pope and team for being proactive. She asked about the progression of the 4 cohorts through each stage and how needs are addressed. Mr.

Pope answered that the Program Review Committee consists of faculty, and they provide feedback to Mr. Pope. Issues are addressed along the way.

6. **Communications:** Dr. Mosier read the resolution for the consumption of alcohol for the Catholic Students of Kansas City Kansas Community College “Celebration of Mass” Monthly Meetings for FY2022 (multiple dates). Trustee Brown made the motion to approve the resolution. Vice-Chair Criswell seconded the motion. **The Motion Carried.**
7. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees.
  - On behalf of the Board Finance Committee, Vice-Chair Criswell shared a general overview of the detailed Monthly Financial Statement as discussed in their meeting on Tuesday, August 10<sup>th</sup>. She highlighted revenues and operational expenses over the last month. Vice-Chair Criswell added that the Committee is continuing to monitor COVID-19 financial impacts, enrollment, Title III grant application and the potential long-term COVID-19 financial impact. She shared the Annual Budget Retreat followed the meeting and included a presentation of the drafted FY2022 Budget. Vice-Chair Criswell concluded with details regarding the fundraising efforts for the Downtown project and COVID-19 support.

Chair Daniels asked for questions, hearing none, and with no other Board Committee reports, he moved to the next item on the agenda.

8. **Consent Agenda:** Trustee Hoskins Sutton inquired about some differences in salary adjustments on the document, Item D - Personnel Report. Mr. Ryan Denk, counsel from MVP Law, recommended an executive session to discuss personnel specific matters in depth if necessary.

Dr. Mosier shared the history, reasoning and rationale for the changes in salary in relation to the Korn Ferry Study. Ms. Christina McGee, Chief Human Resources Officer, shared additional information related to the personnel report.

Trustee Hoskins Sutton agreed to having the agenda to move forward with the review of the personnel items mentioned by the College administration.

Dr. Mosier noted number 8 on Item B – Recommendations for Payment for the furniture for the Student Housing building. He shared that in light of the supply and demand of commodities in the market due to COVID-19, the item has been brought to the board at this time in order to get the purchase made and reserved for the College. Additionally, regarding Item C – Ratifications Items, the expense in the amount of \$42K was an emergency purchase of services for water damage incurred after a recent storm.

Chair Daniels asked for any further questions or comments from the Board. Hearing none, he called for a motion to approve the Consent Agenda with the review by the College

administration of items noted. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

9. **Student Senate Report:** Chair Daniels announced that there would be no Student Senate report due to students having just returned for fall 2021 semester. He shared that the Board looked forward to the first Student Senate report at the September 2021 Board meeting.
10. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier shared that last Monday, August 16<sup>th</sup>, marked the beginning of the fall 2021 semester and noted how great it was to see students on campus. The Fall Convocation, hosted the week prior, was held in hybrid format and with a condensed timeframe, with 100 employees participating in-person and more than 300 employees participating virtually.

Dr. Mosier shared in the COVID-19 Update, that 1 week before classes, the College was notified by clinical sites that health-care clinical students and faculty must be fully vaccinated. From the last Board meeting in July, the College has had 7 COVID-related incidents for employees, with 4 of those being COVID-positive. For students, the College has had 26 COVID-related incidents with 17 positive tests, many found as a result of the protocols for Student Housing and student athletes, where a negative test is required to enter the facility. Additionally, Dr. Mosier shared the latest COVID-19 data in Wyandotte County.

Dr. Mosier continued by sharing that the 3-year lease for the KCKCC – Pioneer Career Center (PCC) has been approved by the Leavenworth-Lansing Board of Directors. He celebrated the unveiling of the new KCKCC & Wyandotte County Historical Mural at the ribbon cutting ceremony on Thursday, August 19<sup>th</sup>. Dr. Mosier thanked everyone who came to the event and all who worked on the mural and event.

Dr. Mosier shared that in July, he and Dr. Tami Bartunek, Vice President of Strategic Initiatives and Outreach, submitted to the Unified Government Historic Landmarks Commission a request for a Certificate of Appropriateness. The College has received feedback from the Commission and plans to present at their next meeting on Tuesday, September 7<sup>th</sup>.

Regarding the current, pending federal grant requests the College has, Dr. Mosier shared that the TRIO Talent Search grant was not received. He explained the point system and details about the TRIO grant process. The Title III Strengthening Institutions grant has been submitted. A decision is expected sometime between mid-September and mid-October 2021. The NSF grant continues in progress. The ADA grant has been increased in the amount requested, from \$3M to \$5M, due to the number of students that will graduate, the number of placements and the benefits of our graduates. He shared that

the College awaits the decision of another large grant request that should be shared on next Monday, August 30<sup>th</sup>.

Lastly, Dr. Mosier shared that he and Dr. Bartunek will be traveling to Washington, D.C. to meet with senators and Economic Development Administration to share about the work here at the College.

Chair Daniels asked for any questions or comments from the Board. Hearing none, he called for a motion to accept the President's Report. Trustee Brown made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

11. **Vice President Academic Affairs Report:** Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope shared the following highlights from the report – a micro credential from the Association of College and University Educators (ACUE) was earned by one faculty and one staff member – Dr. Leslie Watkins, Associate Professor of Biology and Dr. Cynthia Goudeau, Director of Academic Support and Assessment.

Mr. Pope continued that this month an in-depth report on the professional development for our faculty from the Director of the Center for Teaching Excellence, Tom Grady was shared. He boasted of the offering of one professional development training each week of fall and spring 2020-21 for faculty members, with more than 1,150 contacts with faculty members between July 1, 2020 and June 30, 2021.

Mr. Pope shared that Christian Anderson, 3<sup>rd</sup>- year Music student, has received the Ella Fitzgerald Memorial scholarship for a second year in a row. He also extended congratulations to Shawn Bailey, Nail Technology Instructor who earned a Cosmetology Instructor license and is now able to teach both Nail Technology and Cosmetology courses. Additionally, the College is also commending the growth of the Mortuary Science program which has 18 students this fall.

Mr. Pope continued that the Nursing accreditation organizations of ACEN and KSBN will be on campus to conduct their accreditation visits on September 21 – 23, 2021. He noted the poster presentation for undergraduate research project being led by Dr. Stacy Tucker. Mr. Pope extended congratulations to Dr. Ewa Unoke who reached a milestone in his work with the Henry Louis Center for Global Transitional Justice, where a high school located in Ntsokara, Nigeria has been fully accredited.

Lastly, Mr. Pope shared in an act of civic engagement, Victor Amos, Assistant Professor of Psychology, and students shared water with homeless during the hot summer days. The K-Step Up website is now up and running.

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

12. **Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs (VPSA) report. Dr. Stephen Terry, Dean of Enrollment Services, on behalf of Dr. Delfina Wilson highlighted the following from the report – He thanked the President’s Cabinet for participating in the welcoming of students at each of the KCKCC locations during the first days of classes. He shared that the Counseling and Advocacy Center was awarded \$7K from Harvesters to help meet the needs of food insecurity for our students. Additionally, the Counseling and Advocacy Center worked in partnership with Sylvia Gillis, the College Nurse, to share with students about the importance of being vaccinated and offered free vaccines on September 1<sup>st</sup>. Each newly vaccinated person will receive a \$25 gift card to be used in the KCKCC bookstore.

Dr. Terry was happy to announce that the Student Housing facility is 100% full, with 169 students. He added that the 260 beds in the new building will allow for an increase in enrollment of students who require on-campus housing.

Dr. Terry invited the Board, on behalf of Gaby Flores, Director of Center for Equity, Inclusion and Multicultural Engagement, to an event on Thursday, August 25<sup>th</sup>, discussing women’s equity. Additionally, he commended Shai Perry, Coordinator of the KCKCC Art Gallery, and her team for the wonderful job of the historical mural.

Dr. Terry was happy to announce that the KCKCC Men’s Soccer team went against the Sporting KC developmental team and won. Tonight, the KCKCC Blue Devils will go against Rockhurst and season opener is next week. He concluded the report and asked the Board for any questions.

Chair Daniels asked about enrollment. Dr. Terry reviewed the enrollment report with the Board.

Trustee Hoskins Sutton asked about the vaccination self-disclosure form for employees and students. Dr. Mosier answered that the form is not a requirement except for college travel and special activities.

Hearing no further questions or comments, Chair Daniels called for a motion to approve the VPSA Report. Trustee Hoskins Sutton made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

13. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives and Outreach (VPSIO) report. Mr. Omar Brenes, Web Architect, on behalf of Dr. Tami Bartunek highlighted the following from the report – He shared that the Kansas Minority Business Summit was a success. He added that Dr. Mosier provided the welcome and Dr. Bartunek was a panelist in the discussion titled, “Becoming an Employer of Choice.”

Mr. Brenes continued that the Marketing department is currently collecting ideas from the community for naming the student housing building. He shared that KCKCC participated in the 2021 Wyandotte County Fair, with representation from Admissions providing information, Jim Mair and his students assisting with military appreciation and specialty red cups branded for KCKCC handed out to the public.

Mr. Brenes played the latest radio advertisement for KCKCC. He shared that the latest statistics for KCKCC social media. Mr. Brenes concluded the report by sharing that the KCKCC website has been updated to make it easier to add webpages and conduct website redesigns in the future. Additionally, the COVID-19 Information webpage has been updated with the latest information. He thanked Mr. Matt Fowler, Web Designer, for his work.

Chair Daniels asked for any questions or comments from the Board. Hearing none, he called for a motion to accept the VPSIO Report. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

14. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report – He expressed his appreciation to all directors in his department for assisting in the progression of the yearend closing of the general ledger. Mr. Beach shared that the review of the drafts of the financial schedule is also in progress. The auditors will be on campus in September. There will be 4 federal reports this year.

Mr. Beach continues that the Student Housing project is a little bit ahead of schedule. He encouraged the Board members to schedule an appointment to see the framing and electrical work being completed on the first level and beginning on the second level. The foundation walls of the building have been backfilled.

Mr. Beach extended his thanks to the Bookstore Supervisor, Joseph Starkey for his hard work. He shared that the bookstore is ready for fall and operating with extended hours to support the students. The bookstore has credits of about \$20K with book vendors.

Mr. Beach continued by sharing that Central Scheduling is doing great job in scheduling college and external meetings and courses, with 139 Campus related activities scheduled over the last month. He noted that all of this has been completed while navigating the protocols of COVID-19 safety.

Mr. Beach shared that Director of Facilities Services, Chris Gardner, and the Facilities team are working on a number of projects, both planned and unexpected. He added that College Police are conducting trainings and provided great support and maintaining traffic controls during the events for the community.

Chair Daniels asked for any questions or comments from the Board. Vice-Chair Criswell commended Mr. Beach and his team for their work on the FY2022 Budget. Hearing no additional comments, Chair Daniels called for a motion to accept the CFO Report. Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion.

**The Motion Carried.**

15. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report – She shared the results for the Employee Satisfaction Survey at the 2021 Fall Convocation. The data will be posted on the website and a presentation will be made to the Board as well.

Ms. McGee shared that HR is in the final stages of position redesign, time-entry for non-exempt and student employees. Once completed, training for employees will begin for the system. She continued by sharing that the Employment Coordinator, Victoria Anderson, has been busy assisting with the hire of adjunct professors, processing approximately 60 new employees.

Ms. McGee shared that HR is continuing to upgrade Applicant Track system for supervisors. Testing is currently happening for the system.

Ms. McGee concluded her report by sharing that the College continues losing employees to other institutions, with currently 3 full-time positions being open in HR.

Chair Daniels asked for any questions or comments from the Board. Hearing none, Chair Daniels called for a motion to accept the CHRO Report. Trustee Hoskins Sutton made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report – He shared that the Microsoft 365 Assessment and Vulnerability Assessments has been completed. The results were very good and recommendations were made from the studies.

Mr. Gabriel thanked everyone in IT for answering the calls in support of the students during the first weeks of classes. He continued that there will be an upcoming implementation of the Self-service course search feature for better searches for students.

Mr. Gabriel shared that, as of yesterday, IT have checked out 250 laptops to students for the fall 2021 semester. He, again, thanked the IT team for their hard work.

Mr. Gabriel concluded his report by sharing the implementation of the self-service password reset would be in place first thing tomorrow. This service will allow the KCKCC user to ability to unlock, reset the password or creating a password for their account.

Dr. Mosier commended Mr. Gabriel and his team for finding affordable laptops for our students to check out, which are 1/3<sup>rd</sup> of the cost of the others the College has been using. He added that they are doing a great job with security.

Chair Daniels asked for any questions or comments from the Board. Hearing none, Chair Daniels called for a motion to accept the CIO Report. Vice-Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

17. **Unfinished Business:**

- Chair Daniels invited Dr. Mosier to present to the Board for the approval of Kansas City, Kansas Community Education, Health and Wellness Condominium Unit Owner Commitment Agreement. Dr. Mosier shared that the College administration is asking that the Board approve the unit ownership agreement as currently written or with minor non-substantive changes.

Chair Daniels asked for any questions or comments from the Board. Hearing none, Trustee Ash made the motion. Vice-Chair Criswell seconded the motion.

**The Motion Carried.**

Additionally, Dr. Mosier asked for approval of Exhibit B as discussed in the executive session during the previous special meeting.

Chair Daniels asked for any questions or comments from the Board. Hearing none, Trustee McIntyre made the motion. Trustee Ash seconded the motion. There was a vote of 6 – Yay (Ash, Brown, Brune, Criswell, Daniels, McIntyre) and 1-Nay (Hoskins Sutton). **The Motion Carried.**

- Chair Daniels invited Dr. Mosier to begin the Strategic Plan Report Follow-up. Dr. Mosier began with presenting on Goal 3, Initiative 1. He shared that a lot of professional development has been taking place at the College and through other organizations, but there is a need for a process for regular professional development plan for faculty. Dr. Mosier invited the Board to ask any questions or comments regarding the plan.

Chair Daniels liked many parts of the report and acknowledged that it is a living document, where the goals and priorities do not change but how they are measured and implemented may. He expressed concern that there are areas where there is no report after 6 months. Chair Daniels gave the examples of student success, quality programs and employee engagement. He added that he believes that there is progress being made in these areas and it is necessary to show that we are working on it.

#### **18. New Business:**

- Chair Daniels shared the action for the executive session from the special meeting. The retirement of Mr. Don Black was unexpected. KCKCC Administration requests that the Board waive the financial penalty.

Trustee Ash made the motion. Trustee Hoskins Sutton seconded the motion.

**The Motion Carried.**

- Dr. Mosier requested the Board the approval of an extension of the contract for Byrne Pelofsky and Associates. He shared that the agreement would permit Byrne Pelofsky to continue as our capital campaign firm. The College administration is requesting that the Board extend the contract for another year. Trustee Hoskins Sutton asked about additional leads for fundraising. Dr. Mosier answered that the incentive in continuing with this firm is their reputation as a successful capital campaign firm. There is evidence from the Sunderland Foundation donation. Trustee Brune noted that the language is standard in the contract based on her previous contract.

With no further discussion, Trustee Ash made a motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

- Dr. Mosier addressed the Board regarding the recommendation for staff salaries for FY2022. He stated that the KCKCC Administration would like to address the staff

salaries instead of waiting for the faculty salaries to be agreed upon. The recommendation is for a 3% raise for staff salaries.

Chair Daniels asked for any questions or comments. Hearing none, Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

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

20. **Adjournment:** Chair Daniels thanked everyone for their contributions to the meeting and called for a motion to adjourn the meeting. Trustee Ash made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **7:28 p.m.**

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

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



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Special Meeting Minutes  
August 24, 2021 – 4:30 P.M.**

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

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

The Board of Trustees held a hybrid meeting hosted both in Upper Jewell Lounge at KCKCC – Main and in the KCKCC Zoom meeting platform on Tuesday, August 24, 2021.

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

The meeting was called to order at 4:31 p.m. by Board Chairman, Dr. Ray Daniels.

At 4:31 p.m., Chair Daniels called for a motion to enter executive session for 4-minutes to discuss personnel matters of nonelected personnel with possible action to follow in open session of the general meeting. Trustee Brown made the motion. Vice-Chair Criswell seconded the motion.

**The Motion Carried.**

The Board began the first executive session at 4:33 p.m. It ended at 4:37 p.m.

At 4:39 p.m., Chair Daniels called for a motion to enter the second executive session for 15-minutes session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session of the general meeting. Trustee Ash made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

At 4:54 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 Brown seconded the motion. **The Motion Carried.**

The meeting adjourned at 4:59 p.m.

ATTEST:

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Chairperson, Dr. Ray Daniels

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Secretary, Dr. Greg Mosier



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



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

KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Special Meeting  
September 21, 2021 – 8:30 A.M.

Hybrid Meeting: KCKCC Technical Education Center and Virtual

Agenda

1. Call to Order
2. Update(s):
  - None at this time.
3. New Business:
  - None at this time.
4. Old Business:
  - Review updates for Board Handbook/Annuaals Calendar, and Board Goals for FY 2022. (15 minutes)
5. Executive Session(s):
  - Executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship, with possible action to follow in open session (10-minute duration). Open session will take place in public meeting room (TEC Conference Room A).
6. Adjournment

## **Recommendations for Payment**

### **CONSENT AGENDA – Item B**

**September 21, 2021**

- 1) Approval in the amount of \$34,220.40 to **Bobcat Company** for course equipment for the Construction Technology program. Requested by Jerry Pope. (Grant Funded)
- 2) Approval in the amount of \$47,427.68 to **Fine Restoration LLC** for storm water damage and mitigation services at KCKCC – Main Campus. Requested by Michael Beach.
- 3) Approval in the amount of \$62,270.00 to **American Equipment Co.** for snow removal equipment for Facility Services. Requested by Michael Beach.
- 4) Approval in the amount of \$63,730.56 to **Coleman Equipment Inc** for snow removal equipment for Facility Services. Requested by Michael Beach.
- 5) Approval in the amount of \$81,678.00 to **Shawnee Mission Ford** for College Police vehicle. Requested by Michael Beach.
- 6) Approval in the amount of \$47,189.00 to **Gaumard Scientific** for patient simulator for Nursing program. Requested by Jerry Pope. (Grant Funded)
- 7) Approval in the amount of \$38,625.98 to **Seifert's Flooring Inc** for replacement of flooring in Math and Social Science hallway due to storm water damage. Requested by Michael Beach.
- 8) Approval in the amount of \$46,000.00 to **United Rentals** for course technology for Building Engineering, Maintenance and Construction Technology program. Requested by Jerry Pope. (Grant Funded)

**August bills totaling \$4,168,888.60 includes July VISA bills of \$142,993.98.**

## **Items for Ratification**

### **CONSENT AGENDA – Item C**

**September 21, 2021**

1. **\$11,314.16** to **Kansas Lawn & Garden** monthly payment for lawn services at KCKCC – Main Campus (August 2021). Requested by Michael Beach.
2. **\$22,635.45** to **P1 Group Inc** for HVAC equipment in Flint Building (Rooms 3403 & 3404). Requested by Michael Beach.
3. **\$19,800.00** to **Yellow Dog Network Inc** for new MSG Archiver software. Requested by Peter Gabriel.
4. **\$12,487.00** to **Cengage Learning** for textbooks for the KCKCC – Main Campus Bookstore. Requested by Michael Beach.
5. **\$14,127.79** to **MBS Textbook Exchange, Inc.** for textbook rental fees. Requested by Michael Beach.
6. **\$12,608.94** to **Pearson Education** for textbooks for the KCKCC – Main Campus Bookstore. Requested by Michael Beach.
7. **\$17,330.08** to **Proquest LLC** for database subscription for the Learning Commons. Requested by Jerry Pope.
8. **\$17,828.14** to **Bovard Insurance Group** for insurance policy payments for Athletics program. Requested by Michael Beach. (Approved on Annual Contracts Approval List)
9. **\$23,540.50** to **Lampton Welding Supply Co Inc** for course materials for Welding Technology program. Requested by Jerry Pope.
10. **\$23,969.60** to **Marianna Industries** for course materials for the Cosmetology program. Requested by Jerry Pope.
11. **\$13,968.00** to **Charles D. Jones & Company Inc.** for course materials for HVAC program. Requested by Jerry Pope.
12. **\$14,850.00** to **ConvergeOne Inc** for network security analysis. Requested by Peter Gabriel.

13. \$22,100.00 to **Infobase Learning** for annual subscription for Films on Demand for Learning Commons. Requested by Jerry Pope.
14. \$16,500.00 to **Signal Vine, Inc.** for college alert text messaging software. Requested by Peter Gabriel.
15. \$12,647.51 to **City Wide Maintenance** for KCKCC - TEC janitorial/porter services for September 2021. Requested by Michael Beach.
16. \$21,275.00 to **CAMaster Inc** for classroom technology for Automation Engineering Technology program. Requested by Jerry Pope. (Grant Funded)
17. \$17,828.14 to **ConvergeOne Inc** for Cisco SMARTnet software annual renewal. Requested by Peter Gabriel. (Approved on Annual Contracts Approval List)
18. \$17,828.14 to **Panopto Inc** for annual renewal for Panopto EDU platform. Requested by Peter Gabriel. (Approved on Annual Contracts Approval List)
19. \$17,828.14 to **Christie Development Associates, LLC** for construction payment for new student housing (Payment 10). Requested by Michael Beach. (Approved on Annual Contracts Approval List)
20. \$11,507.26 to **Shawnee Cycle Plaza** for new motorcycles for Motorcycle Training classes. Requested by Jerry Pope. (Grant Funded)

## HUMAN RESOURCES - PERSONNEL ITEMS

### CONSENT AGENDA – Item D September 21, 2021

#### SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	Bolls, Taylor	Graphic Designer	Print Shop	Strategic Initiatives and Outreach	9/2/2021
Resignation	Burkett, Sean	Employee Relations Business Partner	Human Resources	Human Resources	9/17/2021
Resignation	Jaqua, Carolyn	Accounting Specialist II	Business Office	Financial & Facility Services	9/30/2021
Resignation	Maxwell, Tyra	Adult Education Instructor	Adult and Continuing Education	Academic Affairs	8/15/2021
Resignation	Peghee, Rebecca	Student Loan Specialist I	Financial Aid	Student Affairs	9/3/2021
Resignation	Villanueva, Roger	Adjunct-Criminal Justice	Criminal Justice	Academic Affairs	8/18/2021
Retirement	Shawn, Donna	Director of Technical Education Center	Career and Technical Education	Academic Affairs	10/1/2021

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

#### STIPEND

Action	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
Addl. Duties at a higher grade	Slater, Zachary	Interim Custodial Foreman	Facility Services	Financial & Facility Services	9/01/2021- until position filled	\$400 per month

## RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
New Hire	Albright, James	Adjunct	Music	Academic Affairs	8/17/2021	\$933 per credit hour
New Hire	Dissmore, Daniel	Adjunct	Music	Academic Affairs	8/16/2021	\$933 per credit hour
New Hire	Gossett, Brandon	Assistant Coach Men's Basketball	Athletics	Student Affairs	9/15/2021	\$36,000 annually
New Hire	Gowing, James Mike	Director of Bookstore	Bookstore	Financial & Facility Services	9/1/2021	\$64,703 annually
New Hire	Hydeman, Micah	PT Fire Lab Asst.	Fire Science	Academic Affairs	8/16/2021	\$22.00 per hour
New Hire	Hydeman, Micah	Adjunct	Fire Science	Academic Affairs	8/16/2021	\$933 per credit hour
New Hire	Jones, Victoria	Adjunct	Early Childhood Education	Academic Affairs	8/16/2021	\$933 per credit hour
New Hire	Lane, Bailey	Adjunct	Nursing	Academic Affairs	8/16/2021	\$61 per hour scheduled student contact***
New Hire	Melgren, Ty	Adjunct	ESOL	Academic Affairs	1/10/2022	\$933 per credit hour
New Hire	Webb, Sarah Beth	Adjunct	Speech	Academic Affairs	8/16/2021	\$933 per credit hour
New Hire	Woods, Angel	Assistant Coach-Women's Basketball	Athletics	Student Affairs	9/7/2021	\$35,000 annually
Promotion	Alexander, Audrey	Foundations Coordinator II	Foundations	President	9/16/2021	\$52,862 annually
Rehire	Bishr, Mahmoud	Adjunct	Biology	Academic Affairs	9/7/2021	\$992 per credit hour
Rehire	Fornal, Christy	Nursing Clinical Compliance Coordinator I	Nursing	Academic Affairs	9/15/2021	\$62,216 annually

### Action Definitions

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

- **Additional Position** – an additional position that is given to someone that is actively employed at the college.
- **Position Elimination** - the elimination of one or more positions due to reorganization, budgetary constraints, reduction in workload, etc.
- **Non-Renew** – a Professional Employee’s contract will not be renewed at the end of their term.
- **Master Contract** - completion of degree changing the faculty member’s class on the contract.
- **Back Pay** – the difference between what the College paid an employee and the actual amount owed to the employee.

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

***Center for Teaching Excellence (CTE) – Tom Grady, Director***

The sessions listed below were offered during Welcome Week. The CTE collaborated with different departments to provide the sessions. All sessions were offered virtually via Zoom, recorded, and archived for anyone who was unable to attend and would like to view the sessions later.

Monday, 8/9/21: (6:00 p.m. – 7:30 p.m.) *Adjunct Professional Development Event*

Thursday, 8/12/21: Breakout Sessions:

*Session 1: (9:00 – 9:50 a.m.)*

- Post and be Done Bulletin Boards? How Using Discussion Questions and Substantive Evaluation Feedback Can Make Your Course Material More Engaging - Steve Vaitl, Adjunct Professor, Biological Sciences
- Panopto Lecture Capturing Software Overview – Shaun Pate, Instructional Design Coordinator
- Blue Devil Faculty Academy (BDFA): Orientation – Tom Grady, Faculty Director, Center for Teaching Excellence

*Session 2: (10:00 – 10:50 a.m.)*

- Get the Students Taking Notes - Leslie Watkins, Biology Professor
- Your Library's Resources: A Quest - Penny Mahon, Media Librarian, & Barbara Stransky, Reference Librarian
- Learn About KCKCC's Virtual Study Abroad - Amber Kettman (Study Abroad Association), Cecelia Brewer, Academic Support and Assessment, and Cynthia Goudeau, Director, Assessment

*Session 3: (11:00 – 11:50 a.m.)*

- Create an Interactive Lesson Using SoftChalk Lesson Builder- Jung Shon, Online Course Development Coordinator
- Learn About KCKCC's Virtual Study Abroad - Amber Kettman (Study Abroad Association), Cecelia Brewer, Academic Support and Assessment, and Cynthia Goudeau, Director, Assessment
- Developing Undergraduate Research for Your Courses – Stacy Tucker, Faculty Director of Honors Education, Phi Theta Kappa and Undergraduate Research

*Lunch Session: (12:00 – 12:50 p.m.)*

- Early Alert: Partnering for Student Success – Linda Warner, Director of Counseling and Advocacy, Rochella Bickford, Reading Instructor/Coordinator, Samantha DeVilbiss,

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Director of Student Success, Amanda Williams, Director of Learning Commons, &  
Andrica Wilcoxon, Director of Student Activities

*Session 4: (1:00 – 1:50 p.m.)*

- Your Library's Resources: A Quest - Penny Mahon, Media Librarian, and Barbara Stransky, Reference Librarian
- Out of the Bubble, Back to the Books, Adjusting to a Post Pandemic Normal on Campus – Linda Warner, Director of Counseling and Advocacy
- Post and be Done Bulletin Boards? How Using Discussion Questions and Substantive Evaluation Feedback Can Make Your Course Material More Engaging - Steve Vaitl Adjunct Professor, Biological Sciences

*Session 5: (2:00 – 2:50 p.m.)*

- Blackboard Ally and Accessible Content - Shaun Pate - Instructional Design Coordinator
- Blue Devil Faculty Academy (BDFA): Orientation – Tom Grady, Faculty Director, Center for Teaching Excellence
- Create an Interactive Lesson using SoftChalk Lesson Builder- Jung Shon, Online Course Development Coordinator
- Developing Undergraduate Research for Your Courses – Stacy Tucker, Faculty Director of Honors Education, Phi Theta Kappa and Undergraduate Research

*Session 6: (3:00 – 3:50 p.m.)*

- Zoom Settings and Features - Shaun Pate, Instructional Design Coordinator

The feedback below was received through the Center for Teaching Excellence Workshop Feedback Form that was sent to all participants after each breakout session on Thursday, 8/12/21. The questions asked on the feedback form are included below. The data was overwhelmingly positive.

1. 71 Total Responses

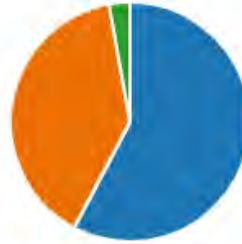
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2. The presentation provided useful information: (Please select the appropriate rating below)

[More Details](#)

[Insights](#)

Strongly Agree	41
Agree	28
Neutral	2
Disagree	0
Strongly disagree	0

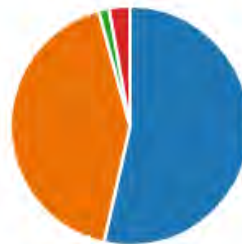


3. The presentation was appropriate in length: (Please select the appropriate rating below)

[More Details](#)

[Insights](#)

Strongly Agree	38
Agree	30
Neutral	1
Disagree	2
Strongly disagree	0



4. The learning outcomes of the presentation were met: (Please select the appropriate rating below)

[More Details](#)

[Insights](#)

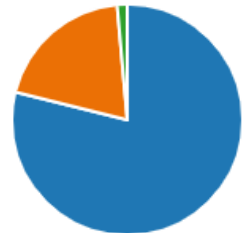
Strongly Agree	37
Agree	32
Neutral	2
Disagree	0
Strongly disagree	0



5. How well did the presentation support Priority #2: Quality Programs & Services, Goal #3: Foster learner-centered instruction of the 2020-2023 KCKCC Strategic Plan: (Please select the appropriate rating below)

[More Details](#)

Extremely well	56
Somewhat well	14
Neutral	1
Somewhat not well	0
Extremely not well	0



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The questions below were open-ended, and only two of the 71 respondents skipped the last question.

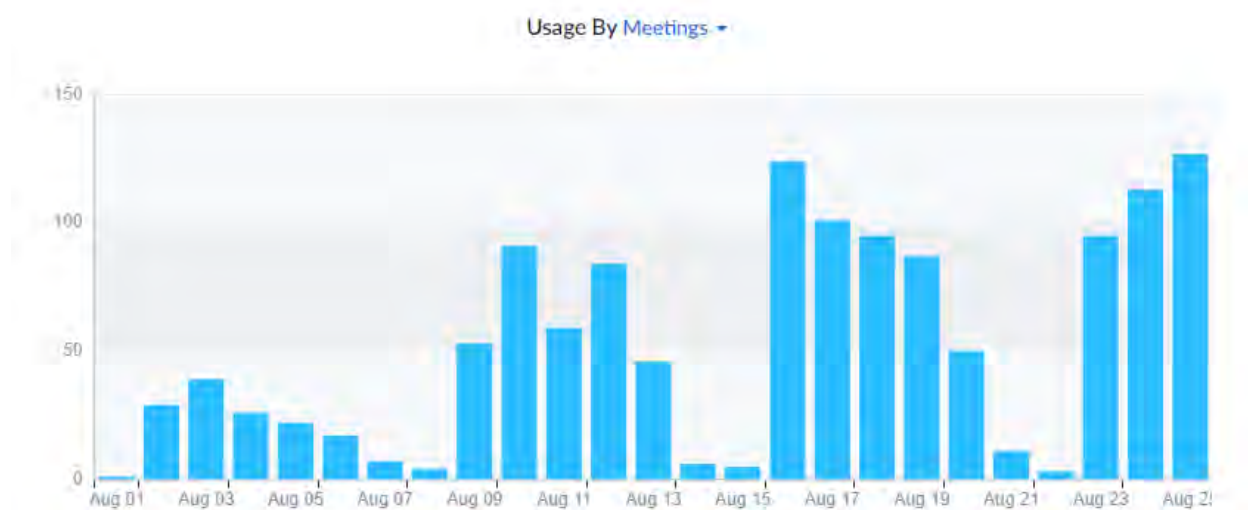
6. What I found most interesting or useful from this program and will benefit my teaching was:  
(Type your response below) **71 Total responses**

7. What I found most interesting and beneficial that can positively impact student learning was:  
(Type your response below) **71 Total Responses**

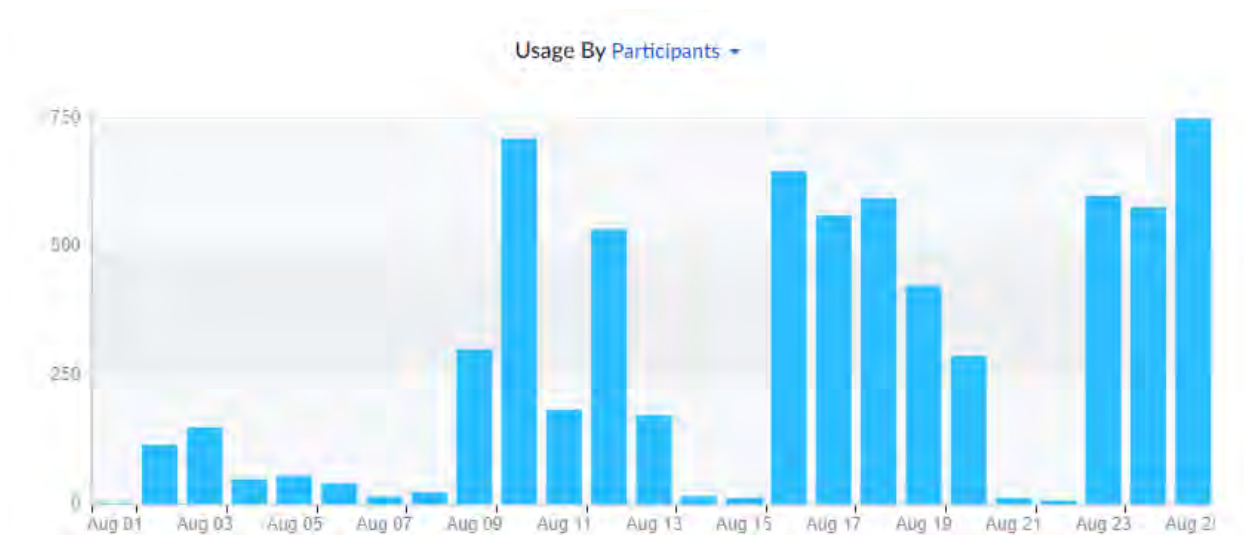
8. Feedback on the overall quality of the presentation (Examples: Format, feedback for the presenter, technology, etc.) **69 Total Responses**

***Online Education Services (OES) – Susan Stuart, Director***

The college has had 1,351 Zoom meetings with 7,126 participants, over multiple sessions, clocking 358,973 combined minutes during August 1-26, 2021. As noted in the graph below, the use remains consistent from week to week. Participation rates continue steadily as the term progresses.

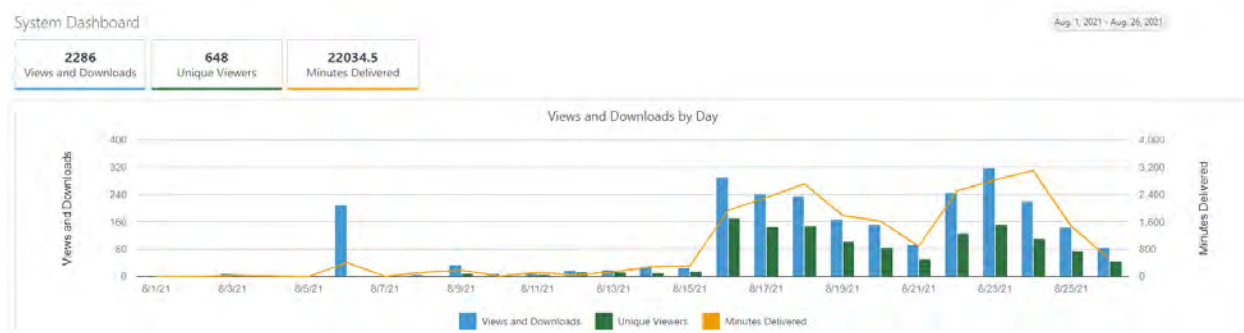


## September 2021 Board of Trustees Report Vice President of Academic Affairs



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

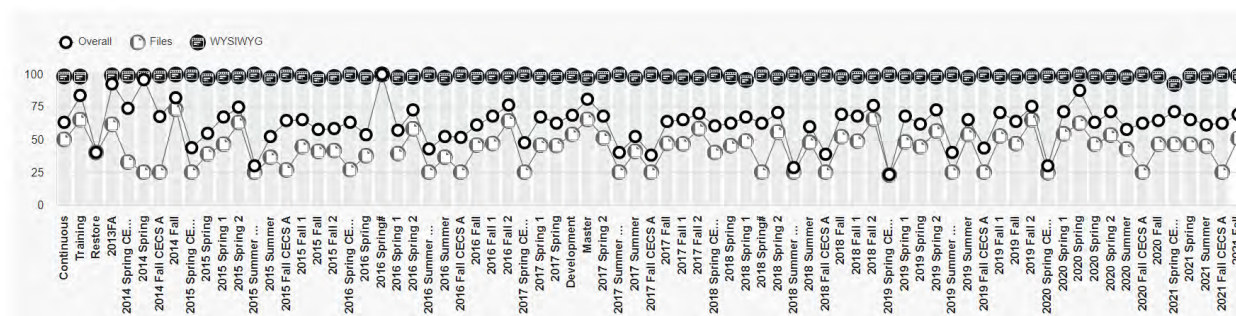
Along with a steady use of Zoom, we also are seeing a steady rate of utilization of class capture software, Panopto. The peak views for August 2021 show that we consistently have a healthy number of views, with 2,286 views and downloads and 22,034 minutes accessed. The integrations between Zoom and Panopto platform, between Zoom and Blackboard, and Panopto and Blackboard continues to encourage the use of these tools.



Accessibility of content in the online environment is 69.1% for Fall 2021 indicating that more content is accessible this term than Spring 2021. This is an area where OES continues to work with instructors to make content more 508-compliant, and has provided training on this as well.

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

Accessibility score



Online Education Services staff resolved approximately 321 tickets, calls, or email support requests through August 26, 2021.

### ***Learning & Library Services – Dr. Amanda Williams, Director***

Learning & Library Services hosted “Student Athlete Night” at the Learning Commons on Tuesday, August 18<sup>th</sup>. The teams were provided with an overview of services, expectations for study hall, signed up for a workshop series designed to support their academic success, and received dinner to go.



A Hiring Fair was held August 19, 20, 23, and 24 to recruit student employees to work at the Learning Commons. We look forward to providing our Blue Devils with work experience and transferable skills as they foster student learning and development through on-campus employment.

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

Professor of Music Jim Mair has been recruited by Newworld Global Radio to host a jazz radio show several hours per week.

Jim Mair has been named the new Artist in Residence at St. James Academy in Lenexa helping to build their jazz band program

The Standard will release their second full-length album entitled, *Coal and Diamonds*. Of the twenty-four people that worked on the project, twenty-two of them were KCKCC students and faculty members.

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

The following tables include the grants and in-kind donations that the Career and Technical (CTE) Division received during AY2020-2021. These grants total \$823,466.43.

Donna Shawn, Director of Technical Programs, is responsible for Perkins V and other KBOR grants that become available. Donna writes, manages, and oversees the administration of the grants below. Alex Pennewell, Administrative Assistant, and Dara Canady, Client Account Specialist, work with Donna in the purchasing and procurement of the equipment.

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<b>FY21 FEDERAL PERKINS GRANT FUNDS</b>	
Federal Funds - Passed through the Kansas Board of Regents Carl D. Perkins - Career and Technical Education	
Local Program Improvement ( <i>calculated by formula</i> )	\$ 423,371.00
Non-Trad Outreach ( <i>Award says FY20 -- dollars expended in FY21</i> )	\$ 18,800.00
FY21 Reserve Funds - Lansing Correctional Facility	\$ 148,130.00
Core Indicator Performance Incentive	\$ 3,000.00
CTE Program Growth and Enhancement	\$ 69,532.00
<b>TOTAL FY21 PERKINS GRANT FUNDS</b>	<b>\$ 662,833.00</b>

Donna Shawn, who oversees Perkins V and KBOR grants and grant management, is retiring October 1, 2021. Donna's dedication to the college, students, community, and all stakeholders is represented in the countless hours she spends to ensure our programs and students have the resources they need to be prepared for a career in their chosen trade. Congratulations, Donna; you one-of-a-kind!

Dara Canady and Alex Pennewell both worked on the securing additional grants and foundation awards in the following table for the Lansing Correctional Facility (LCF). Together they researched possible grants, writing, and editing of grants, administration and management, follow-up reports, stewardship of funders, and other tasks involved to assure successful grant administration. Donna Shawn provides mentorship to Donna and Alex. These awards are a representation of their hard work, passion, and dedication to our college, students, and community.

<b>LANSING CORRECTIONAL FACILITY GRANTS</b>
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<b>Contributor</b>	<b>Monetary</b>	<b>In-Kind</b>
American Welding Society Foundation	\$ 25,000.00	
JE Dunn Construction	\$ 10,000.00	
Anonymous Donation	\$ 5,000.00	
Automatic Systems, Inc. (ASI)	\$ 5,000.00	
Evergy	\$ 2,000.00	
Zephyr ( <i>CWI Welding Inspector time to certify students</i> )		\$ 300.00
Bank of America Charitable Foundation Grant	\$ 50,000.00	
Jobs for Innovative Industry Skills Training (JIIST) through the Kansas Department of Commerce	\$ 63,333.43	
<b>TOTAL</b>	<b>\$ 160,333.43</b>	<b>\$ 300.00</b>

David Beach, Director of Adult Education, and Stephanie Prichard, Assistant Director of Adult Education, worked to secure additional funding for Business ESL and were awarded the Kansas Department of Corrections contract to teach Adult Education at LCF.

<b>ADULT EDUCATION GRANTS/AWARDS</b>		
<b>Contributor</b>	<b>Monetary</b>	<b>In-Kind</b>
KBOR - AEFLA (Adult Education	\$ 326,123.00	
Business ESL - KC Steak	\$ 21,160.00	
Business ESL - Central Solutions	\$ 12,240.00	
Business ESL - Plastic Packaging	\$ 5,000.00	
LCF - Adult Ed/Career Navigator	\$ 229,973.00	
<b>TOTAL</b>	<b>\$ 594,496.00</b>	

The following table represents the total grants and awards for the Career & Technical Education Division during the 2020/2021 Academic Year:

<b>TOTAL DIVISION GRANTS/AWARDS</b>
-------------------------------------

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Contributor	Monetary	In-Kind
LCF Grants and Awards	\$ 160,333.43	
FY21 Federal Perkins Grants Funds	\$ 662,833.00	
Adult Ed	\$ 594,496.00	
Zephyr - in-kind donation		\$ 300.00
<b>TOTAL</b>	<b>\$ 1,417,662.43</b>	<b>\$ 300.00</b>

KCKCC hosted the Welding Technology Program Kickoff Event Thursday, August 5, at the Lansing Correctional Facility (LCF). KCKCC is excited to be a part of this new educational opportunity to train future welders. A huge thank you to all KCKCC partners who contributed to this program and the kickoff event: Kansas Department of Corrections, Kansas Department of Commerce, Kansas Board of Regents, LCF, Bank of America Kansas City, JE Dunn Construction, Henke Manufacturing, Automatic Systems Inc., American Welding Society, Workforce Partnership, KC TRIO at KU, Great Western Manufacturing, The Village Initiative, Inc., Family Resource Center and Zephyr, Inc.



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The Division programs started the Fall semester with approximately 726 students. As of September 1, those numbers consisted of 312 new high school students, 164 new postsecondary students, and 63 new evening postsecondary students. Added to that there are 187 returning students who are made up of 127 returning postsecondary students and 61 second-year high school students.

Driver's education at KCKCC was revived after two years of dormancy. Since beginning the classes in June, 48 students have completed driver's education.

There were 80 two-wheel motorcycle students and 26 three-wheel motorcycle students who passed the motorcycle classes between June 6 and August 15.

The August enrollment for Adult Education (General Education Development [GED] and English as a Second Language [ESL]) saw an encouraging number of students returning to the classroom.

KCKCC GED AM – 21 completed enrollment; 21 attending class  
KCKCC GED PM – 17 completed enrollment; 15 attending class  
GED PM PCC – 13 completed enrollment; 12 attending class  
University of Kansas Health System (UKHS) – 14  
ESL AM – 38  
ESL PM – 77

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

Nursing accreditation visits for both programs by ACEN and KSBN are taking place September 21-23, 2021.

The Mortuary Science program is beginning preparations for their next reaccreditation visit. This should take place in Fall 2022 with the report due in Spring 2022.

The Medical Assistant program has 21 new students for Fall 2021. Great job recruiting!

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We continue to learn of new clinical facilities that are requiring COVID-19 vaccination for both students and faculty. Students are being allowed to work with patients who have COVID-19 with proper N95 fit testing and use. Unfortunately, N95 masks are on allocation, and we are having a difficult time getting these for our students based on the results of their fit test.

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

Kris Ball has been invited to be a featured speaker at the Administrative Assistants of Kansas City's fall virtual conference on September 10. Her topic will be "Etiquette – Business, Email and Customer Service."

Kris Ball provided hands-on workforce training on beginning and advanced Excel to Axiom Property Management Company and its subsidiaries on August 23 and 25 at the TEC Center.

The Science Club will have its first meeting September 7 from 3:30-5:30p.m. All are invited, and asked to spread the word among students. Several science instructors have partnered to make this a reality, including Melissa Gentzler, Ladrian Brown, Tyrun Flaherty and Kara Reed. Club Rush took place on September 1. Several students showed interest!



Melissa Gentzler has assumed the role of the Community Garden Coordinator. Participation is welcome, student education is the goal.

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During Welcome Back Week, Leslie Watkins taught a section during Professional Development called “Getting the Students Taking Notes in Class.” She had approximately 25 instructor participants!

Dr. Gena Ross is running for the US Senate for the state of Missouri. Congratulations, and Good Luck Dr. Ross!

On Monday, August 23, 2021, Dr. Gena Ross’ Customer Service class (BUSN 2253) had a special guest. Ms. Barbara Biggs, Administrative Assistant to the Dean of Math, Science, Business & Technology (Dr. Ed. Kremer). Ms. Biggs introduced herself and explained to the students that her boss, Dr. Kremer, along with other Administrative Assistants, faculty, students, and staff at KCKCC are all her customers because she collaborates and provides them a service. She also defined professional and poor customer service and gave examples from various stores and her experiences. She engaged the students by asking them questions and gave them the opportunity to ask her questions and provide feedback. The students really enjoyed her, one student stated that Ms. Biggs presentation helped her look at customer service from a whole different perspective.



Dr. Kremer and several others attended a retirement party for Clare Vlahos. After 38 years of teaching at KCKCC, Clare was celebrated by several colleagues/friends. Mr. Vlahos stated that the memories, support and rewards of working at KCKCC, as well as bonds developed, have been unparalleled. He left us with his well wishes, writing “May you all have more good years in making KCKCC the special place that it is.”



Gena Ross was spotlighted by RESET Teachers LLC. She noted when asked about a lesson she has learned in the last two years “As a COVID survivor, I learned that my students needed moral support more so than academically.” A lesson kept from the last two years, “I will continue to

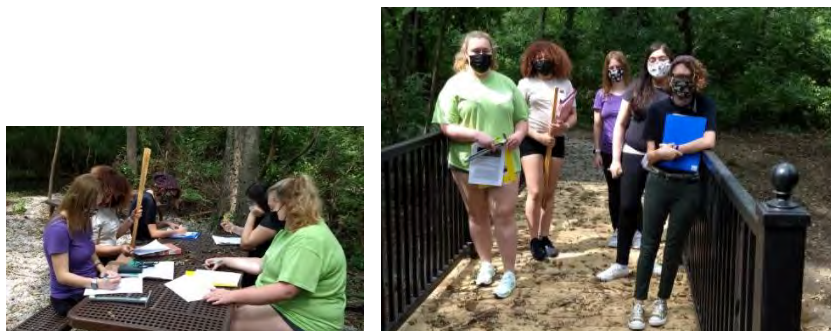
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implement tools from professional learning titled ACUE Microlecture. Ensuring flexibility and engaging strategies allow for optimum learning for my students in regards to the pandemic and beyond”. Way to go Dr. Ross!

Tanya Smith has been selected as a 2021 WiSTEMM Educator Award Honoree through Central Exchange. On September 23, honorees’ stories, including Mrs. Smith’s, will be highlighted. More info can be found at the following link: <https://centralexchange.org/blog/meet-the-2021-stemmy-award-honorees/>

Todd Gordon will be the regional meeting coordinator for the HAPS (Human Anatomy & Physiology Society) conference on September 25, 2021. HAPS offers teaching and learning opportunities to both instructors and graduate level students of A&P. The event schedule includes keynote speakers in areas such as understanding the muscular-skeletal system, facilitating robust or hands-on learning, creating a 3D Organon, to the physiology of marijuana and what to tell your students about that topic. Congratulations to Professor Gordon!

One group of Tyrun Flaherty’s Environmental Science Lab students utilized the different areas of the nature trail. The trail has been undergoing work by several science instructors. The restoration has made it more accessible and usable.



In Tyrun Flaherty’s Diversity of Organism course, students are utilizing the Heirloom Garden to do research projects. The area is being used by BIOL 225 students for an ecological research project that is part of the course. One group is looking at lichen growth on trees throughout campus, and all groups are collecting relevant data to include in their research projects.

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

Dr. Ronald Malcolm, adjunct professor of American Sign Language, had two articles published recently. The first article entitled “Parenting Your Nonverbal Child with Autism”, appeared in the latest edition of Autism Parenting Magazine ([Publication Parenting a Non verbal Child with Autism \(1\).pdf](#)).

COMMUNICATION SKILLS

## Parenting Your Nonverbal Child With Autism

By Ronald I. MALCOLM, EdD

A RESPECTED EDUCATOR OFFERS ADVICE FOR SUPPORTING YOUR NONVERBAL CHILD ON THE SPECTRUM.

It is not uncommon for a child with autism to present with a speech or communication concern. Many researchers believe as high as 40 percent of children with autism may be nonverbal.

The following practical suggestions may help you to assist and support your child with autism who is nonvocal or nonverbal:

### 1. Get a proper diagnosis

Many people misunderstand the term "nonverbal." The faulty assumption is that it means a child with autism will have no speech ability throughout his/her lifetime. This is not always the case. A lack of speech doesn't mean the person can't communicate. Some children with autism who have been



8 | Autism Parenting

Dr. Malcolm's second article entitled "Single Parenting Your Child with a Disability" appeared in the latest edition of "Exceptional Needs Today" ([Single Parenting Your Child With a Disability.pdf - Google Drive](#)).



By **Dr. Ron I. Malcolm, EdD**

EVEN IN THE BEST SITUATIONS, RAISING A CHILD WITH A DISABILITY AND TWO INVOLVED PARENTS CAN PRESENT A CASCADE OF DAILY CHALLENGES. NAVIGATING THE ENTIRE PROCESS OF PARENTING AS A "SINGLE PARENT" OFTEN OFFERS EVEN MORE TRIALS. HERE ARE 10 SIMPLE SOLUTIONS TO ASSIST WITH THE CHALLENGE OF RAISING A CHILD WITH EXCEPTIONAL NEEDS AS A SINGLE PARENT.

**1 INVOLVE THE OTHER PARENT**

You may be dealing with a divorce situation or possibly never having been married to your partner. However, even if the other parent does not live in your home, consider letting them care for their child on the weekends. This is particularly true if they are a trusted and safe adult.

Research has shown any child being raised by two parents often does better in school and in life in general. While you may not have the option of having the other parent directly in your home, they can still be directly involved with their child. This will give you a necessary break and the opportunity for your child to interact with another trustworthy adult.

**2 GET INVOLVED IN AFTER-SCHOOL ACTIVITIES**

Consider involving your child in an after-school activity. Many children with disabilities develop a passion for art, drama, music, or sports. The greatest thing about being involved in after-school activities is that it generally doesn't require any additional transportation concerns for you as a single parent. Your child generally will complete their day at school and go directly to the after-school activity. This also allows them to socialize with a range of peers.

**3 USE BABYSITTERS**

Many single parents of children with disabilities experience a lot of anxiety with the idea of leaving their children

In the interest of professional development, the division has decided to continue its book reading activities/club for this academic year. The idea is for members of the division to identify a book that is read, then the division comes together to discuss the book and its application to the various disciplines in the division and the take-away for faculty to improve their classes.

The Psychology Club, under the guidance of Psychology Professor Victor Ammons, is preparing for its first annual psychology symposium, tentatively scheduled for the spring 2022 semester. Commitments have already been received from Johnson County Community College Psychology department and the University of Kansas.

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Interviews were conducted this past week for a new Coordinator of the Early Childhood Education and Development program. The sudden and unexpected resignation of Professor Dan Stluka due to personal reasons necessitated the search for a new Coordinator.

Dr. Ewa Unoke, editor of the KCKCC E-Journal, has issued “A Call for Papers for the Journal.” Although submissions can address a wide range of issues, the theme for this call is “Staying Safe: Education in Covid 19 Era”. Faculty, staff, students, and members of the community are invited to submit papers for consideration for inclusion in the October edition of the Journal.

STUDENT AFFAIRS DIVISION  
BOARD OF TRUSTEES REPORT  
SEPTEMBER 2021

DR. DELFINA WILSON, VICE PRESIDENT OF STUDENT AFFAIRS

KCKCC COVID HEERF III RELIEF FUNDS

COVID Relief Funds	Number of Students	Total Amount to be Disbursed
Fall 2021	1384	\$2,223,500

Students who are Pell-eligible and enrolled in 6 or more credit hours for Fall 2021 have been awarded funding and given the option to use funds to pay any balance incurred after March 13, 2020. All other students who are not Pell Grant eligible may apply for funding on the KCKCC website beginning September 15. Mary Dorr

Blood Drive- Partnered with the Community Blood Center  
Tuesday, 9/21/21 from 10:00 am - 3:00 pm  
Room 2325, Jewell Center

THE LOCAL BLOOD SUPPLY IS AT EMERGENCY LEVELS. Fears of the COVID-19 Delta Variant have led to a significant drop in donations. In recent weeks, the blood supply has dropped from 5 days to a 2-3 day supply and 1-2 day supply of type O. Your help is urgently needed. Please donate as soon as possible, bring a friend or family member, and help! Each presenting donor will receive a \$10 meal card from the KCKCC Blue Devil Deli. Sylvia Gillis  
Make an Appointment:  
[https://donate.savealifenow.org/donor/schedules/drive\\_schedule/71297](https://donate.savealifenow.org/donor/schedules/drive_schedule/71297)

Center for Equity, Inclusion, and Multicultural Engagement-Open House  
Tuesday, 9/21/21 from 11:00 am - 1:00 pm

Join us for the first open house for CEIM. Check out the updated webpage:  
<https://www.kckcc.edu/about/ceim/index.html>

Equity and Inclusion Council is being formed, expected to start meeting in October. The draft Council charter and a short application were emailed campus-wide. As of 9/14/21, we had 17 applicants! Applications close on September 30. Gaby Flores

97<sup>th</sup> Annual Candle Lighting Ceremony  
Wednesday, December 1<sup>st</sup> Time and details TBA.  
The ceremony will be hybrid. face to face and virtual  
Andrica Wilcoxon  
Tami Bartunek

The Food Mobile  
Thursday, 9/23/21 from 9:00 am to 12:00 pm  
TEC parking lot

The Food Mobile is a full-service pantry on wheels; bringing food to the neighborhood! The mobile is designed to provide students and community members with a personal and dignified shopping experience at NO COST. Selections on the Food Mobile include milk and eggs; frozen proteins such as hamburgers or hot dogs; fresh produce such as apples, onions, potatoes and seasonal selections; as well as pantry staples such as canned meats, veggies, fruits and soups. Linda Warner

Together We Can-Zoom presentation

Presented by: Mr. Jeff Bucholtz, Director of We End Violence, from San Diego, California  
Thursday, 9/20/21 at 12:30 pm or 6:30 pm

Zoom Registration links:

12:30 pm session [Click here to register](#)

6:30 pm session [Click here to register](#)

Together We Can is a fun and interactive way to look at the ways culture facilitates sexual violence. Participants will explore ideas about healthy sex, obtaining consent, the language of violence, and the role popular culture plays in promoting unhealthy ideas about sex and consent. Together We Can is a thought-provoking experience for anyone with the desire and passion to build a world free from sexual violence. Jennifer Gieschen

ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN

ENROLLMENT (September 13, 2021 enrollment report included)

- Fall 2021:
  - Fall 2021 unduplicated headcount is DOWN by **1%** compared to Fall 2020 and DOWN **20%** compared to Fall 2019.
  - Fall 2021 credit hours are DOWN by **4%** compared to Fall 2020 and DOWN **20%** compared to Fall 2019.
  - Compared to Fall 2020, Main Campus face-to-face credit hours are up 4,351 credit hours (61%) and Virtual/Online combined credit hours are down 4,270 credit hours. This implies that students are returning to face-to-face classes.
- Enrollment Strategies
  - Student Planning Self-Service implementation to replace Webadvisor
  - Text Messaging Communication Plan via Signal Vine
  - CRM Advise - Advisor Assignments Complete, finalizing communication plan
  - Spring 2022 Early College Academy development (6 courses planned)
  - Director of Student Success and Retention position posted
  - Enrollment Policies review process
  - Exploring Electronic Transcription Software
  - Exploring Career Services online Job Seeker/Placement Portal

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

Admissions Applications Processed in July			
Admit Type	August 2019	August 2020	August 2021

High School/Dual	352	203	150
First Time Freshman	259	442	323
Transfer	171	294	159
Returning	132	238	140
Visiting	56	52	42
Wellness Only	10	3	2
Special	1	16	7
Total	981	1248	823

Recruitment Opportunities		
Event Category	Number of Activities	Number of Engagements
On-campus Visit	13 (17 scheduled, 4 no-shows)	26
Off-campus recruitment activities	2	92

- The admissions team has been reaching out via email, phone, and text, to students who have not yet secured a payment method encouraging them to set up a payment plan, pay their, bill or submit a FAFSA.
- KCKCC participated in a national virtual college fair. We reached out to 257 prospective students and were able to connect with 89 prospects.

#### HIGH SCHOOL PARTNERSHIP PROGRAM

- Enrollment is at a close, with a few remaining enrollments for concurrent courses.
- Soon we anticipate reviewing applications for the Admissions Specialist II position that will support the High School Partnership Program.

#### DOWNTOWN WYANDOTTE LOCATION

- Second-eight-week academic courses are on the schedule for the Downtown Wyandotte location.
- KCKCC was invited to participate in the fourth edition of the Binational Virtual Education with the office of the Mexican Consulate. The session was conducted in Spanish.

#### INTERNATIONAL STUDENT SERVICES

- Fall 2021 Semester
  - 45 total enrolled F-1 status students from 23 countries
    - 14 continuing F-1 students
    - 31 newly enrolled F-1 students
      - 11 transfer-in F-1 students
        - (F-1 status students already present in U.S. attending another U.S. college/university from which they transferred to KCKCC.)
      - 20 new F-1 students
        - (Students who were outside the U.S. and had to go to the U.S. Consulate/Embassy to apply for an F-1 visa to attend KCKCC.
- Academic Year 2019-2020

- 44 total enrolled F-1 status students from 21 countries
  - 22 continuing F-1 students
  - 22 newly enrolled F-1 students
    - 7 transfer-in F-1 students
- Academic Year 2018-2019
  - 39 total enrolled F-1 status students from 19 countries
    - 15 continuing F-1 students
    - 24 newly enrolled F-1 students
      - 6 transfer-in F-1 students

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

8/9/21 PCC staff and faculty advisor attended the Fall Convocation.



8/10/21 KCKCC Student Cameron Ernzen was presented with the Enderle-Bogenrife Scholarship to attend the Construction Technology program. The scholarship will pay for tuition and books.



8/16/21 First day of classes welcomed Blue Devils with school supplies, food, and drinks.



8/17/21 KCKCC Swag was given out in preparation for Spirit Day



8/20/21 Kim Taylor represented KCKCC PCC at the Leavenworth Homeschool Meet and Greet



8/24/21 Rev. Dr. David York, Senior Pastor at First United Methodist Church of Leavenworth, presented PCC with a check for \$1,100.00. The donation is for educational purposes at KCKCC Pioneer Career Center.



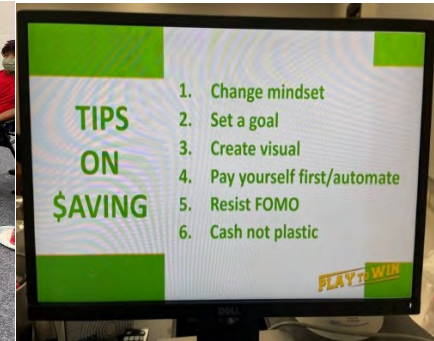
8/25/21 Leavenworth Sheriff Andy Dedeke spoke to Barry Shultz's Criminal Justice class about special needs offenders and community corrections.



8/25/21 PCC Back to School Bash for Fall 2020! included food trucks, a mechanical bull, a fake tattoo and character artist, and more.



8/25/21 With the local TRIO office, PCC hosted the Money Game "Being Broke Ain't Sexy." Financial Coach, Eric Smith, spoke on the importance of budgeting and investing. Eric provided an interactive session with money giveaways, helpful apps, sites for tips, and how to create a spending plan.





8/30/21 PCC Grocery Bingo Students

#### 8/31/21 PCC COVID Information Listening Session



DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY  
JRCF - Fall 2021 correspondence courses being offered include: Composition I, Business Communication, and Small Business Management.

USDB - Fall 2021 face-to-face courses being offered include: Composition I, American Government, General Physical Science, and an eight-week class in Business Math followed by Intro to Business.

STUDENT SUCCESS CENTER - SHAY DODSON, STUDENT SUCCESS ADVISOR

#### ADVISING

AUG-SEP Virtual Advising (phone or video TEAMS/zoom)	MAIN	PION	TEC
Graduation Check	11	2	1
Virtual Advising & Enrollment	100	53	62
Early Assist	3	0	0
Recruiting	0	0	0

Reinstatement Appeal	22	0	1
Reverse Transfer	3	0	0
Phone & Video Advising	100	53	62
Financial aid exclusion	0	0	0
TOTAL	239	108	126

AUG-SEP On-Campus Advising	MAIN	PION	TEC
General Advising	322	54	39
Graduation Check	2	0	4
New Enrollment	204	26	45
Returning Enrollment	212	18	31
Schedule Adjustment	153	19	0
Withdrawal Advising/Drops	25	0	0
Financial aid exclusion	24	4	2
Program Change	0	0	0
TOTAL	942	121	121

AUG-SEP EARLY ASSIST	MAIN	PION	TEC
Early Assist forms received from Faculty	29	0	10
SOS forms received from Students	1	0	0
TOTAL	30		10

(Voluntary information from students who dropped classes or left KCKCC before classes began, or dropped classes within the first three weeks of the Fall term)

Withdrawal Reasons	MAIN	PION	TEC
1. Fell behind/ can't catch up / failing course			
2. Course no longer required (major change)	1		
4. Family	1		
5. Childcare	1		
6. Financial Difficulties			
7. No Financial Aid	3		
8. Physical Health	2		
9. Disliked Subject / Class Concerns	10		
10. Mental Health Concerns	3		
11. Personal			
12. Time Management			
13. Transferring			
14. Work	2		
15. N/A - not disclosed			
16. Instructor Concerns	4		
17. Online Difficulties	2		
18. Grade appeal outcome	1		
19. COVID-19	2		
TOTAL	31		

- New search in progress for Director of Student Success and Retention (Rob Roberson serving on hiring committee)
- Student Success Center contacted all students whose classes were canceled before the Fall 2021 term began
- New Early Assist and SOS process implemented Aug 27 (formerly Early/Retention Alerts)
- New Reinstatement Petition (after Academic Dismissal) process implemented Aug 27
- No-Show outreach started Aug 27
- October 13<sup>th</sup> Transfer Fair event planning in progress (40 colleges have RSVP'd)
- Transfer Club student organization planning in progress
- Ellucian ADVISE CRM continued programming & testing
- Met with DeVry Center Dean, Rohn Benbrook, DeVry Inc. to discuss partnership and program updates
- Attended K-State's Direct Link Transfer virtual, advisor info session

#### STUDENT FINANCIAL AID OFFICE - MARY DORR, DIRECTOR

##### Financial Aid Applications Received as of September 2

Academic Year	Total Number of Records	Records Received in August
2021-2022	6823	864
2020-2021	7347	1086
2019-2020	8190	1316

##### Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2021-2022	\$715,530			
2020-2021	\$5,850,442	\$5,151,021	\$1,357,945	\$12,359,408
2019-2020	\$6,162,261	\$5,658,328	\$990,193	\$12,810,782

\*Does not include third party payments or KCKCC Foundation Scholarships

##### Financial Aid Exclusion Appeals Processed for Fall

The Student Financial Aid Office processed 76 appeals for students placed on "Financial Aid Exclusion" who requested financial aid for Fall 2021. Students were required to explain their situation, meet with an academic advisor, and submit an academic plan. A committee made up of faculty and staff reviewed the appeals and approved 73 students to return for the fall with limitations regarding credit load and student borrowing. Three students were denied.

##### 2nd Chance Pell Program

Twenty-six students enrolled in the Lansing Correctional Facility Welding Certificate Program. The Student Financial Aid Office collected paper FAFSAs from the students and entered the information into the federal system. 21 of these students have been awarded a Federal Pell Grant. All students have also been awarded \$500 from the KCKCC Foundation. Funding will also be provided to cover the student's balance from tuition, fees, and supplies from the Kansas Workforce Development Center.

REGISTRAR OFFICE - THERESA HOLIDAY, REGISTRAR

August 2021

Registrar Services	
Degree Verifications	
Clearinghouse Enrollment/Degree Verifications	43
email Degree verifications	4
Enrollment verifications	
In-person	6
On-Line	41
Scholarships	
Letter of non-attendance	5
Student Record Services	
FERPA forms	8
Information Updates	
In-person	92
Online	55
Major Changes	
In-Person	94
Online	162
Record Edit Checks	
Edit Checks- Chris Day	38
Grade Changes	11
Notary Assistance	6
Residency	
Veterans/Military In-State	2
Regular	2
Address Correspondence	
Return Mail	11
Web-Address	6
Graduation return mail	15
Withdrawal Processing	
Students Administratively Withdrawn	3
Online requests	3
Walk-in requests	2
Reinstatements	
Reinstatements after no show	7
Reinstatements after withdrawal	0
Schedule Adjustment Services	
Concurrent Enrollment Schedule Changes.	192
Dean Approved Enrollment Changes	35
Financial Aid drops due to aid	2

Regular - submitted over the weekend prior to catch the refund zone	24
TEC High School Late Enrollments	
TEC Dean Approved Late Enrollments	
No shows	616
Tuition Appeals	
Tuition Appeals by class	2
Exception Requests	2
Graduation Services	
Backdated graduates <ul style="list-style-type: none"> <li>• May 2021 -7</li> <li>• December 2020 -1</li> <li>• July 2020 -1</li> <li>• May 2020 - 1</li> <li>• May 1994 - 1</li> </ul>	11
July 2021 graduates	95
July 2021 ineligible graduation applications	31
Diplomas Mailed	40
Duplicate/late diploma orders	1
Student diploma pick-ups	2
Degree Checks processed	
Credit by Examination apps	
Gen Ed Waivers	
Advance Standing	
Deviation/Substitution forms	7
Life Experience	
Transcript Posting	3
Checked-In Transcripts	
Incoming Transcripts Processed	478
Outgoing Transcripts Processed	723
Unofficial transcripts processed on demand	1
Transcripts "needed research"	76
Advisor transcript requests	8

#### Registrar Activities:

Registrar's Office welcomed Nela Bruner as the new Graduation Specialist

Registrar's Office met with Parchment to discuss their electronic diploma system

# PLACEMENT TESTING - FAITH MOODY, TESTING COORDINATOR

## Placement Tests This Semester

Fall 2021*	Fall 2020	Fall 2019
378	676	1877

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

## August Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
August 2021**	276	34	18	50	0	378
August 2020	210	16	26	36	0	288
August 2019	386	77	31	303	4	801

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

Year	Test Sessions for:	Reading Placement	Composition Placement	Math Placement	Overall
August 2021	# Administered	253	294	221	378
	Developmental	184	237	145	288
	% Developmental	73%	81%	66%	76%
August 2020	# Administered	203	220	155	288
	Developmental	140	171	93	221
	% Developmental	69%	78%	60%	77%
August 2019	# Administered	565	636	374	801
	Developmental	313	421	217	523
	% Developmental	55%	66%	58%	65%

## August Developmental Numbers

# 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	

October	185	307	37	
November	132	245	25	
December	105	124	10	
January	189	173	67	
February	218	216	79	
March	159	101	109	
April	209	0	115	
May	104	0	41	
June	56	17	132	
July		74	100	
Total	1479	1790	876	

Branch of Service	
Army	50%
Maines	18%
Navy	9%
Air Force	11%
Coast Guard	>1%
N/A	12%

Type of Visitor	
Active Duty	15%
Veteran	55%
Military/Veteran Dependent	19%
Civilian	11%

Reason for Visit	
Study	26%
Socialize	32%
Benefits Question	15%
Enroll & Application Questions	6%
Computer Use	12%
Other	9%

#### Students Using VA Educational Benefits

Term Certified	Number of Students Certified	Hours Certified	Amount certified
Fall 19	173	1542	\$195,060.00
Spring 20	150	1653	\$202,332.00
Summer 20	29	182	\$21,608.00
Fall 20	117	1148	\$141,919.00
Spring 21	95	1020	\$127,048.00
Summer 21	43	228	\$25,801.00
Fall 21 as of 31 Aug	107	1175	\$139,833.00

#### Students Using Military Tuition Assistance (TA) during FA21

Type of Tuition Assistance	Number of Students	Hours Enrolled	Amount Invoiced
Army (GoArmyEd)	6	48	\$5,188.00
Army State TA	1	9	\$792.00
Air Force			
MyCAA (Army Dependent)			
Total			

#### Student Contacts by phone/email

Month	Phone	Email	Total
March 21	45	319	364
April 21	62	445	507
May 21	58	437	495
June 21	81	359	440
July 21	148	561	709
August 21	104	473	577

#### Planned Events:

- Veterans Center hosted an Open House on August 16<sup>th</sup>
- The SVO hosted a giveaway on Main Campus on August 16<sup>th</sup>. The SVO handed out backpacks with various school supplies to any student in need.
- Veterans Center hosted a free lunch for Military Affiliated students at the PCC on August 17<sup>th</sup>.
- Veterans Center hosted a free lunch for Military Affiliated students on Main Campus on August 18<sup>th</sup>.
  - The SVO held its first meeting of the semester on August 24<sup>th</sup>.
  - The SVO hosted a meet and greet on Main Campus on August 26<sup>th</sup>.
  - The SVO held a Welcome Back Picnic at Wyandotte Lake on August 27<sup>th</sup>.

#### September events:

- Sept 1<sup>st</sup>: Support the Welcome Back Bash and club rush.
- Sept 10<sup>th</sup>: 9/11 Challenge
- Sept 10<sup>th</sup>: 9/11 Ceremony
- Sept 18<sup>th</sup>: SVO is hosting a social event (Escape Room) for SVO members

**\*\*All events will follow KCKCC Covid protocols and are subject to being changed or postponed prior to the event\*\***



## STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

Student Services Fulfills!

COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

- We hosted an event for Women's Equality Day in the Cooper-Foreman Heirloom Garden. "The Importance of the E.R.A.", was presented by Erica Benson, U.S. History Educator with Blue Valley Schools, Baker University, and formerly District 500. Ms. Benson is also the Coordinator for Project 28 MO. In addition to the presentation, we honored the KCKCC Administrative Assistants for being the glue that holds the college together and held a scavenger hunt through the garden. Ms. Pam Walden, former KCKCC Professor of English, Honors, and ESL, who is now with the Wyandotte County Historical Society, created the

scavenger hunt and prizes to promote learning history by experiencing the garden. VPAA Jerry Pope provided a greeting and introductory remarks to the 40 participants who braved the heat for this outdoor learning experience.

- We hosted a series of listening sessions with students at all three campuses about the Covid vaccines titled “What’s Your Why?”. These sessions were coordinated to include our ESL and GED student, and we are grateful for the support of the faculty to allow and encourage 115 students to attend, ask questions, express concerns and receive information about Covid and vaccines. These listening sessions were presented in English and Spanish, they were both live and virtual. The sessions were cohosted by Student Activities and carried out in partnership with the help of expert panelists and table support from Elizabeth Groenweghe, MPH, Chief Epidemiologist, Unified Government Public Health Department, Lindsey Hensley, Public Health Educator, UGPHD, Letycia Nunez-Argote, MPH, CPH, MLS, Kansas University Medical Center, Curtis Smith, PhD, KCKCC Professor Emeritus of Biological Science and facilitated by Mary Ricketts, Chair of KCKCC Foundation and Gary Enrique Bradley-Lopez, KCKCC Alumni and Past President of Student Senate.
- We started a new program in August to support students facing the pressures of college life. ‘Stress to Strength’, also presented in Spanish as ‘Del Esfuerzo a la Fuerza’, is a 6-week co-curricular educational workshop helping students learn about stress in a judgment free and confidential environment. Students are identifying what causes their stress and the effect stress has on them. They are learning coping skills that are tailored to their own needs. Material for this program was developed from the best evidence-based practices in the mental health field.

## STUDENT ACCESSIBILITY AND SUPPORT SERVICES

### Students Requesting Accommodations

Disability	August 2021	August 2020	August 2019
Autism Spectrum Disorder	15	7	12
Attention Deficit Disorder	28	18	33
Blind/Visual Impairment	12	6	11
Deaf/Hard of Hearing	5	4	3
Head Injury	3	1	0
Intellectual Disability	3	5	3
Learning Disability	66	55	74
Medical	7	2	8
Physical	5	1	2
Psychiatric	12	8	12
Other Health Impaired	1	5	0
Total	157	112	158

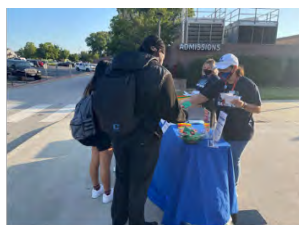
## Narrative Activities:

- SASS participated in a parent orientation session committee at Piper High School to discuss and plan what information would be discussed with the parents from Piper High School. It was decided to discuss the following topics: disability services, and what that looks like in college, what is expected of the students, and how they have to self-advocate for accommodations. It was also decided to add information about getting accommodations while taking a college course that is being offered at the high school and that all accommodations have to go through the SASS department.

## STUDENT ACTIVITIES-ANDRICA WILCOXEN, DIRECTOR

### Student Activities

- Student Activities hosted the First 12 Days @ KCKCC. Each day an event/activity was held at all three campuses to help acclimate students to KCKCC.
- On Monday, August 16<sup>th</sup> & Tuesday, August 17<sup>th</sup> we hosted the Welcome Back Event held in the front foyers of Main Campus, Pioneer Career Center, and the TEC. We gave out school supplies: notebooks, pencils, folders, notecards, and highlighters to our students for them to be ready on day 1. We also gave out drinks to help the students wake up and be alert on their first day of class. We had three community partners with us to hand out the items: Our club, Campus Crusade for Christ (CRU), TRIO EOC, and Life Mission Church. We also had Student Senate members handing out items to our students and helping them to their classrooms. We served approximately 150 students at the PCC, 700 students at the Main Campus, and 600 students at the TEC.
- On Wednesday, August 18<sup>th</sup> we hosted our KCKCC Free Swag Day at the PCC. We gave out the KCKCC "Our Campus" t-shirts, hats, and socks to our students. We served approximately 150 students. We hosted the All In. Photo Booth at the TEC to celebrate the diversity of our KCKCC students. Students took fun pictures throughout the morning at the TEC. We served approximately 300 students. We celebrated National Potato Day at the Main Campus.

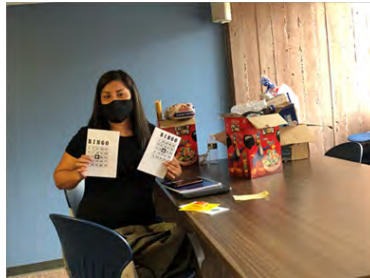




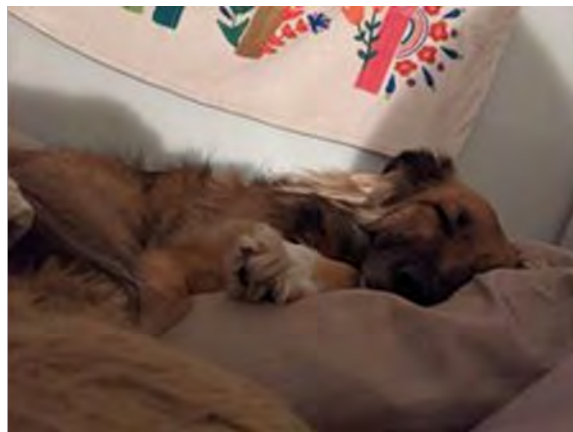
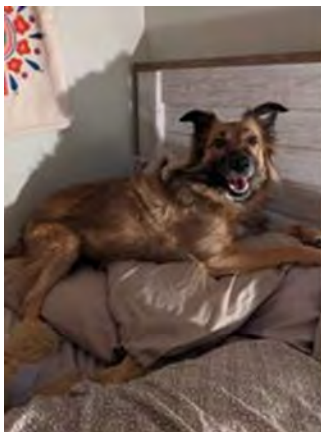
- On Thursday, August 19<sup>th</sup>, we hosted KCKCC Spirit Day at the PCC. Students posted selfies on the PCC Facebook page. We hosted KCKCC Trivia at the TEC. KCKCC Trivia questions were posted on the TEC Facebook page. Students posted the answers in the comment section of the Facebook post.



- On Friday, August 20<sup>th</sup>, we hosted Grocery Bingo at the Main Campus. We served approximately 100 students. We had 5 community partners host a booth at the event: Workforce Partnership, Donnelly College, Ottawa University, TRIO, and Friends of Yates. They provided resources about the organization and college to our students.



- On Saturday, August 21<sup>st</sup>, we hosted an online Pet Photo Contest via the KCKCC Student Senate Facebook page. We had a few students who posted pictures of their pets.



- On Monday, August 23<sup>rd</sup> - 26<sup>th</sup>, we hosted the Evening Receptions for our evening students at the PCC, Main Campus, and the TEC. Each evening we provided a take-home meal for them. We also had community partners host a booth to share their resources with our students at all three campuses: Workforce Partnership (all three), Ottawa University (Main Campus), Donnelly College (all three), KS State University (Main Campus), Baker University (Main Campus), Friends of Yates (Main Campus), Marines (Main Campus), and the Gideons (Main Campus).



- Student Activities partnered with the Counseling and Advocacy Center and Campus Health to host a vaccine panel discussion at the Main Campus on Tuesday, August 24<sup>th</sup> in the Deli. We had approximately 35 students attend the event. We also hosted a vaccine panel discussion at the TEC on Thursday, August 26<sup>th</sup>; approximately 5 people attended. We hosted our final vaccine panel discussion on Friday, August 27<sup>th</sup> at PCC with approximately 15 students attended. We provided lunch and a \$25 gift certificate to the KCKCC Bookstore to all attendees at each location. The gift certificates were from the KLC grant we received.



- August 23<sup>rd</sup> - August 31<sup>st</sup> Student Activities hosted the Club Hub Showcase in the Lower Jewell hallway. We showcased all the clubs, organizations, and special interest groups at KCKCC. Many students walked through the showcase and signed up for our clubs, organizations, and special interest groups.
- On Monday, August 23<sup>rd</sup>, Student Activities hosted a Resource Fair at the TEC. We had 8 community partners host a booth to share their resources with our students. Approximately 400 students were served.
- On Tuesday, August 24<sup>th</sup> Student Activities hosted the All In Photo Booth at the PCC to celebrate the diversity of our KCKCC students. Approximately 100 students took pictures. We also hosted Taco Tuesday at the Main Campus.

- Student Activities also assisted with planning the Women's Equality Day ceremony held on Wednesday, August 25<sup>th</sup> next to the Memorial Garden. Student Senate members help set up the event.



- On Wednesday, August 25<sup>th</sup> Student Activities hosted the PCC Welcome Back Bash. We had 3 food trucks, inflatables, wax hands, caricature artist, airbrush tattoos, and 7 community partners who shared their resources with our KCKCC students. We served approximately 150 students.



- On Wednesday, August 25<sup>th</sup> Student Activities & Student Senate hosted a FREE KCKCC Swag day at the Women's Volleyball game. We gave out KCKCC swag and cheered on our Lady Blue Devils.



- On Thursday, August 26<sup>th</sup> Student Activities partnered with TRIO EOC to host a financial literacy event for our students at Noon and at 6:00 pm in the Upper Jewell Lounge. We provided lunch and dinner to all attendees. We served approximately 40 students at Noon and 65 students in the evening session.



- On Friday, August 27<sup>th</sup> Student Activities hosted the Welcome Back Bash at the TEC. We had 2 food trucks, free nachos from the KCKCC TEC Deli, wax hands, a photo booth, and face painting. We served approximately 500 students.



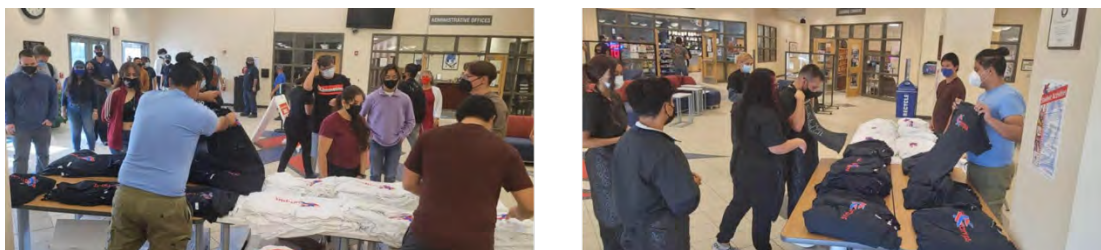
- On Saturday, August 28<sup>th</sup> Student Activities partnered with the Foundation, Marketing, and the KC Monarchs to host a KCKCC Night. Students received free KC Monarchs tickets. The KCKCC Chamber Choir sang the National Anthem at the game.



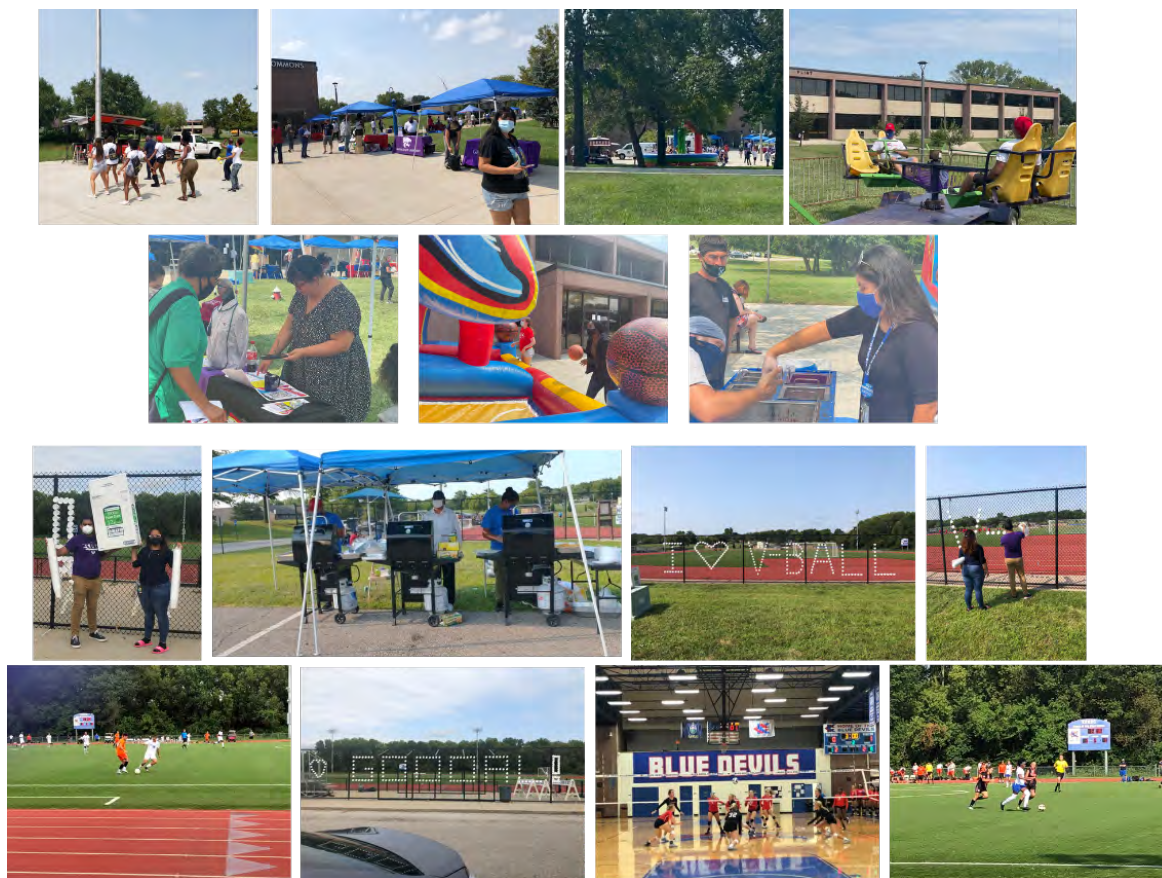
- On Monday, August 30<sup>th</sup> and Tuesday, August 31<sup>st</sup> Student Activities hosted the All In. Photo Booth at the Main Campus to celebrate the diversity of our students. Approximately 200 students took pictures. We also hosted \$1 Taco Tuesday at the TEC Deli. We also hosted the PCC Grocery Bingo.



- On Monday, August 30<sup>th</sup> Student Activities hosted the KCKCC Swag Day at the TEC. We passed out 500 of the "Our Campus" t-shirts to our students.



On Wednesday, Sept. 1<sup>st</sup> Student Activities and Student Senate hosted the Main Campus Welcome Back Bash. We served over 350 students, faculty, and staff. We had 5 food vendors, inflatables, wax hands, frisbee paint, airbrush tattoos, caricature artist, Live DJ, Vaccine Clinic, 20 clubs, organizations & special interest groups hosted a booth to recruit students to join, and 25 community partners hosted booths to share their resources to our students. We also hosted the Blue Crew Rally for the Women's volleyball, soccer, and men's soccer games that evening. We had a BBQ and handed out KCKCC megaphones to the attendees.



FBOE has hosted weekly meetings. They kicked off the semester with a Meet & Greet, attended the financial literacy event, participated in the setup and tear down of events/activities on campus. They have had approximately; 25 students attend the weekly meeting and have had a continuous flow of coming into the office wanting to assist & participate in the events/activities.



Overall, Student Activities has been busy since August 16<sup>th</sup>. We have hosted daily events at all 3 campuses, supporting our volleyball and soccer teams at their games, partnering with other departments to assist with activities and events for our students, and have assisted many students in the office with snacks, helping them find their classrooms, helping students use the computer lab & print, working with students who are going through a crisis, walking students to other offices for food, technology issues, campus police, Learning Commons, Wellness Center, spent time talking with students to help sort out time management,

financial issues for books, and how to juggle life & being a college student. We had helped retain one student who was close to leaving the college. We fed 30 students a day, and we feed Athletes ranging from Soccer to basketball players, total numbering from 15 players a day and with left-over, take-home lunches and dinners. We have served well over 2500 students since August 16<sup>th</sup>.

#### STUDENT HOUSING - (Position Open), DIRECTOR OF STUDENT RESIDENTIAL LIFE

- The Housing Director position has been posted, search Committee was selected, and interviews should start in October.
- The Coordinator of Student Residential Life position will be posted after the Director position is filled.
- Housing is currently at capacity.

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

- Campus Health partnered with WyCo Health Department to provide the campus COVID educational materials and a vaccine clinic for the Sept 1<sup>st</sup> Back to School Bash.
- Campus Health completed an application with Adapt Pharma Inc. to provide free doses of Narcan for each of our Police Department Campus Cruisers. We have received 12 two-dose packs to be placed in each Police Department Cruiser. Narcan can save the life of a person who has overdosed on narcotics. I will be setting up times to distribute these doses and provide training.
- Campus Health Services now offers lab services to KCKCC students. We have had a very good interest in this service and have already ordered tests, collected specimens, and treated them based on findings.
- We have seen over 470 students in our clinic this month, and at least 60 for September. This does not include time spent on the phone triaging patients or performing COVID tracing.
- We expect growth with the added services and we will request additional staffing as needed.

#### CENTER FOR EQUITY, INCLUSION AND MULTICULTURAL ENGAGEMENT - GABRIELA FLORES - DIRECTOR

##### Operations

The Center is currently working to re-launch and re-brand under its new name. A new website ( <https://www.kckcc.edu/about/ceim/index.html>) launched in August, and the Center will host an Open House on Sept 21, from 11:00 a.m. to 1:00 p.m. We welcome and invite Trustees, students, faculty, and staff to come by and learn about the Center's new mission and priorities. During the Open House and throughout September, KCKCC will invite

applications for the inaugural Equity and Inclusion Council, which will begin meeting in October. Additionally, the Center was approved to fill the Coordinator role, which has been vacant since Spring 2021. The position has been redesigned to reflect the changes in the scope of the Center. The position will help implement the Center's priorities and help support the work of the Council.

### Programming

The Center is working to develop a programming schedule for Fall 2021 and Spring 2022 by exploring past historical events and developing new ones. One flagship collaboration is with Counseling and Advocacy on the Women's Equality Day luncheon. This year's event was held outdoors on August 25<sup>th</sup>, at the Garden to take precautions for Covid. This year's speaker, Erica Benson, spoke about the Equal Rights Amendment. Over 40 attended the session, and it was live-streamed to all locations.

Another programming that the Center is working on is to evaluate and develop a formal partnership with the Hispanic Development Fund scholars and the BizFest scholars to create a cohort of students that will receive supportive services, mentoring, and professional development opportunities. Additionally, the Center has convened a small working group to develop a stronger structure for the Bizfest scholarship process. The Bizfest program is a four-day entrepreneurial leadership program that hosts 120 high school juniors and seniors from across the city, where students compete for scholarships. Up to ten are offered to those who attend KCKCC. The Bizfest program is scheduled to return to KCKCC in February 2023.



## ART GALLERY - SHAI PERRY-COORDINATOR

### Gallery Shows

The "Artzy" Gallery Show, a student art show in collaboration with KCK Police Athletic League's Art Classes, held its closing reception on Saturday, July 31st, from 12:00 - 3:00 p.m. Students, families and community members attended the reception and art sale. Art sale proceeds went directly to the students. 42 attended the show closing.



The upcoming show, entitled "Cultura," will celebrate Hispanic Heritage Month and will host local Hispanic artists' work. The exhibition, curated by the muralist Vania Soto, will open on September 15th and host educational presentations and several related receptions.

### Ambient Space Projects

August 19<sup>th</sup> marked the celebratory reveal and ribbon cutting of the Centennial Historic Mural in the Upper Jewell main hallway. The program and reception was led by Shai Perry, Gallery Coordinator, and included a welcome by Dr. Mosier, a brief history of the Historical Mural team by Curtis Smith, and artistic reflections by Lydia Knopp, a graphic designer with Tico Productions. Approximately 150 participants walked through the Mural and participated in respective adjacent outdoor events, including a KCKCC band, artist demos, and refreshments.



## ATHLETICS- ANTHONY TOMPKINS, DIRECTOR

The 1<sup>st</sup> Annual Golf Outing was a huge success! There were 29 teams that participated at Dub's Dread Golf Course, and we raised almost \$14,000 for scholarships and other athletic program needs. Kinsey Huwaldt did a great job in getting this organized. Student athletes

were visible throughout the tournament and represented our college well to the participants. The date is set for next year on August 5, 2022 at 9:00 am.

This Fall we have a total of 168 student-athletes. We are excited to be back in full competition.

- Women's Soccer: Currently receiving votes (RV) in the last national poll and is currently 2-2 on the season.
- Men's Soccer: Record us 1-1-1 on the year. The only loss was to #13 Cowley.
- Volleyball: Currently 6-5 on the season. All of their losses have come from top ranked NJCAA opponents.

**KCKCC Unduplicated Headcount by Location**

CAMPUS (UNDUP at A Location & DUP Across Locations)	09.16.2019	09.14.2020	09.13.2021	19-20	19-20	20-21	20-21	Fall 2021	19-21	19-21
	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
AMZN	11	-	-	-11	-	0	-	0.00%	-11	-
BL	-	241	12	241	-	-229	-95.02%	0.25%	12	-
DNTWN	9	-	1	-9	-100.00%	1	-	0.02%	-8	-88.89%
FRSC	40	47	31	7	17.50%	-16	-34.04%	0.64%	-9	-22.50%
HS	1,297	1,031	830	-266	-20.51%	-201	-19.50%	17.09%	-467	-36.01%
LCF	-	-	23	-	-	23	-	0.47%	23	-
MC	2,784	1,353	1,717	-1,431	-51.40%	364	26.90%	35.35%	-1,067	-38.33%
OC	289	234	398	-55	-19.03%	164	-	8.19%	109	37.72%
OL	1,818	2,233	2,086	415	22.83%	-147	-6.58%	42.95%	268	14.74%
PION	323	212	228	-111	-34.37%	16	7.55%	4.69%	-95	-29.41%
TEC	898	713	757	-185	-20.60%	44	6.17%	15.59%	-141	-15.70%
USDB	51	39	46	-12	-23.53%	7	17.95%	0.95%	-5	-9.80%
VIRT	-	1,030	518	1,030	-	-512	-49.71%	10.67%	518	-
<b>Total UNDUP Headcount</b>	<b>6,045</b>	<b>4,912</b>	<b>4,857</b>	<b>-1,133</b>	<b>-18.74%</b>	<b>-55</b>	<b>-1.12%</b>		<b>-1,188</b>	<b>-19.65%</b>

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

Status	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
First-time	2,300	1,523	1,519	-777	-33.78%	-4	-0.26%	31.27%	-781	-33.96%
Returning	3,745	3,389	3,338	-356	-9.51%	-51	-1.50%	68.73%	-407	-10.87%
Gender	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
Unknown	-	2	7	2	-	5	-	0.14%	7	-
Female	3,588	2,976	2,825	-612	-17.06%	-151	-5.07%	58.16%	-763	-21.27%
Male	2,457	1,934	2,025	-523	-21.29%	91	4.71%	41.69%	-432	-17.58%
Race / Ethnicity	Fall 19	Fall 20	Fall 21	19-20 #	19-20 %	20-21 #	20-21 %	Fa 2021 %	19-21 #	19-21 %
American Alaska Native	35	26	27	-9	-25.71%	1	3.85%	0.56%	-8	-22.86%
Asian	300	217	209	-83	-27.67%	-8	-3.69%	4.30%	-91	-30.33%
Black or African American	1,139	919	870	-220	-19.32%	-49	-5.33%	17.91%	-269	-23.62%
Hawaiian Pacific Islander	11	14	5	3	27.27%	-9	-64.29%	0.10%	-6	-
Hispanic	1,614	1,126	1,073	-488	-30.24%	-53	-4.71%	22.09%	-541	-33.52%
Multi-racial	295	281	270	-14	-4.75%	-11	-3.91%	5.56%	-25	-8.47%
Unknown	282	220	189	-62	-21.99%	-31	-14.09%	3.89%	-93	-32.98%
White	2,369	1,917	2,046	-452	-19.08%	129	6.73%	42.12%	-323	-13.63%
Non Resident	-	192	168	192	-	-24	-12.50%	3.46%	168	-

**KCKCC Credit Hours by Location**

CAMPUS	09.16.2019	09.14.2020	09.13.2021	19-20	19-20	20-21	20-21	Fall 2021	19-21	19-21
	Fall 2019	Fall 2020	Fall 2021	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
AMZN	60	-	-	-60	-	-	-	0.00%	-60	-
BL	-	1,486	39	1,486	-	-1,447	-97.38%	0.09%	39	-
DWNTN	50	-	1	-50	-100.00%	1	-	0.00%	-49	-98.00%
FRSC	323	461	293	138	42.72%	-168	-36.44%	0.68%	-30	-9.29%
HS	7,171	5,881	4,431	-1,290	-17.99%	-1,450	-24.66%	10.28%	-2,740	-38.21%
LCF	-	-	230	-	-	230	-	0.53%	230	-
MC	21,849	7,170	11,521	-14,679	-67.18%	4,351	60.68%	26.73%	-10,328	-47.27%
OC	893	729	956	-164	-18.37%	227	-	2.22%	63	7.05%
OL	9,823	13,986	12,567	4,163	42.38%	-1,419	-10.15%	29.16%	2,744	27.93%
PION	2,628	1,847	1,935	-781	-29.72%	88	4.76%	4.49%	-693	-26.37%
TEC	10,666	8,113	8,883	-2,553	-23.94%	770	9.49%	20.61%	-1,783	-16.72%
USDB	285	210	311	-75	-26.32%	101	48.10%	0.72%	26	9.12%
VIRT	-	4,781	1,930	4,781	-	-2,851	-59.63%	4.48%	1,930	-
<b>Total</b>	<b>53,748</b>	<b>44,664</b>	<b>43,097</b>	<b>-9,084</b>	<b>-16.90%</b>	<b>-1,567</b>	<b>-3.51%</b>		<b>-10,651</b>	<b>-19.82%</b>



## **Strategic Initiatives and Outreach**

Dr. Tami Bartunek Vice President

Omar Brenes Web Architect

Joy Cicero Production Assistant

Matt Fowler Web Designer

Kim Lutgen Printshop Manager

Kelly Rogge Public Information Manager

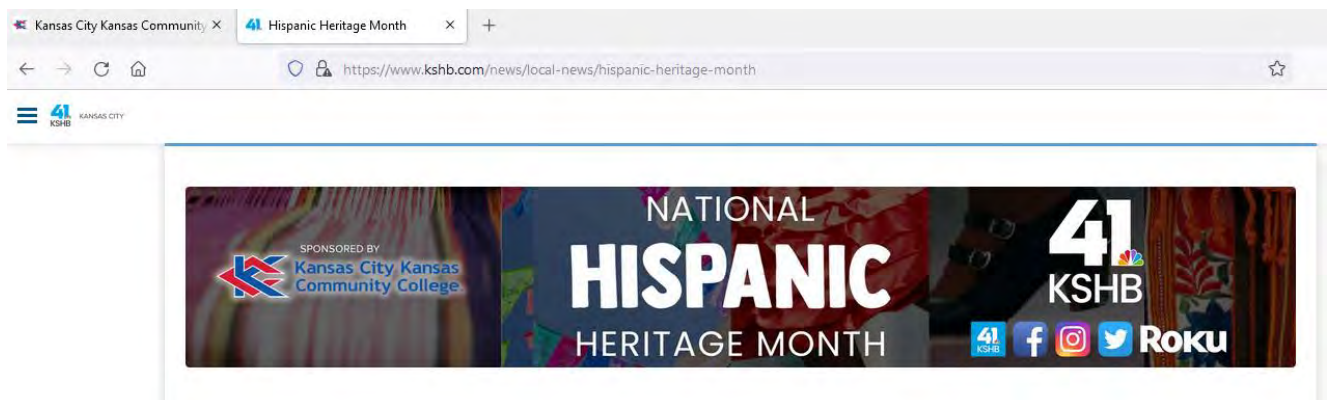
Dana Sambol Executive Assistant

### **Strategic Initiatives and Outreach**

- We assisted the State of Kansas Legislative Research Department with their open community forum about congressional restricting of areas 2 and 3. The event was well attended and went very well.
- Tami moderated a panel discussion about Workforce and Education in Wichita for the State Chamber. The panel was part of the 2021 KS Workforce Development & Education Summit. Panel participants were Aliex Kofoed the Workforce Alliance of South-Central Kansas, Michele Gifford Textron Aviation, Dr. Blake Flanders KBOR, and Laura Breese Spirit AeroSystem.
- We were notified that we have 2 marketing pieces that have been placed in the Final Round of consideration for the District 5 2021 National Council for Marketing & Public Relations (NCMPR) [Medallion Awards](#)! We will find out in October if we place and earn medals. The categories where we are finalists are Microsite / Landing Page and Original Photography (manipulated). The NCMPR Medallion Awards recognize outstanding achievement in design and communication at community and technical colleges in each of NCMPR's seven districts. The regional competition is exclusive to marketing and public relations professionals at two-year colleges.
- We are assisting with a virtual fundraiser "Purses with a Purpose" for the Women's Chamber of Commerce Foundation. KCKCC will support the event by live streaming the auction items. Lauren Scott from KSHB 41 will serve as emcee.



- KCKCC is the official sponsor of Hispanic Heritage month with KSHB. We will run new ads in support of Hispanic Heritage Month and will be coordinating social media efforts around this sponsorship as well. If you look at [this link](#), our logo is displayed on a new microsite for the month.



- We are supporting the efforts of many at KCKCC Main Campus and KCKCC – TEC with regularly scheduled Harvester’s food drives by purchasing grocery bags and creating the below flier. The flier will be inserted in each grocery bag for our community members.



## Social Media Metrics and Select Posts

**Kansas City Kansas Community College**
★ Favorites · August 19 · 🌐

KCKCC celebrated the ribbon cutting of the KCKCC & Wyandotte County Historical mural Thursday morning. This 3-year long project not only highlights KCKCC's history, but also the history of the surrounding Wyandotte County community. Located in the Administration Hallway on the KCKCC Main Campus, the mural features more than 1,000 images and two touch screen kiosks that take individuals through the rich history found in Wyandotte County and at KCKCC. The project is also part of the college's "Ambient Spaces" project, meant to modernize and beautify select high-trafficked areas on campus. We are excited to show this exciting project to the community! #KCKCCProud

### Performance for Your Post

**9,198** People Reached

**422** Reactions, Comments & Shares ⓘ

<b>251</b> Like	<b>52</b> On Post	<b>199</b> On Shares
<b>99</b> Love	<b>18</b> On Post	<b>81</b> On Shares
<b>2</b> Haha	<b>1</b> On Post	<b>1</b> On Shares
<b>4</b> Wow	<b>0</b> On Post	<b>4</b> On Shares
<b>38</b> Comments	<b>3</b> On Post	<b>35</b> On Shares
<b>31</b> Shares	<b>31</b> On Post	<b>0</b> On Shares


**716** Post Clicks

<b>219</b> Photo Views	<b>0</b> Link Clicks ⓘ	<b>497</b> Other Clicks ⓘ
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#### NEGATIVE FEEDBACK


<b>8</b> Hide Post	<b>2</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page




Reported stats may be delayed from what appears on posts



**Kansas City Kansas Community College**  
 ★ Favorites · August 6 · 🌐

KCKCC was pleased to host the Welding Technology Program Kickoff Event Thursday at the Lansing Correctional Facility. The event was held in the newly developed welding lab, where the first cohort of students will start on their path to earning a welding certification this fall. KCKCC is thankful to all of its partners for making this program a success! #KCKCCProud



+2

**Performance for Your Post**

**3,386** People Reached

**194** Reactions, Comments & Shares ⓘ

<b>127</b> Like	<b>38</b> On Post	<b>89</b> On Shares
<b>36</b> Love	<b>15</b> On Post	<b>21</b> On Shares
<b>21</b> Comments	<b>5</b> On Post	<b>16</b> On Shares
<b>12</b> Shares	<b>11</b> On Post	<b>1</b> On Shares


**221** Post Clicks

<b>85</b> Photo Views	<b>0</b> Link Clicks ⓘ	<b>136</b> Other Clicks ⓘ
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**NEGATIVE FEEDBACK**


<b>1</b> Hide Post	<b>1</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page



Reported stats may be delayed from what appears on posts



**Kansas City Kansas Community College**  
 ★ Favorites · August 25 · 🌐

Students at the KCKCC Pioneer Career Center are enjoying the Welcome Back Bash! We are so excited to see students back on campus this semester and wish all of our Blue Devils good luck in their classes! #KCKCCProud #WelcomeBack



**1,742** People Reached

**56** Reactions, Comments & Shares ⓘ

<b>31</b> Like	<b>11</b> On Post	<b>20</b> On Shares
<b>12</b> Love	<b>4</b> On Post	<b>8</b> On Shares
<b>1</b> Haha	<b>1</b> On Post	<b>0</b> On Shares
<b>9</b> Comments	<b>3</b> On Post	<b>6</b> On Shares
<b>3</b> Shares	<b>3</b> On Post	<b>0</b> On Shares


**65** Post Clicks

<b>22</b> Photo Views	<b>0</b> Link Clicks ⓘ	<b>43</b> Other Clicks ⓘ
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**NEGATIVE FEEDBACK**

<b>2</b> Hide Post	<b>0</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page


Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College

★ Favorites · August 16 ·

Welcome Back Blue Devils! It is great to have our students back on campus for the Fall 2021 semester! Good luck with your classes! #KCKCCProud #WelcomeBack



2,115 People Reached

60 Reactions, Comments & Shares

40 Like	36 On Post	4 On Shares
17 Love	14 On Post	3 On Shares
2 Comments	2 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

115 Post Clicks

48 Photo Views	0 Link Clicks	67 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

## Tweet activity



**KCKCC** @KansasCityKSCC  
 Welcome Back Blue Devils! It is great to have our students back on campus for the Fall 2021 semester! Good luck with your classes!  
 #KCKCCProud #WelcomeBack  
[pic.twitter.com/zAOiaTGmOk](https://pic.twitter.com/zAOiaTGmOk)

Impressions	1,354
Total engagements	79
Media engagements	46
Likes	14
Detail expands	9
Profile clicks	7
Retweets	2
Link clicks	1

## Tweet activity



**KCKCC** @KansasCityKSCC

KCKCC's new student housing continues to take shape! Posts are going in this week for the main entry and masonry for the second floor is also moving along. Exciting things are happening at KCKCC!

@ConcoWichita @bluehatcrane  
#KCKCCProud pic.twitter.com/YnG68rxg3S

Impressions	1,348
Total engagements	92
Media engagements	44
Detail expands	25
Likes	13
Profile clicks	8
Retweets	2

## Tweet activity



**KCKCC** @KansasCityKSCC

We are excited for the new season! Good luck Blue Devils!!

#KCKCCProud ❤️👑👑👑👑

[https://twitter.com/bluedevel\\_wsoc/status/1425610546443866114](https://twitter.com/bluedevel_wsoc/status/1425610546443866114)

Impressions	1,155
Total engagements	21
Detail expands	11
Likes	6
Profile clicks	4



kansascityksc • Following



kansascityksc Welcome Back Blue Devils!!! We hope you have a terrific Fall 2021 semester!! #kckcc #bluedevels #kckccproud #welcomeback #fall2021 #workhard #goals #communitycollege #school #studentlife #happy #excited

4w



aoart5 My old hallways. Back in



36 likes

AUGUST 16



Add a comment...

Post



kansascitykscc • Following



kansascitykscc KCKCC celebrated the ribbon cutting of the KCKCC & Wyandotte County Historical mural Aug. 19. This 3-year long project not only highlights KCKCC's history, but also the history of the surrounding Wyandotte County community. Located in the Administration Hallway on the KCKCC Main Campus, the mural features more than 1,000 images and two touch screen kiosks that take



35 likes

AUGUST 24



kansascitykscc • Following



kansascitykscc Check out this morning's thunderstorm as it rolled across campus! #KCKCCProud #bluedevils #kckcc #thunderstorm #rain #weather #beautiful #endofsummer #wow #clouds

1w



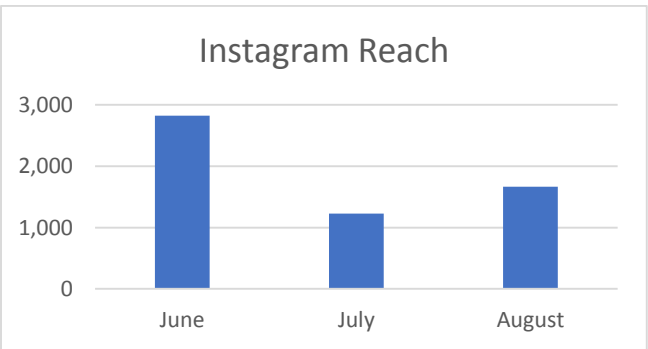
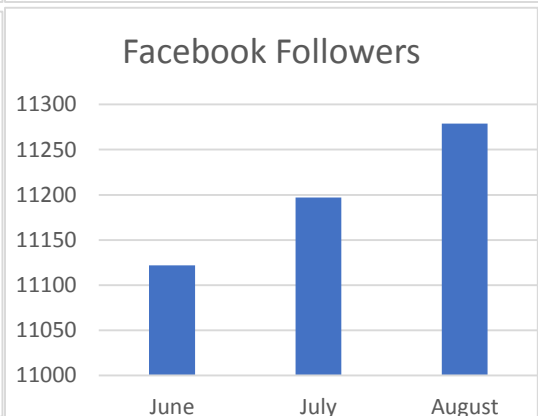
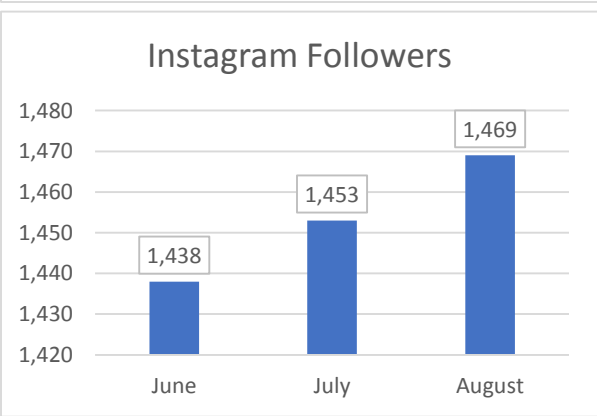
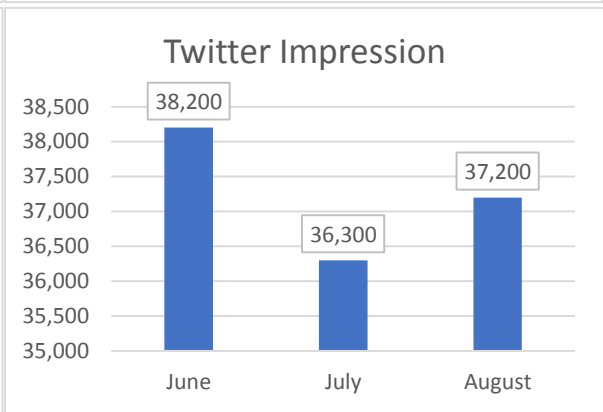
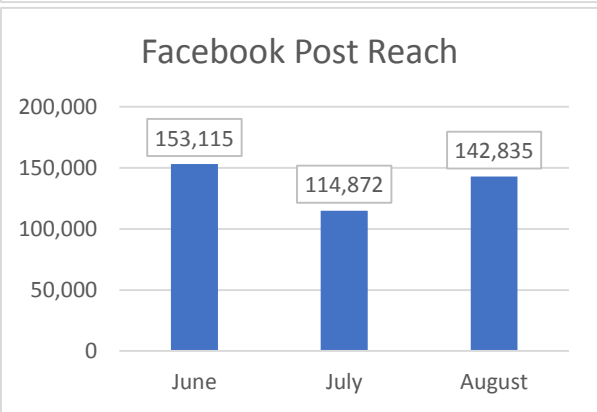
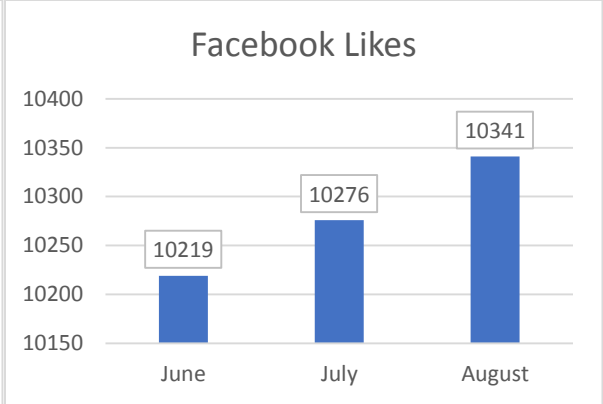
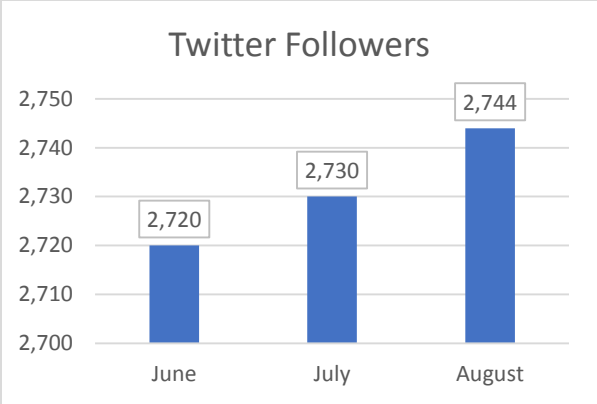
ncmpr 🌩️ Love summer storms!



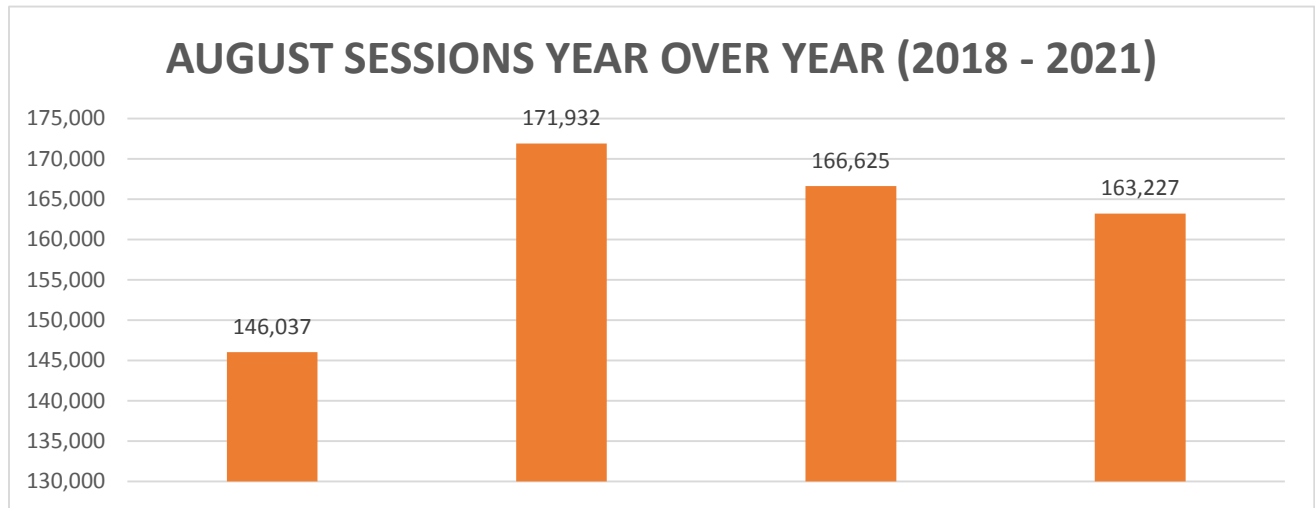
143 views

AUGUST 31





- The Covid-19 information page on the KCKCC website has been revamped and updated to better communicate all the covid-19 information.



### Top Webpages for August 2021

Webpage	Pageviews
Degree / Certificate Webpage	13,308
Get Ready	8,152
Class Schedule	7,059
Web Advisor	6,984
Steps to Enrollment	4,681

WYCO Site Traffic - July & August	2019	2020	2021	
Total Users	37,819	27,742	39,838	5.3% increase over 2019
New Users	29,509	20,952	32,842	11.3% increase over 2019

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

**FINANCE - MICHAEL BEACH, CFO**

- New Director of Bookstore - Please welcome James Gowing (Mike) as the new Director of the Bookstore. Mike takes the place of Kasey Mayer.
- The College successfully completed its annual Worker's Compensation Audit. The outcome of the audit resulted in a small refund of premiums.
- Financial Statements are all drafted for FY2021. The finance team under the direction of Lesley Strohschein is now updating the footnotes and the section for **Management Discussion and Analysis**. Members of the College's auditing team are on site, starting the annual financial audits of the College's and Foundation's financial statements as well as compliance with controls and requirements relating to federal funds expended by the College.
- The Student Housing project continues and is moving along well. The project is about 5 days ahead of schedule. Hollow-core flooring slabs are nearly complete for level three. The masonry block walls are going up on section A (west side of the project). Framing is nearly complete in the basement floor; framing is well on its way on the second floor and will start on the third floor as the hollow-core slabs are completed. Key dates for the project include:

Masonry complete	10/12/21
Structural steel complete	10/19/21
Framing complete	11/19/21
Roofing dried in	11/25/21
Façade complete	04/26/22
Punchlist starts	05/23/22

**BOOKSTORE - JOSEPH STARKEY, SUPERVISOR**

- Fall rush went smoothly with no major problems.
- From August 2<sup>nd</sup> - August 20<sup>th</sup> we extended hours (8:00AM - 6:00PM) to better serve students.
- Our rental program continues to be a great resource for students to save money. Students rented a total of 720 books for the Fall 2021 semester.
- Mike Gowing started September 1st; he is our new Bookstore Director.
- Returns - We have a total of \$7,174.14 in credits that are ready to apply to future invoices.

### CENTRAL SCHEDULING - EVERETT FLETCHER, SUPERVISOR

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

### FACILITY SERVICES - CHRIS GARDNER, DIRECTOR

With the retirements of Dan Ward and Louis Adams, the Facility Services Department has been restructured to provide a more effective management and reporting structure. These resulted in creating 3 manager positions from what was the Assistant Director and Custodial Foreman positions. This new structure provides for a Manager of Maintenance, Manager of Custodial, and Manager of Facility Operations.

#### ACCOMPLISHMENTS: partial list

- POs issued for snow removal equipment.
- Jobs are now posted for 3 new management positions and 3 maintenance staff positions.
- Completed mold remediation work in the Learning Commons.
- Completed the fire hydrant replacement.
- Completed all the nature trail project work, except for the signage. Waiting on Shai for sign dimensions.
- Completed all Facility Services work for the LCF Welding Program.
- Submitted pest control contract for execution.
- Completed all cleanup work from storms on 8/20-8/21.
- Completed roof walks and are getting quotes for repairs.
- Completed all work for AET program in room R101.
- Held monthly department meeting.
- Started work to reorganize Facility Services department and move all employees to the building.
- Held meetings with PPE suppliers so that Facility Services can put a PPE program in place.
- Walked all campus and TEC locations to identify roof leak issues.
- Completed scope document for the signage replacement on main campus.
- Implemented text alerts for BAS systems.
- Completed an equipment list for taking over all landscaping and irrigation system responsibilities.

## GOALS FOR NEXT MONTH:

- Complete PPE Policy and roll out the program.
- Execute contract for PCC landscaping & snow removal.
- Complete RFP for main campus and TEC landscaping.
- Gain approval for a new Lead Custodian & Fleet Specialist position.
- Pour pads for BPU switch gear replacement project.
- Complete mold remediation work in various areas around the main campus.
- Complete proposal for Facility Services staffing needs.
- Put together scope and a high-level schedule for asset tagging.
- Complete a department expectations policy and include vacation request information.
- Order shades for upper & lower Jewell.
- Complete PAC rigging project.
- Complete install of either fans or A/C at LCF for the welding program.
- Complete work to get TEC 2 parking lot lights operational, add cameras, and add a WAP.
- Complete initial drawings for AET phase 3 equipment.
- Implement pest control contract & PM services.
- Move all Facility Services employees to the Facility services building.
- Fix all roof leaks on main campus and TEC buildings.

## CAMPUS POLICE - ROBERT PUTZKE, CHIEF

- New hire D'Angelo Bushnell started his police training at the Kansas Law Enforcement Training Center in Hutchinson, KS August 30 thru December 10.
- Conducted traffic control and road closures for the Historical Mural ribbon cutting ceremony August 19.
- Accidental carbon monoxide leak with evacuation of the Welding classroom area at TEC 1 August 25. Midwest Alarm was called to come clean the sensors, they also replaced 3 while they were here.
- Conducted traffic control for the Harvester's food distribution at TEC 1 August 23.
- Creation of Charter for the College's Safety Committee.
- Continued work on College Police General Orders.

**Kansas City Kansas Community College**  
**Monthly Financial Summary**

August - YTD FY2022		
	Results	Comments
Total Assets	\$ 122,756,334	Net Increase of \$4.57M for the month; See H1 below
Total Liabilities	\$ 47,627,049	Net increase of \$961K for the month; See H1 below
Net Position	\$ 75,129,285	Net Increase of \$3.61M; See H4 below

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 14,582,472	\$9.18M for the month; See H2 below
Operating Expenses	\$ 9,758,824	\$4.13M for the month; See H3 below
Increase /(Decrease) in Net Positions	\$ 4,823,648	YTD increase in Net Position is expected for August; See H4 below
Current Month - Burn Rate	\$ 4,132,399	CY Budgeted monthly burn rate = \$7.14M
PRIOR YEAR MONTH - Burn Rate	\$ 4,950,523	

Highlights / Key Financial Initiatives	
H1	The net increase in total assets is due to net increase in cash from revenues less expenses for the period. The College's total YTD operating cash position remains strong at approximately \$10M better than last year's YTD cash position. This increase in cash is also reflected as an increase in "Reserves" which are designated for needed large future projects and operations.
H2	Revenues - Increase in revenues is due to \$700K increase in tuition and fees revenue for fall enrollment, \$2.35M in financial aid and student emergency relief funds, \$387K in Bookstore and Student Housing revenues, and \$5.18M in State Aid received.
H3	Operating Expenses - YTD Operating expenses in the amount of \$4.13M are consistent with expectations. Operating expenses largely consist of salaries and benefits and Supplies & Other Operating Expenses for August.
H4	The College's overall net position increased \$3.61M during August. This increase is the net result of the net increase in net position from operating results (revenues exceeding expenses, less overall increases in liabilities).
H5	

Risks / Issues	
R1	Enrollment numbers for Fall 2021 are approximately 2.7% less than Fall 2020, enrollment is currently down by approximately 19% compared to Fall 2019. The College continues to receive "one-time" HEERF revenues to cover increased costs due to COVID. The potential long-term decline in enrollments will continue to place pressure on the College to rely on these funds to meet "ongoing" operating expenses.
R2	
R3	
R4	

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

**Summary Statement of Net Position**

	<b>YTD FY2022</b>	<b>Unaudited Year-End FY2021</b>
Assets		
Current Assets	\$ 62,926,055	\$ 67,239,993
Noncurrent Assets	59,830,279	57,498,514
Total Assets	<u>\$ 122,756,334</u>	<u>\$ 124,738,507</u>
Liabilities		
Current Liabilities	\$ 9,993,865	\$ 12,236,919
Noncurrent Liabilities	37,633,184	37,633,184
Total Liabilities	47,627,049	49,870,103
Net Position	<u>75,129,285</u>	<u>74,868,404</u>
Total Liabilities and Net Position	<u>\$ 122,756,334</u>	<u>\$ 124,738,507</u>

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

	<b>YTD FY2022 Actual</b>	<b>Annual Budget</b>	<b>Annual Variance</b>	<b>YTD FY2021 Actual</b>	<b>Percent Used Actual to Budget</b>
Operating Revenues	\$ 9,397,110	\$ 34,420,330	\$ (25,023,220)	\$ 7,703,636	27.30%
Non-Operating Revenues, Net	5,185,362	57,762,262	(52,576,900)	5,194,682	8.98%
Total Revenues	14,582,472	92,182,592	(77,600,120)	12,898,318	15.82%
Operating Expenses	9,758,824	85,687,565	75,928,741	9,883,157	11.39%
Increase/(Decrease) in Net Positions	<u>\$ 4,823,648</u>	<u>\$ 6,495,027</u>	<u>\$ (1,671,379)</u>	<u>\$ 3,015,161</u>	



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

	<b>FY2022 Actual</b>	<b>Amended Budget</b>	<b>FY2021 Actual</b>	<b>Annual Budget</b>	<b>FY2020 Actual</b>	<b>Annual Budget</b>	<b>FY2019 Actual</b>	<b>Annual Budget</b>
Operating Revenues	\$ 9,397,110	\$ 34,420,330	\$ 7,703,636	\$ 26,816,600	\$ 7,636,724	\$ 27,315,064	\$ 7,713,955	\$ 29,246,544
Non-Operating Revenues, Net	5,185,362	57,762,262	5,194,682	57,320,243	5,244,603	57,959,925	5,090,748	53,604,198
Total Revenues	14,582,472	92,182,592	12,898,318	84,136,843	12,881,327	85,274,989	12,804,703	82,850,742
Operating Expenses	9,758,824	85,687,565	9,883,157	79,144,659	9,004,972	80,812,679	7,704,112	79,979,223
Increase/(Decrease) in Net Positions	\$ 4,823,648	\$ 6,495,027	\$ 3,015,161	\$ 4,992,184	\$ 3,876,355	\$ 4,462,310	\$ 5,100,591	\$ 2,871,519

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	31-Aug-21	31-Aug-20
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 520,116		\$ 520,116	\$ 516,948
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 2,611,392		\$ 2,611,392	\$ 1,922,277
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,180,637	\$ 3,180,637	\$ 3,174,284
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 281,022		\$ 281,022	\$ 278,615
LIBERTY BANK			\$ 507,431		\$ 507,431	\$ 501,172
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 334,420		\$ 334,420	\$ 269,800
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 1,372,490		\$ 1,372,490	\$ 1,230,265
SECURITY BANK***	11	GENERAL FUND	\$ 28,062,034		\$ 28,062,034	\$ 19,140,420
SECURITY BANK	15	TECHNICAL ED FUND	\$ 821,031		\$ 821,031	\$ 821,421
SECURITY BANK	16	STUDENT UNION	\$ 1,465,994		\$ 1,465,994	\$ 1,503,197
		(AUXILIARY SERVICES)				
SECURITY BANK	63	STUDENT HOUSING	\$ 17,332,162		\$ 17,332,162	\$ -
		(CONSTRUCTION FUND)				
UMB BANK *	17	PAYROLL	\$ -		\$ -	\$ -
TOTAL			\$ 53,308,092	\$ 3,180,637	\$ 56,488,729	\$ 29,358,399
	Current	Previous Month	Previous Year			
91-day Treasury Rate	0.050	0.050	0.110			
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
** No interest paid, no fees charged.						
***No Fees assessed by Security Bank and Brotherhood Bank.						

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2021 to June 30, 2022										
July 1, 2020 to June 30, 2021										
Month	FY2022	FY2021	FY2022	FY2021	FY2022	FY 2021	FY2022	FY2021	FY2022	FY2021
	Operational	Operational	Operational	Operational	Net	Net	Transfers	Transfers	Cash	Cash
	Cash	Cash	Cash	Cash	Change	Change	In/Out	In/Out	Balance	Balance
	Inflow	Inflow	Outflow	Outflow						
June									33,389,214	20,787,707
July	2,723,922	3,429,836	(6,357,332)	(5,377,634)	(3,633,410)	(1,947,798)			29,755,804	18,839,909
August	10,086,186	7,193,429	(10,957,213)	(6,050,200)	(871,027)	1,143,229	(1,712)	(21,297)	28,883,065	19,961,841
September	9,565,036	9,565,036	(8,587,336)	(8,587,336)	977,700	977,700			29,860,765	20,939,541
October	3,690,944	3,690,944	(5,631,319)	(5,631,319)	(1,940,375)	(1,940,375)			27,920,390	18,999,166
November	2,867,892	2,867,892	(7,238,935)	(7,238,935)	(4,371,043)	(4,371,043)			23,549,347	14,628,123
December	1,098,189	1,098,189	(5,601,686)	(5,601,686)	(4,503,497)	(4,503,497)			19,045,850	10,124,626
January	29,633,372	29,633,372	(7,094,270)	(7,094,270)	22,539,102	22,539,102			41,584,952	32,663,728
February	5,455,993	5,455,993	(6,433,678)	(6,433,678)	(977,685)	(977,685)			40,607,267	31,686,043
March	4,568,105	4,568,105	(9,345,892)	(9,345,892)	(4,777,787)	(4,777,787)			35,829,480	26,908,256
April	5,013,271	5,013,271	(8,372,819)	(8,372,819)	(3,359,548)	(3,359,548)			32,469,932	23,548,708
May	1,080,147	1,080,147	(6,094,356)	(6,094,356)	(5,014,209)	(5,014,209)			27,455,723	18,534,499
June	23,392,021	25,572,380	(10,717,664)	(10,717,664)	12,674,357	14,854,716			40,130,079	33,389,214
Totals	99,175,078	99,168,594	(92,432,501)	(86,545,790)	6,742,577		(1,712)	(21,297)		
Bold = Actual										
	12,810,108		(17,314,545)							
GL Balance	General Fund	\$ 28,062,034								
	TEC Fund	\$ 821,031								
		\$ 28,883,065								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Position**  
**YTD AUGUST 2021**

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

**Predictive Model of Significant Annual Cash Flows - FY2022**

Inflows			Outflows		
	Description	Amount	Description	Amount	
July					
August	State Aid - Disbursement 1	\$ 5,179,791	Insurance	(\$450,000)	
	Covid Student Relief Funds	\$ 800,000	(Down Payment)		
	Covid Institutional Funds	\$ 2,299,660	Financial Aid Refunds	(\$800,000)	
September	Tax Distribution	\$ 2,845,034	Financial Aid Refunds	(\$3,050,000)	
	Current Tax	\$ 982,000	COP - Interest on Debt	(\$241,595)	
	Heavy Truck	\$ 992	(Certificates of Participation)		
	Motor Vehicle	\$ 1,550,000			
	Commercial Motor Vehicle	\$ 11,500			
	Motor Vehicle Excise	\$ 10,792			
	RV	\$ 7,000			
	Delinquent	\$ 282,750			
	Financial Aid Draw	\$ 3,200,000			
	Covid Student Relief Funds	\$ 1,750,000			
	October	Tax Distribution	\$ 808,695	COP - Interest on Debt	(\$46,570)
		Current Tax	\$ 2,750		
Motor Vehicle		\$ 582,600			
Commercial Motor Vehicle		\$ 2,500			
RV		\$ 1,489			
Delinquent		\$ 219,356			
November			COP - Interest on Debt	(\$12,994)	
			Insurance Payment	(\$300,000)	
December					
January	Tax Distribution	\$ 22,536,268			
	Current Tax	\$ 20,823,779			
	Heavy Truck	\$ 6,700			
	Motor Vehicle	\$ 830,000			
	Commercial Motor Vehicle	\$ 18,153			
	Motor Vehicle Excise	\$ 11,332			
	RV	\$ 3,518			
	Industrial Revenue Bonds	\$ 477,786			
	Delinquent	\$ 365,000			
	State Aid - Disbursement 2	\$ 5,179,791			
	SB 155 Funding - Disb 1*	\$ 1,600,000			
February	Financial Aid Draw	\$ 3,000,000	Financial Aid Refunds	(\$2,550,000)	
	Covid Student Relief Funds	\$ 1,250,000			
March	Tax Distribution	\$ 1,679,021	COP - P & I	(\$2,021,595)	
	Current Tax	\$ 986,300	(Principal and Interest)		
	Heavy Truck	\$ 3,260			
	Motor Vehicle	\$ 373,500			
	Commercial Motor Vehicle	\$ 119,600			
	RV	\$ 1,061			
	Delinquent	\$ 195,300			
April			COP - P & I	(\$586,570)	
May			COP - P & I	(\$412,994)	
June	Tax Distribution	\$ 17,031,232			
	Current Tax	\$ 15,600,000			
	Heavy Truck	\$ 2,230			
	Motor Vehicle	\$ 980,000			
	Commercial Motor Vehicle	\$ 27,500			
	RV	\$ 6,200			
	Industrial Revenue Bonds	\$ 192,302			
	Delinquent	\$ 223,000			
	SB 155 Funding - Disb 2	\$ 1,404,750			

# ELECTRICAL USAGE

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

# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### SEPTEMBER 2021

#### **Human Resources Updates**

- The quarterly HR newsletter was sent to all employees this month (see attached newsletter).

#### **Benefits**

- Human Resources is preparing for 2022 Benefit Open Enrollment. This includes updating benefit brochures, facilitating benefit enrollment meetings, and preparing our benefit enrollment and HRIS systems for enrollment.
- The Health and Benefits Committee met this month to discuss the 2022 renewal for the health benefits and supplementary insurance. The committee also viewed a presentation presented by Bukaty Companies representatives that focused on historical trends regarding KCKCC's health benefit plans.
- Human Resources is working with Aetna to schedule an onsite Flu shot and COVID-19 vaccine clinic for Aetna benefit eligible employees.

#### **Employment**

- The Employment Coordinator and the Financial Aid Coordinator I continue to work with Student Workers to apply for positions directly within the ApplicantStack recruitment system.

#### **Employee Relations**

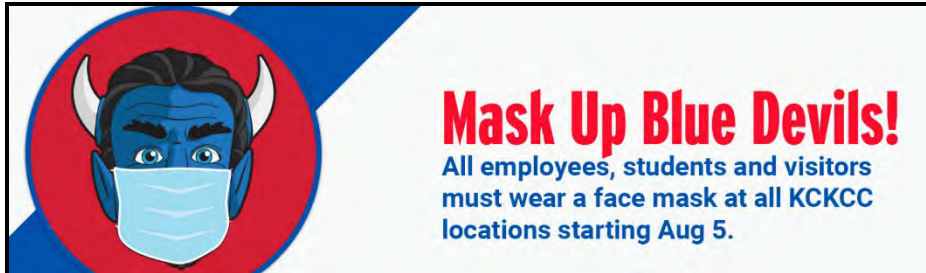
- The Employee Engagement Committee met this month to discuss the 2021 employee satisfaction survey results and identify the next initiative that this committee will lead.

#### **Center for Equity, Inclusion and Multicultural Engagement (CEIM)**

- The director for CEIM created a new 30-minute presentation that provides a brief orientation on diversity, equity, and inclusion. This presentation will be presented during the monthly New Hire Orientations. The new presentation was first presented on September 15, 2021.
- The CEIM sent out its first all campus email earlier this week to invite all KCKCC to attend the upcoming CEIM Open House on Sept 21, from 11:00 – 1:00. The email also pointed people to the new website: <https://www.kckcc.edu/about/ceim/index.html> The email also included a brief description of the new Equity and Inclusion Council being formed, which will stand up in October. The draft Council charter and a short application were included. We are excited to report that we already have 17 applicants! Applications close September 30, 2021.



## Human Resources Newsletter



### Mask Up Blue Devils!

Face masks are required for all individuals, vaccinated or unvaccinated, while inside all KCKCC owned and operated facilities. Please see additional information provided below and on KCKCC's COVID-19 webpage located [here](#).

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

The best way to fight COVID-19 is to get vaccinated. Vaccinations are free and readily available. Click [here to find vaccination locations](#).

#### Face Masks

##### Indoors:

- Masks are **mandatory** for all, vaccinated or unvaccinated employees, students, and guests, while **inside all buildings owned and/or operated by KCKCC**.
- Masks are optional for **fully vaccinated** employees when working **alone** in **private** office spaces. If a second person enters the office, face coverings must be worn.
  - Must complete the [Proof of COVID-19 Vaccination Form for Employees](#).
- **Employee Medical Exemptions:** Employees who believe they have a medical reason that prevents them from wearing a face mask should work with Human Resources to determine if an accommodation is needed.

### In This Edition

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### Useful Links

[HR MyDotte](#)

[Self Service](#)

[Payroll Calendar](#)

[Policies and Procedures](#)



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

[Kckcc.edu/highfive](https://kckcc.edu/highfive)

## Mask Up Blue Devils! (Continued)

### Face Masks (Continued)

#### Outdoors:

- For fully vaccinated individuals, face masks are not required. Physical distancing is highly recommended.
- For unvaccinated individuals, face masks are recommended in crowded outdoor settings and for activities with close contact. Physical distancing is highly recommended.

### Physical Distancing

- It is recommended, indoors or outdoors, fully vaccinated, and unvaccinated individuals should physically distance three (3) to six (6) feet.

### Travel

- Fully vaccinated individuals, with proof of KCKCC vaccination decal, are allowed to participate in travel beyond the KC metro area for college business.
- Unvaccinated individuals are **not** allowed to participate in travel beyond the KC metro area for college business.

### COVID-19 Symptoms, Exposure, or Positive Test Results

- Employees and students, vaccinated or unvaccinated, should continue to self-monitor for [symptoms](#), even if fully vaccinated.
- While current vaccines are highly effective, they do not 100% eliminate the possibility of individuals contracting COVID-19.
- Employees and students, vaccinated or unvaccinated, should not come to a college location while experiencing COVID-19 symptoms.
- **Employees** should report symptoms, exposure or positive COVID-19 test results to Human Resources at [HR@kckcc.edu](mailto:HR@kckcc.edu) or 913-288-7200.

### Steps for Employees to Complete the Proof of Vaccination Form

- Once you complete the [Proof of Vaccination Form](#), you will receive an automated response: receipt of completion.
- Print one copy of the receipt of completion. Take it and your KCKCC issued ID card to one of the following locations:
  - Main Campus – Human Resources Office
  - Thomas R. Burke Technical Education Center (TEC) – College Police Office
  - Pioneer Career Center (PEC) – Main Office Front Desk
- Give your receipt of completion to the person designated to issue the unique proof of vaccination decal. The designated person will retain your receipt of completion.
- The proof of vaccination decal will be placed on the back side of your KCKCC issued ID card.



**"Nichole Daniels assisted me while I was off campus with a very last-minute submission of an RFP, printing, getting signatures, and walking documents around campus to meet the deadline. She has direct people coming to our office, which is very helpful. I really appreciate her going above and beyond to support CAC."**

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**"During the emergency evacuation, Diana Goldbeck was awesome! She was calm and provided great information to the staff. We appreciate all of her hard work and coming to the main campus so fast to make sure we were all safe."**

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**"Sherri Borrer has assisted us with students needing access to Blue's Kitchen Cabinet. She has prepared documents for distribution about food pantry services. She has directed students who are accessing our office, which is very helpful. I really appreciate that Sherri goes above and beyond to help out the CAC."**

[Kckcc.edu/highfive](http://Kckcc.edu/highfive)

## **Reminder on Leaves**

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

Sick leave can accumulate from year to year with no limit. Vacation accruals monthly on the 1<sup>st</sup> business day for the previous month. Vacation has a max accrual amount. Please see the [Benefits Summary](#) on the HR MyDotte for more information.

## **Self-Service**

[Ellucian Self-Service](#) is a one stop shop for multiple services:

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

The [Employee Self-Service Training Manual](#) is available for step by step instructions.

## **Compliance Training**

### **KnowledgeCity – My Learning**

There are four required compliance trainings that all employees are required to complete by October 31, 2021. They are:

- Title IX Compliance: Federally Funded Education Programs and Activities (50 minutes)
- Clery Act Compliance (20 minutes)
- EEO: Harassment, Discrimination, Retaliation (21 minutes)
- FERPA Compliance (45 minutes)

Make sure that you are logged into your account before starting the training to ensure they are counted toward your progress. You are not required to print or submit copies of your certificates.



## **Employee Satisfaction Survey**

In spring 2021, KCKCC administered a nationally-normed organizational employee satisfaction survey to get a better understanding of the current organizational climate, identify our areas of strength and opportunities for improvement. We will utilize the information to assist us in enriching the learning and workplace environment.

We have engaged Ruffalo Noel Levitz, third party survey company, to administer the survey. This company has a national reputation in conducting research and various surveys.

The results will be published on the HR MyDotte and the KCKCC website.

## **Professional Development**

Funding is available to all full-time employees and adjuncts to attend workshops, seminars, and/or events related to Faculty or Staff Development. Your position must be in direct correlation of the event/training you are requesting funds to attend.

Applicants are eligible for the following amounts per academic year:

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

**Fred Pryor** hosts a variety of e-learning topics. The cost for the employee is \$99 for a year. Some courses include Developing Emotional Intelligence, Managing Emotions Under Pressure and Active Listening Skills to Improve Communication.

All professional development requests, including Fred Pryor, can be requested at the following link: [Professional Development Funds Request Form](#)

[Kansas City Professional Development Council](#) (KCPDC)



## **Useful Dates**

**Sept. 6 – College Closed**  
**Oct. 31 – Compliance Training Due**  
**Nov. 22-28 – College Closed**

## **Hiring Tools**

- [Requisition / Justification](#)
- [KCKCC Hiring Process](#)
- [ADP Background Form](#)
- [Search Committee Agreement](#)
- [Employer Reference Form](#)
- [Interview Questions Template and Sample Questions](#)
- [Individual Committee Members and Selection Rubric](#)
- [Interviewing Guidelines](#)
- [Hire Recommendation Form](#)
- [Search Committee Roles and Responsibilities](#)

## **Benefits Forms**

- [2021 KCKCC Benefit Summary](#)
- [2021 Benefits Booklet](#)
- [2021 Provider Finder Instructions](#)
- [AETNA Teladoc](#)
- [Employee Assistance Plan](#)
- [403B Enrollment & Providers](#)
- [Attain by Aetna](#)

### **Accommodations**

- [Workplace Accommodation](#)
- [Religious Accommodation](#)

### **Family Medical Leave Act (FMLA)**

- [Certification for Employee's Serious Health Condition](#)
- [Certification for Family Member's Serious Health Condition](#)

### **Promotions within the KCKCC Family**

Meghann Patrick – GED Instructor, Adult and Continuing Education  
Lulio Marin Alfonso - Interim Assistant Director of Facility Services  
William Buckles – Automotive Technology Instructor  
Clinton Ricketts – Art Instructor and Coordinator

### **New Members of the KCKCC Family**

Chris Gardner - Director of Facility Services  
Jonathan Emanuel – Culinary Adjunct  
Talia Baker – Concurrent Instructor  
Chris Nicoll - Instructor  
Gabriela Flores - Director of Institutional Equity & Inclusion  
Meghan Leduc - Clinical Instructor Adjunct  
Talia Baker – Concurrent Instructor  
Jennifer Hostutler - Graduation and Transcript Services Coordinator II  
RL (Roger) Booker - History Adjunct  
Daniel Jacobs - Unarmed Security Guard  
D'Angelo Bushnell - Police Officer  
Cory Havner - Police Officer  
Ana Andrade Alvares de Lima - Career Services Coordinator I  
Lauren Robinette – Concurrent Instructor  
Nathan Cushenbery-Andrews – Concurrent Instructor  
Liley Villazan - Nail Technology Instructor  
Darren Shafer - Criminal Justice Adjunct  
David Beaulieu - English Adjunct  
Matthew Thompson - Concurrent Instructor  
Amy Hansen-Malek - ESL Instructor  
Carol Pricien - Concurrent Instructor  
Martina Mihailovic - Head Women's Basketball Coach  
Amelia Cramer - Concurrent Instructor  
Graciela Diaz - Spanish Adjunct  
Natasha Jenkins – Part-time Adult Education Instructor  
Michael Saylor - Part-time Adult Education Instructor



## Optional Life Insurance

Open enrollment is **September 1<sup>st</sup> -30<sup>th</sup>**. Members can apply for new coverage or increase their current coverage without answering any health questions. This is called guaranteed coverage. The new coverage will become effective January 1, 2022. Members will begin to see emails regarding KPER open enrollment period starting August 31, 2021.

## KCKCC Wellness & Fitness Center

**Open Monday-Friday 5:30am-10:30am & 12:00pm-7:00pm**

- Personal Training
- Group Fitness Classes
- Indoor walking track
- Free fitness testing
- Resistance training equipment
- Towel Service
- Locker & Shower Facilities
- Various workout equipment (treadmills, bicycles, steppers & climbers)
- Bring your Employee ID with the barcode on the back, complete a Consent & release form & schedule an orientation to view the facility and to review the rules and regulations.

[www.kckcc.edu/wfc](http://www.kckcc.edu/wfc)  
913.288.7610

## Coping with Stress at Work

“Working hard should not be confused with overworking at the expense of relationships and physical health.”

Everyone who has ever held a job has, at some point, felt the pressure of work-related stress. Any job can have stressful elements, even if you love what you do. In the short-term, you may experience pressure to meet a deadline or to fulfill a challenging obligation. But when work stress becomes chronic, it can be overwhelming—and harmful to both physical and emotional health.

### **Taking steps to manage stress**

**Track your stressors.** Keep a journal for a week or two to identify which situations create the most stress and how you respond to them. Record your thoughts, feelings, and information about the environment, including the people and circumstances involved, the physical setting, and how you reacted. Did you raise your voice? Get a snack from the vending machine? Go for a walk?

**Take time to recharge.** To avoid the negative effects of chronic stress and burnout, we need time to replenish and return to our pre-stress level of functioning. This recovery process requires “switching off” from work by having periods of time when you are neither engaging in work-related activities, nor thinking about work. That’s why it’s critical that you disconnect from time to time, in a way that fits your needs and preferences.

**Learn how to relax.** Techniques such as meditation, deep breathing exercises, and mindfulness can help melt away stress. Start by taking a few minutes each day to focus on a simple activity like breathing, walking, or enjoying a meal.

**Talk to your supervisor.** Start by having an open conversation with your supervisor. The purpose of this isn’t to lay out a list of complaints, but rather to come up with an effective plan for managing the stressors you’ve identified, so you can perform at your best on the job.

**Get some support.** Accepting help from trusted friends and family members can improve your ability to manage stress.

**More information is available at**

<https://www.apa.org/topics/healthy-workplaces/work-stress>

[6 yoga exercises to do at your desk](#)

## **Notice of New FMLA Tracking Procedure**

The Human Resources Department will be changing the method in how we measure the 12-month period for FMLA approval. Effective October 13, 2021, the Human Resources Department will be using a “rolling” 12-month period measured backwards to established FMLA approval. This announcement fulfills the requirement to provide 60-days’ notice of the change to all employees. Once you have exhausted all your current FMLA leave or your FMLA request has expired we will be using the “rolling” 12-month period to measure backward for leave approval.

- **Current 12-month period measured forward**

12-month period measured forward from the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period.

- **New 12-month period measured backwards**

12-month period measured backward from the date an employee uses any FMLA leave. Under the “rolling” 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

### **Example of New Method (12-month period measured backwards):**

Patricia requests two weeks of FMLA leave to begin on November 1st. The employer looks back 12 months (from November 1st back to the previous November 2nd) and sees that Patricia had taken four weeks of FMLA leave beginning January 1st, four weeks beginning March 1st, and three weeks beginning June 1st. Patricia has taken 11 weeks of FMLA leave in the 12-month period and only has one week of FMLA-protected leave available. After Patricia takes the one week in November, she can next take FMLA leave beginning January 1st as the days of her previous January leave “roll off” the leave year.

## **Statements on Non-Discrimination, Harassment and Violence, and Educational Equality**

**Non-Discrimination Policy Statement** - Kansas City Kansas Community College (KCKCC) is committed to promoting and sustaining a campus community which identifies and values the individuality of every community member and is dedicated to maintaining a positive environment where diversity and inclusion is encouraged and fostered throughout the College.

KCKCC prohibits discrimination against any member of the College community on the basis of race, color, religion, national origin, age, disability, sex/gender (to include orientation, identity or expression), military/veteran status or any other characteristic protected by law and/or KCKCC policies. KCKCC will conduct its programs, services, and activities consistent with applicable federal, state and local laws.

The individuals designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972 are identified in the nondiscrimination notice below. Students that have concerns of discrimination not covered under Title IX should contact Dr. Shawn Derritt, Dean of Student Services, 913-288-7691 or [sderritt@kckcc.edu](mailto:sderritt@kckcc.edu).

**Harassment and Violence Statement** - Kansas City Kansas Community College is committed to providing a non-discriminatory and harassment-free educational, living and working environments for all members of the campus community, including students, faculty, administrators, staff, trustees, or visitors. This policy prohibits all forms of sexual or gender-based harassment and sexual assault.

Title IX, regulated by the Office of Civil Rights, prohibits discrimination on the basis of sex in federally funded education programs and activities. All schools that receive any federal financial assistance must comply with Title IX.

KCKCC encourages the prompt reporting of any incident of sexual or gender-based misconduct to the College Title IX Coordinator: Sean Burkett, Employee Relations Business Partner, [titleix@kckcc.edu](mailto:titleix@kckcc.edu) or 913-288-7269, 7250 State Avenue, Kansas City, Kansas 66112.

### **Educational Equality Statement**

Kansas City Kansas Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, marital status, ancestry, veteran status, or disabilities.

Any person having inquiries concerning College compliance with regulations Implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the American with Disabilities Act of 1990, is directed to contact Human Resources, Kansas City Kansas Community College, 7250 State Avenue, Kansas City, Kansas 66112, [hr@kckcc.edu](mailto:hr@kckcc.edu) or 913-288-7200.

More information on these statements and additional resources are available through the links below.  
<https://www.kckcc.edu/about/safety/titleix/index.html>  
<https://www.kckcc.edu/about/policies-statements/index.html>

## Frequently Asked Questions – Hot Topics

### Hiring & Employment

#### **1. As the hiring manager, how can I help expedite the hiring process?**

- a. Complete a [requisition and justification](#) form as soon as you have notice an employee is resigning. You can start the hiring process as soon as a resignation letter is received
- b. Submit your hiring committee members, signed confidentiality forms, rubric, and interview questions to the Employment Coordinator while the posting is advertised. Pre-screened candidates will not be released until all items are received
- c. Submit the completed ADB background check of the top candidate while you complete the reference checks and finalize the new hire recommendation form. Background checks can take at a minimum 3-5 business days
- d. Review the [KCKCC Hiring Process](#) flow chart and the [5.20A - Hiring Procedure](#) for additional tips and information.

#### **2. What can delay the start date of a new hire?**

- a. These documents are required prior to an employee's first day. If they are not received, the start date will be delayed.
  - i. A notarized State of Kansas Oath completed
  - ii. A completed I-9 Employment Eligibility Verification form
  - iii. Official college transcripts (if applicable)
  - iv. Completed background check

#### **3. I am a part-time staff member and adjunct. How many hours can I work?**

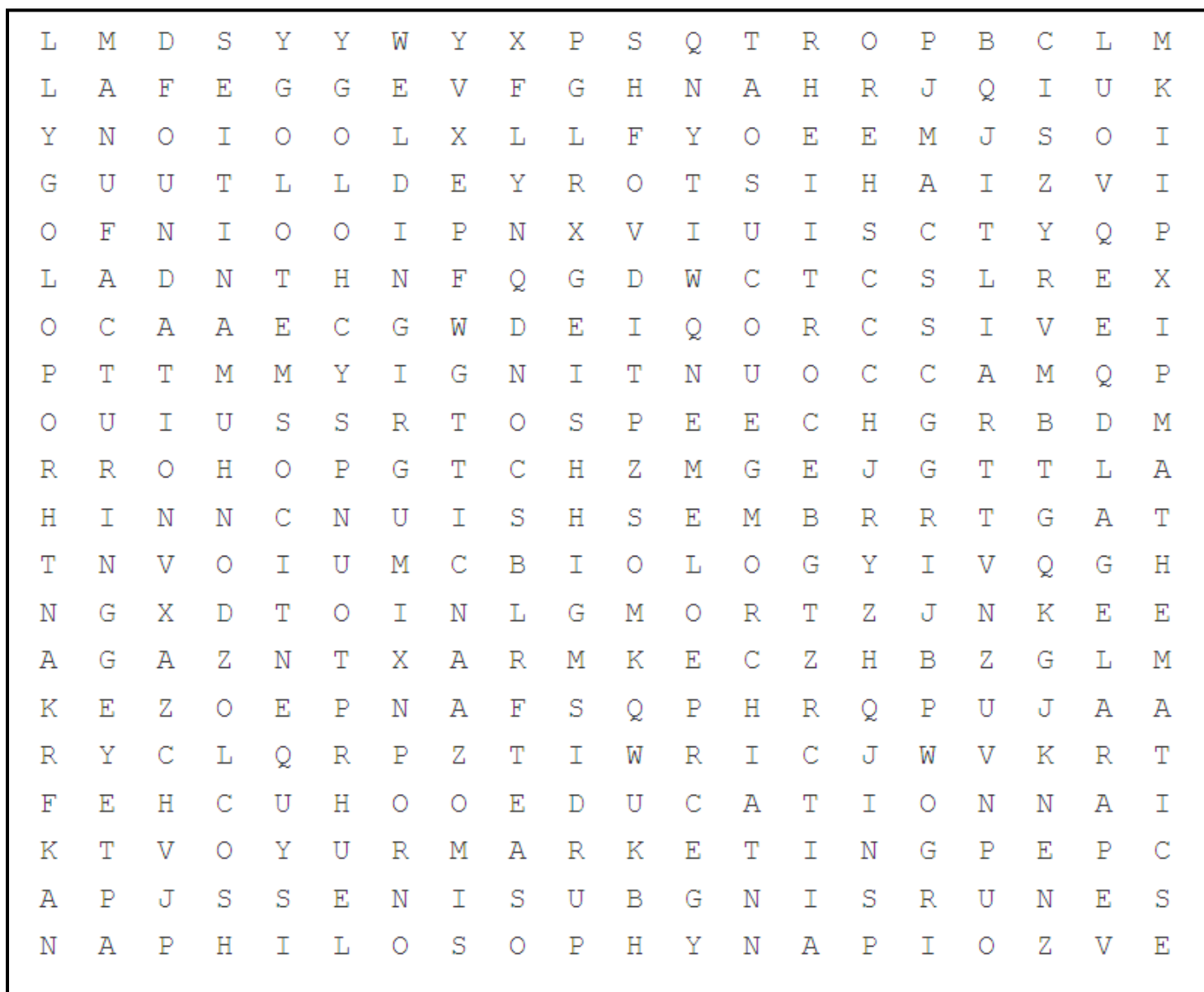
- a. Individuals cannot work over 29 total hours, per week
- b. To calculate your hours, each classroom hour equates to 2.25 hours.
  - i. Example: If a class meets 3 hours per week would equate to 6.75
    - $3 \text{ (classroom hours)} \times 2.25 \text{ (work hours)} = 6.75$
    - That employee may work in a part-time position for up to 22.25 (29-6.75) hours per week.

### Employee Relations

#### **1. What can I do as an employee to help morale in the workplace?**

- a. **"Good Job" goes a long way!** - We often forget to stop and celebrate small successes. But taking a moment to recognize your team members for a job well done in their day-to-day work is the easiest, cheapest, and most effective way to boost morale.
- b. **Confront Frustrations Head On** - Proactively collaborate and seek a solution to frustrations. Talk to one another about your perception. These conversations can be awkward at first, but they're a great way to get honest and helpful feedback. To break the ice, try sharing a personal story about a time you were feeling frustrated in a past organization.
- c. **Learn From Each Other** - It's crucial to remember your team is made up of individuals who bring diverse skills to the group. Encourage one another to share their talents and interests to foster a collaborative and inclusive environment.

## KCKCC Department Word Search



Accounting  
Athletics  
Bookstore  
Cosmetology  
Engineering  
History  
Music  
Philosophy  
Psychology  
Theatre

Admissions  
Business  
Economics  
Foundation  
Humanities  
Marketing  
Nursing  
Physics  
Reading  
Welding

Anthropology  
Biology  
Chemistry  
Education  
Geography  
Journalism  
Mathematics  
Paralegal  
President  
Speech

## KCKCC Department Word Search Answers

L	M	D	S	Y	Y	W	Y	X	P	S	Q	T	R	O	P	B	C	L	M
L	A	F	E	G	G	E	V	F	G	H	N	A	H	R	J	Q	I	U	K
Y	N	O	I	O	O	L	X	L	L	F	Y	O	E	E	M	J	S	O	I
G	U	U	T	L	L	D	E	Y	R	O	T	S	I	H	A	I	Z	V	I
O	F	N	I	O	O	I	P	N	X	V	I	U	I	S	C	T	Y	Q	P
L	A	D	N	T	H	N	F	Q	G	D	W	C	T	C	S	L	R	E	X
O	C	A	A	E	C	G	W	D	E	I	Q	O	R	C	S	I	V	E	I
P	T	T	M	M	Y	I	G	N	I	T	N	U	O	C	C	A	M	Q	P
O	U	I	U	S	S	R	T	O	S	P	E	E	C	H	G	R	B	D	M
R	R	O	H	O	P	G	T	C	H	Z	M	G	E	J	G	T	T	L	A
H	I	N	N	C	N	U	I	S	H	S	E	M	B	R	R	T	G	A	T
T	N	V	O	I	U	M	C	B	I	O	L	O	G	Y	I	V	Q	G	H
N	G	X	D	T	O	I	N	L	G	M	O	R	T	Z	J	N	K	E	E
A	G	A	Z	N	T	X	A	R	M	K	E	C	Z	H	B	Z	G	L	M
K	E	Z	O	E	P	N	A	F	S	Q	P	H	R	Q	P	U	J	A	A
R	Y	C	L	Q	R	P	Z	T	I	W	R	I	C	J	W	V	K	R	T
F	E	H	C	U	H	O	O	E	D	U	C	A	T	I	O	N	N	A	I
K	T	V	O	Y	U	R	M	A	R	K	E	T	I	N	G	P	E	P	C
A	P	J	S	S	E	N	I	S	U	B	G	N	I	S	R	U	N	E	S
N	A	P	H	I	L	O	S	O	P	H	Y	N	A	P	I	O	Z	V	E

## BOARD OF TRUSTEES REPORT

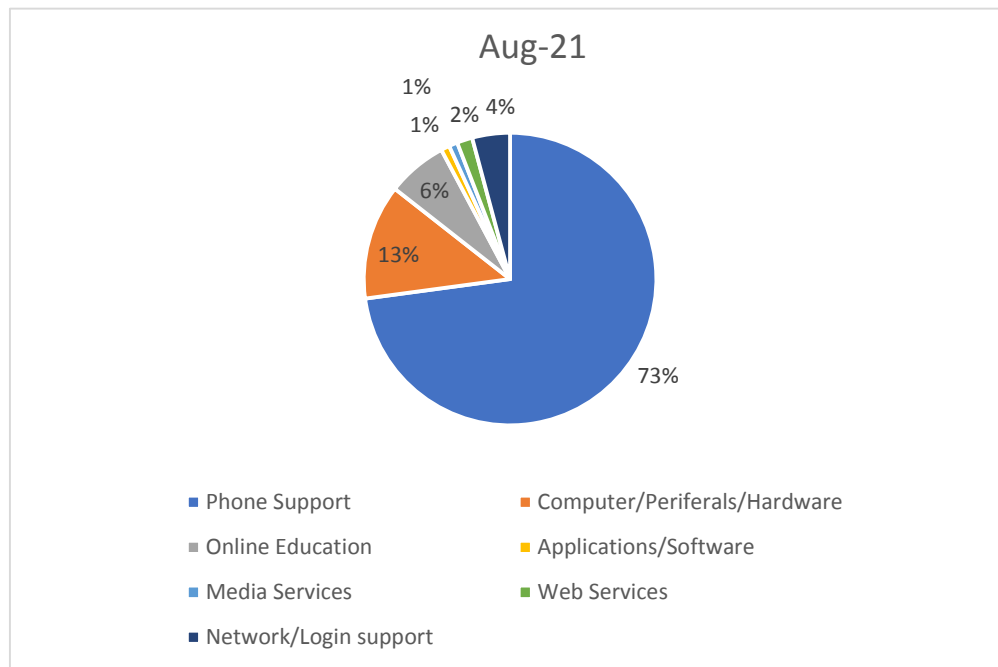
Peter Gabriel, Chief Information Officer

### ACADEMIC SUPPORT

- Prepared and published classroom instructions for new technology rooms.
- Developed and delivered training for MS Bookings to Enrollment MGMT Dept.
- Produced and distributed training videos for Colleague Self-Service.
- Developed and delivered interactive survey for College Convocation.
- Developed and delivered trainings on MS Teams and Office 365.
- Worked with Business Office on ePurchasing videos.
- Met with Faculty members to support accessibility for students.
- Met with BOT members to initiate MFA set up.

### COMPUTING SERVICES

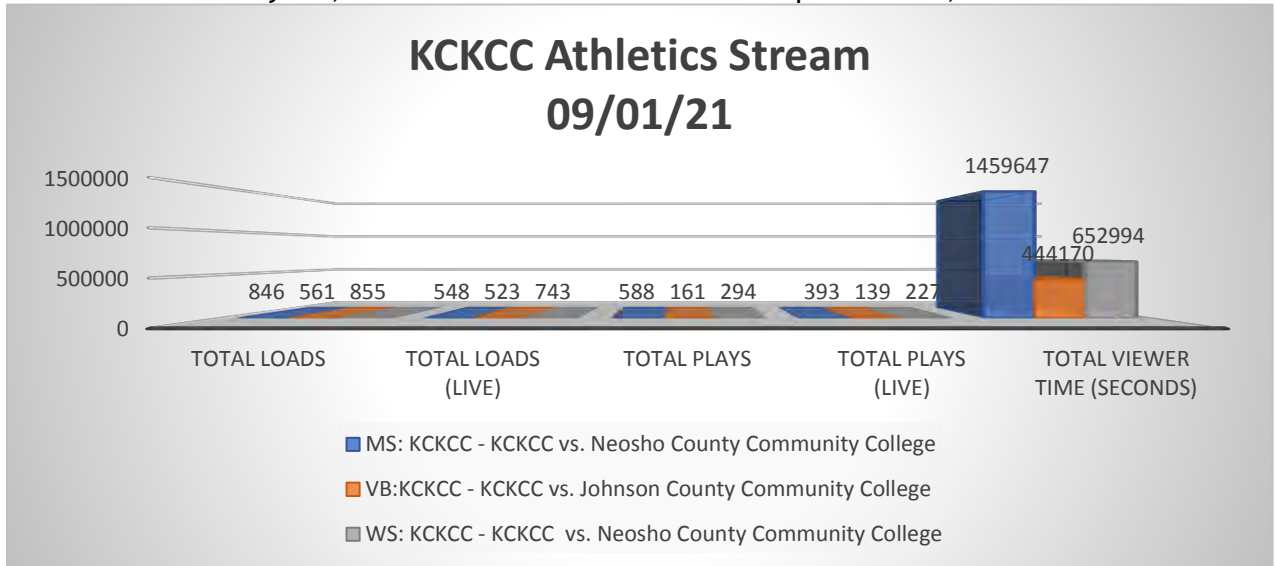
- 485 tickets were issued during the month of August- 721 tickets were resolved.
- The average time spent on each ticket was 4.05 days
- 873 helpdesk calls were taken in August - average call time was 4.375 minutes.



### Media Services

- Setup, and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via zoom and in person, a hybrid Board of Trustees Meeting.

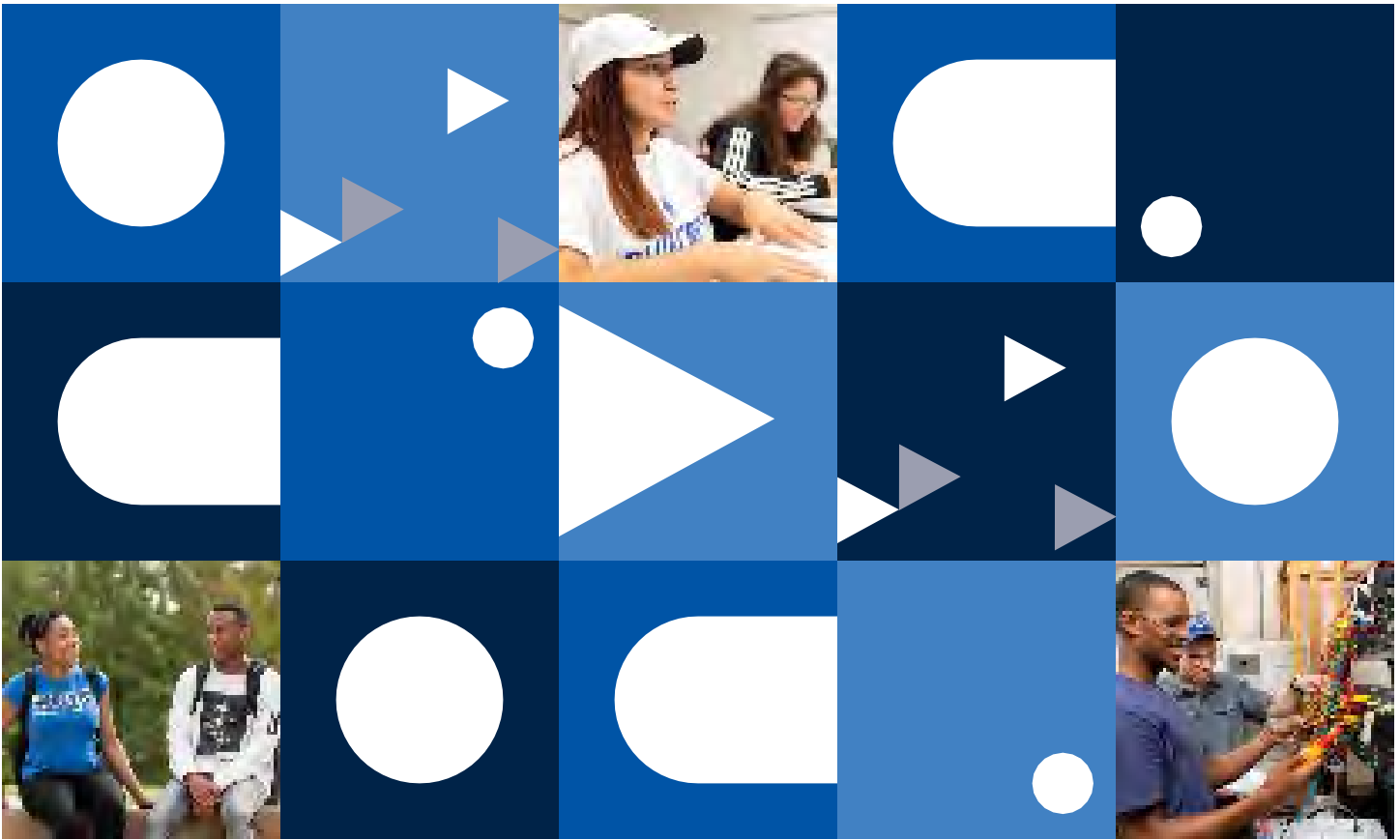
- Live streamed Volleyball, Men's and Women's Soccer on September 01, 2021.



- Setup, recorded and live streamed the Master Contract Negotiations. The recordings are stored in a shared folder for Faculty and Administration.
- Setup and recorded a memorial video from instructors to the family of Don Black.

## NETWORK SERVICES

- Student Recruiter Web App Availability - 98%
- MyDotte Web App Availability - 98%
- Email Availability for employees and students - 99%
- WebAdvisor Web App Availability - 98%
- Network Switch and Phone and Availability - 97%
- The project to decommission or migrate services that are running on Microsoft Windows Server 2008 is ongoing.
- Self-Service Password Reset was enabled for all employees and students. So far this semester, there has been nearly 1800 users successfully reset their password without having to contact our helpdesk.
- Microsoft updates and security patches were installed on 165 servers.
- WebAdvisor (WA), many of the links in WA are being updated to point to the new self-service environment. WA will be completely removed no later than January 2022.
- Training materials have been completed for the purchasing section of Self-Service, it is planned to move from WebAdvisor for purchasing to Self-Service later in the month of September or early October.



# KANSAS CITY KANSAS COMMUNITY COLLEGE

## *Board of Trustees Handbook*

*September 21, 2021*

### **KCKCC MISSION**

The mission of Kansas City Kansas Community College is to inspire individuals & enrich our community one student at a time.

### **KCKCC VISION**

The vision of Kansas City Kansas Community College is to be a national leader in academic excellence & partner of choice in the communities we serve.

# TRUSTEESHIP AT A GLANCE

## A GUIDE TO SUCCESS

As I fulfill the responsibilities of being a Trustee, I shall strive to remember that:

- I am a member of a citizen board. I represent the public's interests.
- I am a member of a team. I know that the board has power only as a unit and I have no authority as an individual Trustee.
- We make policies that establish institutional goals and define ethical and legal limits for college operations. We do not administer the college.
- We hire and evaluate the President as the institutional leader.
- We ensure institutional performance by monitoring progress toward the goals and student learning outcomes.
- We ensure fiscal soundness and stability through our fiscal policies and auditing processes.
- We set high standards for personnel hiring and performance.
- We act as a bridge and buffer between the college and the community we serve. We advocate on behalf of the College.
- Through our policies and actions, we establish a climate which encourages innovation, integrity and professionalism.
- I am responsible for contributing to the effectiveness of the governing board. I seek opportunities to increase my knowledge and abilities as a Trustee.

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# INTRODUCTION

The Kansas City Kansas Community College Trustee Handbook has two main purposes. First, it is designed to serve as an orientation and resource guide to new and existing Trustees of the College. It should be used as a supplement to and not a replacement of KCKCC Policy, the KCKCC Strategic Plan, or various state laws and regulations that guide the management and operations of KCKCC. It is not intended to replace any existing Board-approved documents that define and guide the operations of the College.

Secondly, the Kansas City Kansas Community College Trustee Handbook is intended to assist the Trustees of the College and improve their understanding of the College as part of the national, state and local environment in which the College operates and serves the local community. The intent of the Trustee Handbook is to address the specific and unique needs of the Kansas City Kansas Community College and its Board of Trustees.

## History

The history of the community college in Kansas dates back to 1917 when the Kansas Legislature authorized any city of the first or second class to “provide for an extension of the high school course of study.” Local school boards established a two-year advanced course prescribed for accredited high schools by the State Board of Education. In 1919, four cities elected to take advantage of this legislation and public junior colleges were established at Fort Scott, Garden City, Holton, and Marysville. Holton and Marysville gave up after a short period, thus have the dubious distinction of the only Kansas public two-year colleges that have perished.

Junior colleges in Garden City and Fort Scott were joined by Arkansas City in 1922; Coffeyville, Iola, Kansas City, and Parsons in 1923; Independence in 1925; El Dorado in 1927; Hutchinson in 1928; Dodge City in 1935; Chanute in 1936; and Pratt in 1938. Also, in 1938, Highland, established in 1858 as a private college, and one of the oldest institutions of higher education in Kansas, was reorganized as a public junior college under state laws.

The 1960’s brought about the establishment of five more colleges as part of the comprehensive community college movement that was sweeping the country. Colby was established in 1964; Barton County and Cloud County in 1965; and Johnson County and Seward County in 1967.

The Kansas Association of Public Junior Colleges, the historical forerunner of the Kansas Association of Community College Trustees, was established in 1922 by C.E. Vinsonhaler, Superintendent of the Garden City Schools, and M.M. Rose, Superintendent at Fort Scott. According to Mr. Vinsonhaler, Mr. Rose decided that the junior colleges (there were only two at the time) should have a state association, so they organized one. As Vinsonhaler put it, “I elected Mr. Rose president and he elected me secretary-treasurer. It was practically unanimous and very harmonious.”

Kansas City Kansas Community College grew in line with the community college movement of the mid-20th century. The College moved rapidly to address the emerging education, training, and community service needs of Wyandotte and Leavenworth counties. The local community college accepted its unique and historical responsibility to provide open access, low cost admission to the range of citizens seeking education beyond high school without regard to race, ethnicity, or national origin; gender; age; disability; sexual orientation; prior educational status; or any other unreasonable basis for discrimination.

The emphasis on access to a community college education is one of the basic educational values at KCKCC and is a major reason that fees have remained low over the years. As a county education institution, the College offers affordable courses and programs for adults and youth in its recruitment and service area.

Enrollment in KCKCC is open to any person with a high school diploma or any person 18 or over who can benefit from instruction. Concurrent enrollment of high school students is permitted according to agreements reached between the college and local school districts.

## **Kansas Association of Community College Trustees (KACCT)**

Leadership and coordination of Kansas community colleges rests at the state level with the Kansas Board of Regents (KBOR), and the statewide leadership provided through the Kansas Association of Community College Trustees (KACCT). The KBOR provides coordination and management supports for the Kansas system. The KACCT provides an independent leadership voice to the Kansas Legislators for Kansas' community colleges through the leadership of the Trustees of local community colleges throughout the state.

Kansas has nineteen two-year community colleges. The 19 colleges are members of the KACCT located in Topeka, Kansas. The KACCT, through the leadership of an executive officer and small staff, supports the legislative work of Kansas community colleges and the development activities of local Trustees at the state and national level. The KACCT office works cooperatively with regional and national ACCT structures to guide and support the development of Trustees and local community college organizations. The KACCT provides an independent voice for local Trustees and colleges with the state legislature, congressional lawmakers, and the general public on matters related to community colleges.

The KACCT Board of Directors is made up of locally designated Trustees so that the interests of the 19 community colleges in Kansas are represented in state board deliberations and legislative actions. Kansas City Kansas Community College designates one of its Trustees to represent the college on the KACCT Board.

## The Kansas Higher Education Coordination Act – 1999

The 1999 legislature passed the Kansas Higher Education Coordination Act, more commonly known as **Senate Bill 345**. The purpose of the Act was to bring about major improvements in the coordination of Kansas postsecondary education – Kansas universities, colleges, community colleges, and technical education institutions. In addition to continuing its historic, constitutional role as governing board of the six state universities, the Kansas Board of Regents was given duties and responsibilities for state-level supervision of community colleges, technical schools, and other postsecondary programs previously under the purview of the State Board of Education.

## Culture of Collegiality – College Senate

Kansas City Kansas Community College is a collegial higher education institution. Because the culture of higher education institutions is based on the concept of professionalism and mutual trust, efforts to share responsibilities and accountability for student learning and the achievement of institutional mission, consensus building is a priority for all institutional decisions, including policy making. This commitment is true in principle even if in practice it is not always possible to achieve. The Board of Trustees must always seek to reconcile the principle of collegiality and separate interests. It is the Board's responsibility in complying with state law to make decisions where accountability is required.

The College Senate is a representative body in which various constituencies participate in decision-making. Deans, faculty, staff, and students comprise the Senate. The KCKCC College Senate, approved in policy by the Board of Trustees, seeks to ensure maximum collegial consultation on all important decisions, including policy issues, scheduled to come before the Board of Trustees for consideration and action.

It is not always possible to resolve competing positions between parties. Individuals and groups (representative of organizations) often hold strong positions regarding deeply held beliefs, values, or perceptions related to right and wrong answers to complex problems. Even where there are clear policy statements or principles that govern a situation, common ground is difficult to find. Structured approaches (rules of negotiations) are required to properly address differences or conflict situations.

Often with specialized assistance beyond the leadership of the College Senate, the Board of Trustees, the college President, and executive management team (Cabinet) should establish strategies and problem-solving approaches as part of the basic training and development program of the College. The College should utilize faculty with professional skills related to conflict resolution and negotiations in addressing this important area.

# Statement of KCKCC Trustee Mission and Commitment

Kansas City Kansas Community College Board of Trustees' commitment to excellence in educational opportunities for all members of KCKCC's diverse community is evidenced by offering: degrees and certificates that meet student goals and preparation for graduation from KCKCC and transfer to four- year colleges/universities; workforce education; basic skills improvement; intellectual and physical development; lifelong learning; and cultural enrichment.

As elected citizens in leadership roles for the College, the Kansas City Kansas Community College Board of Trustees (Board), individually and collectively, will support and advocate for the mission of the College as a responsible governing Board.

## KCKCC Mission

The mission of Kansas City Kansas Community College is to inspire individuals & enrich our community one student at a time.

### **Kansas City Kansas Community College seeks to fulfill its mission by providing:**

- **An educational environment** that encourages a strong commitment to high academic standards that sustains and advances excellence in learning and encourages challenging, innovative, and varied programs, teaching methods, and delivery systems; enhances student intellectual and social development to the fullest extent possible; and stresses the attitudes, behaviors, responsibilities, and skills required for effective learning and citizenship in a multicultural democracy.
- **Transfer education** in the liberal arts and sciences that enables students to pursue a baccalaureate degree.
- **Career education** in a technical or professional field that enables students to achieve a certificate and/or associate degree.
- **General education** and support services that expand students' social, cultural, ethical, and intellectual horizons through the investigation of the liberal arts and sciences.
- **Continuing education** that enables students to achieve and maintain workforce credentials, enhance personal growth, and experience cultural enrichment.
- **Developmental education** courses that enable faculty, staff, and students to improve basic learning skills in reading, writing, and mathematics to make satisfactory progress toward educational objectives.
- **Community services** that offer cultural and recreational activities; provide access to college facilities; and serve as a planning, research, and resource center to the college's varied communities.

- **Education and support services** that are responsive to the needs of KCKCC's service area, educational systems, business and industry, community agencies, and other post-secondary institutions.
- **Student support services** that assist students in achieving their educational objectives through quality advising, counseling, financial aid, enrollment services, job placement services, and tutoring.
- **A multicultural environment** that reflects and respects diversity and seeks to increase understanding and appreciation of differences.
- **Administrative and institutional support services** that continuously assess and evaluate college policies, procedures, and practices to ensure that the College is fulfilling its mission and achieving its purposes.
- **Activities** that encourage student and community involvement geared to broaden occupational, social, political, cultural, aesthetic, athletic, and recreational interests.
- **A campus environment** that promotes the teaching and learning process through accessible, comfortable, safe, and well-maintained facilities.

## KCKCC Vision

The vision of Kansas City Kansas Community College is to be a national leader in academic excellence & partner of choice in the communities we serve.

## KCKCC Values

Kansas City Kansas Community College commits itself to:

- An appreciation for multicultural education, respect diversity and the enhancement of positive relationships among its students, faculty, staff, and the larger community.
- The development of a caring and concerned community based upon the principles of fair treatment, open communication, and cooperative efforts.
- Accessible, affordable, convenient opportunities designed to serve the interests and needs of our students and communities.
- High academic standards and high expectations for faculty and student performance through accountable, value-added experiences.
- Alternative support programs and services to assist students in reaching their goals.
- An openness to innovation and change at every level and in every unit throughout the College and its campuses.
- An emphasis on quality through efficient, effective, fiscally responsible education and services and on-going professional development.

# **ARTICLE I – ORGANIZATION OF THE COLLEGE**

## **Section I – Organization**

The name of this legal entity shall be the Kansas City Kansas Community College with taxing authority in Wyandotte County and serving both Wyandotte and Leavenworth counties.

The Kansas City Kansas Community College district shall include the total service area first designated by the Kansas State Department of Education and later adopted by the Kansas Board of Regents which includes the Wyandotte and Leavenworth counties, and therein shall be established, organized, and maintained as an educational institution in conformity with the laws relating to the operation of Kansas Community Colleges and with the State Plan for Community Colleges as developed by the Kansas Community College Advisory Council and adopted by the State authority.

Kansas City Kansas Community College is a public, urban, open-door, and comprehensive community college committed to excellence in higher education, primarily in its service area of Wyandotte and Leavenworth counties.

The Kansas City Kansas Community College encompasses the Unified School Districts of Basehor-Linwood (District 458); Bonner Springs (District 204); Kansas City, Kansas (District 500); Lansing (District 469); Leavenworth (District 453); Piper (District 203); Tonganoxie (District 464); and Turner (District 202).

The Kansas City Kansas Community College encompasses approximately 800,000 square feet and offers classes at several sites: at its main campus located at 7250 State Ave., Kansas City, KS 66112; The Dr. Thomas R. Burke Technical Education Center, 6565 State Ave., Kansas City, KS 66102; KCKCC Automotive Technical Center, 6736 State Ave., Kansas City, KS 66112; Pioneer Center, 1901 Spruce St., Leavenworth, KS 66048; and in selected sites at high schools in Wyandotte and Leavenworth Counties.

## **Section II- Legal Designation**

The legal designation of the governing Board of Trustees shall be “The Board of Trustees of Kansas City Kansas Community College,” and it shall possess the usual powers of corporation for public purposes as is consistent within the Statutes of the State of Kansas.

## **Section III- Election**

The Board of Trustees shall consist of seven members to be nominated and elected in conformity with existing state laws and regulations which are applicable. Usually this will be accomplished by the qualified voters of the district at the Wyandotte County general election

in November on each odd numbered year. Terms of office shall begin on the second Monday of January following the election.

## **Section IV- Officers**

The Board of Trustees shall, at the first regular meeting in January of each year, organize by electing a Board Chair and Vice-Chair from the members, each of whom shall serve until a successor is elected. At this meeting, the Board of Trustees shall also elect a Secretary for a term of one year, and a Treasurer to serve at the pleasure of the Board of Trustees. The Secretary and Treasurer shall not be the same person. The Board of Trustees shall also make arrangement for the employment and retention of legal counsel, annually, to assist them when and where needed.

## **Section V- Board Functions**

### **Set Policy**

The most important responsibility of the Board is to make and approve policy, which then provides guidance for college staff. Policy consists of broad statements that define general direction and acceptable practice.

Trustees represent community interests by establishing policies that provide direction for the college.

### **Employ the Chief Executive Officer – President**

The Board of Trustees employs a President who shall be the Chief Executive Officer for the operation of the College in conformity with the adopted policies of the Board of Trustees.

The Board:

- selects and retains a President who is the best fit for the needs of the College and with whom there is mutual trust with the Board.
- establishes appropriate lines of authority and delegation.
- defines clear parameters and expectations for performance.
- provides a mutually beneficial contract.
- maintains open communication.
- conducts regular evaluations.
- supports the President.

In the event of the absence of the President due to illness, business, or any other reasons, the authority, responsibility, and duties of President, as is indicated in the Policy Handbook, shall be assigned to a member of the President's Cabinet for the period of such absence and until the return of the President to his/her normal duties. Such assignment may be made by the President or the Board of Trustees.

## **ARTICLE II – MEETINGS OF THE BOARD OF TRUSTEES**

### **Section I - Meetings**

The regular monthly Board of Trustees meeting shall be held at a time and day determined by the Board in a space at the college to be designated by the Trustees. Additional meetings of both a regular and special nature may be scheduled at the discretion of the Board of Trustees as a whole, the Board Chair, or any two members of the Board of Trustees requesting such a meeting. Written notice stating the time, place, and purpose of any special meeting shall be given to each member of the Board at least two days in advance of any meeting, unless waived. For purposes of this provision, written notice may be provided via email, facsimile copy, or other electronic means. All such meetings will be subject to the conditions as defined in the Kansas Statutes. The Board of Trustees may recess any meeting for specific reasons such as executive sessions, etc., within limitation established by Kansas State Statutes.

### **Section II - Quorum**

A majority of all members of the Board of Trustees shall constitute a quorum for the transaction of business. When a quorum is not present for any meeting, two or more members may meet and adjourn to meet at a specified future time. Any resolution passed must do so through the use of procedures which are consistent with Kansas Statutes. All official actions of the Board of Trustees shall be taken by a majority present and voting unless a greater number is required by law.

### **Section III - Order of Business**

At all regular and adjourned meetings, the following orders shall be observed in disposing of business before the Board of Trustees: (1) call to order and Pledge of Allegiance; (2) mission statement; (3) roll call; (4) approval or amendment of the meeting agenda; (5) audience to patrons and petitioners; (6) recognitions and presentations; (7) reading of communications; (8) Report of Board Committees; (9) approval of consent agenda, which shall include the approval of the minutes, approval of recommendations from the Chief Operations/Financial Officer, and approval of HR actions; (10) Report of Student Senate; (11) Report of the President; (12) Report of Vice-President of Academic Affairs; (13) Report of Vice-President of Student Affairs; (14) Report of Vice-President of Strategic Initiatives and Outreach; (15) Report of Chief Financial Officer;

(16) Report of Chief Human Resources Officer; (17) Report of Chief Information Officer, (18) Unfinished Business; (19) New Business; (20) Adjournment.

## **Section IV - Call to Order**

At each meeting of the Board of Trustees, the Board of Trustees shall be called to order by the Board Chair, or, in his/her absence, by the Vice-Chair, or in the absence of both the Board Chair and the Vice-Chair, by any member, when a Board Chair pro tempore shall be elected. The Secretary shall record the names of the members present and absent.

## **Section V - Budget**

The Board of Trustees shall, on or before the first regularly scheduled meeting in July of each year as it so directs, receive from the President, a full and complete estimate of the needs of the College for the next fiscal year and with these estimates in view, the Board of Trustees shall cause to be prepared a full and complete budget according to Kansas Statutes.

## **Section VI – Adoption, Suspension or Amendment of Policies**

Pursuant to K.S.A. 71-201 ([ks.revisor.org](http://ks.revisor.org)), and, subject to any statute limitation or Kansas Board of Regents regulation which may apply, the Board of Trustees adopts the policies governing the college. These policies may be suspended or amended at the discretion of the Board of Trustees. The procedure which will be followed in such suspension or amendment shall be as follows: (a) Suspension - These policies may be suspended at any meeting by a vote of four or more members. (b) Amended - These policies may be amended by a majority of members at a regular meeting of the Board of Trustees following notification of desire to amend at a preceding regular, or special, meeting.

## **Section VII – Rules of Order**

Modern Rules of Order will be followed in all meetings of the Board. The Board shall conduct business only when the Board is in open session at a regular or special meeting and a quorum of its members is present. Decisions by the Board shall be recorded in the minutes of the meeting, including dissenting votes. Once a decision is made, it is binding on the Board, the President, and the College.

# ARTICLE III – DUTIES OF TRUSTEES/ADMINISTRATION

## Duties and Responsibilities of the Board of Trustees

### Responsibilities

Make sincere efforts to work with others on the Board in a cooperative, collegial manner, and abide by principles that contribute to Board effectiveness: respect, consideration of others, and seriously approach the responsibilities of Trusteeship.

#### General responsibilities include:

- **Preparation** – Preparing for Board meetings, particularly for new members, requires a significant amount of time studying Board materials, learning college history, mission and culture, and becoming aware of the trends that affect community college education and education in general. They prepare for Board meetings by thoroughly reading the agenda and asking questions of the President and other Board members to clarify items and gain background information.
- **Involvement** – Effective Trustees show their support for the College by attending College events and visibly supporting the College in the community. They support fundraising efforts, and may contribute to the Foundation to the best of their ability. They advocate for the College in the community and with local, state, and national officials.

Trustee involvement, however, should not extend into the day-to-day life of the college. Trustees should not be on campus to a degree that is perceived as interfering or micromanaging college activities.

They should not ask special favors of staff members or attempt to direct staff activities.

- **Education** – Attending conferences and seminars enhances boardsmanship skills and knowledge about policy. Seeking out and being aware of community needs and interests leads to better representation of the community.
- **Mindset** – Effective Trustees are concerned about the future of the college and external issues and trends. They support innovation and risk-taking in the College and by College leadership. A sense of self-discipline is critical. It is sometimes easy to react quickly to agenda items and situations, rather than take the time to assess the most appropriate course of action and determine the appropriate role of the Board. A sense of self-discipline is critical.
- **Communication** – Open, straightforward, tactful communication builds trust, “no surprises” is a cardinal rule. Publicly communicating one’s support for and confidence in the President and executive team builds a strong President/Board partnership. Questions and concerns expressed by community members and staff should be referred to appropriate lines of authority.

- **Conflicts of Interest** – Public officials have a conflict of interest when they use the position to influence a policy decision that will affect their financial interest in material ways. Effective Trustees are scrupulous about avoiding even the perception that there are conflicts of interest. They are aware that appearing to act to benefit their own interests (or those who are close to them) at the cost of the college will harm their credibility and trustworthiness.

## Legal Responsibilities (Refer to Appendix C)

1. The Board of Trustees has full legislative and judicial authority over the College in accordance with the Statutes of Kansas but may delegate all executive, supervisory, and instructional authority to its designated employees as hereinafter specified.
2. The Board of Trustees may transact business which is legally binding only when it is in session with a quorum present and when its proceedings are recorded in the minutes of the meeting.
3. The Board Chair, or in his/her absence, the Vice-Chair or Chair pro tempore, shall preside at all meetings of the Board of Trustees, declare all votes and perform such duties as are provided by law. The Board Chair shall strictly enforce the adopted policies of the Board of Trustees, sign all documents, warrant-checks, and contracts ordered by the Board of Trustees.
4. It shall be the duty of the Vice-Chair to perform the duties of the Board Chair in case of his/her absence or his/her inability to act.
5. Any committee as named by the Board Chair shall have the responsibility of investigating or seeking information and shall report to the Board of Trustees for its consideration and action. Committee action shall be advisory and not executive.
6. Any committee or special committee may be granted power to act in any specific case by vote of the Board of Trustees in session and such committee action shall be reported for confirmation by the Board of Trustees at the next following regular or adjourned meeting.
7. The duties of the Secretary of the Board of Trustees shall be as follows:
  - (a) To keep records of all meetings of the Board of Trustees.
  - (b) To sign all legal documents of the Board of Trustees.
  - (c) To notify members of the Board of Trustees of all meetings.
  - (d) To send each member of the Board of Trustees, prior to the meetings, an agenda for the meeting.
  - (e) To post legally required notices of all meetings of the Board of Trustees as required by statute.
8. The duties of the Treasurer of the Board of Trustees shall be as follows:
  - (a) To receive, hold in custody, and expend all funds as directed by the Board of Trustees' action.

- (b) To furnish a bond in accordance with state law and within the terms satisfactory to the Board of Trustees.
  - (c) To report to the Board of Trustees all his/her transactions of funds as Treasurer.
  - (d) To sign all documents for all necessary financial transactions which are by statute or Board of Trustees direction, inherent within the position of Treasurer.
  - (e) Such other duties as the Board of Trustees may prescribe.
9. The duties of the attorney of the Board of Trustees shall be that of acting as counselor for the Board of Trustees, its committees, and its officers in legal matters relating to the Board of Trustees' affairs.
10. The following calendar suggests the Board of Trustees' schedules considering major items of business:

July:	Review draft Board handbook Designation of official depositories Approve proposed budget for publishing Receive strategic plan report (biannually) Plan annual Board retreat
August:	Board retreat Hold public budget hearing Formal approval of budget Publish approved budget
September:	Approve Board handbook Approve Board goals for succeeding year Review and approve College property and liability insurance coverage / carrier Review and approve College medical and dental insurance renewal / change Administration reports on the opening of the new College term
October:	Preliminary audit report
November:	Approve audit report
December:	Student recognition for certificate / degree completion Chair begins evaluation process for President Approval of academic calendar
January:	Board retreat – review annual Board of Trustees goals and data reports Receive KBOR performance report Receive strategic plan report (biannually) Reorganization of the Board of Trustees Annual appointment of Secretary and Treasurer Employment of College attorney Designation of official newspaper Designation of Freedom of Information officer

	College proposed budget development calendar
	Annual signature of code of ethics
	Annual signature of confidentiality agreement
	Approval of annual compliance report
February:	Decision regarding renewal / rollover of President's contract
	Determine status of college calendar
	Approve special course fees
	Approve next year tuition and fees
March:	Finalize President's compensation for the succeeding year
	Finalize renewal / rollover of President's contract
April:	Employment status of instructional and instructional-related personnel
May:	Employment status of all staff personnel
	Employment of auditor to audit all accounts
	Confer degrees
	Drafted schedule of Board meeting dates reviewed
	Identify topics for Board retreat
June:	Board of Trustees budget workshop (held as June Board Finance Committee meeting)
	Review Board handbook for updates
	Board meeting dates finalized
	Identify topics for Board retreat
	Board committees meeting schedule established
	Board Chair begins Board self-evaluation process

## The Role of the Trustee

- Code of Ethics - Each Trustee will affirm his or her support and commitment to the Code of Ethics and to uphold all law, rules, regulations and standards at the highest level attainable. The Code of Ethics will also apply to designated officers of KCKCC, including the President and President's Cabinet.
- Boards set the tone for the entire institution. Through their actions and behavior, Boards can establish a climate in which learning is valued, professional growth is enhanced, and the most important goals are student success and making a difference for the community.
- Trustees provide positive leadership when they focus on futuristic visions for the College, model integrity and ethical behavior, support risk taking, and positively challenge the President, faculty, and staff to model high standards of excellence. They model civility and professionalism when they work well together as a Board and handle conflict constructively. Effective Trustees, as individuals, strive for the "high road;" seek full participation in decision-making; and encourage innovation, leadership, and professional growth.
- The Board will hire the President, the one employee of the Board. The President is the single most influential person in creating an outstanding institution. It is critical that the Board and the President function as a team. While the President is hired to carry out Board policy, the Trustees look to the President for guidance and educational leadership. Selection, evaluation, and support of the President by the Board are vital to the success of the College.
- The Board will advocate for fiduciary responsibility, as defined by governing entities such as the Department of Higher Education (DOE), the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA), National Association of College and University Business Officers (NACUBO), in all matters pertaining to the College.
- The Board will review and approve the strategic plan, including excellence in student achievement supported by financing, facilities, and human resources.

Further responsibilities include:

- Defining the role and mission of the College.
- Evaluating the President.
- Evaluating the College's performance.
- Approving college plans.
- Establishing tuition rates.
- Establishing tax rates.
- Establishing budgets, approving contracts, and expenditures.
- Setting the tone for institutional leadership.
- Representing the community to the College and the College to the community.
- Advocating on behalf of the College and community.

## Statutory Authority and Responsibility

The Board of Trustees is provided with authority and responsibilities through Kansas law. The following responsibilities are listed in state statutes (See Appendix B):

- Establish rules and regulations consistent with the laws of the state.
- Establish policies for and approve comprehensive, academic, and facilities plans.
- Establish policies for and approve courses of instruction and educational programs.
- Establish academic standards and graduation requirements.
- Approve employment of all personnel and establish employment practices.
- Determine budgets within legal constraints and determine need for tax and bond elections.
- Manage and control college property.
- Establish procedures for effective involvement in the local decision-making process.
- Establish rules for student conduct.
- Establish fees as required by law.
- Accept grants, gifts, and scholarships.

- Provide auxiliary services as necessary.
- Determine the academic calendar.
- Participate in the Kansas Board of Regents consultation process.

## Establish Policy

**The Board approves policies which provide guidance and direction for the Board and the College administration, faculty, and staff.**

Boards have a responsibility to periodically evaluate the policies they establish. Are the policies sufficiently clear? Do they provide adequate direction for President and staff decisions? Do they reflect current and future community values as represented by the elected Trustees? Developing a master calendar for policy review ensures that policies remain current and useful.

Boards also have the responsibility to clearly delegate the authority to implement policy to the President and to support the use of that authority. They assure that Board policy is followed by evaluating the President, reviewing how policies are adhered to, and attending to reports on institutional effectiveness.

## Defining Policy

Determining the difference between policy and administration is not always easy. While all Boards agree that they are responsible for decisions at the highest level of policy, studies have found that community college Boards are often involved in making administrative decisions. Boards often find it easier to simply react to staff plans and initiatives than to tackle the complex, difficult process of making good policy.

## Policies and Other documents

KCKCC policies can be found at: [www.kckcc.edu/about/policies-procedures](http://www.kckcc.edu/about/policies-procedures)

Student Code of Conduct at: [www.kckcc.edu/files/doc/student-resources/student-handbook-and-code-of-conduct.pdf](http://www.kckcc.edu/files/doc/student-resources/student-handbook-and-code-of-conduct.pdf)

Faculty Negotiated Agreement in myDotte at:  
[my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY-FY2021.pdf](http://my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY-FY2021.pdf)

## The Use of Policy

When the Board is faced with issues and decisions, one of the first questions should be, “Do we have a policy that addresses this?” If the answer is, “yes,” then the policy guides the Board’s

decision. If the answer to the above question is, “no,” then the Board and staff can review the policy implications of the issue or decision, ask for further information and analysis, if necessary, and determine whether or not new policy should be made, and act accordingly.

## Board Organization and Practices

### **Committees – Standing and Ad-hoc**

The Board of Trustees may establish standing or ad hoc committees as needed as determined by the Board in consultation with the President. Any Board member or the President may suggest the addition or deletion of standing or ad hoc committees. The final decision to add or delete a committee shall be by normal voting procedure of the Board. While committees may be established by the Board, the Board has determined that it is in the best interest of the College to submit such matters and concerns to a process consisting of broad policy discussions and decisions in the domain of the Board of Trustees with the Board acting as a “Committee of the Whole.” This provides an opportunity for all Trustees to participate in all issues coming before the Board for discussion, planning and possible action.

Assignment of Board members to committees shall be the responsibility of the Chair in consultation with Board members and the President. Board members may request assignment to specific committees, but the final decision regarding assignments rests with the Chair.

In January of each year, the members of standing committees shall determine a meeting schedule for the year. Some committees may need to meet on a monthly basis while others may meet as needed. The scope and urgency of the work should determine the meeting times. Ad-hoc committees will establish meeting dates and times as needed.

Kansas Open Meeting Act (KOMA) requirements apply to committees established by the Board.

### **Filling Vacancies**

A vacancy occurs when a Trustee resigns from his/her position before the end of his/her term or a Trustee is unable to fulfill his/her duties due to serious illness or death. The Board must then decide whether to provisionally appoint someone to fill the vacancy or to hold a special election.

**Legal authority for filling vacancies:** Pursuant to K.S.A. 71-201(b)(15), the board of Trustees is granted power to appoint a member to fill any vacancy on the board of Trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college district stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than 15 days after such publication.

**Procedure for filling vacancies:** If the Board desires to fill a vacant Trustee position, the Board shall:

- (1) Acknowledge, in open session, that a vacancy has occurred;
- (2) Move and vote to publish a notice in local newspapers stating that the vacancy has occurred and that on a date certain (at least 15 days after the date of the publication), the Board of Trustees will have a meeting where members will make an appointment to fill the vacancy;
- (3) Publish the notice;
- (4) Confirm that the notice contains the date, time and place of the meeting to fill the vacancy;
- (5) Invite persons to submit their names and statements of interest and resumes for consideration by a date and certain time;
- (6) Schedule a date to review and consider the credentials of persons desiring to fill the trust vacancy. Note: It may be advisable to schedule the meeting date for the filling of the vacancy so there is sufficient time to consider applications and conduct any interviews;
- (7) Discuss and/or determine, in open session, whether to use a specific method for selecting the new Trustee (i.e., interviews by the Board as a whole, a board committee, written application, in accordance with specific criteria, etc.); and
- (8) Select new Trustee, in open session, in accordance with Kansas Open Meetings Law and the Modern Rules of Order.
- (9) Refer to Appendix D for detail.

## The Board Chair

### Selection

The Board Chair will be selected at the January meeting for a term of one year. Robert's Rules will be followed to select the officers.

Whoever is selected should be willing to commit the extra energy and time it takes to fulfill the responsibilities as well as have the necessary skills to be effective. It is important to also consider complementary working and leadership styles with the President.

### Role of the Board Chair

The Board Chair, as all Board members, has no legal authority as an individual other than that specifically delegated by the Board. Boards should have a policy that describes the role and expectations of the Board Chair. He or she is a member of the Board team, but has greater responsibility to create a positive climate, lead the Board, and work closely with the President.

The Chair's duties and responsibilities include, but are not limited to, the following;

The Chair shall:

1. Act as the Board liaison to the President in hiring, scheduling annual evaluation, salary review and other communication with the Board as appropriate.
2. In consultation with the President and/or other board or committee members, schedule dates, times and location for meetings.
3. Ensure meetings are called and held in accordance with the organizations' mandate, terms of reference to by-laws and state governing laws.
4. In consultation with the President, and/or other board or committee members establish and confirm an agenda for each meeting.
5. Ensure the meeting agenda and relevant documents are circulated to the members of the Board 3-5 days in advance of the meeting.
6. Officiate and conduct meetings.
7. Provide leadership and ensure individual Trustees and committee members are aware of their obligations and that the committee complies with its responsibilities.
8. Ensure there is sufficient time during the meeting to fully discuss agenda items.
9. Ensure that discussion on agenda items is on topic, productive and professional.
10. Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting.
11. Schedule Board retreats for purposes of planning and policy review.
12. Lead and schedule a periodic Board self-evaluation.
13. Serves as the Board's central point of official communication with the President.
14. Set high standard for board conduct by modeling, articulating and upholding rules of conduct set out in board bylaws and policies. Intervenes when necessary in instances involving conflict-of-interest, confidentiality and other board policies.

**Specific areas of responsibility include:**

- The Chair presides over Board meetings and ensures that discussion and decision-making are deliberate, orderly, and appropriate.
- The Chair develops the Board team as an efficient body. Trustees who work together well contribute to the effectiveness of their Board. A good Board Chair will build a sense of team and help Trustees work together. The Board Chair ensures that there is respectful and ongoing communication among Board members and assists them in understanding their roles and responsibilities. Where there are significant disagreements or "split" Boards, the Chair needs excellent conflict resolution skills to prevent discord from hurting the institution.

- It is the Chair’s responsibility to work directly with individuals who are being disruptive or not contributing to the Board as a unit. The Board Chair must occasionally remind Board members of legal, ethical, and appropriate Board behavior. This takes tact and courage, but it is essential for an effective Board.
- The Chair works closely with the President. It is imperative that the Board Chair and the President work closely together. The Board Chair and the President should communicate regularly about issues that may be confronting the College. They should also collaborate in the establishment of the agenda for Board meetings. The Board Chair should ensure that the President is evaluated yearly, and that yearly goals and expectations are set between the two parties.

## Community Relations

### Community Linkage Strategies

Boards should develop formal mechanisms for their roles as the bridge to the community, which may include Board-to-Board discussions, community conversations, focus groups, public forums, study sessions, and being Trustee “ambassadors” to other community groups. Joint meetings with such groups as the chambers of commerce, Boards that govern human service agencies, business and industry Boards, city councils, school Boards, and other policy makers in the communities will provide the information necessary to create policies which truly link the College and community.

### Public Relations

Trustees, through their leadership, are responsible for enhancing the public image of the College. They actively work on behalf of the College through their involvement in the community and their professions. To be effective, Trustees must be educated about the College, its mission and vision, its strategic planning, and its role in the community.

### Advocacy

Trustees are very important in lobbying on legislative proposals and public funds. As elected officials and community representatives, the Trustees are influential with legislators. Trustee leadership can motivate students, business and industry leaders, local government, alumni, voters, and community activists.

## Ethics and Laws

### Special interests

Special interest groups play an important part in representing various segments of our diverse society, such as political parties, racial and ethnic groups, employee associations, religious

groups, neighborhood associations, and taxpayer groups. While all of these interests are important, Trustees must remember that the first and foremost obligation of every Trustee is to represent the general interests of the College's communities. Ethical behavior involves being aware of a wide variety of public and community needs and integrating them into the interests of the whole.

## Trustee Conduct

**Civility, decorum, and consideration for others.** Remaining courteous and open-minded as well as treating others with honesty, decency, and respect are characteristic of ethical Trustees. Ethical Trustees practice responsible self-restraint and set a good example for others by communicating thoughtfully and representing the College well in their interactions with others. They avoid bitter arguments and use courteous, non-inflammatory language at Board meetings.

**Board/President relationship.** Respect, reliability, and trustworthiness are all key values in the Board/President relationship. Specific ethical concepts include committing to a thorough President search process; fair and attractive contracts; "no surprises;" and clear differentiation of roles, delegation and direction.

**Open communication.** All Board members, as well as the President, are responsible for maintaining an open, cooperative environment, and promoting a free exchange of information at Board meetings. Trustee deliberations are characterized by fairness and open and impartial processes for gathering and evaluating information. Trustees are straightforward in civil and respectful ways.

**Communicating with staff and students.** The Board and President will follow the KCKCC Board-President Communications Protocol for Trustee contact with college students, administrators, faculty, and staff. Ethical Trustees support the authority of the President and respect the established lines of communication.

Student and employee complaints to Trustees should be referred directly through appropriate channels or to the President. The College has procedures and policies that provide for fair treatment of students and employees.

**Function as a team member.** Being a good Board member requires the ability to function as part of a team. Board members differ in personality, motivation, knowledge, attitude, experience, background, community stature, and capability. Differing points of view help develop alternatives, stimulate the imagination, and lead to creative solutions. The ability to be open to and respectful of other members' viewpoints is necessary to reach consensus.

Trustees often bring specialized knowledge to the Board by virtue of their backgrounds and professions. However, Trustees are not on the Board to be "experts" in their fields; they are there to represent broad community interests.

**Maintaining confidentiality.** While most of what the Board does is public, an important aspect of Trustee ethics is maintaining confidentiality about issues discussed in closed session. Violations of confidentiality occur when individuals share closed session information, such as informing the union of the collective bargaining positions, leaking information to the media, or discussing private personnel information.

**Avoiding conflicts of interest.** The standards of the code of ethics are intended to ensure that directors, officers and employees conducting the business of public institutions of higher education avoid conflicts of interest or the appearance of conflicts of interest. Trustees are prohibited from: “having an interest, financial or otherwise, direct or indirect, or engaging in any business or transaction or professional activity which is in substantial conflict with the proper discharge of their duties.”

### **Dilemmas and Unethical Conduct**

Resolving ethical dilemmas often requires Board members to engage in very difficult discussions to determine which ethical values are most important in a specific situation. The criteria for decision-making often are those that uphold the public good and what is best for the community and college as a whole.

Unethical Trustee behavior includes many activities, such as independently pursuing pet projects, breaking confidentiality, or not devoting time to the role. These activities hurt the College. Unethical Trustee behavior can lead to a loss of public support. Community members and legislators may be more reluctant to support funding for the institution. Trustees who act unethically fail to fulfill their fiduciary responsibility to protect the College as mandated by the legal duty owed in Kansas.

If unethical behavior occurs, each member bears the responsibility of reporting the issue to the Board and/or college attorney. That role generally falls to the Board Chair, unless the Chair has caused the problem. If problems persist, the entire Board may wish to discuss the code of ethics in a retreat or other individuals may talk with the Trustee. Public censure is a last resort, as it clearly states that the Board cannot work together.

### **Legal Advice**

KCKCC relies on appointed counsel to be available to address specific questions and answer Trustee questions at all official meetings of the Board. The College’s attorney is available to advise the Board of Trustees and college officials on matters pertaining to Trustee and college actions. The College attorney is a resource that provides valuable information before official actions are taken on college matters but is not the decision-maker.

Trustees who have legal questions should work through the President and/or Board Chair in seeking an answer.

## **Executive Sessions**

Executive Sessions of the Board will be conducted only as prescribed by Law:

- a. Upon formal motion made, seconded and carried, the board may recess to a closed or executive session. Any motion to recess for a closed or executive session shall include a statement of the justification for closing the meeting, the subject to be discussed during the closed or executive meeting, and the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as part of the permanent records of the board. Discussion during the closed or executive meeting shall be limited to one subject as stated in the motion. Conduct of closed or executive sessions shall be in accordance with K.S.A. 75-4317 et seq. No closed or executive meetings shall be taped or otherwise recorded.
- b. The only subjects which may be discussed at any closed or executive meeting are those enumerated in the Open Meetings Act (K.S.A. 75-4317 et seq.), which generally include:
  - (1) The following matters relating to individual nonelected personnel: hiring, termination of employment and other forms of discipline, performance evaluations and complaints and grievances against such personnel;
  - (2) Consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
  - (3) Matters relating to employer-employee negotiations, whether or not in consultation with the representative or representatives of the body or agency;
  - (4) Matters relating to actions adversely or favorably affecting a person as a student, patient, or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
  - (5) Preliminary discussions relating to the acquisition of real property; and
  - (6) Matters relating to the security of a public body or agency, public building or facility or the information system of a public body or agency, if the discussion of such matters at an open meeting would jeopardize the security of such public body, agency, building, facility or information system.
- c. No binding action shall be taken during closed or executive sessions.

## **Board/President Relationship**

### **Developing Shared Purpose**

The President and Trustees who have the same information and engage in open dialogue are able to come together to establish a shared vision and set strategic goals for the institution. The Board/President team then shares the same understanding of the major issues. The Board upholds a common vision and goals; the President works to achieve them.

## Mutual Respect and Support

Boards are responsible for creating an environment in which the President has the power to lead the College. The President has the responsibility to foster the success of the Board, as a body and as individuals. The President empowers the Board by creating an environment in which Boards can successfully govern the College and by facilitating Board process.

## Ongoing and Open Communication

Consistent open communication is a major component of expressing mutual support and respect. The following practices enhance good communication:

**No Surprises.** This rule is one of the most often-mentioned keys to good Board-President relationships. When possible, Board members should hear about major problems, activities, and issues from the President before they hear about them from others, read about them in the press, or are asked to comment on them in public. Boards should not be asked to make major decisions with little or no advance preparation. At the same time, public statements by Trustees should not be a surprise to the President. Trustees should alert the President and Board Chair about their concerns prior to going public with them. Trustees should also let the President know what information they want to have available at Board meetings prior to the meetings.

**Regular Communication.** Boards expect that the President will keep the Board informed about critical issues and college activities. Many Presidents do so by providing the Board with regular updates, such as a weekly e-mail that highlights college activities, alerts the Board to relevant external trends and issues, and lets the Board know what the President is doing. Presidents routinely touch base with Board members prior to meetings to ensure that Trustees have the information they need regarding Board agenda items.

In turn, Trustees keep the President informed about their contacts in the community, discussions with legislators and other policymakers, calls from citizens or college staff, and any visits to the College. They regularly let the President know about their work on behalf of the College and rely on the President's assistance.

**Clear Expectations.** As employers, Boards define the expectations for the President in written policy, the job description, and annual goals. Boards that state their expectations up front help foster success—the President does not have to “read Trustees’ minds” or fear sudden shifts in Board direction. Clear, public expectations provide Presidents with a framework for action and assure them that their actions will have Board support. In addition, Presidents who state what they need from their Boards help Trustees perform their role and responsibilities. Presidents expect their Trustees to provide guidance, support, dialogue, information, and feedback.

## President Evaluation

### Purposes and Outcomes

The primary purpose of Presidential evaluation is to bring the President and the Board together on a regular basis to discuss how their performance and priorities contribute to the effectiveness of the educational program and services for students and the community. The emphasis should be on identifying what works well and what needs improvement.

The President evaluation process should be designed to:

- Assess how well the institution is fulfilling its mission.
- Examine and re-set, if necessary, goals for the institution and the President.
- Support the President by providing constructive feedback on performance.
- Develop plans to address issues identified in the evaluation process.
- Provide an opportunity for the Board to learn how its performance affects the Board/President partnership.
- Foster communication between Board and President.

The outcomes of an assessment should be:

- Clear expectations and realistic goals
- Strengthened communication
- Clarification of respective and distinctive responsibilities of the President and Board of Trustees
- Mutual trust, respect, and support between the President and Board of Trustees
- Renewed confidence in good governance
- A better sense of the College's agenda and the ways to address it.

### Evaluation Sessions

Evaluation sessions are confidential and take place in executive session of the Board. The discussions between the Trustees and the President are generally the most valuable portion of the evaluation process. Questions that may be discussed are:

- What is your assessment of the past year both successes and things that didn't go as well?
- What is the College's most significant achievement for the year?
- What difficulties were encountered?
- What do you need from the Board to ensure future success?
- What are your goals for next year?

## **Addressing Problems**

The Board will want to address problems with the President in a manner that maintains support for the position of the presidency. Communication to and about the President should always be respectful and professional.

## **Relationship to Contracts and Compensation**

Many President contracts contain extension or rollover provisions. Extensions are generally perceived as a vote of confidence and a result of satisfactory performance. However, making extensions contingent on a positive evaluation may deflect the Board and President from the purpose of the evaluation, which is to improve the President's and the institution's performance.

## **Board Effectiveness and Evaluation**

The ultimate criteria for assessing the effectiveness of the Board, President and executive team are how well the institution is meeting its goals and fulfilling its mission. If the institution is not succeeding in educating students and serving the community, the Board and the President must evaluate their own performance as the leadership team of the College.

## **Common Pitfalls**

Assessment processes that include the following are usually unsatisfactory for the participants and achieve few useful outcomes.

- Unstructured sessions or processes that encourage or allow feedback when no standards for performance have been set. Evaluating the President only against pre-established criteria is the fairest and best way to provide feedback.
- Violating the confidentiality of the process. The importance of maintaining confidentiality cannot be overemphasized. Rumors and leaks can divide a campus and exacerbate problems. They reflect poorly on the Board and the institution and are unfair to the President.
- Spending more time on things that need fixing in a session, rather than focusing on what went well. Consider the motivating power of commendation and the debilitating effect of too much criticism.
- Focusing on a single issue, which does not provide a well-balanced assessment. Avoid too much emphasis on a current "hot topic" in an annual evaluation session.
- Scheduling evaluations during times of crisis on campus, as President and Trustee energies will be focused on the crisis.

## Human Resources

### **Board Policies and Practices**

The Board of Trustees has the ultimate authority for hiring personnel but delegates that responsibility through the President to the President's Cabinet. The Board relies on the President to ensure that personnel policies, practices, and employee agreements are implemented and followed.

### **Board/Employee Relationships**

The Board members do not direct or evaluate any college employee except the President. A cardinal rule of effective Board Trusteeship is that no individual Trustee directs or becomes involved in employee activities. When directly approached by individual employees, Trustees listen well but do not take action on employee requests. Employee concerns should be directed to the President and should not be addressed by Board members with the exception of duty to warn.

### **Creating a Positive Environment**

Perhaps more than any other entity, Boards help create a positive environment for employees when they support, through policy, processes that include faculty and staff groups in decision-making. An inclusive environment empowers faculty and staff and enhances their dedication to achieve the mission of the College. The KCKCC College Senate organization was designed to insure full collegial participation as part of the maintenance of a positive environment in the College.

Boards also help create a positive environment when they support, through policy and budget decisions, the professional growth and development of all employees at the College. Encouraging staff to continually seek new learning and skills helps create a learning organization, and ultimately benefits students. Trustees who attend conferences and participate in Trustee education activities model the importance of professional development.

### **The Fiscal Environment**

The Board of Trustees has the authority to establish local tax rates for the College. In addition to local property taxes, the College also receives funds from the state and federal governments, student fees, and grants. Partnerships with local businesses and governments can provide additional sources of revenue and support. Partnerships with school districts and other educational institutions can result in shared funding and programs that enable more students to be served.

## Budgets and Budgeting

### Purposes and Nature of Budgets

When the budget document is approved, it establishes the priorities for the institution for the ensuing year and links short and long-range planning. Trustees should spend the time needed to understand the budget proposal, supporting documentation, and any special recommendations.

The budget schedule represents a planning and management framework for decision-making by the Board and the internal college community involved in this important annual process. How funds are allocated dictates the operations of the institution; allocations, therefore, must reflect the specific mission and goals of the College. Budget proposals usually contain descriptions of how the strategic initiatives, goals and objectives are supported by the budget.

### Budget Development Process

The Board approves the proposed college budget by the July meeting each year and the final budget by the date established by Kansas law for the fiscal year July 1 through June 30. The final income certification for the year does not occur until September 30 or October 15 when the County Treasurer certifies the county personal property values and, therefore, the official mill rate income for the College for the fiscal year. The College budget takes into account the official state budget and allocations as well as the College's actual ending balance from the previous fiscal year. Prior to the adoption of the final budgets, the Board holds study sessions and a public hearing to review and discuss proposals and recommendations.

However, before budget proposals come to the Board for review, much work has been done in the College. The College usually begins planning for the next fiscal year in late fall or no later than January. Various departments and constituencies are engaged in reviewing programs and needs; planning; and establishing assumptions and criteria for the next year's budget. The Board of Trustees is usually informed about the budget development calendar in January.

The President, with support from the President's Cabinet, is responsible for managing the planning and budget building process. The budget is prepared using policy direction and parameters established by the Board and based on a set of general assumptions and projections related to revenues and expenses.

### Board Review and Approval

In evaluating the proposed budget, the Board should carefully review all projected income and expenditures to make sure that they are realistic. The Board should compare the projections against the criteria and assumptions that they discussed earlier. Some of the questions Trustees often ask are:

- How does the budget support the vision, mission, and goals of the College?
- What major changes are planned in program, personnel, equipment, and facilities?
- What are the assumptions used to build this budget? Have circumstances changed that would change the assumptions?
- Is it balanced? How is it balanced (with projected income, prior year ending balance, one-time funds)?
- Are there significant changes from last year? What are they? Why are they proposed?
- What is the projected ending balance? Is it realistic?
- How large are the reserves? Are reserves being used to balance the budget? Are they adequate to cover long-term liabilities? Will they cover fiscal extremes or unforeseen emergencies?

### **Long-Range Projections**

Responsible budgeting is more than a year-to-year process, particularly related to programs, capital, equipment, and facilities growth and maintenance requirements. The Board should review and discuss long-range plans and implications for the budget over the years. Areas to be considered include the following:

- Projected growth and enrollment trends.
- Projected program changes and needs.
- State and regional trends.
- Salary and benefit agreements including employee and retiree benefits.
- Contract commitments and other long-term liabilities.
- Facility and maintenance needs.
- Upgrades and replacement of technology and equipment.

### **Fiscal Management Policies and Accountability**

#### **Fiscal and Cash Flow Management**

The Board establishes policies and procedures that set standards for the appropriate expenditure of funds and the accounting practices used by the College that must be in line with commonly accepted professional standards (e.g. National Association of College and University Business Officers (NACUBO).) The Board delegates authority to the President and professional staff to expend funds within the approved budget and policy constraints.

## **Compensation and Employee Agreements**

The Board approves compensation levels, including salary schedules and benefits. They depend on the President to recommend salaries and benefits that are fair, equitable, competitive, and which can be supported by projected revenues. Illustrations of possible parameters or targets for salaries and benefits are:

- Faculty and administrative salaries shall be in the top half of the salary schedules at comparative colleges (or some other criterion).
- Classified salaries shall be comparable to public agencies in the region served by the College.
- Administrative salary and benefit increases shall be similar to those negotiated for faculty unions.

## **Monitoring Fiscal Status**

### **Financial Statements**

The Board receives monthly financial statements (and a summary of such) from the Chief Operating/Financial Officer. The Board should review these monthly statements to ensure that the College is meeting its budget requirements and that expenditures and revenues are appropriate. Key questions related to the monthly statements that the Board might ask are:

- Are there any significant changes in the assumptions upon which the budget was built? What unanticipated problems or issues have cropped up?
- Are there major differences between projected and actual amounts of revenues and expenditures? Why?
- Are the projected reserves still adequate? Have greater-than-anticipated transfers been required? Why?
- Are revenues adequate to meet projected expenditures?
- Are the different types of funds being managed appropriately, according to their purposes?
- Are debts and bills being paid in a timely manner?  
Are receivables being collected in a timely manner?
- Does the College have sufficient cash on hand to meet its obligations?

### **The External Audit**

The Board of Trustees helps assure good practices in fiscal management by contracting with an independent firm to audit the fiscal operations of the College. Independent local audits are required annually. The Board selects and appoints the external auditor; expects the President,

administration and staff to cooperate with the audit process; reviews the audit findings; and ensures that appropriate corrective action, where required, is taken by the College and executive management.

### **Hiring an Auditor**

The Board establishes criteria for the selection of the audit firm and asks the President to solicit proposals from a number of auditing firms to conduct the external audit. The responsibilities of the auditor are to:

- Report on financial statements,
- Prepare a management letter highlighting weaknesses in internal control and ways to increase efficiency and effectiveness,
- Report on compliance with federal and state requirements, and
- Comment on the College financial management system and team.

The Board selects the auditing firm, the President manages the audit process, and the Board has final authority to review the audit findings. Boards often follow the practice of changing the audit firm every few years in order to ensure fresh, objective perspectives. The Board ensures that corrective actions recommended in the management letter and accepted by the Board are implemented.

### **Post Service and Expectations**

Upon termination of service, a retiring Board member will promptly return to the college all documents, electronic and hard files, reference materials, and other property entrusted to the Board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the retiring Board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the KCKCC Board of Trustees.

# APPENDIX A

## Confidentiality and Non-Disclosure Obligations of Trustees

The protection of Confidential Information (as defined below) and the preservation of the integrity of Kansas City Kansas Community College (“the College”) is vital to the long-term viability and operational success of the College. The disclosure of Confidential Information by any Trustee to any person or entity is prohibited unless such disclosure is (1) to a person whose knowledge of the information is necessary to further the legitimate statutory, business or operation purposes of the College; (2) authorized by the Board; or (3) legally mandated by law (as set forth below)

Trustees shall maintain the Confidential Information entrusted to them by the College or any information about the College that comes to them in their capacity as a Trustee, from whatever source, with the care and prudence with which they would protect their own personal information against disclosure. Trustees shall not use Confidential Information for their personal benefit or for the benefit of any organization or individual other than the College.

Any Trustee who knows of or reasonably suspects a violation of this policy shall report such knowledge or reasonable suspicion to President of the College or the Chairperson for the Kansas City Kansas Community College Board of Trustees.

- **Duty of Care:** Trustees have a legal duty to act in good faith, as a prudent person would act under similar circumstances, and always in the best interests of the College. Trustees shall be reasonably informed about the College’s activities, participate in deliberations and decisions, and act in good faith with due diligence and with the reasonable belief that decisions made are in the best interests of the College.
- **Duty of Loyalty:** Trustees have a legal duty to avoid conflicts of interest. Trustees have a legal obligation to put the interests of the College ahead of their own personal interests and the interests of their family members, businesses, and other persons and entities. If there is a conflict between the interests of the College and these other interests, the Trustee has an obligation to disclose such conflict to the President of the College or the Chairperson for the Kansas City Kansas Community College Board of Trustees. Trustees’ duties with respect to conflicts of interest and disclosure to the College are more fully set forth in the College’s Conflict of Interest Policy.
- **Corporate Opportunity Doctrine:** Trustees have a legal obligation to refrain, both on their personal behalf and on behalf of any other person or organization, from taking advantage of the College’s business opportunities that are presented to them or discovered by them as a result of their position with the College. Such business opportunities constitute Confidential Information of the College. Trustees are prohibited from: (1) taking or capitalizing on, for themselves or for others, business opportunities that relate to the College’s business without first offering such business opportunities to the College; (2) using college

property, Confidential Information, or their position as a Trustee, to benefit the Trustee or any other person or entity; and (3) competing with the College for business opportunities unless the Board's independent Trustees first determine not to pursue an opportunity that relates to the College's business.

In many circumstances, disclosure of Confidential Information in violation of this policy could also waive the protection and privacy granted to the Confidential Information by the Kansas Open Records Act and Kansas Open Meetings Act. KORA and KOMA exempt from public disclosure certain discussions and decisions in executive sessions of Board and Board committee meetings and certain confidential documents and records. Generally, Confidential Information and discussions and decisions regarding Confidential Information are protected from public disclosure under KORA and KOMA, and disclosures of Confidential Information could waive this protection.

### Definitions:

"Confidential Information" means any and all verbal or written information learned or discussed in the context of any public or executive session of the College Board of Trustees or Board committee meeting which is not generally available to the public, and any non-public College information received from the College or any of its officers, employees or agents.

"Confidential Employee Information" means any and all verbal and written information about any College employee which is not generally available to the public or is of a confidential nature including, without limitation, personnel, medical and non-medical information.

"Confidential Business Information and Trade Secrets" means any and all verbal and written information about the College which is not generally available to the public, including, without limitation: computer programs, processes, codes, software, passwords, data, and related documentation; technological data and prototypes; physician recruitment needs and plans; employee lists and employee compensation; labor relation negotiations and strategies; charges and fees; payor data and managed care contracts; marketing strategies, data plans including, without limitation, planned or proposed advertising scripts and plans for print, radio, television and other advertising media and outlets; business and development plans, projections and strategies; management techniques; legal disputes, legal strategies and legal advice; trade secrets; operation records and financial information including, without limitation, capital and operating budgets and financial statements; contractual agreements, and any and all other information or data relating to the College's officers, suppliers, operations, policies, procedures, techniques, accounts and personnel.

# APPENDIX A

## Confidentiality and Non-Disclosure Obligations of Trustees

### Certification:

I, the undersigned member of the Board of Trustees of The Kansas City Kansas Community College, acknowledge that I received a copy of the Policy, have read and understand its terms, and agree to adhere to the Policy.

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Name

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Signature

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Date

# APPENDIX B

## Kansas Statutes Annotated (K.S.A.) 71 – SCHOOLS – COMMUNITY COLLEGES

Chapter 71. --SCHOOLS--COMMUNITY COLLEGES Article 2.--ORGANIZATION, POWERS AND FINANCES OF BOARDS OF TRUSTEES

71-201. Boards of Trustees; powers and duties.

(a) The board of Trustees, in accordance with the provisions of law and the rules and regulations of the state board of regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college.

The board of Trustees shall hold at least one regular meeting each month at a time prescribed by the board. The board shall make an annual report in the manner prescribed by the state board of regents. Members of the board of Trustees shall be paid subsistence allowances, mileage and other actual and necessary expenses incurred in the performance of their official duties.

(b) For effectuation of the purposes of this act, the board of Trustees in addition to such other powers expressly granted to it by law and subject to the rules and regulations of the state board of regents is hereby granted the following powers:

- (1) To select its own chairperson and such other officers as it may deem desirable, from among its own membership. The secretary may be chief administrative officer of the college.
- (2) To sue and be sued.
- (3) To determine the educational program of the college subject to prior approval thereof as provided in this act and to grant certificates of completion of courses or curriculum.
- (4) To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.
- (5) To appoint upon nomination of the president or the chief administrative officer members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties, and to fix their compensation and terms of employment. No community college teacher shall be required to meet licensure requirements greater than those required in the state educational institutions.
- (6) Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment and all other items and conditions of employment.
- (7) To enter into contracts.
- (8) To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property

which the board may use for or in aid of any of its purposes.

(9) To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for community college purposes. Any lease-purchase agreement entered into under authority of this subsection shall be subject to the conditions set forth in K.S.A. 10- 1116c, and amendments thereto. The term of any lease entered into under authority of this subsection may be for not to exceed 10 years. Such lease may provide for annual or other payment of rent or rental fees and may obligate the community college to payment of maintenance or other expenses. Any lease or lease-purchase agreement entered into under authority of this subsection shall be subject to change or termination at any time by the legislature. Any assignment of rights in any lease or lease-purchase made under this subsection shall contain a citation of this section and a recitation that the lease or lease-purchase agreement and assignment thereof are subject to change or termination by the legislature. To the extent that the provisions of the cash-basis and budget laws conflict with this subsection in such a manner as to prevent the intention of this subsection from being made effective, the provisions of this subsection shall control. This provision is subject to the provisions of subsection (d).

(10) To enter into lease agreements as lessor of any property, whether real, personal, or mixed, which is owned or controlled by the community college. Any such agreement may specify the purposes for which the property may be used, require that the property be maintained and operated by the lessee, and may contain such restrictions or limitations on the use of the property, be entered into for such period of time, and include such other terms and conditions as the board of Trustees determines to be necessary and proper. Every such agreement shall be subject to change or termination at any time by the legislature. Any assignment of rights under any such agreement shall be subject to approval by the board of Trustees and shall contain a citation of this section and a recitation that the lease agreement and assignment of rights thereunder are subject to change or termination by the legislature.

(11) To determine that any property owned by the college is no longer necessary for college purposes and to dispose of the same in such manner and upon such terms and conditions as provided by law.

(12) To exercise the right of eminent domain, pursuant to chapter 26 of Kansas Statutes Annotated.

(13) To make and promulgate such rules and regulations, not inconsistent with the provisions of law or with rules and regulations of the state board of regents, that are necessary and proper for the administration and operation of the community college, and for the conduct of the business of the board of Trustees.

(14) To exercise all other powers not inconsistent with the provisions of law or with the rules and regulations of the state board of regents which may be reasonably necessary or incidental to the establishment, maintenance and operation of a community college.

(1) To appoint a member to fill any vacancy on the board of Trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college district

stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than 15 days after such publication.

(15) To contract with one or more agencies, either public or private, whether located within or outside the community college district or whether located within or outside the state of Kansas for the conduct by any such agencies of academic or vocational education for students of the community college, and to provide for the payment to any such agencies for their contracted educational services from any funds or moneys of the community college, including funds or moneys received from student tuition and fees, funds received from the state of Kansas or the United States for academic or vocational education, or taxes collected under K.S.A. 71-204, and amendments thereto. Any contract made under this subsection with an institution of another state shall be subject to the provisions of K.S.A. 71-202 and amendments thereto.

(16) To authorize by resolution the establishment of a petty cash fund in an amount not to exceed \$1,000, and to designate in such resolution an employee to maintain such petty cash fund. The employee designated in any resolution provided for in this subsection receiving such funds shall keep a record of all receipts and expenditures from the fund, and shall from time to time, and at the end of the fiscal year, prepare a statement for the board showing all receipts, expenditures, and the balance in the petty cash fund. The board of Trustees may authorize the employee designated to maintain any petty cash fund to make a claim for replenishment of the fund to its original amount in advance of approval by the board of Trustees if, at any time during the period between regular monthly meetings of the board of Trustees, the balance remaining in the fund is insufficient to make needed expenditures for any purpose for which the petty cash fund is maintained. No petty cash fund may be replenished more than one time during each period between regular monthly meetings of the board of Trustees. If a petty cash fund is replenished prior to the end of the fiscal year in accordance with the foregoing authorization, the employee authorized to maintain the petty cash fund shall keep an accurate record of all expenditures made therefrom, and the purpose therefor, and shall submit the record to the board of Trustees at the next regular monthly meeting thereof. The petty cash fund shall be replenished by payment from the appropriate funds of the community college to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and shall be used only for authorized expenditures and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this subsection shall be bonded by the community college district.

(c) Subject to the provisions of subsection (d), the board of Trustees may purchase or otherwise acquire land or land and improvements and may acquire, construct, reconstruct, repair or remodel improvements thereon or additions thereto, including furnishings, equipment, and architectural and incidental expense related thereto, and for such purposes the board of Trustees is authorized to issue and sell general obligation bonds, the cumulative total not to exceed the following amounts: Where the community college district has a taxable tangible valuation of less than \$90,000,000 or is located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, not to exceed 5% of the taxable

tangible property of the community college district, and where the community college district has a taxable tangible valuation of more than \$90,000,000 not to exceed 3% except as provided above for any community college district located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, of the taxable tangible property of the community college district. If any increase in the valuation of a community college district results in an outstanding bonded indebtedness in excess of that provided in this subsection, such increase shall not constitute a violation of this subsection. No such bonds shall be issued until the question of their issuance shall have been submitted to a vote of the electors of the community college district at a regular election or at a special election called for that purpose and the majority of the electors voting on the proposition in such community college district shall have voted in favor of the issuance of the bonds. Such election shall be called, noticed and held and the bonds issued, sold, delivered and retired in accordance with the provisions of the general bond law except as herein otherwise expressly provided.

(d) The board of Trustees of a community college may purchase or otherwise acquire land or land and improvements within: (1) The community college district; or (2) the service area of the community college. Nothing in this subsection shall be construed or operate in any manner to require a board of Trustees to sell, convey or otherwise dispose of land or land and improvements located outside the community college district or the service area of the community college and owned or being acquired by the community college on the effective date of this act.

For the purposes of this subsection, “service area” means [a] designated geographic area of the state established pursuant to agreement of the presidents of the community colleges and adopted in policy by the state board of regents.

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Date

# APPENDIX C

## Kansas City Kansas Community College Board of Trustees Ethical Conduct Policy

### General Statement of Trustee Duties:

Trustees individually owe certain duties to Kansas City Kansas Community College and its stakeholders, and generally shall discharge their duties: (a) in good faith; (b) with the care that a reasonably prudent person in a like position would exercise under similar circumstances; and (c) in a manner he/she reasonably believes to be in the best interests of the organization.

Trustees are expected to prepare for, attend and participate in all Board and applicable committee meetings, and to spend the time needed to meet as often as necessary to properly discharge their obligations. Each Trustee is obligated to attend Board meetings regularly. Whenever possible, a Trustee shall give advance notice to the Chairperson of the Board of Trustees or the President of the College if the Trustee will be unable to attend a Board meeting or other related obligation.

### Authority of Individual Trustees:

The Board believes that College Administration (management) speaks for the College. Individual Trustees may occasionally meet or otherwise communicate with various constituencies that are involved with the College, but it is expected that Trustees would do this with the knowledge of the College Administration and, in most instances, absent unusual circumstances, only as contemplated by committee charters.

The authority of individual Trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of college administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Trustee except when such statement or action is pursuant to specific instructions and official action taken by the Board.

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Date

## Duty of Loyalty/Conflicts of Interest

Trustees owe a duty of undivided and unqualified loyalty to the College. Trustees must act in good faith with the best interest of the institution in mind. The conduct of a Trustee must, at all times, further the institution's goals and not the member's personal or business interests. Accordingly, Trustees should not have any personal or business interest that may conflict with their responsibilities to the institution. A Trustee should avoid even the appearance of impropriety when conducting the institution's business. Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.<sup>1</sup> The purpose of the policy set out below is to provide principled boundaries and guidance for the effective, fair, legal and reasonable participation of the Kansas City Kansas Community College Board of Trustees in circumstances where real or perceived conflict of interest may exist

### Definition and Criteria:

- a) No member of Kansas City Kansas Community College Board of Trustees shall knowingly:
1. Engage in any business or transaction with, or have a financial or other personal interest, direct or indirect, in the affairs of the College (A) that would result in a financial benefit of a nominal or incidental amount to the Trustee or relative of such person, or (B) which would tend to impair his/her independence of judgment or action in the performance of official duties.
  2. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.
  3. Disclose information or use information, including information obtained in executive session concerning the property, government, or affairs of the College or any office, or department thereof, not available to the general public and gained by reason of his/her official position for his/her personal gain or benefit, or to advance his/her financial interests or that of any other person or business entity.
  4. Represent private interests in any action or proceeding against KCKCC or any office, department, or agency thereof.
  5. Vote or otherwise participate in the negotiation or the making of any contract with any business or entity which he/she, or his/her relative, has financial interest.
  6. Solicit, accept, or agree to accept gifts of more than \$100.00, loans, gratuities, discounts, payment, or services from any employee, person, firm, or corporation that to his/her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with KCKCC or any office, department, or agency thereof; provided, however, that a Trustee who is candidate for public office may accept campaign contributions and services with any campaign.

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<sup>1</sup> The laws governing recall of local elected officials are set forth in K.S.A. 25-4318 through 25- 4331

7. Vote or otherwise participate in an appointment, employment, or promotion decision related to anyone he/she knows or should know would create a direct or indirect monetary benefit or economic opportunity for himself/herself.
8. Sell, solicit, or offer for sale, to the Board or to any official or employee of the College, directly or indirectly, real estate, textbooks, or like materials and supplies, nor receive any salary, bonus, or commission on any such sales.

**b) Section (a) (1) through (8) shall not apply to the following:**

1. Contracts let after competitive bidding has been advertised for by published notice; and
2. Contracts for property or services for which the price or rate is fixed by law.

**c) The Kansas City Kansas Community College Board of Trustees may not:**

1. Employ a Trustee for any position at KCKCC.
2. Do business with a partnership or corporation partially owned by a Trustee.
3. Do business with a bank or financial institution where a Trustee is an employee, stockholder, Trustee, or officer when such Trustee owns 30 percent or more stock in that institution.

**d) Disclosure Requirements**

1. Pursuant to KSA 75-4304 et. seq., any Trustee who has a financial interest in any contract or matter pending before the Board shall disclose such interest, in writing, and such disclosure shall be entered on the records of the Board. <sup>2</sup> The Trustee also shall
2. Prior to January Board meeting (December BOT) each year, Trustees shall disclose the identity of any relative, as defined herein, employed by KCKCC, to the Secretary of the Board of Trustees on such form as prescribed by the Board.
3. Each Trustee of the Board shall disclose by December 21 of each year (through a written report to be maintained by the Secretary of the Board of Trustees for inspection) the source, nature, and amount of any income or other item of value received by that Trustee or any of his/her relatives directly or indirectly from KCKCC itself, any KCKCC employee, or any entity doing business or seeking to do business with KCKCC. The disclosure of any salary received by a Trustee or his/her relative from KCKCC or any entity

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<sup>2</sup> K.S.A. 75-4304 provides:

- (a) No local governmental officer or employee shall, in the capacity of such an officer or employee, make or participate in the making of a contract with any person or business by which the officer or employee is employed or in whose business the officer or employee has substantial interest.
- (b) No person or business shall enter into any contract where any local governmental officer or employee, acting in that capacity, is a signatory to or a participant in the making of the contract and is employed by or has a substantial interest in the person or business.
- (c) A local governmental officer or employee does not make or participate in the making of a contract if the officer or employee abstains from any action in regard to the contract.
- (d) This section shall not apply to the following:
  - a. Contracts let after competitive bidding has been advertised for by published notice; and
  - b. Contracts for property or services for which the price or rate is fixed by law.
- (e) Any local governmental officer or employee who is convicted of violating this section shall forfeit the officer or employment.

doing business with KCKCC may be accomplished by naming the entity and position held by the Trustee with such entity.

4. Trustees shall provide full documentation in the form of receipts (or other evidence of payment in accordance with accepted accounting practices) or a daily mileage log for any expenses for which reimbursement is requested from KCKCC.
- e) A violation of this Conflict of Interest and Disclosure Requirements policy may constitute misfeasance, malfeasance, or nonfeasance in office and may subject the Trustee to suspension or removal from office in accordance with Kansas law and other legal provisions
- f) As used in this policy, the word “relative” shall mean an individual who is related to the Trustee, appointed officer, or employee as father, mother, son, daughter, brother, sister, husband, wife, grandfather, grandmother, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other relative living in the household of the Trustee, appointed officer, or employee, a person who is engaged to be married to the Trustee, appointed officer, or employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the Trustee, appointed officer, or employee intends to marry or with whom the Trustee, appointed officer, or employee intends to form a household, or any other natural person having the same legal residence as the Trustee appointed officer, or employee.
- g) A Trustee shall not have any direct pecuniary interest in a contract with the College, nor shall a Trustee furnish any labor, equipment, or supplies to the College directly
- h) In the event a Trustee is employed by a corporation, business, or has a secondary interest in a corporation or business which furnished goods or services to the College, the Trustee shall declare Trustee’s interest and refrain from debating or voting upon the question of contracting with the company.
- i) It is not the intent of this policy to prevent the College district from contracting with corporations, or businesses because a Trustee is an employee of the firm. The policy is designed to prevent placing a Trustee in a position where his or her interest in the College in interest in the Trustee’s place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.
- j) Secondary interest shall be defined as 10 percent or more ownership, stock, etc., and/or constructive control through family or kinship ties.

## Process:

When a conflict of interest is discovered, the conflict will be declared and those Trustees affected will refrain from participating in the process, decisions, discussions or otherwise influencing the outcome of the question at hand.

Where a potential real or perceived conflict of interest is recognized, the nature of the potential conflict will be declared or otherwise raised by any Trustee and the merits of the potential conflict will be discussed, investigated or otherwise reviewed to determine whether a

declaration of conflict of interest is required. The Board may decide the matter by a vote. The majority of votes will rule.

The KCKCC Board will not permit the waiver of any conflict of interest obligation for any Trustee, the President, Chief Academic Officer, Chief Operations/Financial Officer, or Chief Information Officer.

## Duty of Care

A Trustee must act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position. To conform to this standard, Trustees should:

- a) Regularly attend and participate in board meetings and committee meetings where applicable;
- b) Read, review, and inquire about materials that involve the institution, especially board minutes, annual reports, other reports, plans, policies, and any literature that involves the institution;
- c) Have a fiduciary responsibility for the assets, finances, and investments of the institution and exercise due diligence, care, and caution as if handling one's own personal finances; and
- d) Use one's own judgment in analyzing matters that have an impact on the institution.

# APPENDIX C

## Kansas City Kansas Community College Board of Trustees Ethical Conduct Policy

### Certification:

I, the undersigned member of the Board of Trustees of The Kansas City Kansas Community College, acknowledge that I received a copy of the Board of Trustees Ethical Conduct Policy, have read and understand its terms, and agree to adhere to the Policy.

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Name

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Signature

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Date

# APPENDIX D

## Procedure for Reviewing Applications and the Appointment for Midterm Vacancy

### Timeline:

- |         |   |
|---------|---|
| Date 1  | Board Meeting – Board votes to accept resignation of Trustee or announces vacancy due to incapacity or death of Trustee. Board announces process and procedure for filling vacancy for the balance of the unexpired term. Board selects date for closure of receipt of applications and approves publication notice |
| Date 2  | Publish (unofficial) Notice to KCKCC website  |
| Date 3  | Publish (official) Legal Record   |
| Date 4  | Applications deadline (5 p.m.)  |
| Date 5  | Distribute application materials to Board Members <ul style="list-style-type: none"><li>• Includes applications, worksheet and procedures</li></ul>   |
| Date 6  | Special Board Meeting – Board narrows slate of applicants for review  |
| Date 7  | Notification to select candidates of interview date and time <ul style="list-style-type: none"><li>• Send letter via email to those not selected</li><li>• Call and send letter to those selected to schedule interviews</li></ul>  |
| Date 8  | Special Board Meeting to interview candidates   |
| Date 9  | Selection of new Trustee by roll-call vote at next regular meeting of the Board of Trustees   |
| Date 10 | Successful candidate takes office to fill the Trustee vacancy for the balance of the unexpired term   |

### Procedure:

After completing the interview process of qualified candidates during the special Board meeting, the following procedure will be used to fill the vacancy on the Board of Trustees during the Board's next regular meeting of the academic year:

- 1) Nomination Votes: Each Trustee will indicate on private written ballot two candidates for nomination for appointment as Trustee. (The ballot is an open record subject to disclosure, but allows each Trustee to privately indicate preference simultaneously with other Trustees)
  - a) The ballots will be tabulated by Secretary and Treasurer to the Board.

- b) The nomination ballot is NOT the election ballot.
  - c) Those candidates who receive two or more nomination votes will be announced by the Chair as eligible for the final ballot.
- 2) Final Ballot: The final ballot will then be distributed, and each Trustee will select ONE candidate.
- a) The votes will be tallied and the candidate receiving the majority number of votes will be announced.
  - b) If there is a tie, all other candidates will be dropped from the final ballot, the Board may openly discuss the two final candidates for up to five minutes and then final ballot voting will be repeated with only two candidates listed.
  - c) The five-minute Board discussion and voting on the final two candidates may be repeated multiple times if necessary.
- 3) Motion to Appoint: “Motion to appoint and elect [Candidate’s Name] to fill the unexpired term of [Name Vacating Member], Trustee of the Board of KCKCC.” Requires a second, discussion and majority vote. Once majority is reached, the voting stops and the candidate is deemed elected.
- a) If there is not a majority at this stage, the candidate who receives the second most votes will be announced, and the motion process will be repeated.

## Ballot Examples:

### **Kansas City Kansas Community College BOARD OF TRUSTEES VACANCY**

#### **First Nominating Ballot**

Each Board member is asked to circle two candidates for nomination for appointment as Trustee.

Candidate Name 1

Candidate Name 4

Candidate Name 2

Candidate Name 5

Candidate Name 3

Candidate Name 6

# **Kansas City Kansas Community College BOARD OF TRUSTEES VACANCY**

Final (as indicated in section 2) Nominating Ballot

Each Board member is asked to circle one candidate for  
nomination for appointment as Trustee.

Candidate Name 1

Candidate Name 4

Candidate Name 2

Candidate Name 5

Candidate Name 3

Candidate Name 6

# APPENDIX E

## Presidential Evaluation Timeline and Performance Appraisal Instrument

Presidential Evaluation Timeline
December
1. Chairperson emails evaluation forms to all Board members.
January
1. Completed evaluation forms are turned in to the Chairperson. 2. The Chairperson compiles the results from the evaluation forms and prepares and distributes the draft report to the full board.
February
1. Draft Evaluation is reviewed and discussed by the full Board in Executive Session without the President. Recommendations are made for inclusion, and/or changes to be included in the final document. 2. On a date, no later than February 15, the Chairperson meets with the President to review the Final Evaluation. 3. The President will provide a written response to his/her evaluation within 14 days of receiving the evaluation.

# Kansas City Kansas Community College Board of Trustees

## Presidential Performance Appraisal

**For: President's Name Year**

Please rate the President in the below listed key functional areas by placing an X in the appropriate box. Where applicable, refer to the Strategic Plan report to rate performance. The President will provide a written response to his/her evaluation prior to the June BOT meeting.

1 = does not meet expectations; 2 = meets some expectations;  
3 = meets expectations; 4 = exceeds some expectations;  
5 = significantly exceeds expectations; DK = Don't Know.

Please provide comments as you desire in the comments section.

Institutional Performance	1	2	3	4	5	DK
1. Provides effective leadership in establishing and maintaining excellent student services						
2. Provides effective leadership for maintenance and upgrade of the physical plant						
3. Is creative and innovative in solving problems and dealing with crisis						
4. Stays current with trends, information, legislation, and other movements pertinent to the College's future						
5. Media relations						
6. Personnel policies and procedures						
7. Gives recognition due to staff						
8. Ensure excellence and quality						
9. Access to higher education						
10. Technology						

Total \_\_\_\_\_

COMMENTS:

Institutional Leadership	1	2	3	4	5	DK
1. Is informed about developments in education, and particularly community colleges						
2. Provides leadership for the professional development of staff, and maintains her/his own professional development						
3. College operations						
4. Vision						
5. Problems and issues						
6. Student involvement						
7. Excellence						
8. Technology resources						
9. Inclusiveness						
10. Strategic plan						
11. Budget						
12. Morale						

Total \_\_\_\_\_

COMMENTS:

External Relations	1	2	3	4	5	DK
1. Relationships with the news media and other public relations vehicles within the community						
2. Encourages involvement from and respects all constituencies and gives their issues fair consideration						
3. College image						
4. Community partners						
5. Federal and state level						
6. Trends and impact on the college						
7. Visibility						
8. Leader						

Total \_\_\_\_\_

COMMENTS:

Budgetary/Fiscal Management	1	2	3	4	5	DK
1. Fiscal Management						
2. Develops and support appropriate strategies of attracting funds to the institution						
3. Financial needs						
4. Ends statements, strategic initiatives						

Total \_\_\_\_\_

COMMENTS:

Personal Qualities	1	2	3	4	5	DK
1. Exercises good judgment in dealing with sensitive issues between people and groups						
2. Is well-organized and efficient in accomplishment of objectives						
3. Remake decisions						
4. Respect						
5. Conflict						
6. Sensitive to differing needs						
7. High standards						
8. Professional						
9. Enthusiasm						
10. Creative						

Total \_\_\_\_\_

COMMENTS:

Relations with Governing Board	1	2	3	4	5	DK
1. Offers professional advice to the board on items requiring board action, with recommendations based on thorough student and analysis and sound educational principles; marshalling as many staff and external points of view, issues, and options as needed for fully informed Board decisions						
2. Governance policies						
3. Constructive criticism						
4. Communicates						
5. Reports to the Board						
6. Prepares for meetings						
7. Keeps the Board informed						
8. Dealing with the Board as a whole						

9. Provides effective support						
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Total \_\_\_\_\_  
Grand Total \_\_\_\_\_

COMMENTS:

What initiatives/projects should the President focus on over the next year?

# APPENDIX F

## Resolution 2015

### RESOLUTION AVOWING HIGH STANDARDS OF ETHICAL CONDUCT AND LEGAL COMPLIANCE FOR THE KANSAS CITY KANSAS COMMUNITY COLLEGE BOARD OF TRUSTEES

#### Recitals

*Whereas*, Kansas City Kansas Community College (the “College” or “KCKCC”) is a postsecondary educational institution under K.S.A. 74- 3201b governed by the Kansas City Kansas Community Board of Trustees (“the Board of Trustees” or “Trustees”) in accordance with K.S.A. 71-201, et. seq. and has legislative and judicial authority over the College; and

*Whereas*, To model the highest standards of governance and leadership, the Board of Trustees has adopted a Trustee Handbook designed to promote high standards of ethical conduct and legal compliance for Trustees; and

*Whereas*, The Trustee Handbook, in accordance with K.S.A. 71- 201(b)(6) acknowledges that the Board of Trustees is only empowered to hire individuals who have been recommended for hire by the College President; and

*Whereas*, The Trustee Handbook provides “All elected state and local officials, including Boards of Trustees, must by law avoid conflicts of interest in the performance of their duties . . . (and) Trustees have a conflict of interest when they use their position to influence a policy decision that will affect their financial interest in material ways;” and

*Whereas*, The Board of Trustees agrees and acknowledges that each Trustee is prohibited from having an interest, financial or otherwise, direct or indirect, or engaging in any business or transaction or professional activity which is in substantial conflict with the proper discharge of their duties and must avoid the appearance of unlawful and/or unethical conduct.

**Now, Therefore, Be it Resolved** by the Kansas City Kansas Community College Board of Trustees as follows:

Section 1. In order to avoid the appearance of impropriety and any suggestion of undue influence on the part of a Trustee, no member of the Kansas City Kansas Community College Board of Trustees shall be eligible for employment with the College within the two-year period immediately following the Trustee’s last date in office.

Section 2. The Trustees of Kansas City Kansas Community College, in affixing their signatures to this Resolution, do hereby declare, affirm, and agree that they shall not seek

employment with the College, and shall not be eligible for employment with the College for a two-year period immediately following the signing Trustee’s last date in office as a member of the Kansas City Kansas Community College Board of Trustees.

Section 3. This Resolution shall take effect and be in force from and after its adoption and approval by the Board of Trustees.

**Adopted** by the Kansas City Kansas Community College Board of Trustees this 15th day of August, 2015.

THE BOARD OF TRUSTEES OF THE  
KANSAS CITY KANSAS COMMUNITY COLLEGE

\_\_\_\_\_  
Chairperson, Board of Trustees

ATTEST:

By:\_\_\_\_\_

Trustee Signatures

Name Printed	Signature	Date
Name Printed	Signature	Date
Name Printed	Signature	Date
Name Printed	Signature	Date
Name Printed	Signature	Date
Name Printed	Signature	Date

# GLOSSARY OF TERMS

**ACCT:** The Association of Community College Trustees (ACCT) is a non- profit educational organization of governing boards, representing more than 6,500 elected and appointed Trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a major voice of community college Trustees to the presidential administration, U.S. Congress, the Departments of Education and Labor and more.

**Cabinet:** Vice President Academic Affairs (VPAA), Vice President Student Affairs (VPSA), Vice President Strategic Initiatives and Outreach (VPSIO), Chief Information Officer (CIO), Chief Finance Officer (CFO), Chief Human Resources Officer (CHRO)

**President:** Chief Executive Officer

**KACCT:** The Kansas Association of Community College Trustees (KACCT). Members of the Kansas Association of Community College Trustees are typically the board of Trustees' chairs or other board designated representatives from the locally elected governing boards of the 19 community colleges in the state of Kansas.

**KBOR:** Kansas Board of Regents is a nine-member governing body that supervises the six universities. It also supervises and coordinates 19 community colleges, 5 technical colleges, 6 technical schools, and a municipal university.

**NACUBO:** National Association of College and University Business Officers

# REFERENCES

*Kansas Association of Community College Trustees.* (2015) Retrieved <http://www.kacct.org/>

*Kansas City Kansas Community College.* (2015) Retrieved <http://www.kckcc.edu/>

*The Association of Community College Trustees.* (2014) Retrieved <http://www.acct.org/>

Jewell, J. Paul (1996) *The History of Kansas City Kansas Community College.* Kansas City  
Kansas Community College

## Trustee Resources and Suggested References:

American Association of Community Colleges: <https://www.aacc.nche.edu/>

Association of Community College Trustees: <https://www.acct.org/>

Community College Resource Center: <https://ccrc.tc.columbia.edu/>

Inside Higher Education: <https://www.insidehighered.com/>

Jobs for the Future: <https://www.jff.org/>

League for Innovation: <https://www.league.org/>

Complete College America: <https://completecollege.org>

Bowdler, J., Cisneros, H., & Lubell, J. (2018). *Building Equitable Cities: How to Drive Economic Mobility and Regional Growth.* Urban Land Institute.

Boggs, G. R. (2006) *Handbook on CEO-Board Relations and Responsibilities.* American Association of Community Colleges.

Carver, J. (2006). *Boards That Make A Difference.* Jossey-Bass.

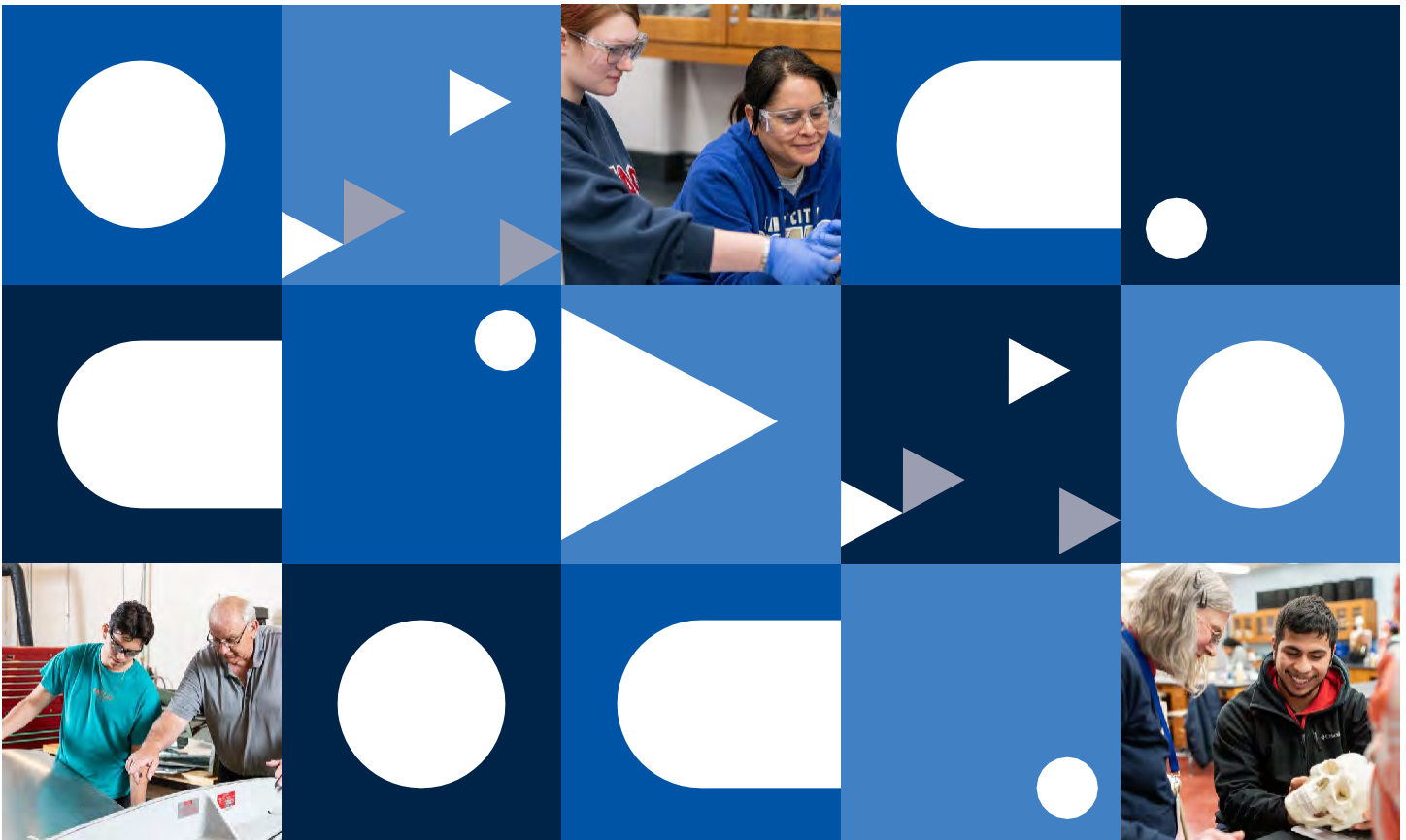
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O'Banion, T. (2019) *13 Ideas That Are Transforming the Community College World.* American Association of Community Colleges.

Smith, C. J. (2000) *Trusteeship in Community Colleges.* American Association of Community Colleges.

*Kansas City Kansas Community College Board of Trustee September 21, 2021*

*KCKCC is an Equal Opportunity and Affirmative Action Educational Institution.*



# Kansas City Kansas Community College - Board of Trustees

## FY 2021-22 Goals

Board of Trustees Goals	Board Tasks/Actions to which policy recommendations should be made as needed
1. Monitor and support KCKCC Strategic Plan Priorities, Goals, and Initiatives; continuous quality improvement initiatives, and accreditation status.	<p>1.1 Monitor strategic plan progress, meeting of Key Performance Indicators (KPIs) and other important institutional measures.</p> <p>1.2 Monitor progress on Higher Learning Commission (HLC) accreditation-related items and other ancillary activities that lead the College to eliminate and remain free from any accreditation deficiencies.</p> <p>1.3 Receive reports and updates related to KCKCC's <i>Advancing Excellence</i> initiatives and creating and maintaining a college-wide culture of excellence.</p>
2. Monitor student progress and satisfaction.	<p>2.1 Review Kansas Board of Regents Performance Report for KCKCC institutional performance in the following KBOR Metrix:</p> <ul style="list-style-type: none"> <li>• first to second year retention rate of first-time fulltime college ready students;</li> <li>• number of certificates and degrees awarded;</li> <li>• percent of students employed or transferred;</li> <li>• success rate in non-developmental courses enrolled by students who were successful in developmental courses;</li> <li>• number/percentage of Hispanic students enrolled at KCKCC; and</li> <li>• fall to spring persistence of non-college ready students.</li> </ul> <p>2.2 Receive reports and track outcomes from Strategic Enrollment Management Plan initiatives, with specific interest in areas related to the success of students identified as underrepresented, diverse, at-risk, nontraditional and/or other student classifications not normally reported in traditional state and federal reporting mechanisms.</p> <p>2.3 Receive reports and track outcomes such as class and program completion rates and other data reported in Academic Program Reviews.</p> <p>2.4 Review and longitudinally-track the results of student satisfaction surveys as they are conducted.</p> <p>2.5 Ensure the Board receives high-quality, pertinent data that allows for data informed decisions.</p>
3. Monitor employee, student, and community data.	<p>3.1 Review data to determine the degree to which employee, student and community diversity compare.</p> <p>3.2 Receive hiring data on ethnic, gender, and age diversity of applicant pools and final hires in management, faculty, and staff positions.</p>

**Kansas City Kansas Community College - Board of Trustees**  
**FY 2021-22 Goals**

	<p>3.3 Actively monitor and support College efforts to further diversity and inclusion initiatives that create an environment that reflects our community.</p> <p>3.4 Stay informed of the number of students and employees impacted by COVID-19.</p> <p>3.5 Monitor student enrollment trends and related fiscal impacts on the College and support necessary adjustments to the College's Academic Catalog.</p>
4. Continue and enhance positive relationship with president to ensure success for the Board, the president, and the college.	<p>4.1 Continue to assist connecting the president with the community in Wyandotte and Leavenworth Counties.</p> <p>4.2 Provide clear direction to the president as a unit not as individuals.</p> <p>4.3 Provide input and guidance to the president on faculty negotiations.</p> <p>4.4 Assist president to ensure he is enabled to dedicate sufficient time to accomplish key strategic priorities.</p>
5. Support strategies that ensure the long-term fiscal health and physical maintenance of the college.	<p>5.1 Ensure that allocation of financial and human resources best serves students.</p> <p>5.2 Learn and maintain working understanding of College financial strategies, priorities and processes.</p> <p>5.3 Ensure a sustainable economic future for the College through policy adoption and monitoring, ongoing review of short and long-range budgets and expenditures, and supporting necessary adjustments to college class portfolio.</p> <p>5.3 Monitor and stay abreast of capital outlay projects, to include but not limited to facility updates, improved learning Spaces and deferred maintenance.</p> <p>5.4 Advocate on behalf of the College to maintain appropriate state and federal funding, grow philanthropic resources, provide high quality education and support services to the community while maintaining affordable student tuition.</p> <p>5.5 Support and monitor planned college expansion initiatives.</p>
6. Continue to maintain a high-functioning Board unit by adhering to principles of effective Boardsmanship.	<p>6.1 Hold minimum of two board retreats annually, with the mid-year retreat focusing on institutional data and review of Board and President Goals.</p> <p>6.2 Conduct annual formal Board Self-Evaluation.</p> <p>6.2 Annually, familiarize, update and review Trustee Handbook to include ethics and conflicts of interest.</p>

**Kansas City Kansas Community College - Board of Trustees  
FY 2021-22 Goals**

	<p>6.3 Maintain ongoing commitment to continued Trustee professional development.</p> <p>6.4 Continue to provide a uniform Trustee Candidate and New Trustee orientation and mentorship process.</p> <p>6.5 Maintain adherence to Trustee Conduct provision in the Trustee Handbook.</p>
<p>7. Enhance KCKCC's image in the community.</p>	<p>7.1 Enhance the College Mission and Vision through strategic advocacy with:</p> <ul style="list-style-type: none"><li>• local, state and federal government entities;</li><li>• individual community members and community/civic organizations; and</li><li>• philanthropic entities.</li></ul> <p>7.2 Ensure development and distribution of annual report from the Board to the community.</p> <p>7.3 Engage and support the work of the KCKCC Foundation.</p> <p>7.4 Create and implement Community Engagement Plan.</p>

**Kansas Educational Risk Management Services, Inc. (KERMP)**  
**Coverage Summary Outline**  
**Effective July 1, 2021 to July 1, 2022**

Coverage	Limits, Deductibles/Retentions
<b>Property</b>	<b>Limits of Coverage in Any One Occurrence</b>
Reinsurance Carriers = Underwriters at Lloyd's, London; Everest Indemnity Insurance Company; Travelers Indemnity Company; Underwriters at Lloyd's, London (Chubb Bermuda)	\$300,000,000 Loss Limit of Coverage Buildings: Included in Loss Limit of Coverage Personal Property: Included in Loss Limit of Coverage \$1,000,000 Business Income for any One Member \$25,000,000 Earthquake \$25,000,000 Flood Auto Physical Damage - Included \$350,000 Self-Insured Retention Property Maintenance Deductible Varies by Member \$1,000 APD Deductible Valuation = Replacement Costs
<b>General Liability</b>	<b>Per Occurrence</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Occurrence \$4,000,000 General Aggregate \$2,000,000 Personal & Advertising Injury Limit - Any One Person or Organization \$4,000,000 Products/Completed Operations Aggregate \$1,000,000 Damage to Premises Rented to You - Any One Person \$5,000 Medical Expense - Any One Person \$100,000 Self-Insured Retention
<b>Employee Benefits Liability</b>	<b>Claims Made</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Employee \$4,000,000 General Aggregate \$100,000 Self-Insured Retention \$1,000 Deductible Retroactive Date - Full Prior Acts
<b>Sexual Abuse Liability</b>	<b>Claims Made</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Act Limit - Each Member \$4,000,000 General Aggregate \$100,000 Self-Insured Retention \$2,500 Member Maintenance Deductible Retroactive Date = Varies by District Member
<b>School Board Liability &amp; Employment Practices Liability</b>	<b>Claims Made</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Claim Limit per Member \$4,000,000 Per Member Aggregate Limit \$100,000 Self-Insured Retention Retroactive Date = Full Prior Acts
<b>Auto Liability</b>	<b>Per Occurrence</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Occurrence Limit per Member \$5,000 Auto Medical Payments \$1,000,000 Uninsured/Underinsured Motorist \$100,000 Self-Insured Retention
<b>Law Enforcement Liability</b>	<b>Per Occurrence</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$2,000,000 Each Occurrence Limit per Member \$4,000,000 General Aggregate \$100,000 Self-Insured Retention
<b>Crime</b>	<b>Per Occurrence</b>
Reinsurance Carrier = Underwriters at Lloyd's, London	\$900,000 Employee Theft - Per Employee Coverage \$900,000 Forgery or Alteration \$900,000 Inside The Premises - Theft of Money and Securities \$900,000 Inside The Premises - Robbery or Safe Burglary of Other Property \$900,000 Outside the Premises \$900,000 Computer Fraud \$900,000 Funds Transfer Fraud \$900,000 Money Orders and Counterfeir Money \$100,000 Self-Insured Retention

Equipment Breakdown	Per Occurrence
Carrier = Continental Casualty Company	\$200,000,000 Limit Per Breakdown Property Damage - Included \$5,000,000 Expediting Expense Business Income/Extra Expense - Included 365 Days Extended Period of Restoration \$5,000,000 Data or Media \$1,000,000 Spoilage Damage Utility Interruption Damage: \$10,000,000 Spoilage Damage \$10,000,000 Business Income/Extra Expense Newly Acquired Premises - Included \$5,000,000 Ordinance of Law Errors & Omissions - Included Brands and Labels - Included \$2,000,000 Contingent Business Income/Extra Expense \$100,000 Limited Coverage for Fungus, Wet Rot, and Dry-Rot \$100,000 Green Upgrades Increased Cost of Loss Limit \$5,000,000 Hazardous Substance \$2,500,000 Water Damage \$5,000 Deductible 24 Hours Waiting Period Business Income/Extra Expense
Cyber Liability	Per Claim - In the Aggregate
Carrier = Underwriters at Lloyd's, London (CFC)	Insuring Clause 1 - Cyber Incident Response: \$2,000,000 Incident Response Costs \$2,000,000 Legal and Regulatory Costs \$2,000,000 IT Security and Forensic Costs \$1,000,000 Crisis Communication Costs \$2,000,000 Privacy Breach Management Costs Insuring Clause 2 - System Damage and Business Interruption: \$2,000,000 System Damage and Business Interruption \$2,000,000 Income Loss and Extra Expense \$2,000,000 Dependent Business Interruption \$1,000,000 Consequential Reputational Harm Insuring Clause 3 - Network Security & Privacy Liability: \$2,000,000 Network Security Liability \$2,000,000 Privacy Liability \$2,000,000 Management Liability \$2,000,000 Regulatory Fines \$2,000,000 PCI Fines, Penalties, and Assessments Insuring Clause 4 - Multimedia Liability: \$2,000,000 Defamation \$2,000,000 Intellectual Property Rights Infringement Insuring Clause 5 - Court Attendance Costs: \$100,000 Court Attendance Insuring Clause 6 - Cyber Extortion: \$2,000,000 Cyber Extortion Social Engineering Included Retroactive Date = Full Prior Acts
Gallagher Crisis Protect	Per Claim
Carrier = Underwriters at Lloyd's, London	Tower 1 - First Party: \$500,000 in respect of damage and/or financial loss resulting from an insured event(s) including sublimits in the aggregate as shown in appendix 1 and 2 - Act of Terrorism, Civil Commotion, Sabotage, Vicious Attack and additional insured events Tower 1 - Third Party: Maximum 15% of Tower 1 any one claim - Judgement, Settlements & Defense Costs and additional insured events Tower 3 - Consulting Costs Detention, Disappearance, Extortion, Hijack, Hostage and Kidnap and additional insured events Additional Coverages: \$500,000 Ransom - Per Occurrence and in the aggregate \$500,000 In Transit/Delivery - Per Occurrence and in the aggregate \$500,000 Expenses - Per Occurrence and in the aggregate \$75,000 Judgments, Settlements and Defense Costs (Assault, Blackmail, Deprivation, Detention, Disappearance, Radicalization, Stalking, Threat, Extortion, Hijack, Hostage Crisis, Emergency Repatriation and Employee Dishonesty.) - Anyone Claim and in the Aggregate Deductibles: \$10,000 Any one occurrence in respect of the insured event(s) of an act of terrorism and/or civil commotion and/or sabotage and/or vicious attack. 2 hours In respect of threat from the insured event(s) of an act of terrorism and/or sabotage and/or vicious attack. 12 hours in respect of deprivation 25% co-insurance respect of demolition, restitution, and rebuild \$2,500 Any one occurrence in respect of vehicles relating to demolition, restitution, and rebuild

**Kansas City Kansas Community College  
Insurance Renewal Quote - CBIZ  
Report to Board of Trustees  
Tuesday, September 21, 2021**

Updated  
9/14/2021

<u>Current Year CBIZ Renewal Comparison</u>	<u>Current Premiums FY2022</u>	<u>CBIZ Premiums FY2022</u>	<u>Difference Savings</u>
Total Current Annual Premiums	\$ 1,092,093		
Less: Current FY2022 Workers Compensation	209,421		
Annual Premium Compared to CBIZ	\$ 882,672	\$ 491,503	\$ (391,169)

**Prior Year Comparison with CY CBIZ Renewal**

FY2021 Insurance Renewal net of workers compensation	\$ 507,452	\$ 491,503	\$ (15,949)
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**Current Year Total Estimated Insurance Cost  
Savings by Making the Switch 11/1/2021**

Estimated Premium Costs - Making Switch	\$ 294,224	\$ 327,669	\$ 621,893
Total Current Annual Premiums			\$ 882,672
Total Estimated FY2022 Annual Savings			<u><u>\$ (260,779)</u></u>



## Kansas Educational Risk Management Pool, LLC 2021 to 2022

District: Kansas City Kansas Community College  
Property Deductible: \$50,000 AOP; \$250,000 Wind/Hail

Fixed Costs	7/1/2021 – 7/1/2022 Annual Pricing	8/1/2021 – 7/1/2022 Pro-Rated Pricing
Reinsurance Package*	\$47,282.94	\$43,263.90
Reinsurance Excess Property* – Everest \$5M part of \$10M Quota Share	\$39,382.83	\$36,035.76
Reinsurance Excess Property* – Lloyd's \$5M part of \$10M Quota Share	\$45,170.74	\$41,331.52
Reinsurance Excess Property – Travelers	\$77,585.49	\$70,991.00
Reinsurance Excess Property* - Chubb Bermuda	\$5,212.43	\$4,768.94
Boiler & Machinery	\$2,970.44	\$2,718.00
Cyber Liability* - \$2,000,000 Limit / Deductible	\$25,440.00	\$23,277.60
Gallagher Crisis Response*	\$8,501.33	\$7,778.28
Gallagher Risk Management Fee	\$24,482.48	\$22,423.20
KASB Endorsement	\$10,201.03	\$7,568.23
KASB Local Agent Fee	\$36,723.72	\$27,245.61
Gallagher Bassett Claims Administration Fee	\$1,266.00	\$1,266.00
Gallagher Bassett Loss Control Fee	\$1,000.00	\$1,000.00
KERMP Program Management Operating Fee	\$2,000.00	\$2,000.00
<b>Total Fixed Costs</b>	<b>\$327,219.43</b>	<b>\$291,668.04</b>

\*Includes 6% Surplus Lines Tax

Variable Costs	7/1/2021 – 7/1/2022 Annual Pricing	8/1/2021 – 7/1/2022 Pro-Rated Pricing
Loss Fund	\$144,032.00	\$131,789.00
KS State Tax (1% of Non-Insurance Expenses)	\$2,375.81	\$2,096.48
Annual Disappearing Deductible Funding	\$17,875.78	\$16,356.00
<b>Total Program Contribution on a Maximum Cost Basis</b>	<b>\$491,503.02</b>	<b>\$441,909.52</b>

<b>Total Program Costs Due for July 1, 2021 – July 1, 2022</b>	<b>\$491,503.02</b>
<b>Total Program Costs Due for August 1, 2021 – July 1, 2022</b>	<b>\$441,909.52</b>

**\*Please Note: This is not an invoice\***

**Kansas City Kansas Community College**  
**Calendar Year 2022 Plan Renewal - Medical Insurance**  
**For Presentation to the Board of Trustees on September 21, 2021**

**Prepared September 10, 2021**

<b>Plan Year</b>	<b>Employee</b>	<b>Employer</b>	<b>Total</b>	<b>Employee % of Plan</b>	<b>Employer % of Plan</b>
Current Year 2021 @ current enrollment	\$ 536,219.67	\$ 4,591,351.77	\$ 5,127,571.44	10.46%	89.54%
2022 Plan Year - Renewal	\$ 536,219.67	\$ 4,591,351.77	<b>\$ 5,127,571.44</b>	10.46%	89.54%

No increase to premiums for Plan Year 2022

**Kansas City Kansas Community College  
Calendar Year 2022 Plan Renewal - Dental Insurance  
For Presentation to the Board of Trustees on September 21, 2021**

**Prepared September 10, 2021**

<b>Plan Year</b>	<b>Employee</b>	<b>Employer</b>	<b>Total</b>	<b>Employee % of Plan</b>	<b>Employer % of Plan</b>
Current Year 2021 @ current enrollment	\$ 111,834.84	\$ 170,915.52	\$ 282,750.36	40%	60%
2022 Plan Year - Renewal	\$ 113,988.00	\$ 181,484.04	<b>\$ 295,472.04</b>	39%	61%
<b>4.5% Increase in premiums over current year</b>	<b>\$ 2,153.16</b>	<b>\$ 10,568.52</b>	<b>\$ 12,721.68</b>		
Percent of annual increase absorbed by employees					17%
Percent of annual increase absorbed by KCKCC					83%

**Kansas City Kansas Community College  
Calendar Year 2022 Plan Renewal - Basic Life/AD&D Insurance  
For Presentation to the Board of Trustees on September 21, 2021**

**Prepared September 10, 2021**

<b>Plan Year</b>	<b>Employee</b>	<b>Employer</b>	<b>Total</b>	<b>Employee % of Plan</b>	<b>Employer % of Plan</b>
Current Year 2021 @ current enrollment	\$0.00	\$27,805.47	\$27,805.47	0.00%	100.00%
2022 Plan Year - Renewal	\$0.00	\$27,805.47	<b>\$27,805.47</b>	0.00%	100.00%

No increase to premiums for Plan Year 2022